

FEPP Levy

Summer Learning Enhancement Request for Investment (RFI) Technical Assistance Session

Session Objectives



Participants will:

1. Ask questions raised by the pre-recorded info session and/or review of the RFI
2. Understand the requirements of the application
3. Understand next steps for submitting an application



Before we get started...

- Please have the RFI document & submission template available in either print or electronic form as a reference
- Page references will appear in a green box in the upper right corner (see green box above)
- Questions can be submitted in the chat throughout the presentation or feel free to unmute and ask them verbally as they come up
- Questions asked during this session will be posted online in the FAQ



TA Session Agenda

- I. RFI Overview
- II. Review of RFI application sections
- III. Review of Appendices



Ask questions
along the way!

Question & Answer

What questions do you have before we get started?



Summer Learning Enhancement

Purpose	<ul style="list-style-type: none"> • Advance educational equity and support learning opportunities for youth most heavily impacted by the pandemic so they enter the new school year prepared to succeed • Promote the development of academic and non-academic skills that will support students to and through graduation 		
Eligible Applicants	<ul style="list-style-type: none"> • Community-based organizations and city agencies • Proposed programs must include a minimum of 15 hours per week for 1 to 8 weeks 	Total Amount Available	\$1.0 Million
Programming Areas	<ol style="list-style-type: none"> 1) Academic Learning 2) Social Emotional Learning & Enrichments 3) College and Career Readiness 	Maximum # of proposals funded	Up to 25 (Minimum \$10,000/ Maximum \$75,000**)
Applications Due	By 3:00pm on Wednesday, April 27, 2022		Term of investment Summer 2022

** Award size will be contingent upon services provided and students served.



Summer 2022 Data Collection



Enrollment



Attendance



Impact

Focus Students

Investments will prioritize students most vulnerable to the pandemic's continued impact on academic learning and social emotional learning, including:

- Students from **historically underserved communities** who experience systemic inequities in educational achievement due to race, ethnicity, or socioeconomic status, refugee and immigrant status, English proficiency, familial situations, housing status, sexual orientation, or other factors
- African American/Black, Hispanic/Latino/x, Native American, Pacific Islander, underserved Asian populations, and other students of color
- Students not yet meeting grade level learning standards on local/district assessments, state assessments, or making insufficient academic progress in core courses
- Students in need of support socially, emotionally, and/or academically as a result of the continued impact of COVID-19



Program Areas

Academic Learning

Focus on academics, provide additional instruction and learning time

Social Emotional Learning & Enrichment

Focus on 21st Century Skills-building, social-emotional learning and enrichment

College & Career Readiness

Counseling, resources, awareness & exposure to/prep for career and post-secondary opportunities



Focus Area and Outcomes



Applicants must connect their programming to a primary focus area and, if applicable, a secondary focus area



Applicants will select their program's intended student outcomes under the proposed program area(s) on the cover sheet

Priorities in Evaluating Proposals

- Funding **up to 25 proposals**
- Reflect diversity in programming, students served, and providers with priority given to communities most impacted by the continued impact of the pandemic
- Leverage **strong partnerships** between organizations and school communities
- Responsive to student needs through **culturally responsive approaches**
- Leverage FEPP Levy investment types to **maximize impact** and advance student outcomes



Application Sections

- ✓ Cover Sheet
- ✓ Section 1: Experience and Demonstrated Ability
- ✓ Section 2: Program Delivery & Impact
- ✓ Section 3: Cultural Responsiveness
- ✓ Section 4: Labor Harmony
- ✓ Section 5: Asset-Based Survey
- ✓ Section 6: COVID-19 Contingency Plan

All applicants must use the provided RFI submission template.



The Cover Sheet

- The Cover Sheet is completed in two parts:
 - Part I: Page one of the submission template
 - Part II: registration form link that will collect key details about the proposed program electronically
- Both parts must be completed to successfully submit a proposal

COVER SHEET	
Community-Based Summer Learning Enhancement Request for Investment Application	
Organization Name	
Organization Leader (e.g. Executive Director)	
Mailing Address	
Email Address	
Contact Phone	
Organization URL	
Program/Service Name	

All applicants are required to complete an [online registration form](#) for each application they submit. Upon completion of the registration form you will receive an email confirmation.

Check the box below to confirm your organization has submitted the online registration form.

