

CASE for Kids

County Connections Youth Summer Initiative 2021

Request for Proposals (RFP) # 21-044KJ

The Center for Afterschool, Summer and Enrichment for Kids, or CASE for Kids, is a division of Harris County Department of Education (HCDE) that was formed in 1999. The vision of CASE for Kids is to ensure that every child in Harris County will have access to high-quality, expanded learning opportunities. 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 intentional program promotion.



County Connections Youth Summer Initiative 2021, funded directly by Harris County, supports nonprofit organizations that address the need for youth services during the summer. Initiatives funded by the CASE for Kids County Connections program can provide comprehensive summer programs, short term projects and summer camps hosted in-person or virtually from a variety of locations including schools, community centers, apartment complexes and churches. In addition, organizations are eligible to apply for synchronous or asynchronous college and career readiness initiatives for older youth to be delivered virtually through CASE for Kids LevelUp online learning platform. Initiatives should be customized to meet community needs of individual Harris County Precincts. Services must include resources or reduce cost for summer initiatives for families during pandemic conditions.

Application Deadline	<ul style="list-style-type: none"> Monday, May 10, 2021 by 2:00 p.m.
Grant Term Period	<ul style="list-style-type: none"> Monday, June 14, 2021 to Sunday, August 15, 2021
Award Announcement	<ul style="list-style-type: none"> Wednesday, May 26, 2021 via www.hcde-texas.org/afterschoolzone

County Connections Request for Proposal Workshop – (Optional)

Workshop Date	Workshop Time	Workshop via ZOOM
Wednesday, April 28, 2021	10:00a.m. – 11:30a.m.	Register HERE
Thursday, April 29, 2021	1:00p.m. – 2:30p.m.	Register HERE

A pre-recorded RFP workshop available April 29 at www.hcde-texas.org/afterschoolzone.

FUNDING PARAMETERS

Applicants must adhere to the funding parameters listed below:

- Applicants may submit one or more applications. (Duplicate applications that propose the same project or program at the same host site as another applicant may be rejected.)
- Applicants may submit applications for more than one Precinct.
- Applicants may request between \$5,000 minimum to \$20,000 maximum per application.
- Applicants must choose one of the following initiative types for each application

Initiative Types:

- **A - Program Support**

Summer **Programs** typically provide comprehensive summer care (all-day, Monday through Friday) to working families for a sustained timeframe throughout the summer. **Programs** should recruit and serve at least 20 or more youth (Grades K-12) for at least 20 hours per week for a minimum of 4 weeks per site.

- **B - Project Support**

Summer **Projects** typically provide short term camp experiences (all-day, Monday through Friday for a few weeks) **or** intermittent programming (one day a week or a few hours a day) for a defined period of time in the summer months.

Projects should recruit and serve approximately 15 or more youth (Grades K-12) for four to five days a week for one or two weeks; or at least 1 day a week for four or more weeks per site.

- **C - College and Career Readiness Online Support**

College and Career Readiness Online Support applicants will develop and teach engaging asynchronous or synchronous lessons for older youth in Harris County. Content will be delivered via CASE for Kids LevelUp Houston online learning platform. Awardees will serve as a learning cohort focused on virtual learning for older youth.

Online Support should recruit and serve approximately 15 or more older students (Grades 8-12) and provide a minimum of 4 lessons.

APPLICANT ELEGIBILITY

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.

PROGRAM REQUIREMENTS

Applicant must adhere to the grant requirements listed below.

- Serve children within the range of kindergarten through 12th grade.
- Serve youth summer out-of-school time. Cannot supplant school district summer credit recovery.

