



USI | URBAN STRATEGIES, INC.

===== REQUEST FOR PROPOSALS =====

**Beecher Terrace/Russell Neighborhood
500 E Jefferson St, Louisville KY, 40202**

<u>Title</u>	<u>Page(s)</u>
Solicitation Cover Sheet	1
Request for Proposal Background and Invitation	2-4
Section I. Project Summary	5-7
Section II. Grant Application	8-11

Request for Proposal Background and Overview

Background:

In December 2016, the Louisville Metro Housing Authority (LMHA) and Louisville Metro Government (LMG) were awarded a \$29.5 million Choice Neighborhoods Implementation Grant (“CNI Grant”) from the U.S. Department of Housing and Urban Development (HUD) which is focused on the Beecher Terrace public housing development and the Russell neighborhood in west Louisville. The CNI Grant is being leveraged with \$200 million in other funding sources to implement plans and goals centered on three key components:

People (Led by Urban Strategies Inc.): The provision of case management for original and new Beecher Terrace household members, and the provision and/or coordination of a variety of supportive services for Beecher and Russell residents;

Housing (Led by LMHA): The relocation of original Beecher Terrace households, and development of replacement housing both on the Beecher Terrace site and in other neighborhoods of opportunity throughout the city;

Neighborhood (Led by LMG): The implementation of select critical community improvements within the Russell neighborhood.

Invitation:

As the entity leading the People Component of the CNI Grant, Urban Strategies Inc. (USI) invites community-based organizations, educational institutions and agencies to apply for a competitive grant opportunity to enhance educational outcomes of target resident children and youth, which is defined as original Beecher Terrace residents, or those who will be moving into the redeveloped Beecher Terrace site, and/or live in the Russell neighborhood. USI is seeking to collaborate with organization(s) serving preschoolers and youth in K-12 to ensure that (1) children enter kindergarten ready to learn; (2) children are proficient in core academic studies; and (3) youth, including those with disabilities, graduate from high school, college and career ready.

Amount of Grants:

- Up to \$50,000 per contract year dependent upon the number of children and youth to be served, services provided, hours of services, depth of services and outcomes achieved.

Goals:

Grants must be used to support target resident children and youth in one or more of the following outcome areas: (1) children enter kindergarten ready to learn, specifically demonstrate age-appropriate functioning across multiple domains of early learning as determined using developmentally appropriate measures; (2) children are proficient in core academic studies, specifically target students will be performing at or above grade level according to state Math and English language arts assessments; (3) youth, including those with disabilities, graduate from high school, college and career ready.

Purpose:

All grant funds must be used for direct service activities. No more than 5% of funds may be used for administrative expenses. This competitive grant program is initially for a one-year period but includes the possibility of annual renewal based on performance and other factors. It is intended to benefit target resident children and youth.

Organizations that provide services to target resident students who attend one of the following elementary schools (i.e. the schools found within Russell, the CNI grant target neighborhood, or the cluster schools for Beecher Terrace) will receive additional points in the scoring process. Particularly, organizations that can successfully support student attendance (virtually, or in person), behavior (resiliency and/or self-discipline support) and course work (increase in reading/math success) will receive priority.

Qualifying Schools:

Byck Elementary
Roosevelt-Perry Elementary
Coleridge-Taylor Elementary

Highland Middle School

Ballard High School
Shawnee High School

Applicant Eligibility requirements:

