

# CASE FOR KIDS - CITY CONNECTIONS 2017-2018

## REQUEST FOR PROPOSAL (RFP)

**The Center for Afterschool, Summer and Enrichment for Kids or CASE for Kids** is a division of Harris County Department of Education (HCDE) that was formed in 1999. The vision of CASE for Kids is to ensure that every child in Harris County will have access to high-quality, expanded learning opportunities. CASE for Kids believes a quality out-of-school time program provides avenues for opportunities for youth to excel, explore, and expand their horizons before school, after school, on weekends, and during the summer. A quality program provides a safe and inclusive environment, diverse learning opportunities, effective administrative strategies, collaborative relationships, and intentional program promotion.

**CASE for Kids City Connections**, funded directly by the City of Houston, supports organizations that address the need for youth services outside the school day. Projects funded by the CASE for Kids City Connections program take place in a variety of locations including schools, community centers, apartment complexes, and churches. Grants are designed to meet individual Houston city council district\* needs and provide prevention-based programming that addresses gaps in services to youth.

### GRANT TERM AND DEADLINES

<b>Application Deadline</b>	➤ <b>September 5, 2017</b>
<b>Project Grant Term Period</b>	➤ October 10, 2017 to April 27, 2018
<b>Award Announcement</b>	➤ October 3, 2017 Click on <a href="http://www.afterschoolzone.org">www.afterschoolzone.org</a>

### 2017-2018 City Connections RFP Workshops

Interested organizations may attend any RFP workshop listed below.

Workshop Date	Workshop Time	Workshop Location
Thursday, August 17, 2017	10:00 a.m.– 11:30 a.m.	HCDE North Post Oak Location 6005 Westview Houston, TX 77055
Monday, August 21, 2017	1:30 p.m. – 3:00 p.m.	HCDE North Post Oak Location 6005 Westview Houston, TX 77055
Wednesday, August 30, 2017	1:30 p.m. – 3:00 p.m.	HCDE North Post Oak Location 6005 Westview Houston, TX 77055

## FUNDING PARAMETERS

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Applicants must adhere to the funding parameters listed below:

- 1) Applicants are not allowed to submit more than two (2) applications for the City Connections project.
- 2) Applicants may submit no more than one (1) application per city council district.
- 3) A minimum of \$5,000.00 and maximum amount of \$15,000.00 may be requested per organization.
- 4) Applicants may only propose activities at a maximum of four (4) project sites within each city council district.

## APPLICANT ELIGIBILITY

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Each applicant must submit sufficient evidence that it is an established charter school, faith-based organization, or civic group that:

- holds a valid IRS-designated 501(c)3 status for at least one (1) calendar year prior to the application deadline;
- is formally registered with the Texas Secretary of State as a Not-for-Profit entity and has held such registration for at least one calendar year prior to the application deadline.

## PROGRAM REQUIREMENTS

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Applicants must adhere to the program requirements listed below:

- Proposed projects must serve children within the range of kindergarten through 12<sup>th</sup> grade.
- Proposed projects must serve youth before school, after school, or weekend hours.
- Proposed projects must identify the city council district and location within the district where the project will occur.
- Proposed projects must meet needs in city council districts, as determined by City Council Members.
- Proposed projects must have gained permission to operate at the indicated host site(s) and have a signed “Collaboration Letter” submitted with the application. Additionally, the non profit organization should have followed procedures required by the host site, if any, to operate.
  - Non profit applicants who wish to host a City Connections project at a Houston Parks and Recreation Department (HPARD) facility are **REQUIRED** to contact HPARD staff to discuss potential plans prior to submitting this application. In addition, CASE for Kids will require documentation from HPARD that demonstrates HPARD’s approval for the applicant to host a City Connections project at the identified HPARD facility.
- Agree to obtain and assess criminal history record information for each employee, contractor, or volunteer used in the delivery of projects funded by program grant funds and to use only those persons fit to work with students.
- Will not be debarred from conducting business with the City of Houston, HCDE or the federal government.
- Agree to deliver services funded by program grant funds within the following timeframe:  
***City Connections Project Grant Term:*** October 10, 2017 to April 27, 2018.

