School's Out™ Washington

2022 Summer Program Fund Orientation – February 16, 2022

Presented by:

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Agenda

- Welcome
- Background Information
- Funded Program Information
- Contract Requirements
- Questions?

Meeting Logistics

This webinar is being recorded and will be posted, along with the Powerpoint, on the Funded Applicant Resources page.

All participants are currently muted, but can communicate with the presenters through the chat feature.

How to Ask Questions?

- We will reserve time at the end to respond to live questions.

Fund Overview

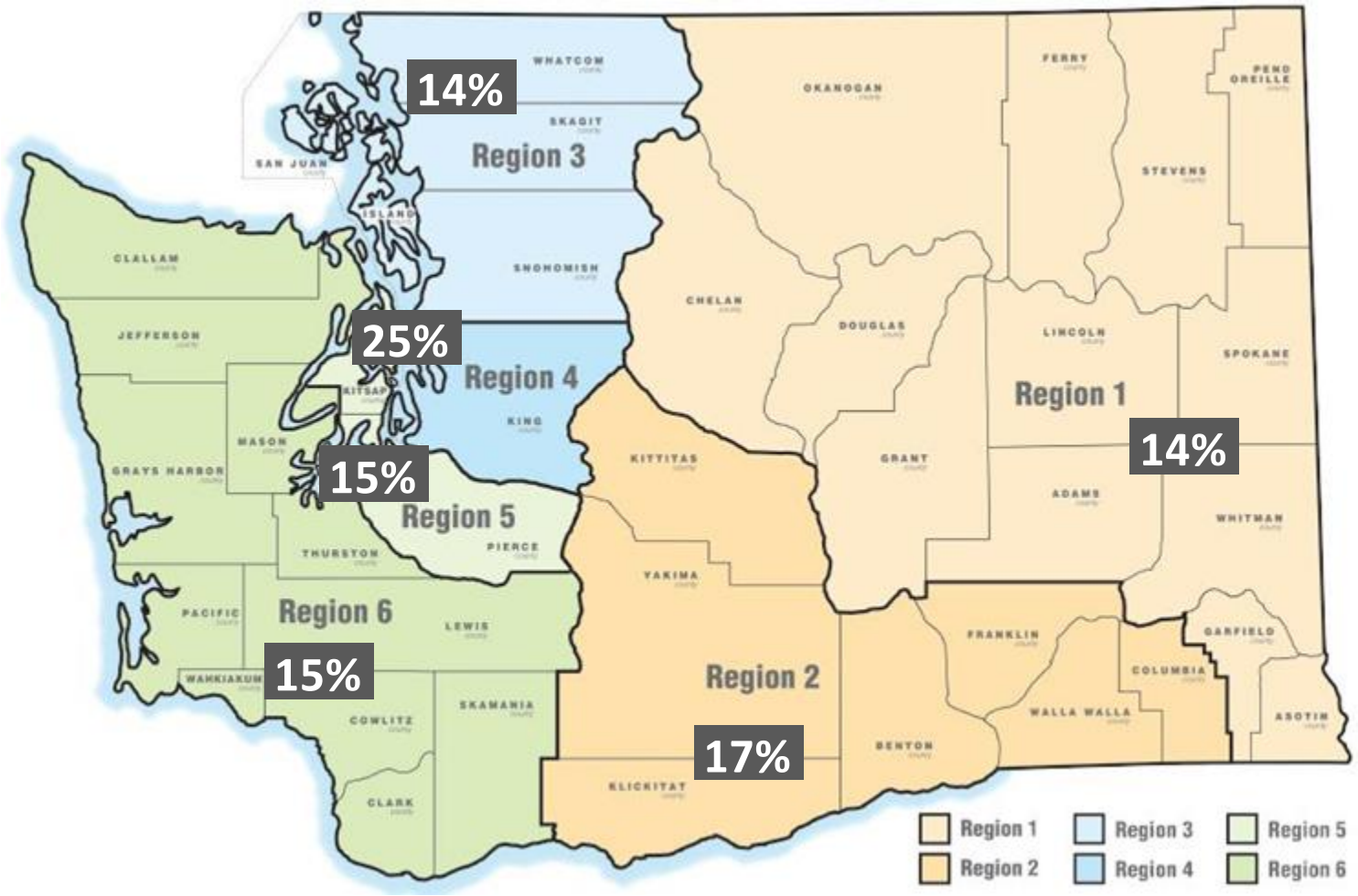
Source of Funding

- Funding is provided by the Office of the Superintendent of Public Instruction, State of Washington (OSPI), and must be used to support programming in Summer 2022.

