

SCHOOL-AGE CHILD AND YOUTH RFP PROCESS - 2023

FREQUENTLY ASKED QUESTIONS

Q: *Is the 1.6 million of available funds the same as past years? Does this amount account for the additional funds that were allocated to neighborhood centers as a result of the tiered approach to the Center Support program that was implemented in 2020 contracts?*

A: The expected funds available, \$1.6 million, for the School-Age Child and Youth Development RFP, is based on the total amount included in the 2023 contracts for programs providing services within this program area.

Yes, the funds that were allocated to neighborhood centers, both before and within the 2020 contracts, are included in the \$1.6 million.

Q: *Can an agency apply for more than one of the program types?*

A: Yes.

Q: *When do the contracts for these funds begin? Can we begin to provide activities and be reimbursed for these services prior to January 1, 2023.?*

A: Contracts awarded through this RFP process will start no sooner than January 1, 2024. Services and activities provided before this date will not be eligible for reimbursement.

Q: *Does the request in our full application need to exactly match the amount included in our Letter of Intent to Apply?*

A: No.

Q: *Our program combines middle school and high school aged students together. Can we apply for funding for the combined program? If yes, should we submit one or two program narratives?*

A: There are a few circumstances, particularly within the topic, skill or population focused program type, where it may work well to serve middle and high school-age youth together in a combined program. In situations where the needs of each age group and the specific topic, skill or population can be addressed in a way that is developmentally appropriate for both age groups, we will accept a proposal to serve middle and high school-age youth together in one program.

If it is truly a combined program (i.e. middle and high school youth primarily participate in activities together), you may submit one program narrative document. In your proposal, you should explain how the program will meet the needs of both age groups, as well as noting any advantages to serving the middle and high school-age youth together. If you

typically have or expect more of one age youth in the program, please apply under the corresponding program type (i.e. Middle School or High School Topic/Skill/Population Focused program type).

Q: *Is there a maximum amount that organizations can apply for?*

A: No. However, please note the following:

- The total amount expected to be available is \$1.6 million.
 - The amount is currently allocated to ~45 different programs.
 - The average contract amount for programs serving elementary age children is \$50,000. For programs serving middle or high school age youth the average is \$30,000.
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Q: *How long will organizations receive funding for?*

A: Contracts are award annually pending approval of the City budget each year. However, assuming that contract obligations have been met and there have been no drastic changes in the City budget, we anticipate that these funds would be allocated each year for 3-4 years.

Q: *Do public schools, community colleges or publicly funded private schools qualify to apply?*

A: In general, organizations who have taxing authority do not fare well in our process.

Q: *Does the "Afterschool Multi-Focus" program type definition include these additional out of school times such as before school or unscheduled time during the typical school day?*

A: Yes, the intention of the Multi-focus Program type is to provide services during out-of-school times, when children/youth are not participating in regularly scheduled classroom activities.

Q: *Are summer programs, that occur during the day, eligible; or is it solely summer programs during evening/weekend hours?*

A: Yes, summer programs can occur during the day and an agency can apply for funding for a program the only occurs in the summer season. Structure and requirements are outlined in the RFP guidelines.

Q: *How will time for the applicant presentations at the Community Services Committee (scheduled for May 31st and June 7th) be allotted? Do applicants present on each*

program and for how long? Will it be possible to select which evening we want to present?

A: Each agency will be allotted a specific amount of time based on the number of programs included in their application, typically not more than 3 minutes per program. Applicants will be able to register for their presentations, however once all of the slots are full for one of the dates, applicants will only have the option to register for the other date.

Q: Does my organization need to be a non-profit to apply? If I don't have a board can I still register for grant? Can a Limited Liability Company (LLC) apply to this RFP?

A: Applicants must have obtained tax-exempt status under 26 US 501(c)(3) OR secure, as a fiscal agent, an organization that has obtained such status. To achieve status as a 501(c)(3), organizations must have a Board of Directors.

Q: When we create our budget for the application, do we create a budget for one year?

A: Yes, the revenue and expenses in the budget workbook should only cover calendar year 2024.

Q: Are all of the potential program partners required to submit an Letter of Intent to Apply, or just the lead applicant?

A: No, only the lead organization needs to submit LOI, but partners should be documented in application and have a signed memorandum of agreement or understanding, if relevant.

Q: When and how will funds be dispersed?

A: Funds will be dispersed monthly or quarterly based on the timeline included in the contract.

Funds are provided on a reimbursement basis as follows: The agency:

- 1) Incurs expense and spends funds,
 - 2) Documents expenditures,
 - 3) Submits a financial report to the City requesting reimbursement of the expended funds, and
 - 4) Following the review and approval of the submitted financial report by the CDD staff, receives funds from the City through an automatic deposit system.
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Q: *Do all individuals and households served need to be residents of Madison?*

A: Funds are available to support programs, projects, or activities that will entirely, or primarily, benefit residents in the City of Madison.

Q: *Should an applicant include all city-funded programs in the budget workbook? Does an applicant need to submit multiple workbooks if they are applying for multiple programs?*

A: Applicants should include the agency's total and each program's expenses and revenue in one budget workbook.

Q: *Is it "safe" to use most of the City funding on staff salaries and benefits?*

A: Yes.

Q: *Is it ok to subcontracting with other providers?*

A: Yes.

Q: *Do we need to have to be the same children/youth each day for our proposal to be considered a single program? Or could it be groups from different schools on different days of the week? Are we able to work with multiple age groups for one program? For example, could we have two days of middle school programming and two days with elementary school students at one program site? Could we serve the same students at various program sites?*

A: The intention of the minimum program days & hours included in the Required Program Structure table is that a consistent group of children/youth are served for the duration of a program that has a schedule that meets the minimum program structure requirements. Although, we do understand that all programs will have some turnover amongst participants, ideally the majority of participants remain engaged for most of a program period.

If your program served elementary-age children two days a week and middle school-age youth two days a week, it would be two separate programs and would meet the requirements of the topic/skill/population focused program type but would not meet the required structure for the Multi-Focused afterschool or summer program.

If it's the same group of children/youth doing the same activities with the same staff, but the program occurs at different sites, it would be one program. If this statement does not describe your proposed program, please contact CDD staff to discuss further.