Request for Proposal (RFP) for 2022 Summer Program Fund

Funding Provided by Superintendent of Public Instruction, State of Washington (OSPI)
Developed and Administered by School's Out Washington (SOWA)

Applications are due on Monday, December, 6, 2021 at 11:59 PM.

Introduction

The Office of the Superintendent of Public Instruction (OSPI) is partnering with School's Out Washington (SOWA) to develop and administer the 2022 Summer Program Fund. These funds are part of OSPI's two-year investment in summer programs using American Rescue Plan/ESSER (Elementary and Secondary School Emergency Relief) resources. The primary goal of the Summer Program Fund is to expand opportunities for Washington youth furthest from education justice[1] to engage in summer programs in 2021 and 2022 that include social connections, and physical and outdoor activities.

Since spring 2020, the COVID-19 pandemic has compromised the abilities of families, schools and youth development organizations to fully and effectively meet the social, emotional, mental health and academic needs of students. Young people have been isolated by the limitations of virtual learning, and families have struggled with childcare. For young people who are furthest from educational justice, limited access to programs and services has compounded existing inequities.

In spite of hardships, youth development organizations have adapted their services to respond to the young people and families to whom they are deeply connected. As COVID-19's impact eases, these organizations are well-positioned to offer Summer 2022 programs within their communities that will enhance social connections among young people that have been lacking due to lockdowns and quarantines, provide opportunities for physical and outdoor activities, and further the well-being of young people as Washington emerges from the pandemic.

RFP Overview

The 2022 Summer Program Fund will build upon the lessons learned in the 2021 Summer Fund process. Working within tight constraints, $1 million was distributed in August, 2021 to 62 successful applicants, from among the 277 organizations that applied. Funded programs received between $5,000 and $25,000.

For Summer 2022, approximately $4.5 million will be available for program funding ranging from $10,000- $50,000. The process and timeline will accommodate larger awards and a greater number of

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[1] For the purposes of the 2022 Summer Program Fund, young people furthest from educational justice are defined as including the following priority youth populations: youth in poverty, BIPOC (Black, Indigenous and People of Color) youth, migrant youth, refugee and/or immigrant youth, English language learners, youth experiencing homelessness, youth in foster care, LGBTQ youth, youth involved in the criminal justice system, and youth with disabilities.

funded applications. The 2022 Summer Program Fund will also offer a longer window for initial summer-program planning and application submission.

SOWA will conduct an equitable and accessible process that will strengthen diverse organizations to deliver high-quality summer programs and expand access in underserved communities.

Eligible Applicants:
To be eligible to submit an application, organizations must confirm that their summer programs will include social connections and physical and outdoor activities. Please see **Eligible Programming** (below) for details.

Nonprofit community-based organizations (CBOs), including religious organizations, will be prioritized for funding. Small businesses and public agencies are also eligible to apply.

Funds to religious organizations may not support religious programming or materials, nor can participation in religious activities (such as prayers or lessons with a religious purpose) be a required component for youth participants.

Applicants considering applying as a small business should meet the definition of small business in RCW 19.85.020, specifically:*, "small business" means any business entity, including a sole proprietorship, corporation, partnership, or other legal entity, that is owned and operated independently from all other businesses, and that has fifty or fewer employees"*

Parks departments and school districts are not eligible; OSPI has other funds dedicated to these entities.

Summer Program funds will only be available to organizations that serve young people in Washington State. Funded programs must adhere to Washington State Department of Health protocols.

To be eligible, applicants must provide summer programming for school-aged young people, ages 4-21, who are enrolled in or receiving services provided by a K-12 school. Young people do not need to be receiving summer-specific services provided by a K-12 school system, but they must be enrolled in or receiving services from a K-12 school at some point during the school year. Young people who are home-schooled may also be served by summer programs.

Only one application will be accepted from each organization. The only exception will be for an applicant which also serves as a fiscal sponsor [2] for another eligible organization. In those cases, each may submit an application.

