1. **How do I indicate what Precinct that I am applying for?**
   On the Application Cover Sheet (Form 1), there is a dropdown box next to the line – **Proposed project will take place in Harris County Precinct.** Click on the light blue box, then click on the arrow, scroll down and choose the Precinct number.

2. **Initiative Type C -- since it is online -- do you submit an application for one precinct, or does this automatically cover all since it is online?**
   A precinct must be selected for each application submitted. And, one initiative type must be selected for that application.
   In this example, the applicant would select Precinct One and Initiative Type C. For Type C funding, the grantee must serve approximately 15 or more students (Grades 8-12) from a host site in the precinct. Additional students may be served in other precincts with the same virtual programming, however, the host site must meet attendance requirements for Type C.

3. **Since we have to submit by precinct - do you have a website to show the boundaries of each?**
   Yes. There is a link to search the address of the site and verify the precinct on Form 1 of the application.
   Here is the link:
   https://harriscounty.maps.arcgis.com/apps/ZoneLookup/index.html?appid=919887f8c91f4dd7a89a7472f592583d

4. **Initiative Type A - Program Support. Can we provide funds to cover site partner staff costs at an existing summer program in addition to our staff/artist cost for implementation? So, a mixture of both?**
   You may request funds for you own staff. You may request funds to hire staff of the existing site as professional services. There must be a formal agreement with the site or the site staff and an invoice submitted by them for payment. Backup documentation of payment for site staff would be required in the final grant report.

5. **If you received a City Connection grant and filled in a vendor packet -- do we have to do this again for this grant?**
   Yes. A new completed vendor packet is required. Make sure you use the link provided on the County Connections page since the vendor packet has been updated this year.

6. **Regarding Initiative Type B - Project Support. Can funds be used for our Summer sports basketball program? Also, do in-kind matching funds include coaches who volunteer their time?**
   Yes, funds can be used for a summer basketball program. Yes, value of time donated by volunteers can be used for in-kind match funding.

7. **Can we apply for sites in different precincts?**
   Yes, you may apply for sites in different precincts. Only one precinct may be chosen for each application. Therefore, you will submit more than one application, one for each precinct where the site(s) is located.
   For example: If I have three sites in Precinct 3 and two sites in Precinct 4, I will submit two applications. Application for P3 will list three sites. Application for P4 will list two sites.

8. **Can the site be a government partner? Like a City of Houston community center?**
   Yes. A Project Site Collaboration Letter (Form 7) must be submitted. Make sure that a signature from a site director is enough. City of Houston may require approval from Houston Parks and Recreation Department. Do your research regarding permission needed to work at a "government partner" site.

9. **On form 3 -- if we are being virtual, what do you put?**
   You need to work with a project host site(s) and plan to serve the host sites participating students. Form 3 and 4 are required.

10. **If we want to or already lease an office space in an office building and we want to host our summer project in the shared conference room here in the office building, do we still need a letter of collaboration from the building management, or does that have the same bearings as a "site owned by applicant."**
    If you lease or rent a space with an agreement in place, then that would be considered "site owned or operated by applicant". No collaboration letter is needed from the building.

11. **What if you'd like to serve a camp who has a main office in Houston within the precinct, but their campsite is out of town, so the address of service implementation falls outside the precincts?**
    You cannot serve any physical site(s) outside of Harris County. In your example, the site is not in Harris County and the project could not be considered for funding.

12. **How are staff salaries match?**
    Applicants may request funds for staff or may use staff salaries as match funding.
    For example, it takes four staff to run the project. You may request funding for a percentage of their salary and use the remaining percentage of their salary for the time worked on the project as match.

13. **Do we have to have match funding secured prior to applying?**
    Yes.
    Note: For fee-based programs you will need to make an estimate of fees that you will receive.

14. **Can in-kind support include supplies that a volunteer purchases and donates - i.e., art kits?**
    Yes.