Primary Goal

- Expand opportunity for youth furthest from educational justice to engage in **social connections** and **physical** and **outdoor** activities across Washington State in Summer 2022.

Goals for Geographical Distribution of Review Groups and Funding



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

Data Overview of Applicants and Funding by Region

1	2	3	4	5		6	7	8
Region	**Geographic Distribution Target %**	**Funding Recommendation Amount**	**% of Funding**	**Variance to Target**		**# of Applications**	**# Funded**	**% of Applications Funded**
Region 1	14%	$675,433	15%	0.8%		57	19	33%
Region 2	17%	$733,933	16%	-1.0%		35	21	60%
Region 3	14%	$647,817	14%	0.2%		61	20	33%
Region 4	25%	$1,199,850	26%	1.2%		171	33	19%
Region 5	15%	$693,817	15%	0.2%		68	23	34%
Region 6	15%	$624,150	14%	-1.4%		40	23	58%
		$4,575,000				**432**	**139**	

Program Requirements

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; and
- ❑ will serve Washington State young people ages 4-21

Your 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; and
- ❑ be provided in-person or mostly in-person.

Program Requirements

- ❑ 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.*
- ❑ "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."

Contract Paperwork

1. Signed Contract
2. Completed W-9
3. ACH Authorization Form
4. Two Certificates of Insurance
5. 2022 Summer Program Fund Form (included as a link in notification email)
    a. Name and contact information of person responsible for reporting
    b. An updated program plan or confirmation that no substantive changes are planned
    c. Updated payment information if previously funded through 2021 Summer Program Fund or WA Youth Development Relief Fund

Insurance

1. Date Issued – Must be dated 2/7/22 or later.

2. Effective Date – Must be effective by 3/15/22

3. Expiration Date – Must be on or after your last day of 2022 summer programming (Full program period must be covered; may need to submit renewal.)

4. Commercial General Liability Section Limits (Please specify the actual limits rather than just stating "Included")

a) Each Occurrence – Must be $1,000,000 or more

b) Personal & Advertising Injury (abbreviated on COI as "Personal & Adv Injury") – Must be $1,000,000 or more

c) Products-Completed Operations (abbreviated on COI as "Products – Comp/Op Agg") – Must be $2,000,000 or more

5. **Automobile Liability –** Combined Single Limit must be $1,000,000 or more. **Please specify the actual limit rather than just stating "Included"**(If the services performed under this contract will not involve the use of vehicles, then auto insurance is not required)

Insurance (continued)

6. Description of Operations Section – The exact language used in this section varies depending on your broker and your policy but minimally it should indicate that the Certificate Holder is included as an additional insured and reference Contract #20220181

7. Certificate Holder

For the COI for SOWA:
School's Out Washington
801 23rd Ave. S, STE A
Seattle, WA 98144

For the COI for OSPI:
The State of Washington, Office of Superintendent of Public Instruction
Old Capitol Building
PO Box 47200
Olympia, WA 98504-7200

Payment

1. 95% of total will be issued by May 13, 2022 (contingent upon return of all required contract paperwork)

2. 5% will be issued by October 31, 2022 after submission of final report

*Payments will be released to your organization electronically through Automated Clearing House (ACH).

*After payments are issued, you will be emailed and asked to verify receipt of funds. Please reply to these emails promptly.

Final Report – Narrative

*The report template will be emailed to you in May 2022.

1. Number of youth served by your funded summer program. (Exact number *or* estimate)

2. 2022 Summer Program Overview - Please provide a brief overview of the major activities implemented with support from the 2022 Summer Program Fund. Include specifics on how your program promoted social connections and engaged young people in physical and outdoor activities.

3. Successes - Please describe how your summer program benefitted young people, along with any specific successes you would like to share.

4. Challenges - If you encountered any major challenges, or if the main activities changed from what was originally proposed, please discuss here.

5. ***(OPTIONAL)*** Share one story of a child/youth who was greatly impacted by your program.

6. ***(OPTIONAL)*** How can we improve the application and administration process?

Final Report – Data

*The report template will be emailed to you in May 2022.

