

## CASE for Kids

# CASE for Kids 2023-2024 PARTNERSHIP PROJECT

### Request for Proposals (RFP) # 23/021EJ

Harris County Department of Education's Center for Afterschool, 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 equalize access to learning and enrichment opportunities for youth in need. The mission of CASE for Kids is to strengthen, support, and sustain afterschool 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 focuses on sustainability.

**Partnership Project's** goal is to provide supplemental funding for comprehensive afterschool programs to promote social and emotional learning (SEL) skills, 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 comprehensive programming 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. Both HCDE and the site-matched dollars activate a commitment of federal childcare funds for quality improvement for school-age youth through TWC. This allows HCDE to provide various resources to selected sites, such as site visits, training, and access to curricula and materials through a free lending library.

Application Deadline	<b>Tuesday, March 28, 2023 by 4:00 pm</b>
Grant Term Period	October 1, 2023 – July 31, 2024
Award Announcement	Friday, May 26, 2023 via <a href="https://www.hcde-texas.org/afterschoolzone">https://www.hcde-texas.org/afterschoolzone</a>

### Request for Proposal Workshop – (Optional)

Workshop Date	Workshop Time	Workshop via ZOOM
Tuesday, March 7, 2023	10:00 am – 11:00 am	Meeting Link <a href="#">HERE</a>

## ELIGIBILITY CRITERIA

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### APPLICANT ELIGIBILITY

- 1) Local education agencies (LEAs) public schools, or open-enrollment charter schools whose student body is identified as 40% or more economically disadvantaged and
  - Have provided a comprehensive afterschool program for a minimum of 2 years prior to February 2023.
  - Must be able to provide revenue and/or expenditure statements from prior years to support applicants' ability to match grant funds
- 2) All applicants must be able to match at least 75% of the award amount with public dollars.
  - 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 on a case-by-case basis and will require written approval from the administrator of the federal funding stream prior to submission.
- 3) Serve students between 4-12 years of age or up to age 19 with a documented disability.

## FUNDING

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### GRANT TERM

October 1, 2023 – July 31, 2024

### GRANT AWARDS

Eligible applicants can request supplemental funds **between \$10,000 - \$40,000 per site**. Each eligible applicant may submit multiple site applications. Each site submission will be evaluated independently.

### MATCHING FUNDS CONTRIBUTION

Award recipients must provide no less than a **75%** cash match to the total of CASE for Kids funding from **\$10,000 to \$40,000 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 60% of the total program budget.

Application Request	Minimum Match Required
\$ 40,000	\$ 30,000
\$ 35,000	\$ 26,250
\$ 30,000	\$ 22,500
\$ 25,000	\$ 18,750
\$ 20,000	\$ 15,000
\$ 15,000	\$ 11,250
\$ 10,000	\$ 7,500

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
- Foundation/grant funds
- *Upon approval*, \*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 a Frequently Asked Question (FAQ) to ensure that funding source is allowable.

**\*All matching contributions using federal funds require 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 for 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 school districts and charters.

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## PROGRAM AND FUNDING REQUIREMENTS

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#### SITE OPERATIONS

- Serve a minimum of 30 students daily
- Offer programming consecutively for a minimum of 25 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, 2023**

- 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/or SEL development
- Program must incorporate curriculum provided by CASE for Kids
- Each activity must include time and staff support for student to plan and reflect

## ADMINISTRATION

- A member of administration **must** attend the award workshop on Thursday, September 8, 2023
- 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 program 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 certification reports to CASE for Kids to verify matching funds contributions
- Program must maintain adequate documentation of 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 overall program effectiveness in improving students' social and academic skills.

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

## INFORMATION SESSION

CASE for Kids will host a virtual Partnership RFP Information Session on **Tuesday, March 7, 2023, at 10:00 am**. Registration is not required to attend the information session. A link to the recording of the webinar will be posted at <https://www.hcde-texas.org/afterschoolzone> after the session.

DATE	TIME	ACCESS
March 7, 2023	10:00 am– 11:00 am	<b>2023 - 2024 PARTNERSHIP PROJECT Request for Proposals (RFP)</b> <b>Time: March 7, 2023 10:00 AM Central Time (US and Canada)</b>  Join Zoom Meeting <a href="https://hcde-texas-org.zoom.us/j/87903371430?pwd=cXovWlFaeWNPbUhFamVRMnhkY1FqZz09">https://hcde-texas-org.zoom.us/j/87903371430?pwd=cXovWlFaeWNPbUhFamVRMnhkY1FqZz09</a> Meeting ID: 879 0337 1430 Passcode: 078711

## STEPS TO SUBMIT A COMPLETE APPLICATION AND SUPPORT DOCUMENTS

All applicants must submit a completed application in order to apply. Applications that are incomplete or improperly prepared will not be considered. Visit <https://www.hcde-texas.org/afterschoolzone> to access an electronic version of the application that can be electronically completed and printed out.

Each submission must include:

- (1) Completed 2023-2024 Organization Application (within Ion Wave)
- (1) Completed 2023-2024 Site Applicant per site\*.
- (1) Revenue and/or expenditure statement from previous year

\*Upload one site application for each applying campus.

## DEADLINE AND SUBMISSION

All proposals must be submitted via Ion Wave by 4:00 pm on **Tuesday, March 28, 2023**. Upload ONE Site Application for EACH Site.

## EVALUATION FACTORS & AWARD PROCESS

Each complete and eligible application is reviewed by CASE for Kids. Proposed projects are recommended to Harris County based on community needs, project description, budget, match funding, and proposed site information.

In accordance with applicable laws, rules, and regulations for public purchasing, award(s) will be made to the responsible proposer(s) whose proposal(s) is/are determined, after evaluation by the HCDE CASE for Kids Division.

To qualify for evaluation, a proposal must have been submitted on time and must materially satisfy all mandatory requirements identified in this document.

A committee selected by HCDE will review and evaluate all proposals and make a recommendation to Harris County. HCDE/CASE for Kids will base a recommendation for contract award on the following factors:

<b>Evaluation Factors</b>	<b>Weighted Value</b>
Applicant Overview & Site Demographics	12 Points
Extent to which the goods and/or services meets Needs (Program Overview)	28 Points
Safe Learning Environment for Youth and Families (Proposed Activity Schedule)	15 Points
Project Narrative – (Activity Description)	20 Points
Budget – Proposed Budget, Match Contribution, and Narrative	25 Points

Final decisions on grant awards are at the discretion of HCDE CASE for Kids based on community and constituent needs.

All questions regarding this RFP must be submitted in writing to via Ion Wave. Responses will be posted in the Questions and Answers section of the RFP in Ion Wave to ensure equity of information for all potential applicants.