Section E

RFGA SCOPE OF WORK

1. **Introduction**

The City of Austin (City) seeks applications in response to this Request for Grant Applications (RFGA) from qualified social service providers (Applicants) with demonstrated experience providing out of school time services to the youth and their families in the Dove Springs community.

1. **Background & Purpose of Funding**

Dove Springs is a neighborhood in the southeast section of Austin. According to the American Fact Finder at [www.factfinder.census.gov](http://www.factfinder.census.gov), the median household income in 2017 in Dove Springs is $47,073, compared to the City of Austin at-large, which is $62,614, a difference of more than $15,000. Furthermore, the percentage of individuals living at or below the Federal Poverty Level (FPL) is nearly 10% more than the average in Austin. The percentages of individuals with at least a high school diploma, and with a bachelor’s degree or higher, are both lower than in all of Austin. Dove Springs’ racial and ethnic breakdown includes a much higher than city-average percentage of families of Hispanic or Latino descent.

Austin Public Health (APH) has identified the following service needs for children and youth: drop-in youth centers, summer programming, and/or afterschool homework or tutoring assistance. APH collected input on community needs by hosting a community meeting and distributing a survey to Dove Springs community members. Most survey respondents had children and youth in kindergarten, elementary, and/or middle school. All the identified services can be categorized as out-of-school-time programs. APH staff also conducted a [Community Youth Development Program Strengths and Needs Assessment](http://www.austintexas.gov/sites/default/files/files/Health/CSNA_Report__FY19__City_of_Austin.pdf).

According to an article produced by the Wallace Foundation entitled “[The Value of Out of School Time](https://www.wallacefoundation.org/knowledge-center/Documents/The-Value-of-Out-of-School-Time-Programs.pdf)”, out-of-school-time (OST) programming is defined as a set of services occurring during the school year or summer months and which “(1) includes structured activities for groups of students, (2) is overseen by an adult, (3) expects regular attendance, and (4) is provided in a physical location, such as a school or community-based facility.” Research indicates these criteria lead to the greatest outcomes and are associated with measurable benefits to youth. Potential outcomes of OST programs meeting the above criteria include skill development, safety/supervision, homework completion, health and wellness, academic achievement, improved school behavior, improved development, and new experiences or opportunities for youth and families.

Youth programming is most effective when curricula and services provided are appropriate for the developmental age of the participants. Information on age appropriate programming for youth can be found on [Texas A & M’s AgriLife Extension Youth Development Initiative Practitioner Fact Sheet](https://cdn-ext.agnet.tamu.edu/wp-content/uploads/2019/04/ESP-465_-Age-Appropriate-Programming-for-Youth.pdf).

1. **Funding and Timeline**

## $253,312 total available funding

## Austin Public Health anticipates awarding up to five Agreements with a minimum request of $50,000 and maximum request up to the full amount of the available funding.

The Agreement will have an effective start date of June 1, 2020, with the requested amount to be spent over a 16-month period. All funding is conditional upon City Council approval of the Budget.

## Awarded programs may be structured as a reimbursable-based agreement or a deliverables-based agreement, as defined below:

* Reimbursable Agreement- An Agreement where an agency is reimbursed for expenses incurred and paid through the provision of adequate supporting documentation that verifies the expenses.
* Deliverable Agreement- An Agreement where an agency is reimbursed for a report or product that must be delivered to the City by the grantee (or by the Subgrantee to the Grantee) to satisfy contractual requirements. It can include goods or finished works, documentation of services provided or activities undertaken, and/or other related documentation.

1. **Services Solicited**

## **Program Services**

Applicants must propose to offer robust summer programming and one or more of the following services in an afterschool setting:

1. Homework help
2. Academic enrichment
3. Media/technology classes
4. Sports and recreation
5. Cooking and nutrition classes
6. Music and the arts
7. Character/leadership development
8. Service learning and community engagement
9. Other structured out of school time activity

Services must be intentional and age appropriate. Attendance should be expected and recorded.

**Implementation Strategies**

Applicant must provide services in the Dove Springs community. Dove Springs is defined as the 78744 zip code. The following schools operate in Dove Springs: Blazier Elementary School, Houston Elementary School, Langford Elementary School, Palm Elementary School, Perez Elementary School, Rodriguez Elementary School, Widen Elementary School, and Consuelo Mendez Middle School.

Applicant must complement the services offered by Parks and Recreation Department (PARD) George Morales Dove Springs Recreation Center.

**Priority Population:** Kindergarten through twelfth grade, ages 5-18 who live and/or go to school in Dove Springs.

**City of Austin Client Eligibility Requirements**

Residents living in the Dove Springs community and/or whose children attend school in Dove Springs schools: Blazier Elementary School, Houston Elementary School, Langford Elementary School, Palm Elementary School, Perez Elementary School, Rodriguez Elementary School, Widen Elementary School, and/or Consuelo Mendez Middle School. For purposes of this funding, household income is not a condition of eligibility. However, household income and other demographic information must be tracked. See Section G - Client Eligibility Requirements.

**Best Practices:** As outlined in Background and Purpose of Funding, the following criteria should be met in any proposed OST programming:

1. Structured activities for groups of youth
2. Overseen by an adult
3. Expects regular attendance
4. Provided in a physical location, such as a school or community-based facility
5. **Application Evaluation**

A total of 100 points may be awarded to the application with an additional ten bonus points available for a potential of 110 total evaluation points. All applications will be evaluated as to how the proposed program aligns with the goals of this RFGA and whether each question has been adequately addressed.

