



2022 Summer Program Fund Orientation – February 16, 2022

Presented by:

Leah Bui, Washington State Contracts Manager

Liz Director, Director of Finance and Administration

Pang Chang, Refugee School Impact Program Director

Gloria Jordan, Elevate Washington Lead



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

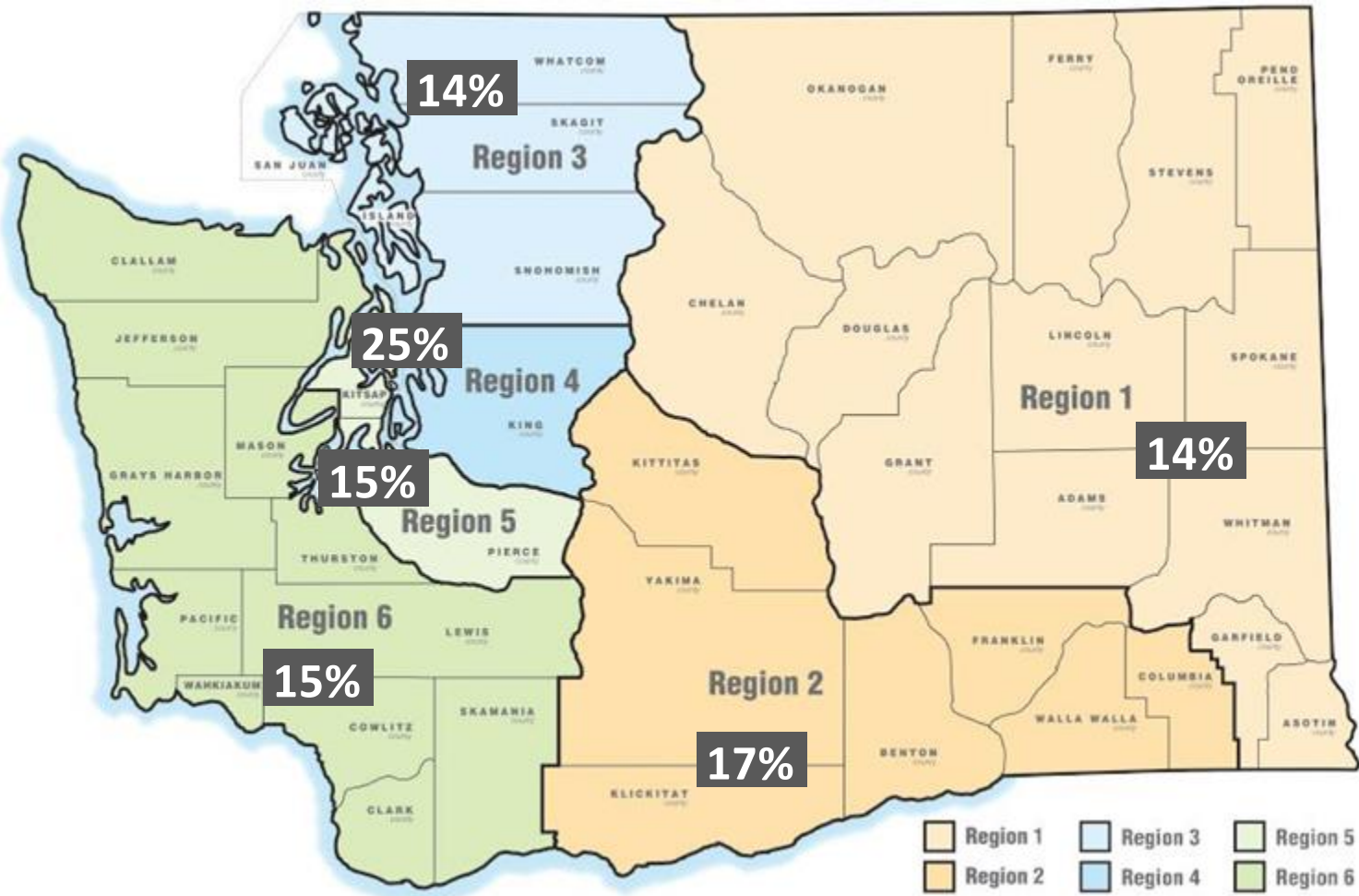
- Funding is provided by the Office of the Superintendent of Public Instruction, State of Washington (OSPI), and must be used to support programming in Summer 2022.