Yes, my organization has completed the online registration form

AUTHORIZED SIGNATURE OF LEAD ORGANIZATION APPLICANT:
To the best of my knowledge and belief, all information in this application is true and correct. The document has been duly authorized by the governing body of the applicant who will comply with all contractual obligations if the applicant is awarded funding.

Name and Title of Authorized Representative: _____

Signature of Authorized Representative *Date*

AUTHORIZED SIGNATURE OF PARTNER SCHOOL PRINCIPAL:
To the best of my knowledge and belief, all information in this application is true and correct.

Name of Principal at partner school (if applicable): _____

Signature of Principal at partner school¹ *Date*

¹ Principal approval is required for organizations partnering closely with a school or planning to use an SPS school building/campus. Applicants can demonstrate principal approval via physical or electronic signature on the cover sheet, or by attaching an email, signed letter of support, or partnership agreement to the application. Organizations partnering with a school should also complete Seattle Public School's [Intent to Apply form](#).

Section 1: Experience and Demonstrated Ability

- No more than 1 page
- Use provided template
- Size 11 font
- Simple, straightforward responses
- Reference Appendix A to ensure you include all scored criteria

Overview of
Organization

Prior
Experience

Partnerships



Section 2: Program Delivery & Impact

- No more than 3 pages
- Use provided template
- Size 11 font
- Simple, straightforward responses
- Reference Appendix A to ensure you include all scored criteria

Overview of
program

Program
outcomes

Recruit and
Retention Plan

Budgeting



Section 3: Cultural Responsiveness

- No more than 1 page
- Use provided template
- Size 11 font
- Simple, straightforward responses
- May be embedded in sections 1 & 2
- Reference Appendix A to ensure you include all scored criteria

Experience

Commitment



Section 4: Labor Harmony

- Use provided template
- Required response is to check Yes or No
- Yes response is required to pass technical compliance check

Indicate if you are committed to preventing labor disputes

Attach documentation of standard labor practices & policies, if applicable



Section 5: Asset-Based Survey

- Use provided template
- Required response is to check Yes or No
- Yes response is required to pass technical compliance check

Indicate if you are committed to administering an asset-based survey of youth and/or program staff

Post survey is provided by DEEL and will be tailored to each program in collaboration with program staff

Survey will be accessible virtually

Applicants can attach existing asset-based survey tools or specific questions they wish to include



Section 6: COVID-19 Contingency Plan

- Use provided template
- Required response is to check Yes or No
- Yes response is required to pass technical compliance check

Indicate if your agency is committed to following King County's guidance for childcare administrators

Attach documentation, if applicable



RFI Application Scoring

Section	Score
1. Experience and Demonstrated Ability	25
2. Program Delivery & Impact	50
3. Cultural Responsiveness	25
4. Labor Harmony	Y/N
5. Asset Based Survey	Y/N
6. COVID-19 Contingency Plan	Y/N
TOTAL POINTS	100



Summary of Appendices

- Appendix A: Evaluation & Scoring Criteria (RFI: p. 18)
- Appendix B: Payment and Reporting: (RFI: p. 19)
- Appendix C: Performance Pay Table(RFI: p.20)
- Appendix D: Reporting Expectations (RFI: p.21)
- Appendix E: Seattle Public Schools Info (RFI: p.22)

Appendix A: Evaluation & Scoring Criteria

Reference Appendix A as you prepare your proposal to ensure that all scored criteria are included.

Section	Q #	Criteria	Score
1. Experience and Demonstrated Ability	Q1	<ul style="list-style-type: none"> Provides brief description of organization, and relevant history of programs, services, and their outcomes Demonstrates experience working with focus population(s) and ability to meet the needs of identified focus students 	25
	Q2	<ul style="list-style-type: none"> Demonstrates experience in providing services through strategic partnerships and utilizes partnerships effectively to address the needs of focus students Demonstrates that student and/or community voice is incorporated into programming 	
2. Program Delivery and Impact	Q1	<ul style="list-style-type: none"> Details program activities and structure that are age-appropriate and relevant to at least one of the program strategy areas Provides appropriate plans for facility/space/location, student meals, and transportation Identifies staff to student ratio 	50
	Q2	<ul style="list-style-type: none"> Describe how program will benefit youth, with explicit connection to identified outcome(s) Provides data/evidence that supports the proposed program model and/or history of past success Proposes activities and program structure that will be effective in meeting target outcomes 	
	Q3	<ul style="list-style-type: none"> Details student and family recruitment and retention plan for program 	
	Q4	<ul style="list-style-type: none"> Proposes a reasonable budget based on level of services, number of students the organization intends to serve, personnel and non-personnel costs 	
3. Cultural Responsiveness	Q1	<ul style="list-style-type: none"> Demonstrates an understanding of cultural responsiveness Demonstrates a strong approach to supporting and engaging students, families, and community that is responsive to cultural and linguistic needs Demonstrates experience providing culturally and linguistically relevant/responsive services 	25
	Q2	<ul style="list-style-type: none"> Demonstrates understanding of cultural background of the community being served 	
	Q3	<ul style="list-style-type: none"> Demonstrates a commitment to anti-racism and social justice 	