- Submit only a single application for projects that are proposed by more than one applicant for a collaborative project. If more than one application is received for a collaborative project, the applications will be disqualified.
- Submit a complete application with all required support documents.
- Applicant must agree to use program grant funds for program quality improvement. (See **Budget Requirements** for more information.)
- Proposed projects may not use funding to provide individual awards (i.e. scholarships) nor to enhance facilities.
- **Returning Applicants:** Applicants that submitted applications to the City Connections program in fiscal year 2017 have the option to continue services proposed via submission of a new application in this current fiscal year.

## BUDGET REQUIREMENTS

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Grant recipients must adhere to the following requirements:

1. Grant recipients must match the total amount of program grant funding, with evidence, on a dollar-for-dollar basis. The match may be cash or in-kind support from other sources.
2. Grant recipients must expend program grant funding to support a minimum of 10 hours of direct service per \$1,000.00 in grant funding.
3. Grant recipients may spend no more than 10 percent (10%) of program grant funding for administrative costs.
4. Grant recipients **must** allocate no more than 20 percent (20%) of program grant funding to support quality program improvements through the purchasing of curriculum-based materials and professional development including participation in relevant workshops, conferences and online trainings that include certificates. Funds from this grant may not be used for capital improvements or fundraising for the non-profit organization or host site.

## GRANT RECIPIENT REQUIREMENTS

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Grant recipients must meet the following requirements, according to the schedule and deadlines set by HCDE:

- Grantees shall maintain all records and accounts in a manner that shall assure full accounting of all expenditures paid for with both funds received from HCDE and local site matching funds relating to the signed Notice of Grant Award (NOGA). Grantee records and accounts shall be retained by the grantee and made available for audit by HCDE, City of Houston, or their respective representatives for a period of not less than three (3) years after the expiration or termination of the NOGA. If an audit has been announced, the grantee shall retain its records and accounts until such audit has been completed.
- Complete a final report at the end of the program period, including but not limited to attendance forms and a project summary form provided by CASE for Kids detailing project accomplishments and challenges, photo documentation of the project, and promotional materials.
- Submit attendance and demographics for youth served with program grant funding in the manner required by HCDE approved system.
- Comply with evaluations required by HCDE, which may include site visits, focus groups, and surveys.

- Agree to obtain and assess criminal history record information for each employee, contractor, or volunteer used in the delivery of projects funded by program grant funds and to use only those persons fit to work with students.
- Submit an HCDE vendor packet to include, at a minimum, the following: W-9 Form, Conflict of Interest Form, Felony Conviction Affidavit Form, and Covered Employee Affidavit Form.
- Staff members of the funded organization are eligible to attend the CASE for Kids Free *Afterschool Community Training Series*.
- Awarded organizations are required to attend three (3) mandatory meetings presented by CASE for Kids staff during the grant term on topics related to grant compliance, funding and resources on program implementation. The mandatory workshop schedule and details will be emailed to grantees.
- Provides a safe and inclusive environment for youth. See details on [www.afterschoolzone.org](http://www.afterschoolzone.org).

## GRANT PAYMENTS

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CASE for Kids will complete a NOGA with all selected grant recipients to ensure compliance. The first grant payment for 80 percent of the total grant award is made after the contract is authorized by HCDE. An invoice from the grant awardee is required to process payment. Grant recipients should expect payment from HCDE at least six (6) weeks after submission of invoice. The final 20 percent of the grant award will be paid upon receipt and approval of an invoice and a final report.

If services are not delivered as detailed in the contract, if the final report is not submitted, or if final evaluation by CASE for Kids results in concern over implementation of the project, the final 20 percent of the award will not be allocated and the applicant may be required to return part or all of the previously allocated grant funding.

