



## **Application Guidelines for After-School Program Funding**

**Release Date: Friday, October 25, 2019**

**Due Date: Friday, November 15, 2019, 12 pm**

Community Services Division

Federal Way City Hall

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## I. Introduction

The City of Federal Way is issuing application guidelines in response to the Washington Legislature allocation of \$142,500 in funding to provide after-school program services in Federal Way. Funding will focus on the following:

- Coordinating and implementing activities to allow youth to learn, develop, connect to and enhance a specific set of skills.
- Employing educational strategies that use active forms of learning and engage students in the learning process through program activities.
- Focusing appropriate time and resources on student instruction and skill development.
- Developing clear and explicit learning goals that are understood by program participants in well-defined and specific terms.

Funding for two fiscal years is available. A maximum of \$71,250 will be available for the year ending 6/30/20 and \$71,250 for the year ending 6/30/21. Funds must be expended in their respective fiscal year. Carryover will not be available. The City may choose to fund one or more programs, or none if no satisfactory applications are received.

|        | Max. funding amount | Funding period begins | Expend funds by |
|--------|---------------------|-----------------------|-----------------|
| Year 1 | \$71,250            | 7/1/19                | 6/30/20         |
| Year 2 | \$71,250            | 7/1/20                | 6/30/21         |

Organizations eligible to apply are:

- Organizations that are either:
  - A qualifying nonprofit organization that currently qualifies as tax-exempt under section 501(c)(3) of the Internal Revenue Code or be fiscally sponsored by another tax-exempt organization or be a public organization; or
  - A public organization.
- Organizations that have the expertise. Expertise includes being able to demonstrate:
  - An understanding of after-school programs in Federal Way;
  - A track record of success in serving children and youth; and
  - Demonstrated success in implementing the proposed project (i.e., delivering effective after-school services).

## II. Anticipated Timeline

|                           |   |
|---------------------------|---|
| Friday, October 25, 2019  | Request for proposals (RFP) and applications released                               |
| Friday, November 15, 2019 | Applications due no later than 12:00 p.m.   |
| Monday, November 25, 2019 | Review committee will make funding recommendations                                  |
| Tuesday, January 14, 2020 | Parks, Recreation, Human Services, and Public Safety will consider recommendations. |
| Tuesday, January 21, 2020 | City Council will consider recommendations and take action.                         |

Questions should be submitted via email; organizations will receive a response via email. The final day to ask questions related to the application is Friday, November 8, 2019 at 12:00 pm, in order to allow adequate time for all questions and answers to be posted online for review by all applicant organizations. All questions should be submitted to Joseph Adriano at [joseph.adriano@cityoffederalway.com](mailto:joseph.adriano@cityoffederalway.com).

## III. Program Requirements

### A. Performance Commitments

The goal of this funding source is to provide quality after-school programs for Federal Way children and youth.

Organizations will report on after-school participant outcomes. Services will include the provision after-school program services that have a positive impact on student's academics, attendance, and engagement in learning and behavior. Specific numerical goals related to performance, providing outputs, and achieving outcomes will be proposed via the application and determined during contract negotiation.

By June 30, 2021, organizations will provide an evaluation and report of the program's practices to enable parents, educators, business leaders and policy makers to see evidence of the range of positive outcomes associated with participation in after-school programs.

Program evaluation should enable the after-school field to understand the elements of quality after-school programs, spurring continuous improvements in programs and a growing sophistication of the field.

Program evaluation should demonstrate evidence of the positive impact of after-school programs on student's academics, attendance, and engagement in learning and behavior.

## B. Reporting Requirements

The applicant organization(s) awarded funding will submit regular status reports and data demonstrating the effectiveness of services provided in achieving the programs' milestones, performance goals, and objectives. All reports shall be submitted to the City by the appropriate deadlines, to be outlined in the contract. If reports are not received in a timely manner or not completed, invoices will be held for payment until all pending reports are received and approved. The final cutoff for all reports and supporting documentation is July 7, 2020 at 3:00 p.m. for Year 1 and July 7, 2021 at 3:00 p.m. for Year 2, both subject to change.