For organizations with multiple affiliates across the state, each affiliate would be able to apply, provided each has its own 501(c)(3) nonprofit tax status and its own tax identification number.

Eligible Programming:

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[2] A fiscal sponsor is an established nonprofit with IRS 501(c)(3) tax-exempt status that agrees to receive funds on behalf of a nonprofit organization that does not have (or does not yet have) 501(c)(3) tax-exempt status. Applicants with a fiscal sponsor are required to submit a copy of the fiscal sponsorship agreement.

Acting on the direction of the state legislature, OSPI is committed to using these funds to strengthen **social connections** among young people and engage young people in **physical[3] and outdoor activities.**

In the narrative, applicants will be asked to describe the social connections, physical activities and outdoor activities their program will include, and discuss why their summer program will be feasible to implement and how it will be responsive to the young people they serve.

2022 summer programming must be provided on multiple days and/or over multiple weeks. Because strengthening social connections among young people is a required component, summer programs that focus solely or primarily on 1:1 (one adult to one youth) activities would not meet the eligibility criteria. Programs must be in-person or mostly in-person. Some hybrid components or virtual participation will be allowed.

Timeline:
Engagement and guidance from youth development stakeholders across the state has been critical to making Summer Program Funding available. Prior to the release of the 2021 Summer Program Fund RFP, SOWA sought stakeholders' input on the development of the strategy and application. Upon completion of the 2021 funding cycle, SOWA gathered feedback from organizations that received funding, and those that did not, in order to inform this 2022 Summer Program Fund process. Comments from 2021 Summer Fund peer reviewers, and additional rounds of stakeholder meetings in early October, were essential to SOWA's ability to act upon lessons learned and continue to improve the Summer Program Fund approach.

The online application for the 2022 Summer Program Fund will be available on Thursday, November 4, 2021; applications are due on Monday, December 6, 2021 at 11:59 PM. Programs that are successful with their applications should receive notification of funding by mid-February, 2022. Funds will be released to successful applicants by mid-May, 2022. A workshop for successful applicants will be offered in March, 2022. (A more-detailed timeline is included below.)

Process:
2022 Summer Program Fund applications must be submitted online and in English. However, the RFP itself will be translated to Amharic, Arabic, Chinese Mandarin, Korean, Marshallese, Russian, Samoan, Somali, Spanish, Tagalog, Tongan, Ukrainian and Vietnamese. Information on accessing translated RFPs is available on SOWA's 2022 Summer Program Fund webpage.

The online process requires applicants to confirm their eligibility prior to submitting an application. The online application requests brief details and descriptions about applicants' summer programs, and organizations. Some of this information will be included in ElevateWashington.org.

Applicants' responses specific to their funding request will include dropdown options and brief narratives which address the three focus areas of the 2022 Summer Program Fund:

1. The program engages young people furthest from educational justice.
2. Staff, volunteers, leadership and board of the applicant organization are reflective of the priority populations served.

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[3] Physical activities are defined as opportunities for young people to actively move their bodies and expend energy.

3. The program defines and supports social connections, physical activities and outdoor activities for young people **AND** the program's implementation plan will ensure that these three program requirements are achieved and are responsive to the needs and interests of the young people served.

Applicants will be asked to provide a figure for the total operating expenses for their organization in its most recently completed fiscal year.

Applicants will request a funding amount of between $10,000 and $50,000.

No budget forms will be required.

Technical Assistance

Information sessions to answer questions about the RFP and application will be held via Zoom Webinar on Wednesday, November 10, 2021 from 1:00 PM-2:30 PM PST, and on Tuesday, November 16, 2021 from 9:00 AM-10:30 AM PST. Potential applicants are encouraged to attend. Please visit SOWA's 2022 Summer Program Fund webpage for additional information. To register, click on one of the dates below:

November 10, 2021, 1:00PM - 2:30PM
November 16, 2021, 9:00AM-10:30AM

Frequently Asked Questions regarding the RFP and application will be available on the 2022 Summer Program Fund webpage. All questions received in the information sessions or via email will be posted, as will the applicable FAQs from the 2021 Summer Fund process. Please see the timeline for projected dates for FAQ updates.