## STEPS TO SUBMIT A COMPLETE APPLICATION

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### Step 1. Download, complete and print out the online CASE for Kids City Connections Application.

Note: Do not use folders or binding materials other than staples or clips.

Applications that are incomplete or improperly prepared will not be considered.

City Connections Application - Includes *one original* of each of the following documents:

- Application Cover Sheet - Signed certification statement. Executive director of applicant organization must sign the certification statement.**
- Project Site Information – List the name and location of the project site and activity description.
- Collaborations Letter – An authorized representative from each proposed project site must sign the certification statement. Each proposed site must have a collaboration letter.**
  - ◆ **If required, per Program Requirements on page 2, HPARD documentation. Contact Kay Joshua via email [Kay.Joshua@houstontx.gov](mailto:Kay.Joshua@houstontx.gov) or at 832-395-7270 or Twonda Thompson via email at [Twonda.Thompson@houstontx.gov](mailto:Twonda.Thompson@houstontx.gov) or at 832-395-7000.**
- Project Description– Includes project need and strategies to provide safe /inclusive environment. Must fill out correct form: New or Returning
- Budget and Match Funding- Match funding must be verified.**

**Step 2. Prepare and Submit Support Documents with your application.**

Support Documents - Include *one copy* of following:

- Nonprofit letter of determination from the IRS.**
- Most recent annual financial report that includes all expenditures and income such as a financial statement compiled or reviewed by a CPA, or last year's 990-form.**
- Letter of support from project stakeholder such as a principal, board member, parent, or civic leader. (Optional)**

**\*Returning applicants only need to have completed steps in bold for their application.**

**DEADLINE FOR SUBMISSION**

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City Connections Application and Support Documents must be hand-delivered on or before **Tuesday, September 5, 2017 by 2:00 p.m.** No applications are accepted by US Mail, email or fax.

Physical address for hand delivery:

CASE for Kids, ATTN: *City Connections*

Harris County Department of Education - North Post Oak Building

6005 Westview Dr., Houston, TX 77055-5419

All questions regarding this RFP must be submitted in writing to [caseconnections@hcde-texas.org](mailto:caseconnections@hcde-texas.org). Responses will be posted on [www.afterschoolzone.org](http://www.afterschoolzone.org) in order to ensure equity of information for all potential applicants.

## 2017-2018 CITY CONNECTIONS - PROPOSAL COVER SHEET

### Applicant Information

<b>Applicant Organization:</b>			
<b>Address:</b>	<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>
<b>Executive Director:</b>		<b>E-mail:</b>	
<b>Contact Name:</b>	<b>E-mail:</b>	<b>Phone:</b>	

**Proposed project will take place in City Council District:** \_\_\_\_\_  
**Proposed project will take place in Harris County Precinct:** \_\_\_\_\_  
**Is the applicant organization returning from 2016-2017?** \_\_\_\_\_

### Proposed Project Site(s) Information

Applicants may propose one site or multiple sites. All project sites must be located in the same city council district.

Using the table below, enter the name of the organization or center that will host the proposed program. Provide information in the columns as follows: **A.)** Total number of hours of direct service to youth, **B.)** Proposed number of youth served at the site, **C.)** Age of youth served at the site, **D.)** Grade level of youth served at site, and **E.)** Amount requested for the site.

<b>Site Names</b>	<b>A Hours</b>	<b>B Youth</b>	<b>C Age</b>	<b>D Grade</b>	<b>E Amount</b>
<b>Example: Johnson Community Center</b>	<b>80</b>	<b>120</b>	<b>5-12</b>	<b>K-5</b>	<b>\$2,000</b>
<b>1.</b>					
<b>2.</b>					
<b>3.</b>					
<b>4.</b>					
<b>Total:</b>					

### Certification Statement

I certify that I completed and submitted the CASE for Kids City Connections Application as described on the CASE for Kids City Connections Request for Proposal. The application includes the applicant overview, program need, program narrative, budget, match funding list, and proposed site information.