Appendix B: Payment & Reporting

Providers will be paid by completing a series of deliverables and performance measures.

APPENDIX B: Payment and Reporting

Pay Point	Type	Due Date	Evidence (See Appendix D)	% of Contract Amount
Recruitment & Retention Plans + Asset-Based Survey Questions	<i>Deliverable:</i> paid upon acceptable submission	No later than June 15	Recruitment/Retention Plan submitted on time with all required components	25%
Students Registered: # of students who have signed up for program Goal: 90% of enrollment target	<i>Performance Pay:</i> This measure will be paid out based on data submitted that shows how many students were registered	No later than 1st day of program	Participant Report	25%
Students Served: # of students who attended at least 1 session Goal: 90% of enrollment target	<i>Performance Pay:</i> This measure will be paid out based on data submitted that shows how many students attended at least one program session	2 business days after program completion	Participant Report	15%
SPS IDs: # of SPS students served with valid SPS ID Goal: 90% of students served	<i>Performance Pay:</i> This measure will be paid out based on the number of SPS student IDs included in the Participant Report	2 business days after program completion	Participant Report	10%
End of Program Survey	<i>Deliverable:</i> paid upon acceptable submission	2 business days after program completion	Survey responses from at least 50% of students served	10%
End of Program Report	<i>Deliverable:</i> paid upon acceptable submission	Within 2 weeks of program end date	Narrative Report of program's successes and challenges	15%



Appendix C: Performance Pay Table

Example: *Great Kids Summer Program intends to serve 50 participants. They actually serve 42 participants.*

- *Their participation target is 45 (90% of 50)*
- *Their students served performance pay will be calculated as $42/50 = 84\%$.*
- *42 students served is 93% of 45 students*

Result: Great Kids Summer Program earns 100% of their eligible performance pay for students served.

APPENDIX C: Performance Pay Table

Performance pay is paid to providers upon successful completion and evaluation of the respective performance measure. Performance pay is determined using the sliding scale below.

Performance % Achieved	Performance Pay % Awarded	Performance % Achieved	Performance Pay % Awarded
≥90% - 100%	100%	≥40% - <50%	50%
≥80% - <90%	90%	≥30% - <40%	40%
≥70% - <80%	80%	≥20% - <30%	30%
≥60% - <70%	70%	≥10% - <20%	20%
≥50% - <60%	60%	≥1% - <10%	10%

Deliverables will be scored as Met or Not Met, where Met = 100% of eligible performance pay is earned and Not Met = 0% of eligible performance pay is earned.



Appendix D: Reporting Expectations

Appendix D details expectations for how organizations will report data an information to DEEL.

DEEL will provide excel templates for collection of student information.

APPENDIX D: Reporting Expectations

Reports will be submitted via a secure SharePoint site provided by DEEL at three points during the summer. Details and templates will be provided during contracting.

Recruitment and Retention Plans + Asset-Based Survey Design: Due no later than June 15

Providers will work with their contract manager to determine whether they submit a recruitment plan or a retention plan.

A. Recruitment plans must include the following:

- A summary of recruitment activities that have taken place or are planned, including dates

B. Retention plans must include the following:

- A summary of students registered to date
- A plan for ensuring registered students show up to the program

C. Asset-Based Exit Survey Questions: The default method of collecting survey responses is an online survey link provided by DEEL. Each program will have an opportunity to personalize their survey by selecting from a standardized list of questions in one or more of the following focus areas: Academic Learning, Social-Emotional Learning, 21st-Century Skills, and College & Career Readiness.

Student registration: Due no later than 1st day of program

Students Registered (see sample table)

Participant #	Participant CBO ID
1	Abby B.
2	Benito C.
3	Carla D.