SOWA will provide access to optional technical assistance (TA) to support organizations in determining eligibility for the 2022 Summer Program Fund, and in completing their applications. In addition to TA directly through SOWA, assistance will also be available through the Small Business Resiliency Network. The Washington State Department of Commerce partners with this diverse network of trusted organizations to provide culturally relevant assistance to small businesses and nonprofit organizations. Applicants interested in accessing technical assistance should consult the 2022 Summer Program Fund webpage.

Proposal Review Process

In collaboration with partners across the state, SOWA is pursuing expansive outreach to engage approximately 60 proposal reviewers, with an emphasis on strong regional and BIPOC (Black, Indigenous, People of Color) representation. Reviewers most likely to be selected will be based in Washington. In addition to meeting criteria for representation from priority populations and experience with application reviews, reviewers must have regional knowledge and a thorough understanding of Washington's youth development ecosystem.

All reviewers will be asked to disclose conflicts of interest. Review group assignments will ensure that no reviewers are assigned to read proposals from programs/organizations in which they serve as a staff

member, board member, or consultant. SOWA will require anti-bias training and will discuss the application questions and the scoring rubric as part of mandatory reviewer training.

Reviewers will review proposals from within their own regions. Statewide partners who serve as reviewers will be distributed among groups across all regions

Reviewers will independently score approximately 20 applications. After independent scoring is complete, small groups of reviewers who scored the same proposals will discuss their rubric scores and agree on a consensus score for each application. Reviewer groups will be facilitated by lead reviewers.

School's Out Washington will guide the review process, including assisting lead reviewers, as needed, in facilitating review groups. Once review groups have completed a thorough review and scoring process, SOWA will review the scoring from across all groups.

Proposal Review Criteria

Three focus areas will provide the structure for proposal review. Using a scoring rubric, reviewers will assess how and to what extent:

1. The program will engage young people furthest from educational justice.	35% of total score
2. Individuals in the following groups are reflective of the priority population served: 1) program staff and/or volunteers working directly with young people; 2) program leadership; 3) volunteer board members	20% of total score
3. The program defines and supports social connections, physical activities and outdoor activities for young people AND the program's implementation plan ensures that these program requirements are met, and are responsive to the needs and interests of the young people served.	45% of total score