Programs are encouraged to collect this data and report it, to the degree possible:

- Youth served by age range
- Youth who qualify for Free & Reduced Lunch
- Youth gender
- Youth race/ethnicity
- Special population focus (For example: youth with disabilities, English language learners, youth experiencing homelessness, LGBTQ youth, etc.)

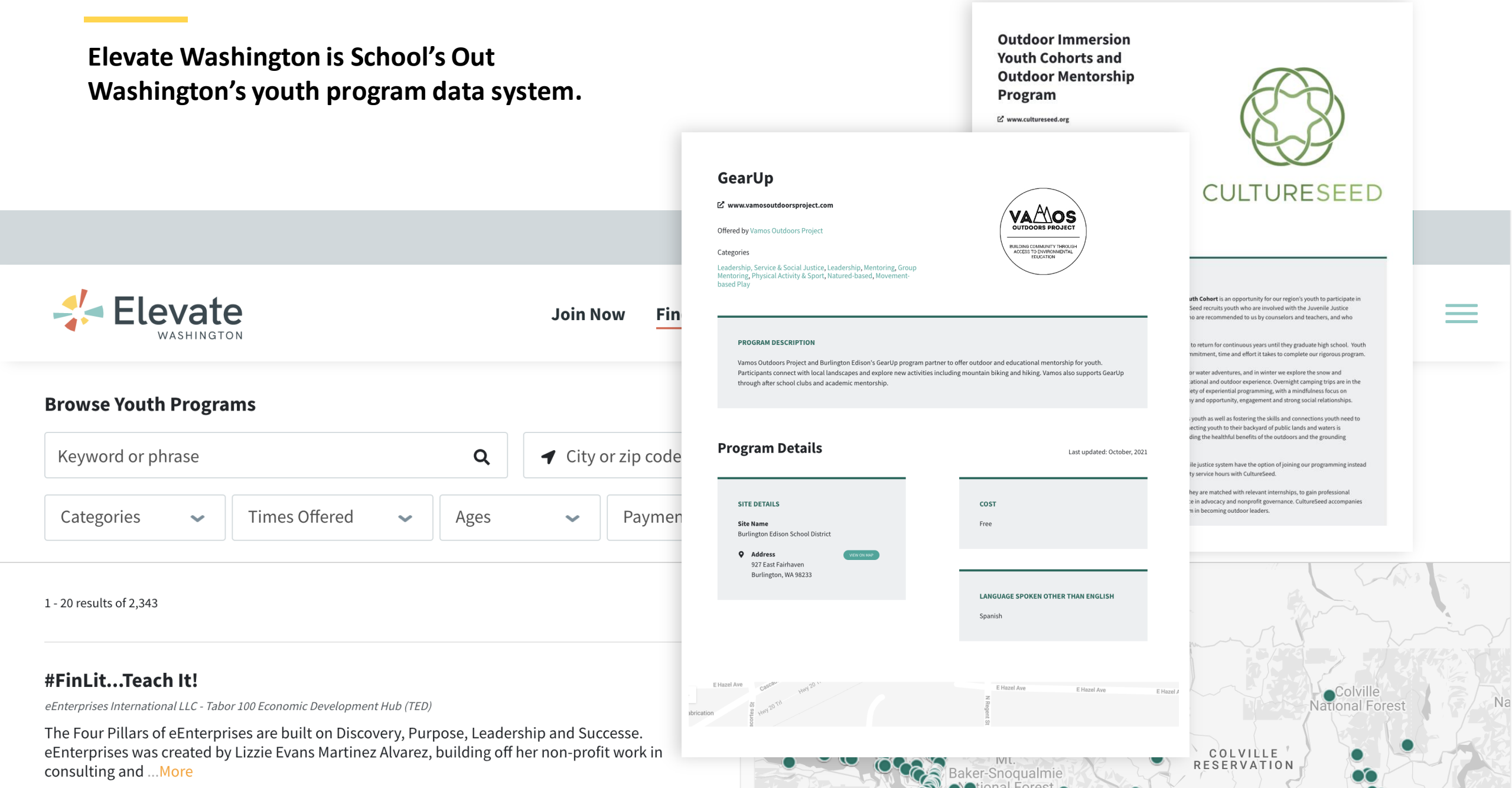
Elevate Washington

PROFILES

- All organizations must create an Elevate Washington user account and create or update their profiles.

