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# 2019 - 2020 PARTNERSHIP PROJECT

## Request for Proposals (RFP)

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### ABOUT CASE for KIDS

Harris County Department of Education's Center for After-School, Summer and Enrichment, (CASE) for Kids, collaborates with philanthropic, corporate and civic partners to bring greater funding and better quality out-of-school time programs in Harris County. The vision of CASE for Kids is a connected community investing in opportunities for youth. We believe that together we can best equalize access to learning and enrichment opportunities for youth in need. The mission of CASE for Kids is to strengthen, support, and sustain after-school programs and out-of-school activities. 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 program promotion.

### PARTNERSHIP PROJECT

The goal of the Partnership Project is to provide supplemental funding to comprehensive after-school programs to promote social and emotional learning skills (SEL), increased support of numeracy and literacy development for economically disadvantaged students between the ages of 4 and 12 or up to the age of 19 with a documented disability. In addition, supplemental funding will assist in program quality improvement and program expansion. CASE for Kids will provide funded projects with additional support for numeracy and literacy integration and SEL into academic and enrichment activities, as well as site-based assessment and coaching to improve overall program quality. Successful applicants will demonstrate the ability to provide a comprehensive program and utilize CASE for Kids' funds as an additional resource to target students in need of academic assistance.

The CASE for Kids Partnership Project is the result of collaboration between HCDE, the Houston-Galveston Area Council (HGAC), the Texas Workforce Commission (TWC) and awarded sites. HCDE commits local funds to supplement comprehensive afterschool programming, HCDE and site match dollars activate a commitment of federal childcare funds for quality improvement for school-age youth through TWC. This allows HCDE to provide a variety of resources to selected sites such as: site visits, training, and access to curriculum and materials through a free lending library.

In order to foster sustainability, our focus will be on continuing to support programs funded in 2018-2019 and to add a percentage of new grantees.

### ELIGIBILITY CRITERIA

#### APPLICANT ELIGIBILITY

- 1) **Local education agencies (LEAs) public, private, or charter school** whose student body is identified as 40% or more economically disadvantaged
  - ✓ Have provided a comprehensive afterschool program for a minimum of 2 years as of March 2018
  - ✓ Must be able to provide revenue and/or expenditure statements from previous year to support being able to match grant funds
  
- 2) **All applicants must be able to match award amount with public dollars.**

- ✓ **Match must be at a dollar to dollar ratio. In addition to parent fees collected and administered by the school district, public dollars eligible for match include city, county and state funding dedicated to out-of-school time programming. 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.**

- 3) **Serve students between the ages of 4-12 years of age or up to age 19 with a documented disability.**

## FUNDING

### GRANT TERM

October 1, 2019 – August 31, 2020

### GRANT AWARDS

Eligible applicants can request supplemental funds **between \$10,000 - \$30,000 per site**. Each eligible applicant may submit multiple site applications. Each site submission will be evaluated independently.

### MATCHING FUNDS CONTRIBUTION

Award recipients must provide a dollar-for-dollar cash match to the total of CASE for Kids funding from **\$10,000 to \$30,000 per site**. CASE for Kids will not consider in-kind support as an acceptable form of matching funds contribution. CASE for Kids funds cannot exceed 50% of the total program budget. Allowable matching funds (see below) will serve as matching dollars to CASE for Kids funds to drawdown federal childcare funds for CASE for Kids services.

### ALLOWABLE SOURCES FOR FUND MATCHING CONTRIBUTION

- Parent fees
- Local tax dollars
- Foundations/grant funds
- \*Federal funds, excluding Title I, and 21st Century Community Learning

If an eligible applicant would like to use another source for matching fund contributions not listed above, please submit an FAQ to ensure that funding source is allowable. **\*All matching contributions using federal funds requires prior review and approval of the source.**

### ALLOWABLE USE OF FUNDING

All CASE for Kids funds and match funds must be used for expenditures associated with afterschool programming or quality improvement care activities to support literacy, numeracy and SEL for children ages 4 through 12 or up to 19 with a documented disability. Partnership Project funding must be aligned with Texas Workforce Commission rules regarding allowable and unallowable expenditures for afterschool programs. Below is a list of allowable expenses, however it is not exhaustive, applicants should submit an FAQ to inquire about potential allowable expenses not specified.

- Frontline personnel
- Supplies and materials
- Curriculum for afterschool program
- Vendor fees for afterschool activities
- Professional development for program staff
- Mileage reimbursement to grant-related activities

- Coordination and management of the program

Please note that CASE for Kids Partnership Project funds cannot be used for religious instruction, nor can participants or their parents/guardians be required to participate in religious instruction or activities as a condition for participation in the afterschool program.

The Partnership Project operates on a reimbursement model in which programs are reimbursed after monthly certification of expenditure reports have been submitted. **Therefore, applicants should be financially able to support at least 120 days of programming with local dollars.** Funding is contingent upon approval by HCDE Board of Trustees, and the approval of boards of trustees from participating schools, charters or nonprofits.