Students Served, with SPS IDs: Due 2 business days after program completion

Students Served with SPS IDs (see sample table)

Participant #	Participant CBO ID	SPS Student ID	# of sessions possible (days enrolled)	# of Sessions Attended
1	Abby B.	8039999	20	10
2	Benito C.	8049999	19	0
3	Carla D.	8059999	25	23

Asset-Based Exit Survey Data: Due within 2 days of program end date

Programs should plan to administer student exit surveys during program hours in the final week of programming, so responses are expected within 2 days of the program end date. DEEL will receive the data directly via the online survey, but partners should notify DEEL when surveys have been administered.

End of Program Report: Due within 2 weeks of program end date

Partners will be asked to submit narrative responses similar to the following questions:

1. Describe how your program positively impacted students. What were your most notable accomplishments?
2. Please provide details about how your program contributed to students' Academic Learning, Social Emotional Learning, 21st-Century Skills, and/or College & Career Readiness.
3. What were your program's challenges? What did you do to mitigate them?



Appendix E: Seattle Public Schools

All funded applicants must have a current data sharing agreement with Seattle Public Schools.

Applicants who are partnering closely with one or more Seattle public schools should complete the Intent to Apply form.

APPENDIX E: Seattle Public Schools

To obtain Seattle Public Schools student data, organizations will want to make sure they:

- Complete a DSA (Standard or Institutional Service)
 - [Standard DSA](#)
 - [IS Application](#)
- Establish consent for the students they serve
 - [FERPA consent forms](#) (Standard DSA)
 - IS Student List (IS DSA)

Any questions and all DSAs can be sent directly to Jennifer Chamberlain: jchamberl1@seattleschools.org

If you are applying for funds that would support a partnership with Seattle Public Schools, please remember to complete Seattle Public School's Intent to Apply form. This helps SPS centrally track grant applications and ensure alignment to their strategic plan; note that SPS does not limit the number of grantees. For more information on the [Intent To Apply](#) please visit the SPS [Community Partnership Page](#). Or contact Sarah Perez-Hamilton: sjperezhamilton@seattleschools.org



Timeline After Applications Are Submitted (Deadline Wednesday, April 27, 3:00pm)

Phase 3: Evaluation (dates subject to change)

Application Review, Scoring and Deliberation

April 27 – May 6, 2022

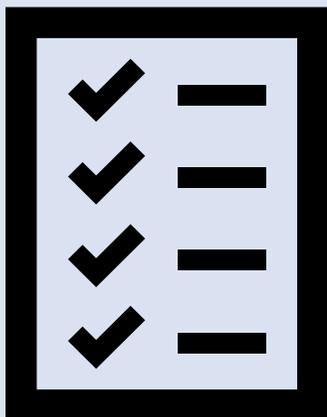
Notifications issued to applicants

Friday, May 20, 2022



Technical Compliance

- **An application will be deemed technically compliant if it:**
 - Is submitted on time electronically
 - Includes all required sections (must be a COMPLETE application)
 - Ensures submissions for Sections 1 – 6 **use the provided template** and are typed, single- or double-spaced, size 11 font, page-numbered, single- or double-sided, and all submitted together as one document in PDF or Word format
 - Ensure Budget is formatted using the Excel template provided and submitted as one file



Technical Assistance (TA)

Attendance is **not required**, nor are points awarded for participation. However, it is highly recommended a staff member(s) assigned to the development of a proposal review the pre-recorded informational session and attend a TA session so applicants understand the RFI sections, technical compliance, and application tools provided.

For the most current information please visit the DEEL website (<http://www.seattle.gov/education/for-providers/funding-opportunities>).

Email questions to DEELFunding@seattle.gov.

Event	Date	Time & Location
RFI Information Session (pre-recorded)	Tuesday, April 12, 2022	Posted online by 4pm
Technical Assistance Session 1	Thursday, April 14, 2022	3:00-5:00pm Virtual Meeting (<i>link will be posted online</i>)
Technical Assistance Session 2	Tuesday, April 19, 2022	3:00-5:00pm Virtual Meeting (<i>link will be posted online</i>)
Last day to submit questions to DEELFunding@seattle.gov	Thursday, April 21, 2022 at 5pm	All Q&A posted online within 3 business days



**Thank you for
attending the
TA session!**

FAMILIES
EDUCATION
PRESCHOOL
& PROMISE