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# 2017 - 2018 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 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 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 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 allowing 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.

### ELIGIBILITY CRITERIA

#### APPLICANT ELIGIBILITY

- **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
- **Community and faith-based nonprofit organizations that:**
  - ✓ Serves students that are 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
  - ✓ Have provided a comprehensive afterschool program for a minimum of 2 years
  - ✓ Must be able to access public funds

#### PARTICIPANT ELIGIBILITY

- Students between the ages of 4-12 years of age or up to age 19 with a documented disability

## GRANT TERM

August 1, 2017 – August 31, 2018

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

## ALLOWABLE SOURCES FOR FUND MATCHING CONTRIBUTION

### Local education agency

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

### Nonprofit organization

- Local tax dollars
- Federal funds
- State funds

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

Partnership Project funding must be aligned with Texas Workforce Commission rules regarding allowable and unallowable expenditures for programs. All CASE funds must be used for expenditures associated with quality improvement care activities to support literacy and numeracy for children ages of 4 through 12. 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 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 90 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 **September 8, 2017**.
- Criminal history record information must be maintained for each employee, contractor or volunteer used in the delivery of the program funded by CASE 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
- 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 **August 9, 2017**.
- Each program must designate a program liaison.
- Designated staff must attend mandatory CASE 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 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 expenditure reimbursement.
- Site matching funds- site must submit monthly matching funds contribution certifications report to CASE 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 one year 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 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

CASE for Kids will host a Partnership RFP Information Session via webinar. 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
<b>May 5, 2017</b>	10:00 am– 11:00am	<p>1. Dial In to the Conference (United States): (605) 472-5358 Access Code: 180649 International Dial-in Numbers: <a href="https://www.freeconferencecall.com/wall/kevans04#international">https://www.freeconferencecall.com/wall/kevans04#international</a></p> <p>2. Join Online Meeting: Online Meeting Link: <a href="https://join.freeconferencecall.com/kevans04">https://join.freeconferencecall.com/kevans04</a> Online Meeting ID: kevans04</p> <p>Instructions: At the scheduled date and time of the meeting, dial in to the conference line. When prompted, enter the access code followed by hash (#). To join the online meeting, click the online meeting link and follow the prompts.</p>

### 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 2017-2018 Organization Application
- (1) Completed 2017-2018 Site Applicant per site
- ELIGIBLE NONPROFITS ONLY:** Copy of most recent annual financial report compiled or reviewed by a CPA that includes all expenditures and income or last year's 990 form

**All proposals must be received by 4:00 PM on Friday, May 26, 2017 or postmark dated no later than Monday, May 22, 2017.**

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

**Mailing address:**

CASE for Kids  
Attn. 2017-2018 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.

**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.**