- I. Must be classified by the U.S. Internal Revenue Service (IRS) under Section 501(c)(3) of the IRS code as a nonprofit, tax-exempt organization, donations to which are deductible as charitable contributions under Section 170(c)(2) and the I.R.S. determination must be current;
- II. Must have a minimum two-year operating history after receiving its 501(c)(3) classification;
- III. Must have at least one full-time paid employee (paid minimum wage or more, working at least 35 hours per week, classified as a W-2 employee) for the 12 months prior to application (*please note that contractors or consultants do not count toward this requirement*);
- IV. Must have annual operating expenses of \$100,000 or greater as reflected in the most recently filed IRS Form 990 (click here for more information on Form 990: <https://www.irs.gov/Charities-&-Non-Profits/Form-990-Resources-and-Tools-for-ExemptOrganizations>);
- V. Must have audited or reviewed financial statements that follow Generally Accepted Accounting Principles (GAAP) or Government Auditing Standards (GAS) for the past two completed fiscal years as required by budget size. Nonprofit organizations with annual budgets over \$250,000 must have audited financial statements; nonprofit organizations with annual budgets between \$100,000 and \$249,999 must have reviewed financial statements

October 15 th	RFP Issued to Public
October 30 th	RFP Webinar/FAQ Session
November 20 th	RFP Deadline to Submit
November 30 th - December 11 th	RFP Applicant Interviews
January 1 st 2021	Grant(s) Awarded

LMHA Section III Provision:

While **NOT REQUIRED**, organizations that are able to fulfill the purpose of the grant and are considered one (or more) of the following will be given priority consideration for funding: **MINORITY BUSINESS ENTERPRISE (MBE), WOMEN BUSINESS ENTERPRISE (WBE), and/or DISABLED BUSINESS ENTERPRISE (DBE)**. If you wish to apply as one of the aforementioned entities, a copy of your official certification must be submitted alongside your grant application.*

*For more information regarding certification, please contact the Tri-State Minority Supplier Development Council, 600 W. Main Street, Louisville, Kentucky 40202, (502) 625-0159, or the Louisville and Jefferson County Human Relations Commission, 410 West Chestnut Street, Louisville, Kentucky 40202, (502)574-3631.

Section I. Project Summary

Urban Strategies Inc. (USI) invites community-based organizations, educational institutions and agencies to apply for a new competitive grant opportunity to enhance educational outcomes of students from Beecher Terrace and/or Russell. Preference will be given to organizations that serve students attending any of the schools mentioned previously (refer to Page 3 of this document). The pandemic has made clear that the provision of educational services to children must adapt to CDC guidelines in order to ensure health and safety for students and staff. It has also made clear that many schools lack current contact-information for students and families, particularly those who are minorities, low-income and/or live in areas with high concentrations of poverty.

Contact Information: Starting with the 2020-21 school year, it will be imperative to maintain current contact information for children and families to help ensure strong communication. Successful applicants to this RFP must be able to demonstrate that they possess current contact information for children and families and have strong strategies to develop and maintain communication with children and families.

Connectivity: Regardless of the choice for education (hybrid, in-person, remote), all children and families need internet access, proper equipment and training on utilizing online learning platforms to participate in remote learning (distance, virtual, etc.). Successful applicants will have a plan for determining which students have access and equipment and a partnership plan for how to access the resources to address gaps.

Relationships: Research and experience show that strong reciprocal relationships with caring adults and educators are key to strengthening social-emotional development and to keeping students and families involved in school and learning. Successful applicants will demonstrate their plans to implement social-emotional checkpoints and provide opportunities for regular interactions between the student, parent (guardian) and educator.

Attendance: It is important to track whether students regularly and consistently participate in in-person, on-line classes or access other remote learning. Monitoring attendance and participation is important to understanding the amount of instructional time for students. Successful applicants will have a plan for monitoring when students miss 10% or more instructional time – in person, hybrid and/or remote. Showing up for school matters. When students show up to learn – “Cheeks in the Seat”- they are more likely to be able to stay on-track, engaged and meet major educational milestones.

A. Purpose and Overview

Grants issued through this RFP are intended to fund high-quality programming in-person and/or virtual before school, during school, and after school, as well as educational supportive service programs staffed by knowledgeable and dedicated individuals who are focused on improving results for at-risk youth.

The goal of all awarded grants is to ensure one or more of the following:

- 1) Children enter kindergarten ready to learn, specifically demonstrate age-appropriate functioning across multiple domains of early learning as determined using developmentally appropriate measures.
- 2) Children are proficient in core academic studies, specifically target students will be performing at or above grade level according to state Math and English/Language Arts assessments.
- 3) Youth, including those with disabilities, graduate from high school, college and career ready.