## FUNDING REQUIREMENTS

### SITE OPERATIONS

- Serve a minimum of 30 students daily.
- Offer programming consecutively for a minimum of 30 weeks.
- Operate for a minimum of 12 hours per week before or after the regular school day
- Programming must begin operation no later than **October 1, 2019.**
- Criminal history record information must be maintained for each employee, contractor or volunteer used in the delivery of the program funded by CASE for Kids funds
- Submit site program documentation, including photo documentation, as requested.

### PROGRAMMING

- All activities must support numeracy, literacy and SEL development.
- Program must incorporate curriculum provided by CASE for Kids
- Each activity must include time and staff support for students to plan and reflect

### ADMINISTRATION

- A member of administration must attend the award workshop on **June 7, 2019.**
- Each program must designate a program liaison.
- Designated staff must attend mandatory CASE for Kids Learning Community meetings to access resources and information about best practices in the afterschool field
- Designated staff or an appropriate program representative must attend a minimum of 2 CASE for Kids sponsored or approved trainings per semester
- Staff must participate in program self-assessment process using the Youth Program Quality Assessment (PQA), a validated instrument designed to evaluate the quality of youth programs and identify staff training needs.

### BUDGET

- HCDE funds - site must submit monthly certification reports and invoices to CASE for Kids for expenditure reimbursement.
- Site matching funds- site must submit monthly matching funds contribution certifications report to CASE for Kids to verify matching fund contributions
- Program must maintain adequate documentation of the expenditure of funding, match funding and compliance with all program requirements and make such documentation available for review by HCDE, or their respective representatives during the funding period and at least three years after funding ends.

### DATA COLLECTION AND REPORTING

- Must submit student demographics and student daily attendance
- Must submit student data pertaining to grades and regular school day attendance (as applicable)
- Must submit a schedule of afterschool activities and update schedule changes as needed.

## PROGRAM EVALUATION

CASE for Kids uses several tools to evaluate assess overall program effectiveness in improving students' social and academic skills

- Surveys of students, teachers, and after-school providers.
- Site administrator evaluations once per semester.
- Documentation of mandated programming components, student grades and attendance.
- Formal low stakes observation visits.

## APPLICATION PROCESS

### INFORMATION SESSION

CASE for Kids will host a Partnership RFP Information Session live and via webinar. The live workshop will be held on **April 17, 2019 at 1:00 PM at 6005 Westview Drive, Houston, TX 77055.** A link to the recording of the webinar will be posted at [www.afterschoolzone.org](http://www.afterschoolzone.org) after the session.

DATE	TIME	ACCESS
April 10, 2019	10:00 am– 11:00am	<b><u>WEBINAR</u></b>  <b>Instructions:</b> <b>To register for the webinar, please follow link below:</b> <a href="https://attendee.gotowebinar.com/register/2367494123489941250">https://attendee.gotowebinar.com/register/2367494123489941250</a> <b>Webinar ID: 312-493-971</b>  1. Dial In to the Conference (United States): (415) 655-0060 Access Code: 268-278-978

## DEADLINE AND SUBMISSION PROCEDURES

**All applicants must submit a completed application in order to apply.** Each proposal must be in 10 pt. font, on white 8½" X 11" paper. Do not use folders or binding materials other than staples or clips. Applications that are incomplete, improperly prepared, or exceed the page limit will not be considered. Visit [www.afterschoolzone.org](http://www.afterschoolzone.org) to access an electronic version of the application that can be electronically completed and printed out. (Note: applications may not be submitted online).

**Applications without ALL required components and forms will not be reviewed.**

Include **one original application plus (2) copies of:**

- (1) Completed 2019-2020 Organization Application
- (1) Completed 2019-2020 Site Applicant per site
- (1) Revenue and/or expenditure statement from previous year

**All proposals must be received by 4:00 PM on Friday, May 3, 2019 or postmark dated no later than Wednesday, May 1, 2019.**

**Proposals may be mailed or delivered to:**

**Mailing address:**

CASE for Kids  
Attn. 2019-2020 CASE Partnership Project  
Harris County Department of Education  
6300 Irvington Blvd.  
Houston, TX 77022

**Physical address:**

CASE for Kids  
Harris County Department of Education  
6005 Westview Drive  
Houston, TX 77055

**AWARD PROCESS**

Funding for Partnership Project grants involves two components: (1) Request for Proposals (RFP) and (2) internal grant management review. Component 1 consists of the RFP submission and scoring by reviewers. The second component will include interviews to evaluate financial viability as well as a review of returning applicants' grant compliance. Scoring will be based on narrative, past performance for returning sites and ability to certify public matched dollars.

**All questions regarding this RFP must be submitted in writing to [casepartnership@hcde-texas.org](mailto:casepartnership@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.**