

**Center for Afterschool, Summer and Enrichment for Kids (CASE)
City Connections
Frequently Asked Questions (FAQ)
2016-2017 Grant**

Please note: Below you will find the responses to Frequently Asked Questions. The information provided is helpful to applicants applying for Grant term October 31, 2016 to March 31, 2017.

RFP Questions and Responses as of 9/5/16

We have five (5) locations, do we add the additional location, or is it only four (4) locations we can list?

Applicants may only propose activities at a maximum of four (4) project sites within each city council district.

Does Case for Kids, City Connections recognize and accept 501(c)6 organizations as being eligible for the grant.

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 calendar year prior to the application deadline; or
- 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

Our organization runs a program year round including summer time. Are we able to apply for the grant and use the funds awarded for our project?

City Connections applications should only be submitted requesting funding for the project grant term which is October 31, 2016 to March 31, 2017. This is the only time funds should be used to cover your project needs.

If awarded, do returning grantees need to submit a new vendor packet?

Yes, returning grantees are required to submit a new vendor packet.

Is an organization required to attend the RFP workshops?

RFP Workshops are not mandatory, however it is suggested that a representative from an organization attend. There is a webinar available to view on the www.afterschoolzone.org, city connections page with the same information that is discussed in the workshops.



Can an organization submit a Form 990n for the financial supporting document?

Yes, we will accept the Form 990n.

Can two (2) separate organizations use both organization funds for one application?

Only one organization per application is allowed. Each organization is responsible for their own allocation of funds and project activities.

Can the budget and/or proposed site be changed once grants are awarded?

Any changes in budget or site location must be submitted in writing and approved prior to changes going into effect.

Will there be another grant term available after the upcoming term?

Grant terms only run per city council approval. We will not know until this term is over and another budget is approved.

I want to hand deliver my application to your office at 6005 Westview on the application deadline date. What is the latest time that I can bring my application to your office?

We will accept applications until 4:00 p.m. on Wednesday, September 7, 2016.

Should the organization have changes in budget or location, will CASE for Kids need to be notified?

Changes are accepted on a case-by-case basis. Once your application is submitted and reviewed, no changes are allowed.

Should your organization be awarded, any changes in budget or project site location from the originally submitted application will need to be reported AND approved by CASE for Kids prior to making changes.

How many copies of the application will organizations need to submit?

Organizations will only need to submit one (1) original application.



If an organization will meet the one year mark for the 501(c) 3 status a few days or months after the application deadline, are they still eligible?

No, all applicants must hold this status one calendar year prior to September 7, 2016.

What is the minimum and maximum an organization can apply for?

A minimum of \$4,000.00 and a maximum of \$10,000.00 may be requested per organization.

Can my organization apply for more than \$10,000.00 if we are submitting an application in two (2) districts?

A single organization may only be awarded a maximum of \$10,000.00.

Ex: Organization ABC can apply for \$6,000.00 on District A and \$4,000 in District D, or all \$10,000.00 in one district.) The total request may not exceed \$10,000.00.

Can an organization be awarded more than \$10,000.00?

No, a maximum of \$10,000.00 may be requested per organization.

Do I have to fill out a site form for each district you are working with?

Yes, an organization must complete the proposed project site form per site, per district application. Please remember the maximum number of districts to submit an application for is two (2).

If we turn in the application do we receive a receipt?

Yes, a sign-in sheet will be at the front desk next to the drop off bin for you to sign when dropping off the application. A receipt will be emailed to the contact person listed on the application unless otherwise noted.

When is the earliest you can turn in the application?

Applications are accepted Monday – Friday 8:00 a.m. to 4:00 p.m. from now until Wednesday, September 7, 2016 at 4:00 p.m. No applications will be accepted after 4:00 p.m.

Where can I find the City Council needs?

City Council needs can be found on the City Connections page on www.afterschoolzone.org



Is there a limit to the number of applications you can submit?

Organizations may only submit one (1) application per city council district. No more than two (2) applications may be submitted per organization per grant term.

I don't understand the 10% requirements for program grant funding, please explain.

Grant recipients may spend up to ten percent (10%) of the requested amount program grant funding for administrative costs.

Grant recipients are required to allocate up to ten percent (10%) 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 on-line trainings that include certificates.