Along with reviewers' scores, equitable representation among priority populations statewide, equitable geographic distribution, the number of young people engaged, and the number of contact hours, will all be criteria in SOWA's review. Among competitive applications that meet the review criteria, small organizations will receive added consideration in SOWA's final funding recommendations to OSPI.
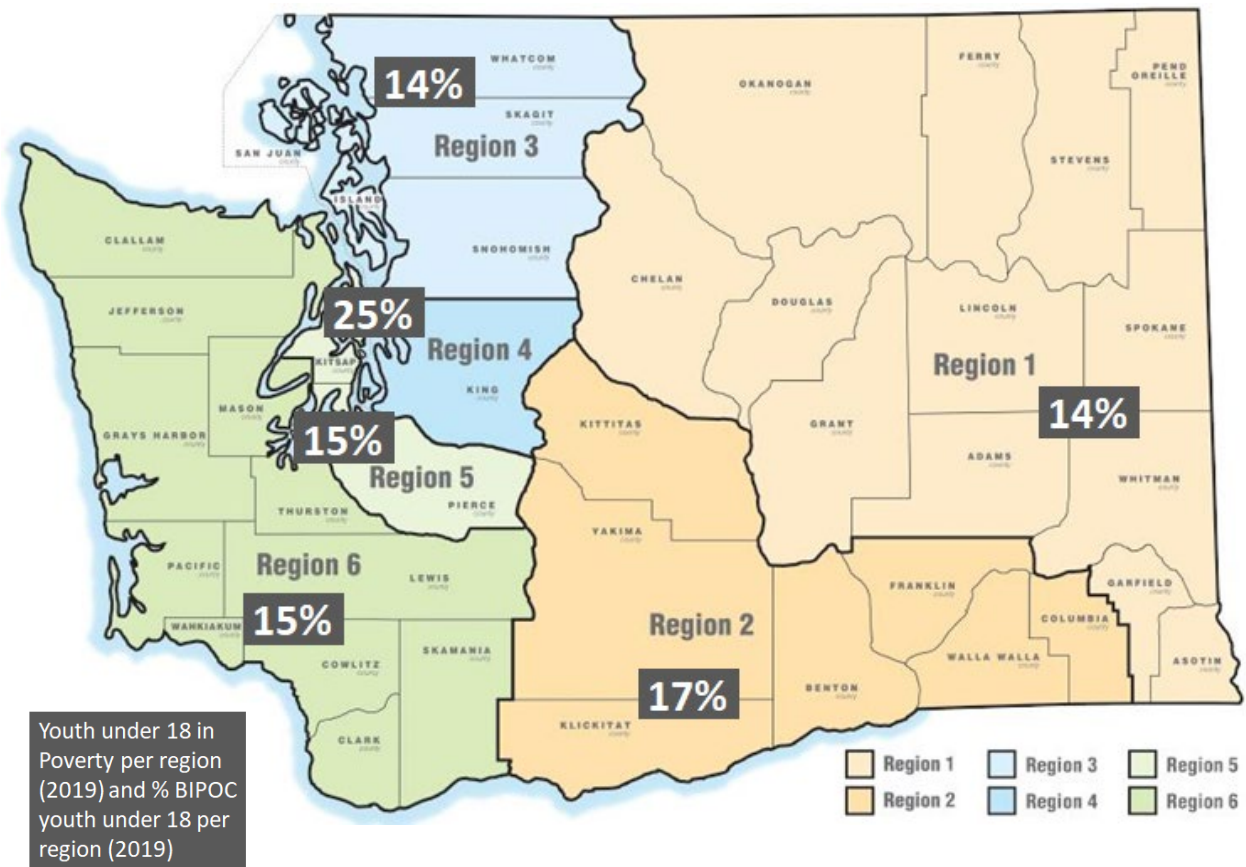
Geographic Distribution

The map below outlines six regions across the state, aligned with Washington's Department of Children, Youth and Families' (DCYF's) six administrative regions. SOWA will use DCYF's regions as a way to geographically divide the state when assigning proposal review groups and determining funding.

Goals for distribution of funding across the state will be anchored by two key data points specific to these regions: young people 18 and younger living in poverty; and BIPOC young people, 18 and younger. (Data are gathered from the American Community Survey, 2019.)

On the map below, the percentage allocation is based on the percentage of Washington's young people 18 and younger living in poverty and the percentage of Washington's BIPOC young people 18 and

younger residing within each region. These data were weighted equally in determining these goals for distribution of funds by region. While these are goals for geographic distribution, meeting them will be contingent on the number of qualified and highly-rated proposals received for each region.

Youth under 18 in Poverty per region (2019) and % BIPOC youth under 18 per region (2019)

Program Funding

Funding will be available to 2022 summer programs in all areas of the state. 2022 Summer Program funding will range from $10,000 to $50,000. Applicants will be asked to request a funding amount within this range; however, the funding received may be less than requested.