PROGRAM REQUIREMENTS – Continued

- Identify the county precinct and its constituents within the county precinct where the project will occur.
- Meet needs in the county precinct including initiatives for economically disadvantaged youth.
- Gain permission to provide youth services for the indicated host site(s) and submit a signed “Collaboration Letter” from each site, if the site is not owned or operated by the applicant. Additionally, the nonprofit organization should follow procedures to serve youth required by the host site.
- Agree to obtain and assess criminal history record information for each employee, contractor or volunteer used in the delivery of projects funded by the program grant funds and to use only those persons fit to work with students.
- Agree to deliver services funded by the program within the following timeframe:
County Connections Youth Summer Programs Initiative Grant Term: June 14, 2021 to August 15, 2021
- Submit a single application for initiatives that are proposed by more than one applicant for a collaborative project at a single host site. If more than one application is received for a collaborative project for a single host site, both applications will be disqualified.
- Submit a complete application with all required supporting documents.
- May use funds to reduce student fees or provide scholarships, support program administration, or support program quality improvement such as staff professional development.
- May use funds to purchase PPE for in-person programming.
- May not use funding for structural enhancements at a facility.
- COVID-19 CONSIDERATION: Due to COVID-19 and in effort to support initiatives, under CDC guidelines, for the Summer 2021 grant cycle (June 14, 2021 through August 15, 2021), organizations offering direct service, virtual programs and/or hybrid programs will be considered. Due to potential changes based on COVID-19 conditions, before award announcements modifications will be collected for assessment via the Project Site Information Form.
 - **Direct service** initiatives take place in-person with appointed staff at the designated location as listed on your application. County Connections grantee manages student registration and host site is responsible for following CDC guidelines for in person programming, such as screening staff and students, cleaning and space usage. If the County Connections grantee is providing direct service for the host site, grantee staff must also follow CDC guidelines and assist host site with ensuring compliance with safety protocols.
 - **Virtual initiatives** take place via an online platform such as Google Classroom, ZOOM, Schoology, Instructure, etc. Activities offered in virtual programs may be pre-recorded or synchronous learning. County Connections grantee will be responsible for collaborating with host site for recruitment and dissemination of information but will be ultimately responsible for ensuring programming. Additionally, virtual programming will adhere to proper internet communication and safety.
 - **Hybrid** initiatives offer both in-person activities and intentional virtual activities.

CASE for Kids recommends that the following websites should be continually reviewed to remain current on guidelines and recommendations: [Texas Department of State Health Services](#), [Texas Health & Human Services](#), [Texas Education Agency](#) and the [Centers for Disease Control and Prevention](#). Licensed programs must follow child care protocols from Texas Health and Human Services; other programs will want to consult this resource as well as a means to limit exposure. Resources to mitigate the spread of COVID-19, include [CDC handwashing guides](#), [face covering information](#), [physical distancing guidance](#).

BUDGET REQUIREMENTS

Grant recipients must adhere to the following requirements:

- Match the total awarded amount of grant funding, with evidence, on a dollar-for-dollar basis. The match may be cash or in-kind resources from the organization or other entities.
- Expend grant funding to reflect services provided in the outlined grant proposal.

GRANT RECIPIENT REQUIREMENTS

Grant recipients must meet the following requirements, according to the schedule and deadlines set by HCDE:

- Maintain all records and accounts of all expenditures paid for with both funds received from HCDE and site matching funds relating to the signed Notice of Grant Award (NOGA). Grantee records and accounts shall be retained by the grantee and made available for audit by HCDE, Harris County or their respective representatives for a period not less than three (3) years after the expiration or termination of the NOGA. If an audit is announced, the grantee must retain its records and accounts until such audit has been completed.
- Complete a final report at the end of the grant period, including but not limited to attendance forms and a project summary form, provided by CASE for Kids, detailing project accomplishments and challenges, photo documentation of in-person learning or screenshots of online delivery of the project and any promotional materials.
- Submit attendance and demographics for youth served with grant funding in the manner required by HCDE approved system.
- Comply with evaluations required by HCDE, which will include site visits for all A-Program Support Comprehensive Programs.
- Participate in focus groups or surveys, if requested by HCDE.
- Agree to obtain and assess criminal history record information for each employee, contractor, or volunteer used in the delivery of projects funded by program grant funds and to use only those persons fit to work with students.
- Submit an HCDE vendor packet (due upon application submission) to include, at a minimum, the following: W-9 Form, Conflict of Interest Form, Felony Conviction Affidavit Form, and Covered Employee Affidavit Form.
- Attend three (3) mandatory meetings presented by CASE for Kids staff during the grant term on topics related to grant compliance, funding and resources on program implementation. The mandatory workshop schedule and details will be emailed to grantees.
- Provide a safe and inclusive environment for youth.
(See details on: www.hcde-texas.org/afterschoolzone)
- Maintain insurance coverage with not less than the type and requirements listed under Grant Recipient Insurance Requirements. (See page 5.) Insurance is to be provided at the sole cost of the funded organization.

GRANT RECIPIENT INSURANCE REQUIREMENTS

- All policies of insurance shall waive all rights of subrogation against **Harris County and Harris County Department of Education**, their officers, employees, and agents.
- Upon request, certified copies of original insurance policies shall be furnished to Harris County and Harris County Department of Education.
- Harris County and Harris County Department of Education reserve the right to require additional insurance as it deems it necessary.