## C. Program Components and Characteristics

1. Applicant organizations should be licensed by the state to provide the services in question for children and youth.
2. Applicant organizations should use this funding to provide access to after-school services for low- and moderate-income households.
  - i. See this webpage for definitions and income thresholds.  
<https://www.huduser.gov/portal/datasets/il/il2019/2019summary.odn>
3. Applicant organizations must propose using these grant funds for new and/or expanded services. For example:
  - i. If your program operates only three days per week, grant funds could be used to help to expand the program up to five days a week.
  - ii. If you have identified a need for transporting youth to your site, a new service could relate to ensuring that transportation is provided.
4. Generally, services must be provided from the end of the school day to at least 6 PM. Alternatively, summer programs may be considered or a combination of both.
5. After school programs applying for funds may provide educational, recreational, and/or social components.
6. Programs should serve school-aged youth, but may include young adults engaged in high school programs.

## IV. Contracting Requirements

Any contract resulting from this application will be between the City of Federal Way and the applicant organization.

Organizations will be required to comply with the terms and conditions of the agreement. The City of Federal Way will attach Exhibits to all resulting contracts which will further specify program terms, rules, requirements, guidelines, and procedures.

All subcontracts funded as a result of the contract with the City of Federal Way must include provisions outlined by the contract with the City and must be approved by the City.

Organizations awarded funding will be required to maintain books, records, documents, and other evidence directly related to the performance of the work. The City of Federal Way shall have access to such books, records, and documents for inspection, audit, and copying for a period of six years after completion of the work.

Organizations must complete all required reports and billing documentation as stated in the contract. Reimbursement will be contingent upon receipt and approval of required reports. Additional data may be required for audit or evaluation purposes.

## **V. Selection Process**

Organizations must demonstrate the capacity to meet all of the program requirements. All interested parties must submit an application explaining their proposal for services to be considered for funding. Proposals must meet minimum eligibility qualifications to be evaluated. An eligibility screening will verify that: 1) an organization is eligible to apply (currently qualifies as tax-exempt under section 501(c)(3) of the Internal Revenue Code, is fiscally sponsored by another tax-exempt organization, or is a public organization and has demonstrable expertise in the area); and 2) the proposal is complete (responds to all questions and includes all items on the checklist) and is submitted on time.

Each application will be evaluated and rated on whether the program demonstrates capacity to meet the requirements listed in the application and RFP. A review committee will forward its funding recommendations to the City Council. Notification of funding will be sent to the Executive Director of the applicant organization

## **VI. Submission Instructions and Deadline**

- A. **Completed applications are due by 12:00 p.m. on Friday, November 15, 2019.** All applications must be received by the City of Federal Way Community Development Department by 12:00 p.m. on Friday, November 15, 2019. Applications must be submitted via email to Joseph Adriano at [joseph.adriano@cityoffederalway.com](mailto:joseph.adriano@cityoffederalway.com).
- B. Carefully review the instructions and application prior to proceeding. Contact Sarah Bridgeford at [sarah.bridgeford@cityoffederalway.com](mailto:sarah.bridgeford@cityoffederalway.com) or 253-835-2650 or Joseph Adriano at [joseph.adriano@cityoffederalway.com](mailto:joseph.adriano@cityoffederalway.com) or 253-835-2651 if you need assistance.
- C. Limit application pages to the 8-1/2"x11" format. Use 11 or 12 point font. Number all pages, including attachments.

- D. If funding is being sought for more than one project, submit one application per project.
- E. Incomplete or late applications will not be considered for funding. Application must be typed (not handwritten).
- F. Do not edit the formatting of the application. Text boxes in the application are all of a uniform size; they will adjust to the amount of text you enter.
- G. Assemble the application in the following order:
  - 1. Applicant Certification
  - 2. Application Checklist
  - 3. Full Application (Sections 1 to 4)
  - 4. Attachments in checklist order