Successful applicants will be required to do the following:
● Sign a contract with School's Out Washington. A sample contract is included here, for information purposes only. Please be aware the final contracts may have slight variations from the sample contract. If that is the case, changes will be highlighted for selected applicants before contract signatures are required.
● Provide evidence of sufficient liability insurance.[4] Details on insurance requirements are included in the sample contract

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[4] Organizations funded through the 2022 Summer Program Fund will be considered subcontractors of SOWA in SOWA's contract with OSPI. As such, funded organizations must carry insurance that meets OSPI requirements, including liability insurance that meets contracted limits, workers' compensation insurance, and auto insurance (as

- Complete forms to facilitate transfer of funds
- Complete organizational profiles in [Elevate Washington](#)
- Complete a form briefly detailing changes, if any, in their 2022 summer program plan since submitting their application.
- Submit a final narrative report

Timeline

November 4, 2021	RFP released
November 10 and November 16, 2021	RFP information sessions. Register here: [November 10, 2021, 1:00PM - 2:30PM](#) [November 16, 2021, 9:00AM-10:30AM](#)
November 5 – December 3, 2021	Technical assistance available. More information on TA is on the [2022 Summer Program Fund webpage.](#)
November 9, November 15, November 22, and November 30, 2021.	FAQs updated and available on the [2022 Summer Program Fund webpage.](#) Last day to submit questions for the FAQ will be November 29, 2021.
December 6, 2021	Applications due by 11:59 PM.
December 9, 2021 – late-January 2022	Application review by SOWA team and peer reviewers
By mid-February, 2022	OSPI review and approval of funding recommendations. Notification of funding to successful applicants.
March 15, 2022	Form due briefly detailing changes, if any, in successful applicants' 2022 summer program plans since submitting their applications.
Mid-March	2022 Summer Program symposium
By May 13, 2022	Disbursement of funding
June 2022 – September 2022	Implementation of summer programs
September 30, 2022	Final report due.

Application Overview

The questions and information required to complete the application for the 2022 Summer Program Fund are listed below. They include dropdowns and narrative responses.

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appropriate.) Prior to disbursing funds, SOWA will require certificates of insurance that name SOWA and OSPI as additional insureds.

A template of the application is provided at the beginning of the online application. We recommend that applicants use the template to review the questions and compose answers. Once responses are complete in the template, applicants can copy them into the online application form for submission.

Applications must be submitted online. Applicants may save their work and return to the application. Directions for saving and returning to applications are provided in the application. Applications must be completed and submitted by Monday, December 6, 2021 at 11:59 PM.

Eligibility Information

Please confirm that your organization is eligible to apply for funding:

- Your organization:
    - will provide a 2022 summer program for young people.
    - will adhere to Washington State Department of Health protocols
    - is a nonprofit community-based organization, a small business or a public agency.
    - will serve young people ages 4-21 in Washington State, enrolled in or receiving services provided by a K-12 school.

- Your organization's 2022 Summer Program will:
    - include activities designed to strengthen social connections among young people
    - include physical activities
    - include outdoor activities
    - be provided on multiple days and/or over multiple weeks
    - be provided in-person or mostly in-person

Parks departments and school districts are not eligible. Funds may not be used for 1:1 programming or religious activities.

Program/Organization Information:

- Our summer program is fiscally sponsored by a nonprofit organization:
    - Yes
    - No

    *If yes, you will be required to upload a signed letter from the sponsoring organization confirming the fiscal sponsor relationship.

- Select all counties served through the 2022 Summer Program that are the focus of this application:

- Organization legal name:

- Name of fiscally-sponsoring organization, if applicable:

- Employer Identification Number (EIN):

Note: If program/organization has a fiscal sponsor, please input fiscal sponsor's EIN

- Unified Business Identifier (UBI) Number:
  Note: If program/organization has a fiscal sponsor, please input fiscal sponsor's UBI

- What were the total operating expenses for your organization in its most recently completed fiscal year?

- When did that fiscal year end?

- Type of organization:
  Note: if program/organization has a fiscal sponsor, please enter fiscal sponsor's organization type
    - Nonprofit
    - Small business
    - Public agency (please specify): ___
    - Other (please specify): ___

- Primary Physical Address
    - Full address (including apartment/suite/office if applicable)
    - Town/City
    - State
    - Zip Code
    - County

- Description: Provide a brief description of your organization (mission, vision, services, focus) Maximum word count is 200.
  Note: This information will be included in ElevateWashington.

