**Request for Proposals**

**Meeting the Needs of Students Afterschool**

**through Partnerships between**

**Local Education Agencies (LEAs) &**

**Community-Based Organizations (CBOs)**

1. **Call for Proposals**

The Rhode Island Department of Elementary and Secondary Education is requesting proposals for grants to foster new or expanded partnerships between an LEA and one or more CBOs to provide afterschool learning and enrichment opportunities for students in a specific school or set of schools, in alignment with [Learning, Equity & Accelerated Pathways (LEAP) Task Report](https://www.ride.ri.gov/Portals/0/Uploads/Documents/COVID19/RIDE%20LEAP%20Report_Final.pdf). This funding is provided through the federal Elementary and Secondary School Emergency Relief (ESSER) / American Rescue Plan (ARP). Applications must propose to provide afterschool programming that reinforces and complements the school day through a broad array of enrichment activities and academic supports.

1. **Grant Aims**
2. **Meet student needs through afterschool programming**

The primary purpose of this grant is to meet the varied academic, social, emotional, health, and development needs of students through the provision of high-quality afterschool programming. This grant is a direct outcome of the LEAP Task Force, which provided recommendations for equitable educational recovery in Rhode Island, including Absolute Priority #2, “Ensure that all students have access to high-quality and personalized support from adults, through extended learning before-/after-school partnerships, and summer learning opportunities” (pp. 9). Proposals should prioritize meeting the needs of multilingual learners (MLLs), differently abled students (DASs), students who are experiencing homelessness, and other groups disproportionately impacted by COVID-19. Proposals must offer after-school programming and may also offer before-school, weekend, and/or vacation week programming, though ***summer learning programs are not allowable under this funding, per federal guidance***.

1. **Balance academic support with enrichment and social-emotional wellness**

Afterschool programming should complement the school day and support academic growth, while also recognizing that young people need opportunities for hands-on, engaging enrichment opportunities. Young people also need programming that focuses on and supports their social-emotional wellness. (Please see the *LEAP Task Force Report*, Absolute Priority #2, p. 24; Social-Emotional Wellness, p. 27; Considerations for Expanded learning, p. 28).

This approach is backed up by research both nationally and [in Rhode Island](https://www.ride.ri.gov/Portals/0/Uploads/Documents/Students-and-Families-Great-Schools/Educational-Programming/21stCCLCs/RI21stCCLC-evaluation-brief.pdf), which demonstrates that the program quality of an afterschool activity may have more impact on young people than the content. Applicants should familiarize themselves with the [Rhode Island Afterschool Program Quality Standards](https://www.ride.ri.gov/Portals/0/Uploads/Documents/Students-and-Families-Great-Schools/Educational-Programming/21stCCLCs/RI-Afterschool-Standards.pdf), which include:

* health, wellness, and safety in a welcoming environment
* positive relationships
* youth-centered, engaging, varied, and well-planned programming and activities
* strong supports and professional learning for staff
* and sound leadership and management with an emphasis on continuous growth.

1. **Foster new or expanded partnerships**

Partnerships are key. Youth-serving Community Based Organizations are eager for opportunities to partner with schools and to expand their offerings. Schools and districts need partners to help them meet student and family needs effectively. This grant requires both entities to partner together. Either the LEA or CBO may be the fiscal agent, but both must be signatories on the application. Applications may propose a new partnership between an LEA and a CBO, or they may propose to expand an existing relationship. Ideally, given the time-limited nature of these funds, the grants should be used to build capacity which can be sustained in the future. However, applicants are encouraged to innovate and to pilot new and different approaches to meeting student needs. New ideas, new program designs, new operational models and structures, and new ways of engaging students and their families will all be considered for funding.

1. **Grant Details**

**Grant Period:** Grants will begin January 1, 2023 and run through June 30, 2024.

**Total Funding Available:** Approximately $3.9 million is available in total, over the two fiscal years of the grant period (FY23 and FY24).

**Target Schools:** Applications must propose to serve one or more target schools, serving students in any grades K-12.

**Grant Award Amounts:** Between $75,000 and $200,000 may be requested per target school served for the 18-month period, (i.e., for the two fiscal years combined). Additional funding may be requested, within reason, for:

* higher than usual transportation costs
* serving larger numbers of multilingual learners and/or differently abled students.

Applicants should submit a two-year budget. Different funding amounts may be requested for each fiscal year to account for the shorter implementation period for FY23 and to allow for differences in implementation between the two years.

