

2018-2019 CASE for Kids Partnership Project RFP Frequently Asked Questions (FAQ)

**** Please note, prior FAQ postings #16 has been removed for further clarification.****

1. What font size is set in the RFP application narrative sections?

The Narrative portion of the RFP is set at 10 pt font.

2. If a campus is a middle and high school combined campus, can you serve only the students who qualify age wise (10, 11, 12 yrs old)?

A site can serve students between the ages of 4 and 12, regardless of their grade level.

3. Can a dedicated district afterschool program coordinator attend the required CASE for Kids Learning Community meetings on behalf of the program liaison?

Yes, a dedicated district afterschool program coordinator may attend workshops and trainings on behalf of the campus with the intent to relay and implement the information to the program.

4. Can a school apply for the Partnership Project if they are already receiving funds from a 21st CCLC grant?

Sites that will be receiving 21st CCLC grant funds for the 2018 - 2019 school year are not eligible to apply for the 2018 - 2019 Partnership Project grant.

5. Are brand new schools that are opening for the first time next fall, eligible to apply? Also, what about repurposed schools whose enrollment changes?

New schools or repurposed schools that will be opening in the 2018 - 2019 school year are not eligible to apply for funding. Schools must be able to provide Campus Demographics information from the previous school year. Applicants must have provided a comprehensive afterschool program for a minimum of 2 years as of March 2018.

6. Is it permissible to charge parents a co-payment for the program to supplement the grant award?

A program may collect a parent co-payment while services are delivered to children. This funding would remain with the site as revenue for the program. Each site may design their own system for determining co-payment amounts and collection schedule, per organization or district policy.

7. How do you determine the cost per student?

The cost per student is determined by the total budget direct cost divided by the total targeted students served.

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8. Are sites allowed to have a lead program liaison and an assisting secondary liaison?

At minimum, all sites must have an established lead program liaison that will be at the site for the duration of programming.

9. The RFP site application includes a proposed activity schedule. Can the program create and submit an alternate schedule?

The proposed activity schedule must be completed and submitted with the application. CASE will not review alternative schedules. An application submitted without this schedule would be considered incomplete.

10. One of the questions requests information about the organization's precinct number. What information should be indicated? There are three kinds of precincts: voting, police, and commissioner. Do you want a number, and if so, which precinct number; or, should we indicate our commissioner's name?

The information being requested is the **commissioner precinct number** for the organization's location. This information can be found by going to www.harriscountytexas.gov. On the homepage you will see tabs for commissioner precinct numbers 1-4. Click on each individual precinct to see a map.

11. Does the cash match have to be available in a lump sum prior to the beginning of the afterschool program?

No, the site can note in the Projected Budget how they plan to make the match. Federal funds, excluding Title 1 funds and/or parent co-pays could be used for the match. Ex: the site plans on serving 50 students per month at a fee of \$100 per month, totaling \$25,000 for a 20 week (5 week) program.

12. Do all the activities have to explicitly be numeracy or literacy?

No, not all activities have to be numeracy or literacy based in the comprehensive program but all should support development of skills. CASE funds will support the integration of literacy and numeracy into academic and enrichment activities.

13. Do we have to prove academic growth for the students with pre/post testing?

This is not a requirement but would be a site based choice.

14. Do we have to include all ages 4-12 or can we leave out, for example, pre-k?

Each site must stay within the range of ages noted in the RFP but can choose to target specific grades based on the site needs.

15. How many students do we need to serve?

There is a minimum requirement of serving 30 students but each site is free to determine the size of their program beyond that requirement.

16. The RPF application has two certification sections, who should sign each of these sections?

An authorized representative of the organization would sign the organization application certification page and an authorized representative familiar with the site and site documentation submitted would sign the certification in the site application.

17. Can our campus just send the site application to CASE by the deadline and get funded?

The application process is outlined on page 4 of the Partnership RFP posted on www.afterschoolzone.org. Applications without **ALL** required components and forms will not be reviewed. A complete application includes the 2018-2019 Organization Application and the 2018-2019 Site Application; and an additional form for eligible nonprofits. Each applicant should follow their district or organization guidelines.

18. Do I have to file an “Intent to Apply” with my district?

It is recommended that each applicant follow their district or organization policies when seeking a grant. Intent to apply applications may be required by individual districts but it is the applicant’s responsibility to pursue that information.

19. Can a site receive funds for the Partnership Project if they are already receiving funds from the Afterschool Achievement Program (ASAP)?

Sites that are receiving ASAP grant funds for the 2018 - 2019 school year are not eligible to receive funding for the 2018 - 2019 Partnership Project grant.

20. Do you have hard copies of the 2018-2019 Partnership RFP available?

No. Visit www.afterschoolzone.org to access an electronic version of the application. The application can be printed out or filled out electronically and then printed. (Note: Applications may not be submitted online).

21. Can a school apply to the Partnership Project if they intend to use a vendor to run the program for them?

It is permissible for a school or nonprofit to have another organization facilitate programming. Allowable expenses for the grant include but are not limited to vendor fees for afterschool activities and coordination and management of the program. It is the responsibility of the applicant to ensure that grant goals are met and to remain in compliance with any licensing requirements.

22. My school is a Cycle 8, 21st Century Community Learning Center grantee and we received revenue from that source. We were not allowed to charge parent fees. Are we still eligible to apply for the 2018-2019 Partnership Project RFP?

If you are a Cycle 8, 21st Century Community Learning Center grantee, applying for the 2018-2019 Partnership Project RFP, please provide details of your plan to match requested funds in your budget narrative on page 7 of the Site Application.

23. I am a nonprofit organization with multiple program locations but want to apply for only 1 site. How do I submit an application for the 2018-2019 Partnership Project RFP?

Nonprofits with a comprehensive out-of-school time program that have been operating for a minimum of 2 years and meet the program requirements for nonprofits such as serves students identified as at risk or special needs, holds a valid IRS-designated 501 (c)3 status for three calendar years prior to the application deadline and have provided a comprehensive afterschool program for a minimum of 2 years as of March 2018, may apply. Application must include Organization Application, Site Application, Revenue and/or Expenditures report from previous year and copy of most recent annual financial report compiled or reviewed by a CPA that includes all expenditures and/or income or last year's 990 form.

24. Does the organization receive the grant money directly if they are only conducting the program at the site?

If awarded, the grant funds will be given to the organization to be distributed to their individual sites based on the application.

25. Why for nonprofits are corporate funds and foundation funds that are donated to the nonprofit not eligible to use as matching funds?

CASE for Kids funding parameters only allow the following sources for fund matching contribution: local tax dollars, state funds and federal funds which requires prior review and approval of the source.

26. Is there a limit on the number of pages that can be submitted for the 2018-2019 Partnership Project RFP?

The template has been modified to control the amount of characters typed in each section, however, there is no limit to attachments such as 990s, financial statements, etc.

27. Do the 30 students have to be the same 30 students each day of programming?

No. The students do not have to be the same students each day, however, the program is comprehensive and should reflect consistency.

28. The RFP states “Some federal funding may be eligible for match and will be considered on a case by case basis and require written approval from the administrator of the federal funding stream.” Does the written approval from the administrator of the federal funding stream have to be submitted along with the application or once the funds have been awarded?

The written approval from the administrator of the federal funding stream can be submitted along with the application or once the funding has been awarded. It is the organization’s responsibility to ensure those funds will be available to use as a match when/if awarded.