B. Programming

Grants issued through this RFP will support the work of organizations that provide in-school and out-of-school time programming. For the purposes of these grants, programs include expanded learning programs, afterschool programs (*programs that operate on a regular and consistent basis before and after the regular school day ends during the school year*), holiday and summer learning programs.

C. Awards

Grants are competitive for up to \$50,000 per year. One grantee may be selected to cover all goal areas and/or multiple organizations may be selected to meet the needs of our children and youth. Organizations may also choose to apply as a consortium, with up to three organizations per application.

D. Use of Funds

All grant funds must be used for direct service activities. No more than 5% of funds may be used for administrative expenses. Services may not be subcontracted.

Direct services include:

- Enrolling and ensuring that target resident students are active participants in a current program.
- Creating a new program that fits target resident students' needs as identified in Section A.
- Enhancing programming capacity to accommodate the participation of target resident students.
- Enhancing programming capacity to accommodate virtual learning opportunities from target resident students.
- Removing transportation as a barrier to participation, if appropriate.
- Creating virtual and/or in-person learning opportunities for target resident students

E. Reporting Requirements

Grantees who are awarded a competitive grant are required to submit quarterly progress reports in accordance with guidelines set forth by Urban Strategies Inc and the Louisville Metro Housing Authority. These reports should consist of a financial invoice (documenting the allocation and expenditure of funding), an invoice addendum (highlighting services/list of activities, achieved objectives, challenges in fulfilling grant deliverables, etc.) and sign-in sheets (if applicable). These progress reports are mandatory; organizational compliance (according to the proposed timeline) is required for the disbursement and receipt of grant funds. A sample progress report template will be provided to those awarded.

Progress Reports Due	Covering Period
March 2021	January 1 st – March 31 st
June 2021	April 1 st – June 30 th
September 2021	July 1 st -September 30 th
December 2021	July 1 st – December (Final Report)

Section II. Proposals and Scoring

Proposals should include clearly-stated goals and project outcomes which align with the outlined goals and objectives in Section 1A. Proposals must describe in a meaningful way how the applicant supports children entering kindergarten ready to learn, assists youth to perform at or above grade level in core academic studies, and/or prepares youth to graduate on time from high school, college and career ready. The project descriptions and funding requests should reflect the specific time span of the grant in which services will be provided. Refer to Section 1 Project Summary for more information.

Please send proposals via PDF format to Beth Dunn, Education Specialist at beth.dunn@urbanstrategiesinc.org. *Do not mail a hard copy.*

A. Organizational Information and Eligibility Checklist (5 Points Maximum)

A1. Please provide the following contact information for the applicant:

- Organization
 - Organization name:
 - Program name (*if different from organization*):
 - Organization address:
 - Organization website:
- Point of Contact
 - First and last name:
 - Title:
 - Address:
 - Email address:
 - Phone number:
- Executive Director/CEO
 - First and last name:
 - Email address:
 - Phone number:

- ✓ Agency has 501 (c) (3) status for two years or more
- ✓ Agency has one full time employee for 12 months prior to this proposal
- ✓ Agency has an annual operating budget of \$100,000 or greater
- ✓ Agency has audited or reviewed financial statements
- ✓ Agency has completed a recent 990 form

A2. Please provide the following information from the organization's most recent approved budget, which should also be attached to your application as an appendix:

- What are the organization's total annual revenues?
- What are the organization's total annual expenses?
- What are the program's total annual revenues?
- What are the program's total annual expenses?

A3. Please provide a brief description (up to 300 words) of the organization's history and mission.