**Number of Grants:** The number of grants awarded will depend upon the size and scope of the requests.

**Matching Funds/Priority Points:** Matching funds are not required. However, additional points may be awarded in the proposal scoring process for applicants who can demonstrate that the Local Education Agency is providing matching funding towards this initiative. This must be a cash match, rather than in-kind. It may include federal, state, or local funds *other than* Nita M. Lowey 21st Century Community Learning Center grant funds.

**Eligible Entities & Partnership:** Either a Local Education Agency or a Community-Based Organization may be the fiscal agent for the grant, ***but both must be signatories on the grant application.*** Consortia of CBOs may apply but one organization must be designated as the lead CBO applicant.

Partners will be expected to develop a Memorandum of Understanding (MOU) within the first 3 months of the grant to clarify roles, responsibilities, and commitments to the partnership. Data-sharing must be included in the MOU or a separate Data-Sharing Agreement must be established.

Applications in which a community-based organization is the fiscal agent will be carefully reviewed for capacity to administer the program, manage effective fiscal accounting, and meet federal regulatory requirements.

1. **Application Deadline, Format, Submission, and Review**

**Application Deadline: *Friday, December 9th, 4:00 p.m.*** Applications submitted late will not be considered unless funds are still available after reviewing all proposals that were received on time.

**Application Format and Submission Process:** Proposals must be sent electronically as email attachments to [21CCLCsubmission@ride.ri.gov](mailto:21CCLCsubmission@ride.ri.gov?subject=21st%20CCLC%20Application) by the application deadline. Links to documents in the cloud will not be accepted, nor will faxed, mailed, or hand-delivered submissions.Please include all required forms, as listed below. Each document should be saved as a separate document in PDF format. Documents may be sent as attachments to a single email or as attachments to multiple emails. It is the applicant’s responsibility to ensure that all forms and materials are complete and sent on time.

**Required Forms:** Proposals ***must*** include all of the following forms:

1. Application Cover Page with signatures, including:
   * Superintendent of LEA
   * Executive Director or Chief Executive Officer of CBO
2. Application Program Narrative (10-page limit)
3. Application FY23 and FY24 Budget Request
4. Application FY23 and FY24 Budget Narrative

See Section V below for details on the Program Narrative and Section VI below for details on the other required materials.

***Please do not include any other materials***, such as a letter of intent to apply, letters of support, job descriptions, etc. Grant reviewers will be instructed not to review any items not listed above. Please note, however, that additional documents or materials – including, but not limited to, a signed Assurances Affirmation, documentation of matching funds, etc. – will be requested by RIDE during or immediately following the review process, before a Notice of Grant Award is created.

**Application Review:** All applications will receive an initial review for eligibility, compliance, and responsiveness. After that, all eligible applications will be evaluated on a rubric aligned to the program narrative sections detailed below. ***RIDE is not obligated to award money under this RFP and reserves the right not to fund any proposals.***

No funds may be spent before January 1, 2023, nor may funds be spent before a Grant Award Notification (GAN) has been issued by RIDE.

1. **Program Narrative Contents**

Below are the elements that should be included in the proposal narrative, along with suggested page lengths and content that should be included in each.

1. **Partnership (½-1 page)**

Please describe the nature of the partnership and the roles and responsibilities of each partner in supporting this grant. Affirm the commitment of the leadership of each entity and their commitment to maintaining the partnership. Describe how the partners will coordinate with one another throughout the grant period and beyond. Be sure to clarify if this is a new partnership or expansion of an existing one, and if the proposed grant will be braided with other funds.

1. **Student Needs (½-1 page)**

Please provide a brief overview of the student needs that will be addressed by this grant, particularly those of multilingual learners (MLLs), differently abled students (DASs), students who are experiencing homelessness, and other groups disproportionately impacted by COVID-19. These may be a combination of academic, social, emotional, health, and development needs. Indicate the data sources used to determine these needs, but please be selective in the data points provided.

1. **Students served (½-1 pages)**

Please provide detailed information on the number of students to be served each school year and at what levels of service (i.e., 15 to <45 hours; 45 to <90 hours; 90+ hours per school year) through this grant. Briefly clarify how you will identify students to be served, in alignment with the Student Needs section above. If you are seeking additional funding for serving larger numbers of MLLs and/or DASs, include specific numbers to be served of either or both of these subpopulations.