- Site name:
  Note: If you are applying on behalf of multiple sites, please include the name and address for only one of those sites here.

- Site address:
  Note: Site address must be in Washington State
    - Full address (including Apt/Suite/Office if applicable)
    - Town/City
    - State (WA)
    - Zip Code
    - County

- 2022 Summer Program Name:

- Description: Provide a brief description of this program (who it's for, programming focus) Maximum word count is 150.
  Note: This information will be included in ElevateWashington.

- Applicant's organization, and sites' and programs' names and locations as reported here, will be included in the public youth program directory in ElevateWashington. If the site location is confidential, please check here to request that it not appear in the program directory.
  o Location is NOT confidential - OK to put in directory
  o Location is confidential - do not put in directory

Proposal Questions:

Focus area #1: Program engages young people furthest from educational justice. This focus area is worth 35% of the score.

Answers to the questions below should be specific to the 2022 Summer Program for which you are seeking funding.

a. The question below (1b) asks that you tell us what percentage of the young people in your summer program are in each of the priority categories. Before you provide the information on young people, please tell us your data source:
   - Percentages are based on youth or family reported data.
   - Percentages are based on a proximal data source, such as school district or census data.
   - Percentages are estimates based on our knowledge of our youth community.
   - We do not currently collect, or have proxy data, for any of this information and are not comfortable estimating percentages for this question.

   Even if you do not provide percentages on priority populations, all applicants must still provide a detailed description of their youth community in question 1e below.

b. Please estimate the percentage of young people in these categories who will participate in your 2022 Summer Program. We understand that many young people will fall into multiple categories; percentages do not need to add up to 100%. Please base this on previous program data, current enrollment data, or another proximal data source such as school demographic data. You will have an opportunity to tell us more about your community in the narrative that follows:

   Please put zeros if you do not expect young people from a particular priority population to participate in your 2022 Summer Program. Please leave blank if estimates are not available for that priority population. Unless "We do not currently collect this data" is selected above, it is required you input data for this question:

   - Youth in poverty, as measured by eligibility for free- or reduced-price lunch: __%
   - BIPOC youth: __%
   - Migrant youth: __%
   - Refugee and/or immigrant youth: __%
   - English language learners: __%
   - Youth experiencing homelessness: __%
   - Youth in foster care: __%
   - LGBTQ youth: __%
   - Youth involved in the criminal justice system: __%

- Youth with disabilities, including physical, developmental, and/or intellectual disabilities; or special health care needs: __%

c. Please estimate the overall percentage of your program's young people who are representative of one or more of the priority populations.: __%

d. If your program serves BIPOC youth, please provide the percentages of young people representative of each of these BIPOC youth populations. We understand that many young people will fall into multiple categories; percentages do not need to add up to 100%.
    - American Indian/Alaska Native: __%
    - Asian/Asian-American: __%
    - Black/African-American: __%
    - Hispanic or Latino/a/x Descent: __%
    - Middle Eastern or North African: __%
    - Multiracial: __%
    - Native Hawaiian/Pacific Islander: __%

e. **Narrative:** Tell us about the young people in your community who will participate in your 2022 Summer Program, including how they are representative of one or more of the priority populations. Describe how your program will engage young people from among the priority population groups.

   Maximum word count is 400.

Focus area #2: Program has staff, volunteers, leadership and board members who are reflective of the priority populations served, as listed above in question #1. This focus area is worth 20% of the score.

a. Please estimate the percentage of people whose identities/lived experiences fall within any of the priority population categories.
    - Staff and volunteers who will work directly with young people in the 2022 Summer Program: __%
    - Program leaders who will oversee and supervise the 2022 Summer Program: __%
    - Program/organization board members: __%

b. **Narrative:** Describe how your program staff, volunteers, leadership and board members are reflective (have shared identities or similar lived experiences) of the priority youth populations served by your summer program.

   Maximum word count is 350.