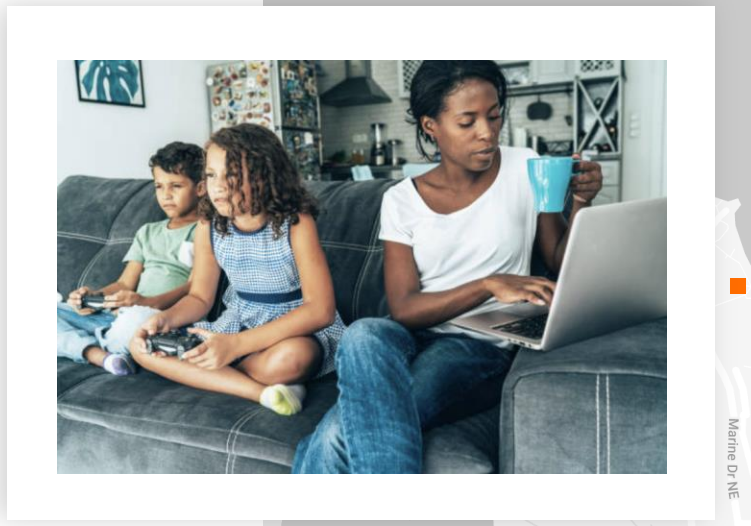
- Update your profiles with relevant information at all three levels (organization, site, and program). Your program profiles will show up in the public-facing program directory: https://elevatewashington.org/directory.

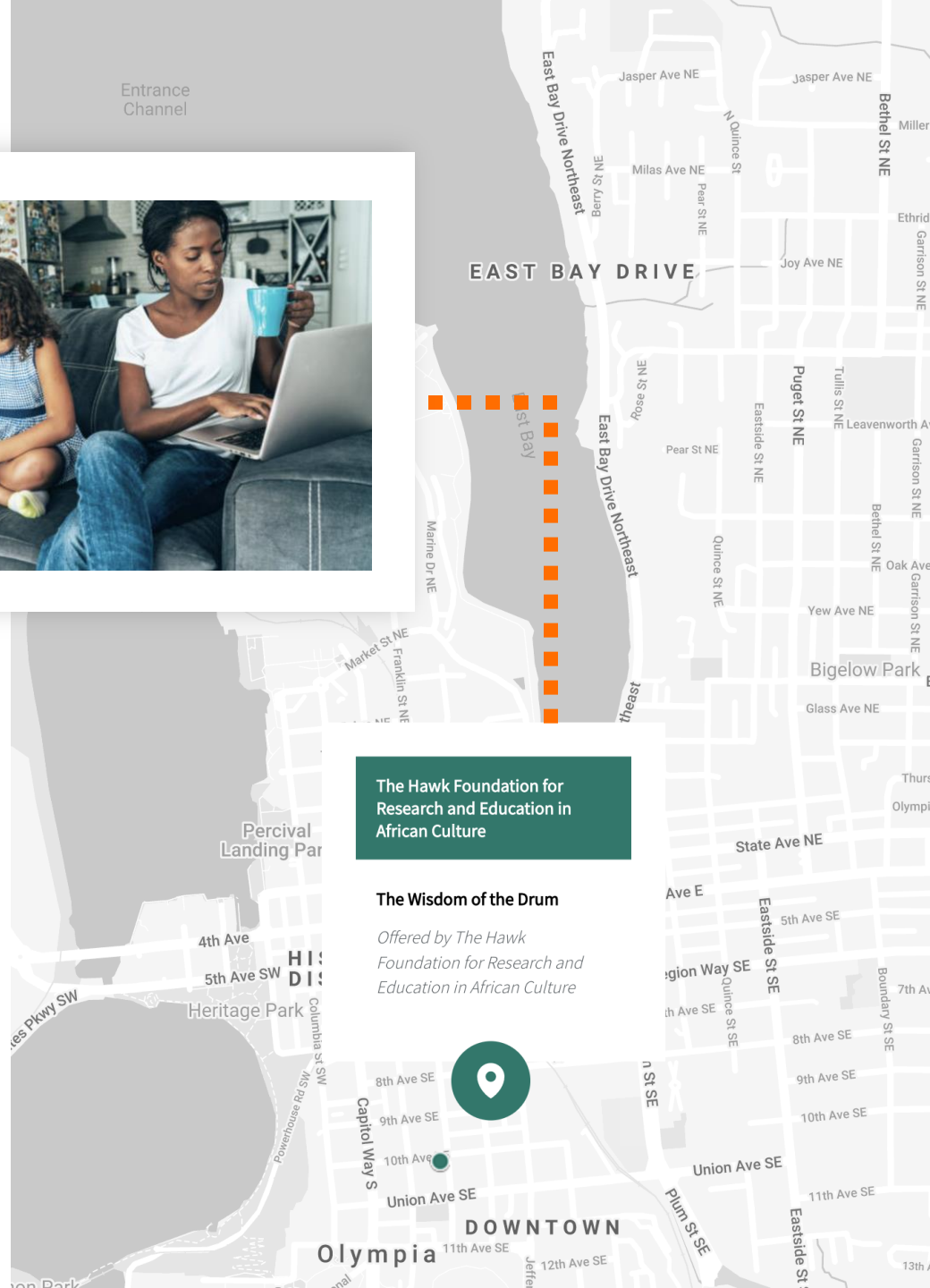
Elevate Washington is School's Out Washington's youth program data system.