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.



Join Now Fin

Browse Youth Programs

Keyword or phrase



City or zip code

Categories



Times Offered



Ages



Payment

1 - 20 results of 2,343

#FinLit...Teach It!

eEnterprises International LLC - Tabor 100 Economic Development Hub (TED)

The Four Pillars of eEnterprises are built on Discovery, Purpose, Leadership and Success. eEnterprises was created by Lizzie Evans Martinez Alvarez, building off her non-profit work in consulting and [...More](#)

Outdoor Immersion Youth Cohorts and Outdoor Mentorship Program

www.cultureseed.org



CULTURESEED

GearUp

www.vamosoutdoorsproject.com

Offered by [Vamos Outdoors Project](#)

Categories

Leadership, Service & Social Justice, Leadership, Mentoring, Group Mentoring, Physical Activity & Sport, Nature-based, Movement-based Play



PROGRAM DESCRIPTION

Vamos Outdoors Project and Burlington Edison's GearUp program partner to offer outdoor and educational mentorship for youth. Participants connect with local landscapes and explore new activities including mountain biking and hiking. Vamos also supports GearUp through after school clubs and academic mentorship.

Program Details

Last updated: October, 2021

SITE DETAILS

Site Name
Burlington Edison School District

Address
927 East Fairhaven
Burlington, WA 98233

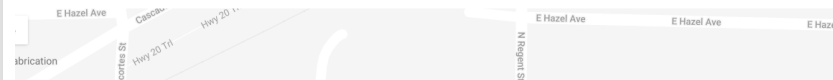
[VIEW ON MAP](#)

COST

Free

LANGUAGE SPOKEN OTHER THAN ENGLISH

Spanish



uth Cohort is an opportunity for our region's youth to participate in Seed recruits youth who are involved with the Juvenile Justice system and are recommended to us by counselors and teachers, and who

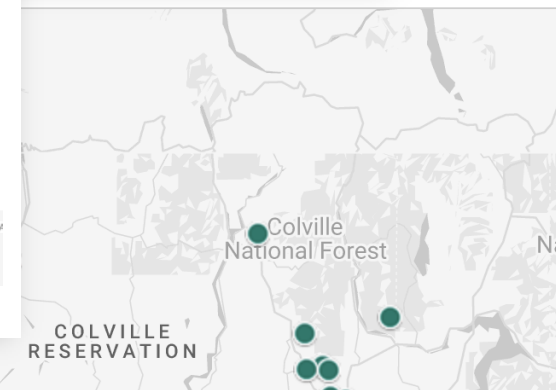
to return for continuous years until they graduate high school. Youth commitment, time and effort it takes to complete our rigorous program.

or water adventures, and in winter we explore the snow and seasonal and outdoor experience. Overnight camping trips are in the city of experiential programming, with a mindfulness focus on safety and opportunity, engagement and strong social relationships.

youth as well as fostering the skills and connections youth need to directing youth to their backyard of public lands and waters is finding the healthful benefits of the outdoors and the grounding