Harris County Department of Education requires each grant recipient to maintain at a minimum:

- 1) Commercial General Liability Occurrence Form including, but not limited to, Premises and Operations, Products Liability Broad Form Property Damage, Contractual Liability, Personal and Advertising Injury Liability and where the exposure exists, coverage for watercraft, blasting collapse and explosions, blowout, cratering and underground damage.

One Million Dollars (\$1,000,000.00) each occurrence Limit Bodily Injury; Products-Completed/Operations Limit One Million Dollars (\$1,000,000.00); One Million Dollars Personal and Advertising Injury Limit (\$1,000,000.00); General Aggregate Two Million Dollars (\$2,000,000.00) per project; Umbrella/Excess Liability One Million Dollars (\$1,000,000.00) Each Occurrence, One Million Dollars (\$1,000,000.00) Aggregate.

Harris County and Harris County Department of Education shall each be named as an “additional insured” on the commercial general liability policy and any separate policies, where applicable.

Professional/Errors and Omissions Liability, One Million Dollars (\$1,000,000.00) Each Occurrence, One Million Dollars (\$1,000,000.00) Aggregate.

- 2) Workers’ Compensation (with Waiver of subrogation to Harris County) Employer’s Liability, including all states, U.S. Longshoremen, Harbor Workers and other endorsements, if applicable to the County Connections Youth Summer Initiative funded project or program, and in accordance with Texas state law.
- 3) Automobile Liability Coverage: Combined single limit of One Million Dollars (\$1,000,000.00) Combined Liability Limits for Bodily Injury and Property Damage Combined, if applicable. Harris County and Harris County Department of Education shall each be named as an “additional insured” on the automobile policy.
- 4) Proof of insurance with proof of waiver of subrogation and Harris County and Harris County Department of Education each designated as an “additional insured” must be provided to Harris County Department of Education and to Harris County.

GRANT PAYMENTS

CASE for Kids will complete a Notice of Grant Award (NOGA) with all selected grant recipients to ensure compliance. The first grant payment, for 80 percent of the total grant award is made after the contract is authorized by HCDE. An invoice from the grant awardee is required to process payment. An invoice will not be processed until a completed HCDE vendor packet is received and processed. Grant recipients should expect payment from HCDE approximately four to seven weeks, after the submission of invoice. The final 20 percent of the grant award will be paid upon receipt and approval of an invoice and a final report.

If services are not delivered as detailed in the contract, if the final report is not submitted, or if final evaluation by CASE for Kids results in concern over implementation of the project, the final 20 percent of the award will not be allocated, and the grant awardee may be required to return part or all of the previously allocated grant funding.

Organizations that receive multiple HCDE contract awards from any HCDE division with the aggregate totaling \$50,000 or more within the HCDE fiscal year (Sept. 1, 2020 – August 31, 2021) must be approved by the HCDE board. Award payments for organizations reaching the \$50,000 or more threshold will have delay in payments up to 60 days.

STEPS TO SUBMIT A COMPLETE APPLICATION AND SUPPORT DOCUMENTS

Step 1: Download and complete the online CASE for Kids County Connections Application.

Application Documents required:

- Application Cover Sheet (Form 1) - Details applicant organization information and certification statement. Executive director of applicant organization must sign the certification statement.
- Application (Form 2) - Includes project description, needs and strategies to provide safe/inclusive environment.
- Proposed Host Site List (Form 3) - List of all the sites proposed for the application, includes the percentage of economically disadvantage youth, based on local school data.
- Host Site Information (Form 4) - A Host Site Information page is required for each site listed on the Proposed Host Site List. List the name and address of the project site, activity description and schedule.
- Budget (Form 5) – Provides the projected cost of the proposed initiative.
- Match Funding (Form 6) – List of cash and/or in-kind funding with a sum equal or greater to the proposed budget total.
- County Connections Collaborations Letter (Form 7) - An authorized representative from each proposed host site must sign the certification statement provided, if the site is not owned or operated by the applicant.

Applications that are incomplete or improperly prepared will not be considered.

STEPS TO SUBMIT A COMPLETE APPLICATION AND SUPPORT DOCUMENTS - Continued

Step 2: Prepare and submit Support Documents with your application.

Support Documents required - Include one of each the following:

- Nonprofit letter of determination from the IRS
- Most recent annual financial report that includes all expenditures and income such as a financial statement compiled by a CPA, or last year's 990-form.
- A letter of support from project stakeholder such as a principal, board member, parent or civic leader. (Optional)
- Completed HCDE vendor packet.