I certify that this application was developed in accordance with all program requirements and that all information is true and correct.

I certify that, if funded, the program will be carried out in accordance with the program plan described in this application, and that all proposed program changes will be brought to the attention of the Harris County Department of Education's CASE for Kids City Connections Program Coordinator prior to implementation.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_  
*Organization Executive Director (signature required)*

# 2017-2018 CITY CONNECTIONS – PROPOSED PROJECT SITE FORM

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## Collaboration Letter

I certify that I agree to host the CASE for Kids City Connections afterschool project at my site as described above on the CASE for Kids City Connections proposed project site form. This Collaboration Letter is entered into between **ORGANIZATION** and **PROJECT SITE** located at **PROJECT SITE ADDRESS**.

The purpose of this letter is to document the terms under which **ORGANIZATION** and **PROJECT SITE** will deliver services and the responsibilities of both parties.

**ORGANIZATION** and **PROJECT SITE** further agrees that they will comply with all terms and conditions of the City Connections grant awarded to HCDE. Those regulations include the 2017-2018 City Connections Request for Proposal (RFP).

In consideration of the mutual covenants and conditions contained in this Collaboration Letter and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, **ORGANIZATION** and **PROJECT SITE**, intending to be legally bound, agree as follows:

### Project Description

**PROJECT SITE** shall provide the following:

- 1.
- 2.
- 3.

**ORGANIZATION** agrees to provide the following:

- 1.
- 2.
- 3.

By signing below, each party represents that s/he is authorized to execute this collaboration and is bound to all terms of the Collaboration Letter, and to bind all related or affiliated institutions, individuals, employees or contractors who may have access to data received pursuant to this Collaboration Letter or who may own, lease, or control equipment or facilities of any kind where the data is stored, maintained or used in any way.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
*Project Site Authorized Representative (signature required)*

\_\_\_\_\_  
Printed Name Title

Signature \_\_\_\_\_ Date \_\_\_\_\_  
*Applicant Organization Authorized Representative (signature required)*

\_\_\_\_\_  
Printed Name Title

***\*If a proposed project takes place at a Houston Parks and Recreation Department (HPARD) facility, you must adhere to guidelines as detailed on Program Requirements on page 2.***

## Project Site Information

Complete project site information for each proposed site entered on the Proposal Cover Sheet. Enter the project schedule for each proposed site. *\*Each site must have a completed Collaboration Letter*

<b>Site 1</b>	Site Address:	Zip Code:	Neighborhood:
	Site Contact Name:		
	Site Contact Phone Number:	Site Contact Email:	
	Project Start Date:	Project End Date:	
	Description of Activities at Site (25 words or less)		

<b>Site 1</b>	<b>Project Schedule</b>	Monday	Start Time:	End Time:
		Tuesday	Start Time:	End Time:
		Wednesday	Start Time:	End Time:
		Thursday	Start Time:	End Time:
		Friday	Start Time:	End Time:
		Saturday	Start Time:	End Time:
		Sunday	Start Time:	End Time:

<b>Site 2</b>	Site Address:	Zip Code:	Neighborhood:
	Site Contact Name:		
	Site Contact Phone Number:	Site Contact Email:	
	Project Start Date:	Project End Date:	
	Description of Activities at Site (25 words or less)		

<b>Site 2</b>	<b>Project Schedule</b>	Monday	Start Time:	End Time:
		Tuesday	Start Time:	End Time:
		Wednesday	Start Time:	End Time:
		Thursday	Start Time:	End Time:
		Friday	Start Time:	End Time:
		Saturday	Start Time:	End Time:
		Sunday	Start Time:	End Time:



**Project Site Information (continued)**

<b>Site 3</b>	Site Address:	Zip Code:	Neighborhood:
	Site Contact Name:		
	Site Contact Phone Number:	Site Contact Email:	
	Project Start Date:	Project End Date:	
	Description of Activities at Site (25 words or less)		