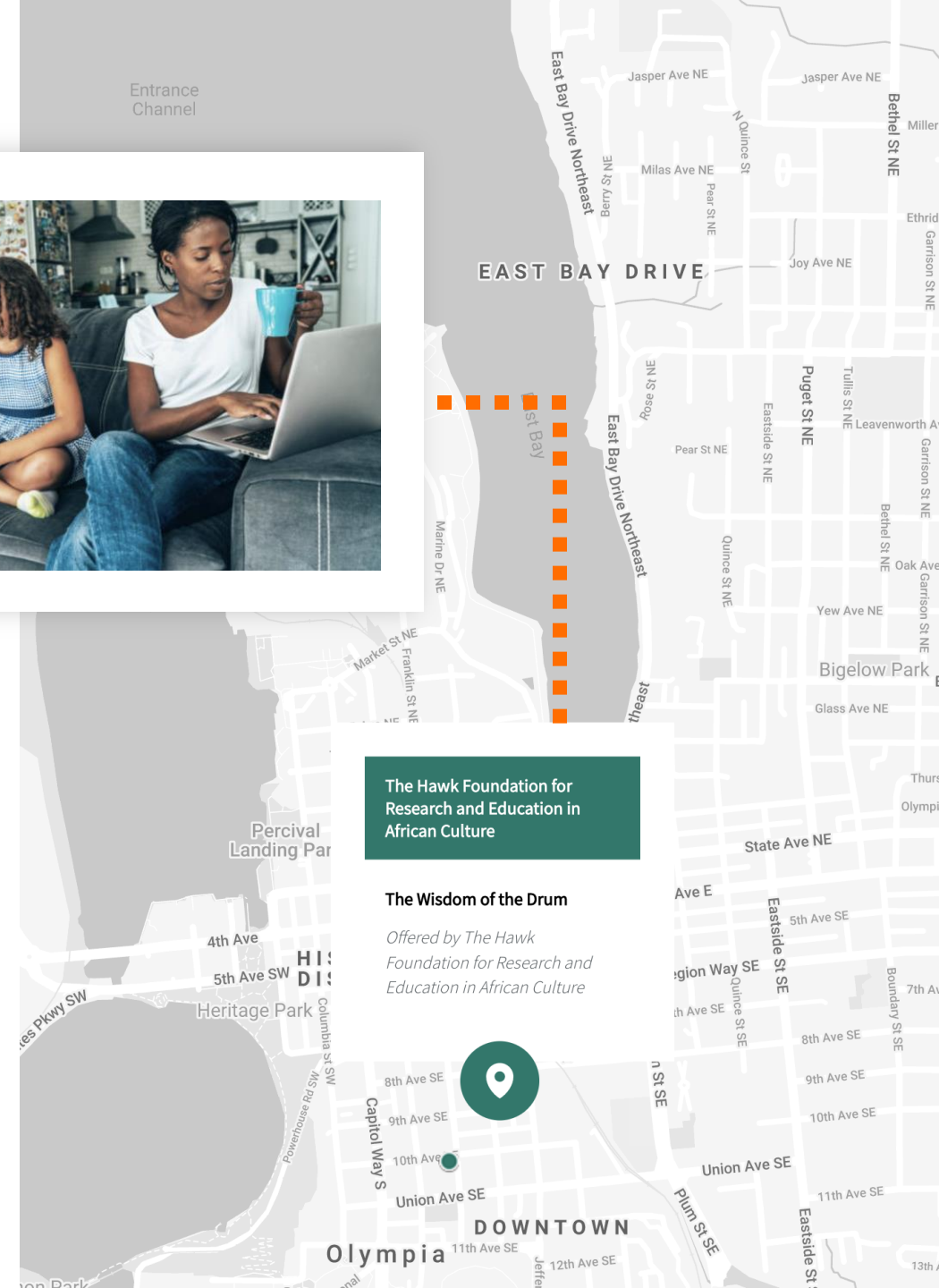
the justice system have the option of joining our programming instead of by service hours with CultureSeed.

they are matched with relevant internships, to gain professional experience in advocacy and nonprofit governance. CultureSeed accompanies them in becoming outdoor leaders.



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

Elevate WASHINGTON

GSA Gloria Site Admin

Organization ☰ ☰ Add/Claim Organization Add Site Add Program

KEYWORD: LAST UPDATED: LEVEL: STATUS: SUBMIT [RESET](#)