EVALUATION CRITERIA

- Each complete and eligible application is reviewed by CASE for Kids. Proposed initiatives are recommended to Harris County based on community need, project description, budget, match funding, and proposed site information.
- Evaluation Factors Weighted Value

1. Applicant Overview	10 points
2. Extent to which the proposal meets County Precinct's needs	30 points
3. Safe Learning Environment for youth and families	15 points
4. Initiative Narrative (includes host site information)	30 points
5. Initiative Budget, Partners and Match Funding	<u>20 points</u>
6. Total Points	105 points
- Final decisions on grant awards are at the discretion of HCDE CASE for Kids based on community and constituent needs.

DEADLINE AND SUBMISSION

County Connections Application and Support Documents must be submitted via email, ONLY, to casesummer@hcde-texas.org, before or on Monday, May 10, 2021 by 2:00 p.m.

IMPORTANT: Include the name of your organization in your email title.

IMPORTANT: Please copy (cc) an email address in your own organization in case proof of email is required.

Multiple applications will not be accepted in the same email. If multiple applications are submitted within the same email, the applications will not be reviewed.

Applicant will receive an automatic reply email notification for each application submission with a follow up email receipt within three (3) business days following your application submission.

If the applicant does not receive email receipt within three (3) business days, applicant should inform CASE for Kids by calling 713-696-2142. Proof of submission from the organization's cc address will be required.

APPLICATION COVER SHEET – *Form 1*

Applicant Information			
Applicant Organization:			
Address:	City:	State:	Zip Code:
Executive Director:		E-Mail:	
Contact Name:	E-Mail	Phone:	

Proposed project will take place in [Harris County Commissioner Precinct](#):

This application is for Program Type:

Total number of host sites to be served:

Total proposed number of students served:

Certification Statement

I certify that I completed and submitted the CASE for Kids County Connections Application as described on the CASE for Kids City Connections Request for Proposal. The application includes the applicant overview, program need, program narrative, budget, match funding list, and proposed site information.

I certify that this application was developed in accordance with all program requirements and that all information is true and correct. I certify that, if funded, the program will be carried out in accordance with the program plan described in this application, and that all proposed program changes will be brought to the attention of the Harris County Department of Education’s CASE for Kids County Connections Program Coordinator prior to implementation.

Signature _____ Date _____

Organization Executive Director (signature and date required)

APPLICATION – Form 2

Applicant must provide a response to each question below:

Applicant Overview (10 points)

- 1) What is your organization’s mission statement? Provide a brief overview of the services offered.
(100 words max.)

- 2) Organization has been in operation for over one year prior to application deadline.

Community Needs (30 points)

Proposed Host Site list will be reviewed with this section.

- 3) Describe the community need in the identified County Precinct your initiative will address.
(200 words max.)

- 4) Fill out Form 3 Proposed Host Site(s) List

Safe Learning Environment (15)

- 5) What policies & procedures will you utilize to provide a safe environment for youth whether providing in-person, virtual or hybrid services? Please describe how your proposed project will take place, in accordance with local, state and federal policies regarding COVID-19. (200 words max)

Program/Project Narrative (30 Points)

Host Site Information will be reviewed with the section.

- 6) Describe your proposed initiative through County Connections. What types of activities/events will take place throughout your grant term? (300 words max.)

Program/Project Narrative - Continued

7) Give a brief description of your program staff experience and qualifications. (75 words max.)

8) Fill out Form 4 Host Site Information form for each proposed site.

Budget, Partners and Match Funding (20 points)

Budget form, Match Funding form, and Collaboration Letters reviewed with this section.

9) How will County Connections funding be utilized to best address community need during pandemic conditions. Is the program offered to all students for free? Does the County Connections award reduce costs to families through reduction of program fees or student scholarship? Or, what additional resources will this funding leverage to support families and their participating youth? (125 words max.)

10) Complete Form 5 Budget

11) Complete Form 6 Match Funding

12) Complete Form 7 County Connections Collaboration Letter if site not owned/operated by applicant.

PROPOSED HOST SITE LIST– Form 3

Applicants may propose one site or multiple sites. All project sites must be located in the same county precinct. Using the table below, enter the name of the organization or center that will host the proposed program. Indicate if the site is owned or operated by the applicant. Provide the information in the columns as follows: A.) Proposed number of total hours of direct service to youth, B.) % economically disadvantaged youth served at the site based on nearest ISD school to site for grade level of youth to be served ([Use this link for 2018-19 data. Select campus name/Enter name/Click search/Scroll to school name and click.](#)), C.) Proposed number of students, D.) Grade level of youth served at the site and E.) Amount requested for the site.