How it works

- Families use the public directory to find programs in their area.
- And SOWA uses data to inform strategies that help elevate the youth development field and target resources to where they're needed most.
- Anyone who offers youth programming is encouraged to join and share their info.
- Some of that info is public and some of it is private.





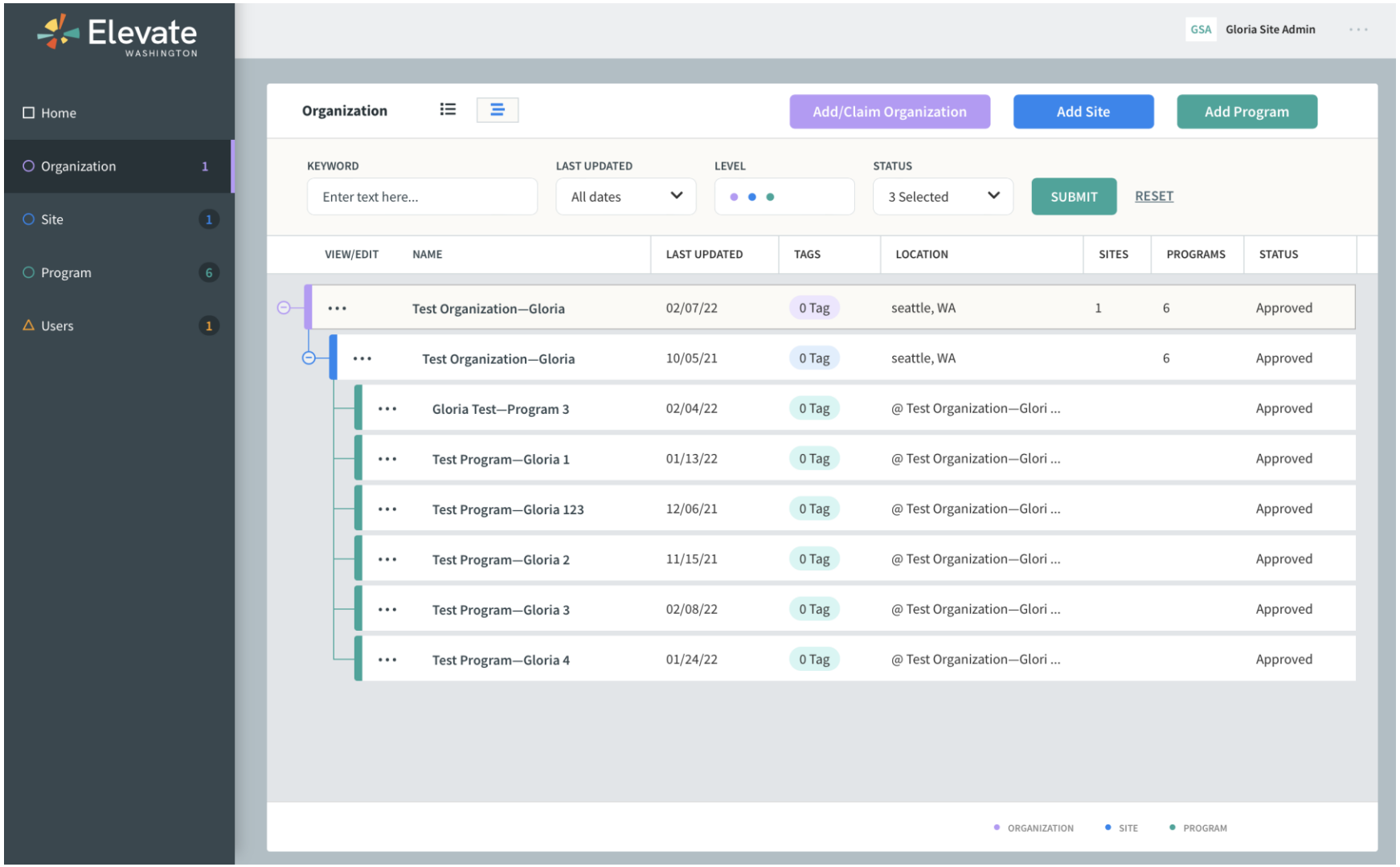
What do you need to do?