VIEW/EDIT	NAME	LAST UPDATED	TAGS	LOCATION	SITES	PROGRAMS	STATUS
⋮	Test Organization—Gloria	02/07/22	0 Tag	seattle, WA	1	6	Approved
⋮	Test Organization—Gloria	10/05/21	0 Tag	seattle, WA		6	Approved
⋮	Gloria Test—Program 3	02/04/22	0 Tag	@ Test Organization—Glori ...			Approved
⋮	Test Program—Gloria 1	01/13/22	0 Tag	@ Test Organization—Glori ...			Approved
⋮	Test Program—Gloria 123	12/06/21	0 Tag	@ Test Organization—Glori ...			Approved
⋮	Test Program—Gloria 2	11/15/21	0 Tag	@ Test Organization—Glori ...			Approved
⋮	Test Program—Gloria 3	02/08/22	0 Tag	@ Test Organization—Glori ...			Approved
⋮	Test Program—Gloria 4	01/24/22	0 Tag	@ Test Organization—Glori ...			Approved

● ORGANIZATION ● SITE ● PROGRAM

Editing profiles



Test Organization—Gloria

Last updated on February 07, 2022, by Gloria Jordan.

[UNDO CHANGES](#)

SAVE

Fiscal year end date: 2021

- Number of Sites: 1
- Number of Programs: 6



FISCAL YEAR	1/1
SITES & LOCATIONS	0/2
STAFF	0/5
BOARD	0/3
YOUTH SERVED	0/3
FUNDING	1/3
QUALITY	0/2

FISCAL YEAR 1/1

Specify the end date of your last fiscal year. This is the timeframe for the information you are reporting.

MONTH: December | YEAR: 2021

SITES & LOCATIONS 0/2

Number of site locations

How many sites do you offer youth programming at?

#

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.

The screenshot shows the 'Reporting' tab for 'Test Program—Gloria 2'. The 'CATEGORIES OF SERVICE' section is active, showing a progress indicator of 0/1. It includes a 'Categories of service' instruction and a list of checkboxes for various service categories. A 'SAVE' button is visible in the top right.

Test Program—Gloria 2 Last updated on November 15, 2021, by Gloria Jordan. **SAVE**
Fiscal year end date: 2021 (update)

CATEGORIES OF SERVICE 0/1

Categories of service
Select the category that best describes this program's focus. If applicable, select a sub-category under the parent category.

You can also provide more specific terminology that describes this program's content in the section below the checkboxes.

This program does NOT have a dedicated programming focus.

- Arts & Culture
 - Theater
 - Dance
 - Music
 - Visual Arts
 - Digital Arts
 - Culinary Arts/Cooking
 - Writing & Publishing
- Career Exploration & Job Training
 - Career Exploration
 - Youth Employment
 - Job Skills Training
 - Apprenticeships & Internships
- Leadership, Service & Social Justice
 - Civic Engagement
 - Leadership
 - Service Learning
 - Youth Organizing
- Service & Support
 - Health Care
- Science, Technology, Engineering & Math (STEM)
 - Coding
- Mentoring
 - 1:1 Mentoring
 - Group Mentoring
- Physical Activities & Recreation

The screenshot shows the 'Reporting' tab for 'Test Program—Gloria 2'. The 'PROGRAM FOCUS' section is active, showing a progress indicator of 0/2. It includes a 'Specific population focus' question and a list of checkboxes for various population groups. A 'SAVE' button is visible in the top right.

Test Program—Gloria 2 Last updated on November 15, 2021, by Gloria Jordan. **SAVE**
Fiscal year end date: 2021 (update)

PROGRAM FOCUS 0/2

ENROLLMENT 1/2
SEASON & SCHEDULE 0/1
AGE RANGE 0/1
FREE & REDUCED LUNCH 0/1
GENDER 0/1
RACE/ETHNICITY 0/1
QUALITY 0/1

Specific population focus
Is this program **designed** to meet the needs of a specific youth population?
 Yes No

If yes, specify the percentage of youth served in each category.

- Neurological Disabilities
- Hearing Impairment
- Visual Impairment
- Maintenance Care Diseases (Diabetes, AIDS)
- Physical Disabilities
-

English Language Learners
 Youth Experiencing Homelessness
 Youth in Foster Care
 LGBTQ
 Teen Parents

Opportunity Youth **i**
 Immigrant Populations

 Specific Ethnic or Minority Group

 Refugee Populations



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?



Raise Hand

- 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!

