

## FEPP Levy 2023 Opportunity and Access Request for Investment Application

### TRACK 1: CAPACITY BUILDING COVER SHEET

Applicant must complete online registration: [Track 1 registration link](#)

#### ORGANIZATION INFORMATION:

Organization Name	
Organization Email	
Organization Phone	

### Track 1 Section 1: Experience and Engagement

*Responses to Section 1 are to be no more than **2 pages** (8½" x 11"), typed or word-processed, size 11 font, single- or double-spaced, page-numbered, and submitted with all other sections. Applicants are strongly encouraged to use the submission template provided. Any content that exceeds the page limit will be redacted and not considered as part of application review.*

Section 1 assesses applicants experience working with focus students, engaging with students, families and communities, partnership development, and achieving results. In your narrative, please address the following:

1. Provide an overview of your organization including relevant history, mission or theory of change, and types of programming offered, and how the work of your organization prioritizes serving the focus student population.
2. Please describe how your organization engages with the students, families and communities you serve to assess and be responsive to their needs. In your description, include how you engage students and their families in supporting their student's learning and development. What is your approach to welcoming and engaging families from diverse cultures?
3. Describe how you partner with other organizations (CBOs, schools, government agencies) to support student learning and development. Please provide an example of how partnership(s) benefit the work you do and the students you serve, and whether or not service delivery will rely on partners and partnerships. If partner(s) are providing significant resources for the services you are requiring be funded through this RFI, provide a signed letter of intent describing the specific resource(s) the partner will provide. Letters will not count towards the page limit.

### Track 1 Section 2: Culturally Responsive Program/Service Proposal

*Responses to Section 2 are to be no more than **4 pages** (8½" x 11"), typed or word-processed, size 11 font, single- or double-spaced, page-numbered, and submitted with all other sections. Applicants are strongly encouraged to use the submission template provided. Any content that exceeds the page limit will be redacted and not considered as part of application review.*

Successful O&A applicants will be expected to deliver programming and/or services using culturally and linguistically responsive approaches designed to close opportunity gaps for focus students. This is likely to include:

- implementation of strengths-based strategies and supports,
- systems that foster partnership with families,
- use of culturally responsive communication techniques and instructional practices,
- consideration of students' home and community cultural experiences, and
- opportunities for students to express their needs and direct their own learning.

Section 2 assesses applicants' cultural responsiveness to the unique needs of the focus students and communities to be served. Please describe the services and/or programming you intend to provide if awarded O&A funds. In your response, please address the following:

1. A clear statement of your chosen O&A Strategy and Focus Area(s), the focus students you intend to serve, and the O&A Outcomes you intend to address. Describe how you incorporate racial equity and social justice into your work generally and into your program proposal. Please consider:
  - a. Your experience providing services to students from the focus student populations. Describe any specialized programming or approaches you utilize to support culturally and linguistically diverse students and families.
  - b. How do you address cultural differences when working with students/families that may come from a background other than that of your staff? If your experience is limited, what steps will you take to provide culturally and linguistically responsive services? What practical tools or training on cultural responsiveness do you or will you provide to all staff?
  - c. Selection of the outcomes you intend to impact and rationale for how your proposed services/programming/activities increase opportunity and access for focus students and how they will lead to outcome achievement (reference outcomes on page 6).
2. A description of the services/programming you will provide, including:
  - a. Why this service/program is needed in your community and how you came to know it was needed,
  - b. Key activities and when/where they will be delivered,
  - c. Your sustainability plan to support continuous programming that positively impacts priority focus students. Include your plan to grow programmatic capacity to deliver quality programming that positively impacts priority focus students by the second year of O&A funding (SY 2024-25).

### Track 1 Section 3: Organizational Information

*Responses to Section 3 are to be no more than **2 pages** (8½" x 11"), typed or word-processed, size 11 font, single- or double-spaced, page-numbered, and submitted with all other sections. Applicants are strongly encouraged to use the submission template provided. Any content that exceeds the page limit will be redacted and not considered as part of application review.*

Section 3 assesses applicants organizational and administrative capacity to deliver the programming and/or services proposed, and/or ability to grow organizational and administrative capacity. Please address the following in your narrative response:

1. Describe the staffing of your organization, how it is/will be positioned to support implementation of your program/service proposal, and your plan to grow staff capacity as needed to deliver quality programming by the second year of O&A funding (SY 2024-25). In your response, please include:
  - A brief description of roles and responsibilities for each staff member expected to be involved.

- The anticipated staff to student ratio during programming/service delivery.
  - How you plan to recruit, retain, and support staff.
  - How staff in your organization reflect the priority focus student populations they serve.
2. Describe how the executive staff and board (if applicable) of your organization reflect the communities and focus student populations the organization serves.
  3. Describe your capacity, OR plan to build capacity, in order to collect, manage and analyze data. In your response, please include:
    - What types of data do you use to inform your work? If this is an area of growth for your organization, what are your plans to build organizational data collection capacity to inform services and/or programming?
    - What system or database do you use? If this is an area of growth for your organization, what are your plans to build a data collection system or database?
    - What challenges do you experience in collecting, managing, analyzing, and acting on data?
  4. Describe your capacity, OR plan to build capacity, to implement a financial management system including:
    - How you establish and maintain general accounting principles, sound accounting systems, and internal controls. If this is an area of growth for your organization, what are your plans to establish and maintain general accounting principles, sound accounting systems, and internal controls?
    - If/how you leverage funds to support program implementation or service delivery.
    - How your organization approaches sustainability and changes in funding support.
  5. Please identify any potential challenges you foresee in implementing your program/service proposal as well as the steps that you will take to mitigate those challenges.

#### Track 1 Section 4: Labor Harmony

*Responses to Section 4: Labor Harmony are to be completed using the template provided and submitted with all other sections. Attachments do not count towards the page limit and are to be submitted as a separate file.*

The City values agencies that work to prevent labor disputes, which may lead to work stoppages or adversely impact the ability of FEPP Levy-funded programs to achieve intended outcomes.

In your response, please indicate if your agency is committed to avoiding labor disputes that disrupt services by checking the appropriate box.

Yes       No

If your organization has standard practices and policies that uphold this principle, such as a labor harmony agreement or a collective bargaining agreement, **please attach with your submission as a separate file** (Word or PDF). This attachment will not count towards the page limit.

#### Track 1 Section 5: COVID-19 Addendum

*The extent and duration of COVID-19 outbreak remains unknown and the impacts on our communities and our economy are still being assessed. DEEL is interested in proactively addressing these impacts to the extent possible and is asking applicants to anticipate potential impacts to their program/service proposal. Please respond to the following questions to the best of your ability. Responses will not be scored as a part of your application's evaluation.*

In the event public health guidelines place limits on social interactions and/or gathering places like schools and community centers during the 2023-26 school year, what aspects of your program/service proposal do you anticipate may be impacted? Please check all that may apply.

- Programming site/facility
- Schedule (e.g. start/end dates, frequency)
- Delivery of services/programming activities
- Students served
- Staffing
- Partnerships
- Transportation
- Meals/Snacks

Please provide a brief description (maximum 500 words) of how the impacted programming/services identified above may be sustained or if they would need to be suspended in the event of unforeseen school closures or the inability to provide direct, in-person services to identified focus students.

**AUTHORIZED SIGNATURE OF LEAD ORGANIZATION APPLICANT:**

*To the best of my knowledge and belief, all information in this application is true and correct. The document has been duly authorized by the governing body of the applicant who will comply with all contractual obligations if the applicant is awarded funding.*

Name and Title of Authorized Representative:

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*Signature of Authorized Representative*

*Date*