<b>Site 3</b>	<b>Project Schedule</b>	Monday	Start Time:	End Time:
		Tuesday	Start Time:	End Time:
		Wednesday	Start Time:	End Time:
		Thursday	Start Time:	End Time:
		Friday	Start Time:	End Time:
		Saturday	Start Time:	End Time:
		Sunday	Start Time:	End Time:

<b>Site 4</b>	Site Address:	Zip Code:	Neighborhood:
	Site Contact Name:		
	Site Contact Phone Number:	Site Contact Email:	
	Project Start Date:	Project End Date:	
	Description of Activities at Site (25 words or less)		

<b>Site 4</b>	<b>Project Schedule</b>	Monday	Start Time:	End Time:
		Tuesday	Start Time:	End Time:
		Wednesday	Start Time:	End Time:
		Thursday	Start Time:	End Time:
		Friday	Start Time:	End Time:
		Saturday	Start Time:	End Time:
		Sunday	Start Time:	End Time:

## **2017-2018 CITY CONNECTIONS – APPLICATION FORM (NEW APPLICANTS ONLY)**

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New applicant must provide a response to each question below:

1) A) What is your organization's mission statement? (50 words max.)

B) Give a brief overview of your organization and the services offered. (50 words max.)

2) Provide an overall description of your project through City Connections. (100 words max.)

3) Describe how your proposed project will meet the need for the identified City Council District. (50 words max.)





## 2017-2018 CITY CONNECTIONS - BUDGET

Provide a projected cost of your proposed project. Use the provided table below. Itemize each description of expenditures. The requested project amount must have a dollar-for-dollar match in cash and/or in-kind contributions. Match dollars are not required to be in the same category as the requested amount. To see an example of a completed budget, go to [www.afterschoolzone.org](http://www.afterschoolzone.org).

<u>Category Description</u>	<u>Description of Expenditures for CASE City Connections Funding.</u>	<u>Requested Amount</u>	<u>Cash Match Amount</u>	<u>In-Kind Match Value</u>	<u>Total Project Budget</u>
<b>Project Administration</b>	OPTIONAL - Up to 10 percent of the requested amount may be used for administrative costs.	\$	\$	\$	\$
<b>Program Quality Improvement</b>	REQUIRED - Up to 20 percent of the requested amount may be used for program quality improvement.	\$	\$	\$	\$
<b>Payroll &amp; Staff</b>		\$	\$	\$	\$
<b>Professional Services</b>		\$	\$	\$	\$
<b>Supplies &amp; Materials</b>		\$	\$	\$	\$
<b>Category Description:</b>		\$	\$	\$	\$
<b>Category Description:</b>		\$	\$	\$	\$
<b>Category Description:</b>		\$	\$	\$	\$
<i>The project <u>request</u> (a) cannot be greater than the combined <u>cash match</u> (b) and <u>in-kind match</u> (c).</i>		<b>(a) Total Request</b>	<b>(b) Total Cash Match</b>	<b>(c) Total In-Kind Match</b>	<b>(d) Total Project Budget</b>
<i>The combined total of the <u>request</u> (a), <u>cash match</u> (b), and <u>in-kind match</u> (c), equals the <u>total project budget</u> (d).</i>		\$	\$	\$	\$

## 2017-2018 CITY CONNECTIONS – MATCH FUNDING

**All partners that provide match funding for this project must be listed in one of the charts below.**

List the sources of cash match provided by the applicant organization and/or project supporters.

Source of Cash Match	Dollar Amount
<b>TOTAL</b>	<b>\$</b>

*Note: The total for the cash match on this page should be the same as the total cash match on the budget table, column (b).*

List the sources of in-kind match provided by the applicant organization and/or project supporters.

Source of In-Kind Match	Dollar Amount
<b>TOTAL</b>	<b>\$</b>

*Note: The total for the in-kind match on this page should be the same as the total cash match on the budget table, column (c).*