- The information that we collect in Elevate is different than the final details that will be required for Summer Fund reporting.
- If you haven't already, join Elevate and create profiles for the programs that you currently operate.
- If you've already joined, log in and update your profiles.

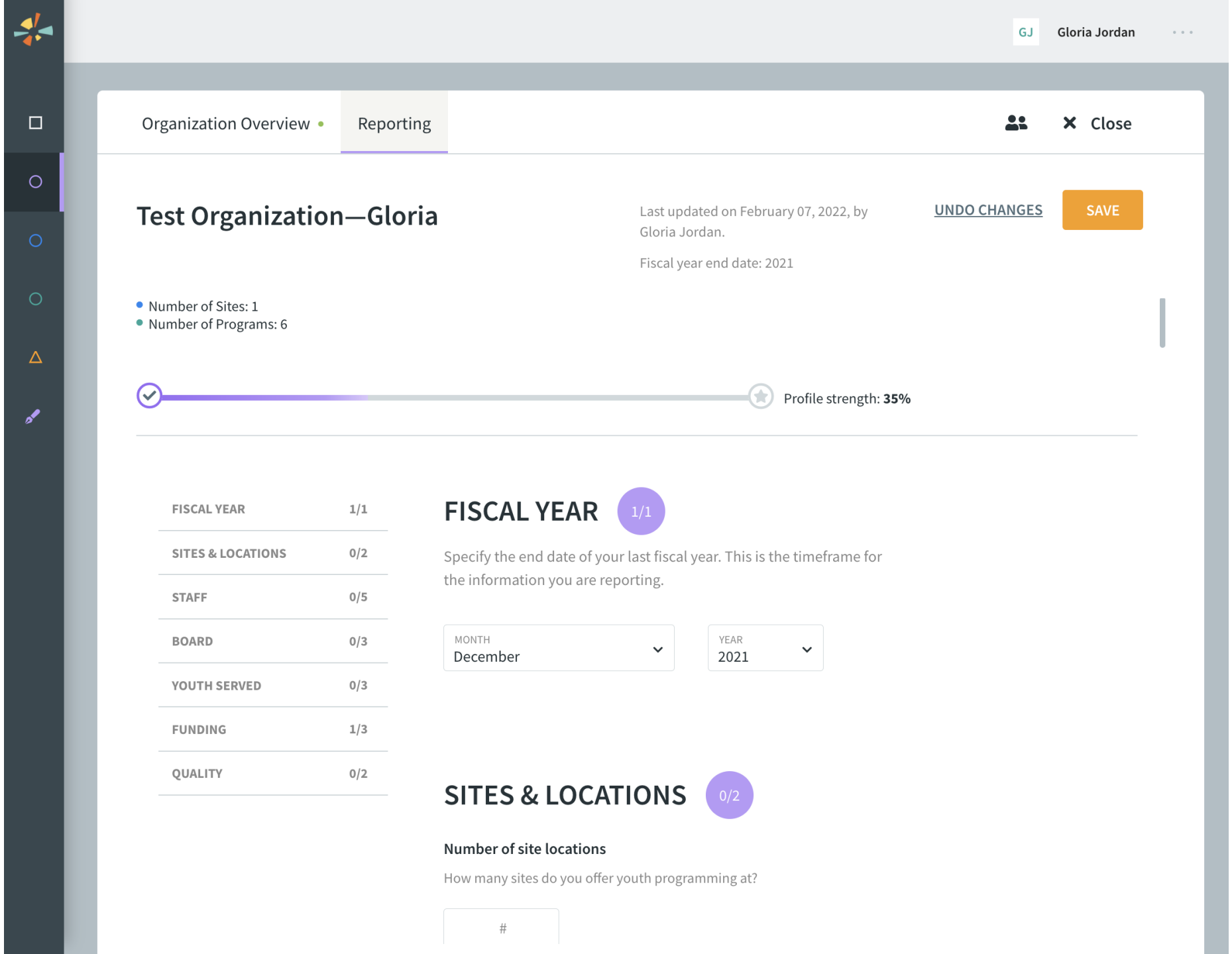
elevatewashington.org

1. Join Elevate Washington by creating an individual user account
2. Log in and add/edit profiles (Organizations, Sites and Programs)
3. Report data once per year and update your program profiles as needed.