B. Program approach (25 Points Maximum)

B1. Identify if the proposal is:

- Enrolling and ensuring that target resident students are active participants in a current program
- Creating a new program that fits target resident children and/or youths' needs as identified in Section A
- Enhancing programming capacity to accommodate the participation of target resident children and/or youth

Please provide a brief description (maximum: 300 words) of the current or proposed program's mission and goals. If applicable, describe the history of the programming, target age population served and if Beecher Terrace and/or Russell neighborhood target resident children and/or youth have ever participated in the past.

B3. Describe (maximum: 400 words) the ways in which the program will support participating children and youth. Include requested information from Section 1 Program Summary and speak to why this program or approach is considered quality.

B4. Briefly describe (maximum: 400 words) a typical day for a participating student in the program.

B5. If this is a current program, please provide responses to the following questions about the children and youth served and the proposed program's operation. If this is a new program, answer the questions based on your future goals.

- *What is the program's annual enrollment (total number served per year)?*
- *What is the proposed average number of children and/or youth who will attend the program on a typical day?*
The number of weeks, days and hours open during the year

C. Community and Student Need (20 Points Maximum)

Briefly describe (maximum: 400 words) the community presently served by the program and the role that the program plays in meeting community needs. Include relevant data on the community needs such as:

- Race/Ethnicity
- Free or Reduced Lunch Program Recipients
- Geographical lack of supportive academic services
- Students performing below grade level
- Chronic Absenteeism/Truancy

D. Project Description and Expected Outcomes (20 Points Maximum)

Provide a clear description (maximum: 400 words) of the proposed program's goals, activities, expected outcomes and measures of success for this grant.

In your description, please consider the following:

- *What are the program's goals for the end of the grant year and how does this align with goals described in this invitation?*
- *How will outcomes and reports be tracked?*

E. Measures of Success and Program Evaluation (15 points maximum)

Describe (maximum: 600 words) how the program plans to evaluate outcomes, including tracking student success. Of the measures shown below, which ones apply to your program? Provide baseline data. The following metrics are required: #/% of children and youth with current contact information; with connectivity to the Internet and their own computer; with established relationship between children and youth, parent and educator, and with 2 or less absences per month.

<p>How much?</p> <ul style="list-style-type: none"> • # and % of target children 4-5 enrolled in PreK and family support programs • # and % of target children receiving home visits from high quality health programs • # and % of target children screened for developmental delays • # of target youth with reduced chronic absenteeism • # of youth referred to positive youth development activities • # of target youth that are suspended • # of youth that are not on grade level in reading and math that are referred to academic supports • # of target families referred to services 	<p>How well?</p> <ul style="list-style-type: none"> • # and % of target youth participating in positive youth development programs • # and % of target youth participating in high quality positive youth development with an academic focus • # and % of parents who report being engaged in their child's school life • # and % of children with a developmental delay that have a plan for support • # and % of target families participating in two generation literacy programs • # and % of outreach attempts made for target families
<p>Difference Made?</p> <ul style="list-style-type: none"> • MOU executed with Urban Strategies Inc • Leverage tracking for efforts with target youth • # and % of target parents engaged/trained in advocacy activities to change systems • # and % target youth engaged/trained in advocacy activities to change systems • Changes made to programming due to COVID-19 	<p>Better off?</p> <ul style="list-style-type: none"> • # and % of target children enter kindergarten ready to learn • # and % of target children proficient in reading (3rd -5th grade) • # and % of target children proficient in math (3rd – 5th grade)

F. Program Administration and Capacity (10 points maximum)

Provide a detailed explanation (maximum: 600 words) regarding the program's capacity to manage and administer this grant. Include biographical information and qualifications of key staff leading this initiative. Describe any partnerships relevant to this initiative.

H. Budget and Narrative (5 points maximum)

Include program budget by line items for the grant funds requested and a narrative description for each line item. Please provide the report in an Excel format using the following line items at a minimum: Personnel (Salaries and Wages, Fringe Benefits), Operating Costs (Supplies, Printing and Copying Telephone and Fax, Postage, Travel, Other), Indirect Costs (Rent and Utilities, Project Expenses), other costs: Equipment, etc. A budget template will be provided to those awarded.