I am having problems understanding the budget page. Is there a sample we could use as a guide?

There is a sample budget posted on the City Connections page of the www.afterschoolzone.org page.

Nothing is saving when I type into the document. Is there something wrong with the application?

After you open the RFP/application document on the afterschoolzone website page, save the document to your hard drive on your computer. Then open the saved document. After you type in responses, save the changes on the document. When you close and reopen the document, you should still have the text that you entered before you closed the document. You may continue to make changes to the document and add text. Always remember to save your changes before you close the document.

Can you apply for two different schools in the same city council district?

Yes, you may apply for two different schools in the same city council district. You may apply for up to four (4) sites in a city council district.

Can more than one organization submit a City Connections application for the same site?

Yes, multiple organizations may be funded for one site.

However, two organizations may not be funded for the exact same project at that site. For example, if Organization A proposes a mural for the south wall at Jones Community Center and Organization B proposes a mural for the south wall at Jones Community Center; neither application will be accepted or reviewed. However, if Organization A proposes a garden project at Jones Community Center, and Organization B proposes a mural project, the applications from both organizations will be reviewed and may be awarded.

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How do you propose two projects at two sites on one application?

On the application there is space provided to list multiple sites including the location, contact information, project description, and project schedule for each site.

If you have two projects at the same site but at different times, do you list them separately on the application?

You should list both projects for the same site. Do not enter site information twice on the same application. Use the project description to show what projects take place on what days of the week.

How do you list Saturday times?

There is space provided on the application for both Saturday and Sunday project times.

What is in-kind match?

In-kind match is contributions of goods or services other than cash.

Do we have to hire vendors?

No.

For the sources on the Match Funding page of the application, do you have to list the name of the contributor?

For the sources of in-kind or cash match provide the name of the contributor. For example, if a foundation has provided match funding, you will list the name of the foundation and the amount they are providing for the project. If you are using contributions from many individuals, you may list your source as "Individual Private Donors" with the total contribution amount.

Can we use afterschool registration fees as a cash match?

Yes.

I was trying to find out what the age limit is of participants. Is it only for kids through age 12?

No. The City Connections program can serve students in Kindergarten - 12th grade.

I cannot find the application on your website. How do I find it?

Logon to www.afterschoolzone.org. Click on the CASE Services tab. Scroll down to Funding, then to City Connections and click. You will see the words CASE for Kids City Connections at the top of the page. Click on the words Download the Request for Proposals (RFP) and Application.



The following are questions and answers from previous grant terms that also apply to the current grant term.

Are programs at private and charter schools eligible to apply?

All charter schools or private schools are able to apply if the organization holds a valid IRS-designated 501(c)3 status and is formally registered with the Texas Secretary of State as a Not-for-Profit entity and have held this status for one calendar year prior to the application deadline date.

Can two or more organizations apply for funding at the same site?

Yes, two or more organizations may apply for funding at the same site if they are proposing separate projects. However, for collaborative projects that are proposed by more than one organization, only one application may be submitted. If more than one application is received for a collaborative project, the applications will be disqualified.

Do organizations need to contact Parks & Recreation?

No. Organizations are not required to contact the Parks and Recreation Department unless they plan on using the city parks in their programming.

What is a safe & inclusive environment?

You may look at our Quality Framework to see our definition of a safe and inclusive environment: <http://www.afterschoolzone.org/users/0002/docs/CASE%20Program%20Quality%20Framework%202.pdf>

Do the vendors that provide services for the organizations need to be an approved vendor?

No. However, vendors who are paid using grant funds must obtain background checks and be fit to work with students.

Can vendors be used on multiple applications?

Yes.

How to determine which district to apply?



There is a link on the afterschool zone page or you can go to the City of Houston website, and search for the district by address: <http://www.houstontx.gov/council/whoismymcm.html>

If you have received funding in the past; will that have a bearing on be approved?

No. You are encouraged to apply again but past awards will not affect your application.

Is it required to receive a letter of support from the council member?

No. However, we encourage you to reach out to your City Council Member to let them know that your organization is applying.

Does HCDE require organizations to do another background check, if they have it already for all employees?

No. You may submit the background check information you already have for each employee.

How long before payment is received?