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| Part 1  Section G: Threshold Review | Form in Partnergrants with required upload | No points, but Applicant must pass threshold in order to submit RFA Application |
| Part 2  Section F: RFGA Application | | |
| Preliminary Questions | Questions A - D | No points, answers required |
| Section I: Program Description | Questions 1 - 9 | 30 points |
| Section II: Client Eligibility | Questions 10 -12 | 10 points |
| Section III: Data Management | Questions 13 -16 | 5 points |
| Section IV: Program Performance | Question 17 | 10 points |
| Section V: Alignment with City of Austin and APH Priorities | Questions 18 - 22 | 15 points |
| Section VI: Program Staffing and Time | Questions 23 - 25 | 10 points |
| Section VII: Program Budget and Funding Summary | Questions 26 – 27  Budget and Funding FORM | 10 points |
| Section VIII: Cost Effectiveness | Questions 28 – 32 | 10 points |
| Section IX: Bonus Questions: Healthy Service Delivery | Bonus Questions A - D | 10 Bonus Points |
| Total: 110 Points | | |
| Section A: Offer Sheet Required | Applicant must print, sign, scan and upload signed form. | No points, but Applicant must submit Offer Sheet in order to submit RFGA Application |

1. **Application Format and Submission Requirements**

ALL DOCUMENTS MUST BE UPLOADED INTO PARTNERGRANTS. NO PAPER COPIES WILL BE ACCEPTED.

**Part 2 Section F Application Instructions:**

1. **Total word limit in Part 2 Section F Application is 10,000 words which includes the questions. Applications that exceed 10,000 words will not be considered.**
2. Word automatically counts the number of words in a document and displays it in the status bar at the bottom of the screen. There are about 4600 words in F-RFGA Application, and this is included in the 10,000 word limit.
3. Applicants must use this template for the Application and cannot submit an application that does not include the questions and narrative.
4. All questions are boxed and highlighted in green in Part 2: Section F Application questions. Editing is restricted in the document except in the answer boxes. For each question, please provide a response or write N/A for not applicable in the boxes provided. It is preferable to be repetitive rather than to leave sections incomplete.
5. If using this document, Applicants must type answers into the section that says “Click or tap here to enter text” after each question or in the required tables.
6. If compiling responses in a separate document, Applicants must include all questions and narrative before their answer so the Application appears the same as the provided template.
7. If compiling responses in a separate document, clearly label each question and number, use size 11 Calibri font, double-space the document, use 1” margins on 8 ½ x 11” white paper without page scaling.
8. The following documents will not count towards the total word count:
   1. Attachments submitted to answer a question like policies and procedures, staff positions, letters of support, etc.
   2. Attachment I. Program Budget and Funding Summary section
   3. Attachments A, K, L

**Required documents:** The following documents must be submitted in this RFGA.

Note: For the Threshold Review, the following information must be submitted by **3pm on April 7, 2020:**

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| **Section No.** | **Item/Document** | **Instructions** | **How to Submit** |
| G | Application Threshold Checklist | Complete checklist and upload the required documents. | Fill out in PartnerGrants with items uploaded into form. |

Note: For the RFGA Application, the following information must be submitted by **3pm on May 1, 2020:**

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| **Section No.** | **Item/Document** | **Instructions** | **How to Submit** |
| A | Offer Sheet | Review, sign and scan signed document | Upload into PartnerGrants |
| F | RFGA Application | Complete in Word template provided  Save as a PDF | Upload Part 2 into PartnerGrants as well as any Application Attachments |
| I | Program Budget and Funding Summary | Complete in Word template provided  Double click on the Excel charts within document to edit  Save as PDF | Upload into PartnerGrants |
| K | Equal Employment/ Fair Housing Office Non-Discrimination Certification | Review, sign and scan signed document | Upload into PartnerGrants |
| L | Non-Suspension or Debarment Certification | Review, sign and scan signed document | Upload into PartnerGrants |

1. **Additional Information**

Proposal Acceptance Period: All applications shall remain valid until award, negotiation, and execution of contracts as directed by the Austin City Council.   
  
Proprietary Information: All materials submitted to the City become public property and are subject to the Texas Open Records Act upon receipt. If an Applicant does not desire proprietary information in the proposal to be disclosed, each page must be identified and marked proprietary at time of submittal. The City will, to the extent allowed by law, endeavor to protect such information from disclosure. The final decision as to what information must be disclosed, however, lies with the Texas Attorney General. Failure to identify proprietary information will result in all unmarked sections being deemed non-proprietary and available upon public request.  
  
Exceptions: Be advised that exceptions to any portion of the Solicitation may jeopardize acceptance of the application.  
  
Application Preparation Costs: All costs directly or indirectly related to the preparation of a response to the RFGA or any oral presentation required to supplement or clarify an application that may be required by the City shall be the sole responsibility of the Applicant.

Agreement Adjustments: The City of Austin reserves the right to adjust the Agreement amount or scope of work over the contract period based on community needs, Applicant’s ability to expend funds in a timely manner or any other factor. When the City determines adjustments need to be made, the City will provide at least a 90-day notice to the Grantee.