15. **Say we are virtual, but students are coming from one high school -- we need to get that high school to sign off on the organization page/site page, correct?**
     Yes.

16. **If we own the site, we don't have to submit a site collaboration letter?**
     Correct.

17. **Can option A or B also be virtual or hybrid? or they have to be face to face?**
     Initiative Types A and B can be direct service, virtual or hybrid. See Page 3 on the application for more information.

18. **If students come from all over the county, does the number of students at a site need to be a certain percentage of students from that precinct?**
     The minimum number of students for each initiative type is listed on page two of the RFP document. At least the minimum number of students must be from the host site in the precinct you are working with. Remember that a precinct must be chosen for the application. And you must designate at least one site with the precinct. Form 3 and 4 are required.

19. **Hello, for applying - we apply for one precinct only, total. Or separate? Rather, is it limited to selecting ONE precinct only? Or separate the application if two or more precincts for our site partners?**
     Applicants may submit one or more applications and may submit applications for more than one Precinct. Each Precinct must be a separate application.

20. **If we want to partner with a Library for a camp - Would that count as a site?**
     Yes. A site collaboration letter is needed. Form 7.

21. **If we have two different programs for two different age groups, one is virtual, and the other is for younger students at a school, should we do two separate applications?**
     You would only need one application. On form 4 you would choose **hybrid** program.
     See definition of hybrid on page 3 of the RFP document.

22. **PreK kids - coming out of Pre-K and going into K for the upcoming year. Does that count as K-12?**
     Yes.

23. **What if you are serving Yates high school, but you are going on college visits to Lamar on a bus -- can you do that? Or do you have to just go to a college like UH?**
     Yes, you may take the students on field experiences. Location is your choice based on the program you are offering.

24. **Does the site have to be an HCDE site, or can it be a facility outside of that?**
     The site does not have to be an HCDE site. The site must fall within a Harris County Precinct.

25. **We serve students at specific sites (partnership is with schools), offering sleep-away summer camp. Would we qualify for this grant?**

The summer camp site where you are serving youth must be in a Harris County Precinct in order to receive funding.

26. **Are we able to partner or piggy back with another organization until the non profit paperwork is established?**
You may work with another nonprofit organization that meets the nonprofit requirement. The partner organization must submit the application.

27. **What are some examples of non-profit partners? Is Collaborative for Children considered?**
Search Houston nonprofits on an internet search engine for some examples. Call or search the organization you have named in the question.

28. **In the RFP for the summer childcare grant that you shared with you earlier today, there are 3 stipulations about eligibility. I cut/pasted them below:**
Each applicant must submit sufficient evidence that it is an established nonprofit organization, faith-based organization or civic group that:
•Holds a valid IRS-designated 501(c)3 status for at least one (1) calendar year prior to the application deadline;
•Is 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;
•Must not be debarred from conducting business with Harris County, HCDE or the federal government.

The RFP requests only the following be submitted as support documents (page 7 of the RFP): Nonprofit 501c3 letter of determination from the IRS.

29. **Can you apply for two separate projects in 2 separate sites that are different precincts?**
Yes. An application must be completed for each precinct.

30. **Can we utilize funds from a Health and Human Services Commission grant as match for this program?**
Yes

31. **Just to be clear, my organization can submit multiple applications. So one application for Project A, one for B, and one for C if we would choose. We just can't do two for Project A, correct?**
You may submit an application for more than one precinct. You may submit more than one application in a precinct.
For example, you may submit an application for Precinct 3 for a Type A initiative – and another application for Precinct 3 for Type C – College and Career Readiness.

32. **Can we utilize funds from a district contract as the match for the program?**
Yes.

33. **The insurance requirement must be met if you become a recipient, right?**
Yes.

34. **How can we find out if we already have a vendor packet completed?**
    You can contact the HCDE Purchasing division at purchasing@hcde-texas.org or call 713-694-6300. Applicants must attach a completed HCDE vendor packet with your County Connections application. Please use the vendor packet linked on the County Connections page.