An awarded organization should allow 6-8 weeks of processing once they have submitted an invoice to CASE for Kids.

Can a for-profit partner with a non-profit?

Yes. However, only the non-profit is eligible to apply for the grant.

Where can I find my City Council District needs?

You may contact the City Council Member or research the information provided on the City Council webpage. You can also view a general outline of City Council district needs here: <http://www.afterschoolzone.org/users/0002/docs/City%20Connections/City%20Council%20District%20Needs.pdf>

Is the City Connections grant similar to ASI grants?

CASE ASI and CASE City Connections both support supplemental programming. The funding source for each is completely separate. You may be awarded funding for both CASE ASI and City Connections.

However, the funding that you request cannot support the same project expenditures and cannot use the same match funding used for the CASE ASI grant.

Receiving City Connections funding will not jeopardize future ASI funding or any other grant opportunities that CASE offers.

What do you mean by “Neighborhood”?

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You can find a list of super neighborhoods here: <http://www.hctax.net/Voter/VoterMaps>. This information helps the City Council get a better understanding of where your organization is working. Examples: Sunnyside, South Park, Heights, Northside etc.

What is direct service?

Direct service is instructional time. This is structured time lead by an instructor that may include lecture time, group or individual task time, interactive activities, or student presentations. Instructional time has specific learning objectives and goals.

“Is there a limit to the amount (or percentage) of the request that can be used for administrative support?”

There is a limit of ten percent of the request that can be used for administrative support. Additional administrative support can be used as an in-kind or cash match.

“Are programs funding by CASE City Connections required to be licensed?”

Licensing is not a requirement. However, if the host site requires licensing, then the grantee must work with them to make sure all requirements are met. CASE does not oversee licensing.

“Is it possible to propose multiple sites on one application if they are all in the same city council district?”

Yes, you may propose multiple sites on one application if all the sites are in the same city council district.

How to propose multiple sites:

On page 5 of the RFP, you must enter the basic information of each proposed site in the table under the heading “*Proposed Project Site(s) Information.*” Enter the name, number of hours, proposed number of students, proposed age of students, proposed grade level of students, and the amount requested for each site.

On page 6-7 of the RFP, you must fill out the additional required information for each of the proposed project sites. The sites must match those listed on page 5 of the application.

Is the City Connections grant funding just for the City of Houston?

CASE City Connections project sites must be located in a City of Houston City Council District.

Would programs to train after school staff be eligible?



Proposed projects must serve youth before school, after school, weekend hours. Proposed projects must serve children within the grade level range of Kindergarten through 12th grade. A project that proposes to train after-school staff is not eligible.

Define administrative costs and provide examples.

Administrative costs are defined as funding that supports the organization's day to day general operations. To accomplish your proposed project, it will take more than providing a teacher in an afterschool classroom, project supplies, and other costs directly associated with project implementation. Your staff will spend time on phone calls, emails, accounting, project coordination, and other tasks that are completed as part of their regular job duties. For example, the office manager orders supplies for the project, the administrative assistant fields phone calls from parents or teachers about the project, extra supplies are pulled from your office supply cabinet, a staff member not assigned to the project substitutes for a project teacher, your executive director visits the site to see how the project is going. This is why we allow and encourage applicants to include 10% of the project request amount for administrative costs.

Our nonprofit has programs located in two different council members' areas. Is our nonprofit limited to only submitting one application, or can two separate applications be submitted--one in each council members area if they are for two different types of programs?

You may submit an application for each district in which you are proposing a project. Applicants may apply for no more than 2 districts per grant term.

In reference to the first 80% grant award payment, does this mean this is a reimbursement grant? What does the invoice for 80% payment include?

CASE will complete a Notice of Grant Award (NOGA) with all selected grantees to ensure compliance. The first grant payment for 80% of the total grant award is made after the NOGA is authorized by HCDE. An invoice from the grant awardee is required to process payment. Payment of invoices will be awarded to organizations 6 to 8 weeks after the invoice is received by HCDE. This is not a reimbursement grant. The funds must cover costs submitted in the budget request of your City Connections application. Your complete application and proposed budget are included as part of the Notice of Grant Award (NOGA).

More information is provided to grantees on payments and reporting at a mandatory orientation meeting held for grantees.