Editing profiles

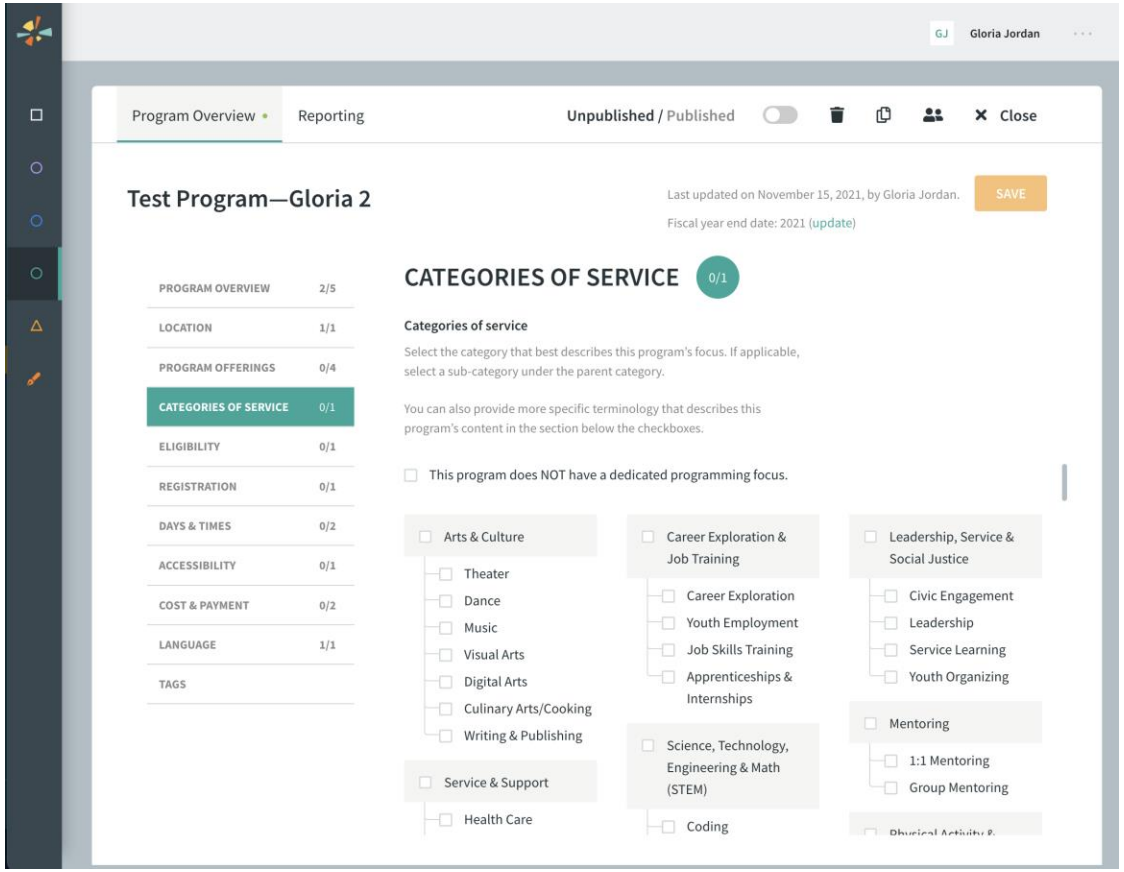


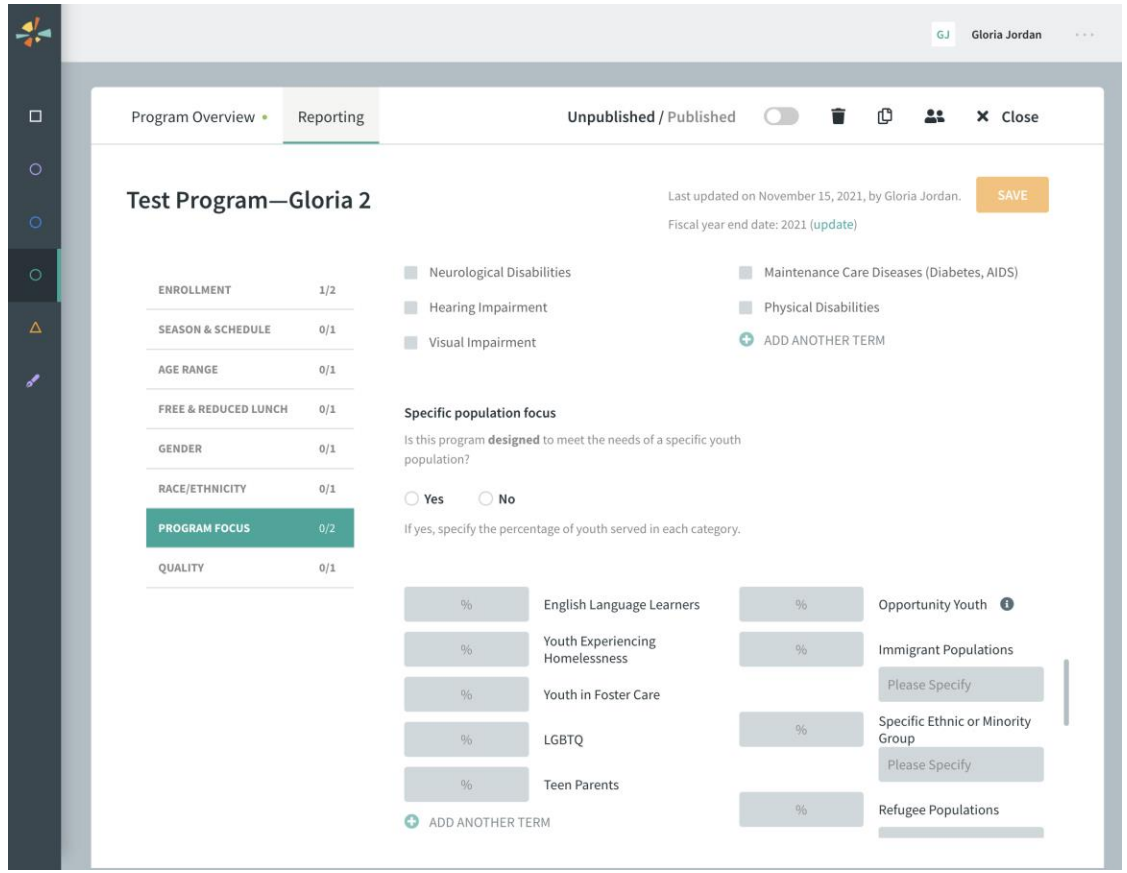
Editing profiles



Editing profiles

If you have questions about reporting your data in Elevate Washington, please consult the online user guide here: https://elevatewashington.org/resources/?cat=member-system. Or contact a team member directly at: info@elevatewashington.org.





Summer Symposium

- March 31, 2022 – April 1, 2022
- Symposium will feature panel, webinar, workshops and networking relevant to the OSPI funding requirements and summer program design and implementation.
- Symposium details and registration information will be emailed to you in March.

Timeline

February 9, 2022	Funded programs were notified
February 14, 2022	Contract paperwork was sent via DocuSign
February 15, 2022	ACH & W-9 forms sent via DocuSign to first-time funded orgs
February 16, 2022	2022 Summer Program Fund Orientation
March 15, 2022	**Contract paperwork is due**
March 31, 2022 – April 1, 2022	2022 Summer Program Symposium
May 13, 2022	First Payment
June 2022 – September 2022	Implementation of summer programs
September 30, 2022	Final report due
October 31, 2022	Second Payment

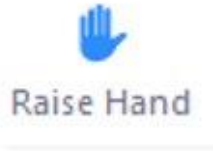
2022 Summer Program Fund Website

Funded Applicant Resources

- Contract preview template
- Certificates of Insurance info & templates
- Recording of this webinar & PowerPoint

Questions and Answers

How to Ask Questions?



- We will now respond to live questions. You can “raise your hand” to indicate you have a question, and we will ‘unmute’ you when it is your turn.

Additional Questions?

- You can email summerfunding@schoolsoutwashington.org. We have a team monitoring this daily.

- Thank you for attending!