35. **How long does it take to acquire an approved vendor packet?**
    HCDE requires completed vendor packets submitted with RFP applications. Vendor packets will be reviewed once the application has been submitted. The vendor packet will not be approved until the contract process is in progress with a County Connections grantee. The grantee contract and vendor packet are approved at the same time. See Page 6 – grant payments on the RFP.

36. **Is it Commissioner Pct on the Harris County search website?**
    Yes, you can search precinct by site using the link on the application.

37. **If the program is run virtually, can you serve more than one precinct under the same application?**
    No, you may not serve more than one precinct under the same application. But, you may serve more than one precinct with the same virtual program. You will need to complete an application for each precinct and have at least one host site with the minimum number of students required for that site.

38. **What if you use a park?**
    Must have permission to operate Parks and Recreation Department, or whoever owns the park space.

39. **If we want to do initiative B and C at one site can we do that on one application or do we submit separate applications or do we need to list them as separate sites?**
    Only one type of initiative may be proposed per application.

40. **Assuming your organization is approved as a vendor, how long is our vendor standing active?**
    You are only approved as a vendor for the specific RFP # 21-044KJ – County Connections Youth Summer Initiative 2021 grant term for the specific program you have been awarded.

41. **Can we run camps concurrently or do they have to be spaced out?**
    Yes, you can run camps concurrently.

42. **The proposed total number of hours on the site list – is that weekly, daily, etc.?**
    Total number of hours of programming at that site.

43. **If we're proposing a program for middle school and high school, is that ok? Larger population?**
    Yes, you may propose programming for youth from grades K to 12. A proposal for high school or middle school youth would be reviewed.

44. **For Project C - 1) How can see wee the LevelUp Houston platform to see if our curriculum is compatible with the platform? 2) How long does the curriculum stay on the platform? 3) Does the curriculum IP remain with the nonprofit or is it owned by HCDE/CASE for Kids?**
LevelUp Houston utilizes the platform, Canvas, currently used by many colleges and school districts. It is adaptable to any program and has many features. If awarded, CASE for Kids staff will work with grantees to provide training on use of the platform.
The curriculum only stays on the platform for the length of the proposed program and can only be accessed by your staff/instructors, site staff and students enrolled for that program by the host site. The curriculum is not owned by CASE for Kids and remains the property of the nonprofit.

45. **Can request include 'stipends' for students who complete the program?**
Stipends may be proposed but will be reviewed as part of the overall program and budget. CASE for Kids reserves the right to partially fund a project and stipends or gift cards may or may not be funded.

46. **When you speak of match funding, does this mean that the organization must raise outside funds for the project? For example, one of my organization's programs that we would like to get funding for is a college readiness program. If we request $10,000 (for example), does that mean we must show that we have received at least $10,000 in contributions (other grantors, individuals, etc)? Or if the organization has reserve funds it chooses to use to pay, is that acceptable?**
Yes, you must show that you have match funds equal or greater than the amount you are requesting. It can be in-kind or cash. Reserve funds would be part of your organizations operating budget or income from a grant or contributors.

47. **In the sample match funding sheet, I was puzzled at how building rent and staff salaries were classified as in-kind funding. Any further clarification is appreciated.**
The definition of in-kind and cash can be interpreted differently. Consider the resources that your organization contributes to the project such as staff, supplies, or building rent as in-kind. List the value associated with them. Consider the funds you receive to support the project such as grant awards, donations or registration fees as cash resources.

48. **For the budget, are all the initiative's costs expected to be listed, or only those for which we are requesting funding? I ask because the match funding form states "The total match funding must equal or be greater than the requested amount of funding on budget page".**
On the budget form you are entering only the amount you are requesting for the grant. The match page must show funds your organization is providing for the project. The total must be at least the amount you are requesting, or it may show a greater amount than you are requesting. The amounts of the match page may be cash or in-kind.

More Q and A may be posted at a later date.