Focus area #3: The program defines and supports social connections, physical activities and outdoor activities for young people AND the program's implementation plan ensures that these program requirements are met, and are responsive to the needs and interests of the young people served. This focus area is worth 45% of the score.

Program type: Please tell which type of programming you'll be providing with 2022 Summer Program funds: (Check all that apply.)

- Academics
- Arts and Culture
- Career Exploration and Job Training
- Child Care
- Leadership, Service and Social Justice
- Physical Activities and Sports
- Science, Technology, Engineering and Math (STEM)
- Service and Support
- Other (please specify): _____

Your 2022 Summer Program will serve young people who are: (Check all that apply.)
- 4-12
- 13-18
- 19-21

Number of young people to be served:
- < 20 young people
- 20-50 young people
- 51-100 young people
- > 100 young people

Program will be delivered:
- In-person only
- Hybrid: in-person and virtual

Drop-in style program?
- Yes
- No

Program duration:
- 1-2 weeks
- 3-5 weeks
- 6 or more weeks

How many days per week is the program delivered?
- 1-2 days per week
- 3-4 days per week
- 5 days per week
- Other (please specify): _____

Program-day length:
- 1-2 hours per program day
- 3-4 hours per program day
- 5-6 hours per program day
- 7-8 hours per program day

- More than 8 hours per day

Narrative: Discuss both the design and the implementation plan for your summer program. Think about **what** you'll do, **why** your design is responsive to the young people you'll serve, and **how** you'll implement the program. Address all of the following in your answer:

1. Provide an overview of your 2022 Summer Program. How do you plan to implement it? *(Reviewers will understand that many aspects of implementation may be unclear at this point, due to multiple variables, but please summarize why you believe the plan is feasible and how you intend to launch the program successfully.)*

   Maximum word count is 200.

2. Discuss in detail the activities you'll provide to strengthen social connections. *(Provide examples. Will the approach vary by age group? Help reviewers understand how your program will strengthen social connections among young people)*

   Maximum word count is 200.

3. What physical activities will your program include? *(Be specific. Will activities vary by age group? Explain to reviewers exactly what will be offered to young people.)*

   Maximum word count is 150.

4. What outdoor activities will your program include? *(Be specific. Will activities vary by age group? Explain to reviewers exactly what will be offered to young people.)*

   Maximum word count is 150.

5. Explain why your program model is effective and responsive to the needs of your priority youth population. *(Help reviewers understand the rationale behind your program design.)*

   Maximum word count is 250.

Funding request: 2022 Summer Programs may request between $10,000 and $50,000. Funds must be expended by September 30, 2022.

Must enter a number between 10,000 and 50,000

Certifications:

Name of person completing this form:

Email address: Phone number:

All applicants receiving funding will be required to submit a completed signed W-9. Funds will be paid electronically through Automated Clearing House (ACH). School's Out Washington will send an ACH authorization form and W-9 form via DocuSign to successful applicants. Return of these documents will be required within seven days of receipt. Please specify to whom the ACH form and W-9 request should be sent.

Name: Email Address:

All applicants receiving funding will be required to sign a contract with School's Out Washington. Please specify to whom the contract should be sent for signature.

Name: Email Address:

If funded, the applicant agrees to provide School's Out Washington the right of access to its Form 990 and other financial records for six years following the funding date, at all reasonable times to confirm the financial information presented in this application.

Please check all the boxes. (Select this link to review small business definition RCW19.85.020)

 "I certify that I am authorized to submit this application on behalf of the applicant organization."

"I certify, by signing this application that neither the applicant organization nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal or state department or agency."

"I certify that if applying as a small business, my business meets the definition of small business provided in RCW19.85.020.

"I certify that the described program does not include religious worship, exercise, or instruction. If the application is successful, no participants will be required to participate in any religious worship, exercise, or instruction in order to have access to facilities.

"I certify that the information provided in this application and the information provided in any supporting documents and forms is true and accurate in all material respects. I also understand that any false statements or deliberate omissions on this application may subject me to return funds or other legal actions for fraudulent misrepresentation."