Site Name		This Site is owned or operated by the Applicant YES / NO	A. Proposed Total # of hours	B. Economically Disadvantaged (%) Use website link provided	C. Proposed # of Students to be Served	D. Grade Levels to be Served	E. Amount Requested
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
Grand Total of Amount Requested							\$

Note: Submit additional pages as needed.

HOST SITE INFORMATION – Form 4

Complete a Host Site Information form for each proposed site entered on the Host Site List (Form 3). Enter the project schedule for the proposed site. **Each site must have a completed Collaboration Letter (Form 7) if site is not owned or operated by the applicant.*

Site Information	Site Name:		Neighborhood:			
	Site Address:			Zip Code:		
	Site Contact:		Contact Email:		Phone:	
	Program Type:		Direct Service	Virtual	Hybrid	
	Project Start Date:		Project End Date:			
	Description of activities at Site (50 words or less):					
Proposed Schedule	Day		Start Time		End Time	
		Monday	a.m.	p.m.	a.m.	p.m.
		Tuesday	a.m.	p.m.	a.m.	p.m.
		Wednesday	a.m.	p.m.	a.m.	p.m.
		Thursday	a.m.	p.m.	a.m.	p.m.
		Friday	a.m.	p.m.	a.m.	p.m.
		Saturday	a.m.	p.m.	a.m.	p.m.
		Sunday	a.m.	p.m.	a.m.	p.m.

***Note:** Any changes in site and/or site schedule, for either grant term, must be submitted in writing and approved to CASE for Kids, prior to implementation.

BUDGET - Form 5

Provide a projected cost of your proposed initiative. Use the provided table below to categorize description of expenditures.

To see an example of a completed budget, go to www.hcde-texas.org/afterschoolzone.

Category Description	Description of Expenditures for CASE County Connections Funding	Requested Amount
Project Administration		\$
Quality Improvement (example: staff professional development)		\$
Payroll & Staff		\$
Professional Services		\$
Supplies and Materials		\$
Events		\$
Buses/Mileage		\$
Scholarships/amount discounted to families to offset program fees		\$
Miscellaneous		\$
TOTAL PROJECT REQUEST AMOUNT		\$

MATCH FUNDING - Form 6

All sources of match funding for this project must be listed in the chart below.

The total requested project amount must have a dollar-for-dollar match in cash and/or in-kind contributions.

Match funding can be for Summer 2021 programming starting June 1, 2021

The total match funding must equal or be greater than the requested amount of funding on budget page.

Source of Match Funding	Cash or In-Kind	Value/ Dollar Amount
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
TOTAL MATCH FUNDING CONTRIBUTIONS (CASH & IN-KIND)		\$

Proposed Project Site Collaboration Letter – Form 7

Organization Name:	Project Site:
Project Site Address:	

I certify that I agree to host the CASE for Kids County Connections afterschool project at my site as described above on the CASE for Kids County Connections proposed project form. This collaboration letter is entered into between the above listed ORGANIZATION and PROJECT SITE at the PROJECT SITE ADDRESS.

The purpose of this letter is to document the terms under which ORGANIZATION and PROJECT SITE will deliver services and the responsibilities of both parties.

The above listed ORGANIZATION and PROJECT SITE further agrees that they will comply with all terms and conditions of the County Connections grant awarded by HCDE. Those regulations include the County City Connections Request for Proposal (RFP). PROJECT SITE is responsible for following CDC guidelines for in person programming, such as screening staff and students and cleaning and space usage. If the County Connections grantee is providing direct service for the host site, grantee staff must also follow CDC guidelines and assist host site with ensuring compliance with safety protocols. ORGANIZATION will be responsible for collaborating with host site for recruitment and dissemination of information but will be ultimately responsible for ensuring programming.

In consideration of the mutual covenants and conditions contained in this Collaboration Letter and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, ORGANIZATION and PROJECT SITE, agree as follows:

Type of Service Provided: Direct Service Virtual Hybrid

Project Description:

Project Site shall provide the following:

Organization agrees to provide the following:

By signing below, each party represents that s/he is authorized to execute this collaboration and is bound to all terms of the Collaboration Letter, and to bind all related or affiliated institutions, individuals, employees or contractors who may have access to data received pursuant to this Collaboration Letter or who may own, lease, or control equipment or facilities of any kind where the data is stored, maintained or used in any way.

Signature _____ Date _____
Project Site Authorized Representative (signature required)

Printed Name _____ Title _____

Signature _____ Date _____
Applicant Organization Authorized Representative (signature required)

Printed Name _____ Title _____