1. **Program description (2-3 pages)**

Please describe the overall intent and purpose of grant program being proposed. Clarify the scope of services and the numbers and types of activities that will be offered. Be sure to include information on the location of services, hours of operation, and the overall operational structure, including how this may change from FY23 to FY24. Explain how the proposed offerings are responsive to identified student needs. If you are requesting additional funds for focusing on MLL and/or DAS students, describe any specific strategies for reaching or serving these students and include a justification for the additional costs in the Budget Narrative. Describe how your overall approach fits with the target school’s Multi-Tiered Systems of Support (MTSS) framework. Describe how youth voice and choice will be supported throughout. If you are proposing innovative new programming approaches, describe why you expect them to be successful. Finally, affirm your commitment to afterschool program quality standards and describe how you will support quality improvement over the course of the grant period.

1. **Outcome measures & evaluation (½-1 page)**

Please create one annual Academic Improvement Objective and one annual Social-Emotional Learning / Essential Skill Objective. These should be Specific, Measurable, Achievable, Relevant, Time-bound, and Equitable (SMARTE). They should be focused on outcomes for students (i.e., changes in grades, graduation rates, diploma seals or endorsements, credentials or certifications, assessment scores, school attendance, disciplinary infractions, social or emotional skills, engagement in learning, communication skills, etc.) It is strongly recommended that these outcomes be focused on students who attend the program more frequently (i.e., 45+ hours or 90+ hours of attendance per year). Be sure to clarify what data sources will be used to assess these outcomes.

1. **Staffing structure (1-1½ pages)**

Please describe your proposed staffing structure, including the number and roles of all staff who will work on this grant. Explain who will coordinate programming at each proposed school/site and who will be responsible for overall management of the grant. Describe the anticipated mix of types of instructors for activities for students (i.e., program staff vs. school day teachers vs. subcontracted external providers). Briefly describe the supervision structure. Clarify how professional learning needs will be identified and met.

1. **Communications (½-1 page)**

Please describe how ongoing, two-way communication will be maintained:

* Between all grant partners,
* Between the afterschool program and school-day instructional staff,
* With family members,
* And with students.

Describe how the program will ensure that students have an active voice in decisions that affect them.

1. **Transportation plan (½ page)**

Please describe how safe, adequate, and age-appropriate transportation will be maintained for the program. If requesting additional funding for transportation, please indicate that here and include a justification in the Budget Narrative.

1. **Other Forms**
2. **Application Cover – with required signatures**

Please complete all sections of the cover page and have the document signed by the appropriate individuals. Please note that this form must be signed by both the superintendent or equivalent of the LEA and by the Executive Director or Chief Executive Officer of the CBO. It may *not* be signed by their designees. The Application Cover page should be scanned and saved as a PDF document.

1. **FY23 and FY24 Budget Request**

Please complete the Budget Request form for each year of the grant, using all of the spreadsheet tabs and using the line items indicated. The line-item descriptions must include sufficient detail (e.g., number of hours work per week, at what rate of pay, and for how many weeks per year; how many items at what cost per item; etc.) for reviewers to understand what is being purchased. All requested costs must allowable, necessary, reasonable, and allocable. If the fiscal agent has a federally negotiated indirect cost rate agreement, use that rate for indirect costs – or a lower rate, if you prefer; if your organization does not have a negotiated rate and has never had one, you may use the federal “*de minimis*” rate of 10%. Proper fiscal documentation of all expenses must be maintained throughout the grant period. See the federal [Uniform Guidance](https://www2.ed.gov/policy/fund/guid/uniform-guidance/index.html) for more information about federal requirements of the grant. The Budget Request form should be saved in PDF format; be sure to save the entire workbook, not just a single worksheet.

1. **FY23 and FY24 Budget Narrative**

Please provide a narrative overview of the budget that must align with, and provide an explanation of, the content in the Budget Request for both fiscal years of the grant. The Budget Narrative should describe how the items within the budget support the goals and activities of the project.

If requesting additional funds for higher than usual transportation costs and/or for serving larger numbers of multilingual learners and/or differently abled students, please detail those costs and justify the need for additional funding.

If other funding is being used, please be explicit about what these proposed funds through this grant would provide that is above and beyond what is already available. If you are claiming other LEA funds as a match for additional priority points, please clearly state that in the budget narrative. Please itemize those funds and describe how they are being spent on this initiative.

***Please note that Program Income, including charging fees of families, is not allowable with this grant.***

1. **Grant Expectations**

Specific expectations and requirements of the grant are still in development. In general, awarded grantees will be expected to:

* Participate in meetings with other grantees at least quarterly
* Participate in professional development offerings and/or quality improvement processes
* Submit annual student-level data and participate in statewide evaluation efforts
* Submit an annual narrative progress report
* Develop a Memorandum of Understanding between the CBO and the LEA
* Develop a Data Sharing Agreement between the CBO and the LEA, either as part of the MOU or as a stand-alone document.