



Seattle Department of Education & Early Learning

Culturally Responsive Summer Programs QUESTION AND ANSWERS (Q&A)

Updated 3/17/17

ELIGIBLE APPLICANTS

Does an organization need to have 501c3 status to apply?

An organization does not need to be a 501c3, but they will need to be able to meet our contracting requirements [page 19 of the application](#).

What is the definition of a CBO? Can new or very small CBOs apply?

Community based organizations (CBOs) must be able to meet the contracting requirements listed on [page 19 of the application](#). Both new or very small CBOs are eligible to apply as long as they meet the contracting requirements.

Our program runs beyond Summer 2017. Can we still apply?

Yes. Programming must begin in Summer 2017, but ongoing support and programming may continue through the end of First Semester.

Can two organizations combine efforts and apply as partners? And if so, do both submit applications?

Two organizations can combine efforts and apply as partners. However, only one application should be submitted and one partner should serve as the lead applicant as stated on Section 1: Cover Sheet.

What are the guidelines for partnering with other organizations?

Applicants may partner with anyone. Partner schools or organizations deliver key program elements, such academic instruction or enrichment programming. Offering a one-time service or in-kind resources is not considered a partnership.

Can an applicant be fiscally sponsored?

Yes, as long as the fiscal sponsor can meet the contracting requirements [page 19 of the application](#).

We are a certified private school in Seattle. Are we qualified for this grant?

No. We can only fund community based organizations (CBOs) that serve middle and high school students who are enrolled in Seattle Public Schools.

Some of our students attend private school. Can we apply?

Yes, but funds can only be used to support middle and high school students who are enrolled in Seattle Public Schools.

PROGRAM REQUIREMENTS

We offer programming just for girls (or boys). May we still apply?

Yes. We encourage programs to provide gender-specific programming based on the specific needs of the students that will be served and the programming to be implemented.

Can a program serve both middle and elementary school students?

Programs can serve multiple grade levels, but DEEL will only fund the middle school portion.

What is meant by “culturally responsive”? How would this be applied to a program that serves a wide range of students with diverse needs?

As stated in the application, culturally responsive programs will provide one or more of the following program elements: 1) Culturally responsive curriculum, 2) Culturally responsive teaching and instruction, 3) Culturally responsive staff and professional development, and/or 4) Culturally responsive family and community involvement. Programs will propose and structure these program elements based on the specific needs of the students that will be served and the programming to be implemented. Applicants are responsible for explaining how this model will be applied to a program that serves a wide range of students with diverse needs.

What kinds of programming qualifies as “enrichment”? How could performance be measured for enrichment activities?

Enrichment activities should provide engaging opportunities to build important academic skills and to foster other skills such as collaboration and creative problem solving. But enrichment can take a variety of forms depending on the students and community served. For examples of enrichment activities, please refer to [page 4 of the application](#).

The Mayor’s Education Summit set a goal for Seattle’s children that requires eliminating achievement and opportunity gaps for African-American/Black students and other students of color. Applicants that propose to provide enrichment only must propose ways to measure the academic impact of enrichment activities. Applicants are required to propose a minimum of four performance measures based on the specific needs of the students that will be served and the programming to be implemented. For examples of performance measures, please refer to [pages 4-5 of the application](#).

How many days per week must a program be offered?

Programs must offer a minimum of 120 hours of total programming. It can be spread over any number of days, weeks or months.

The required 120 minimum hours – can it be spread out over summer and fall, or must it be full day?

Programming hours can be spread out over the summer and fall, but programs that continue into the school year will likely offer more than 120 total programming hours.

Is a particular mix of academic vs. enrichment activity required?

Applicants may propose the mix of academic and enrichment activities that is appropriate for the students and community to be served.

Please clarify this question in the Workplan area of the application: “How will you access academic data?” What if you can’t, or don’t intend to?

Refers to Question #1C (on [page 8 of the application](#)): “How will you identify the students you will serve? Please state the criteria and data you will use, and how you will access that data.” Based on the RFI Rating Criteria on [page 15 of the application](#), the strongest applications will access academic data and use it to identify individual students to participate in the program.

Do all participants need to be students of color, or just the majority?

Not all participants need to be students of color, but we will prioritize organizations that serve African-American/Black students and other students of color, as this funding is focused on eliminating achievement and opportunity gaps for these groups.

What kind of program transportation is acceptable; i.e. passenger vans?

Yes, passenger vans are acceptable -- as long as they are not 15 passenger vans. DEEL does not allow programs to transport students in 15 passenger vans.

What if our 15-passenger van is covered by funding from another source?

No. DEEL does not allow programs to transport students in 15 passenger vans.

PERFORMANCE MEASURES

What is the best way to create performance measures that will close the opportunity gap?

We are seeking the community’s expertise in proposing ways to measure the academic impact of culturally responsive summer programming. As mentioned earlier, the Mayor set a goal for Seattle’s children that requires eliminating achievement and opportunity gaps for African-American/Black students and other students of color. Therefore, gap closing measures should be: academic in nature, disaggregated by race, and focus on areas that will influence and impact school year performance. For examples of performance measures, please refer to [pages 4-5 of the application](#) or the Seattle Public Schools District Scorecard [here](#).

Might one program’s gap-closing definition be different than another?

Gap-closing definitions may differ, but this funding is focused on elimination of achievement and opportunity gaps between two groups, as defined by Seattle Public Schools: 1) Opportunity Gap students: African-American/Black, Hispanic/Latino, Native American and Pacific Islander students; and 2) White and Asian-American students. We are interested in supporting work that closes opportunity gaps in areas such as attendance, discipline, passing core courses, high school graduation, and college and career readiness.

Must the required four performance measures be only focused on summer?

Performance measures should be created based on the length of programming. If programming only occurs during the summer, then summer performance measures are appropriate. However, if programming begins in the summer and continues into the school year, then both summer and school year performance measures must be created.

Must proposed performance measures be currently accepted practice, or may we innovate in this area?

You are encouraged to innovate, but performance measures should primarily focus on academic impact and influence on school year performance.

Is there a way for applicants to access District student data prior to applying for funding, to help create a baseline for performance improvement?

Applicants may access student level data through the Automated Data Report or through the Source if they have signed a Data Sharing Agreement with Seattle Public Schools. You can learn more about data access [here](#).

What exactly does the District measure? Are those statistics available to the public?

Two great resources on district-wide performance includes the [District Scorecard](#) and the [District Segmentation Report](#).

Is there guidance on percentage of the budget to be allocated to direct service staff vs. supplies?

No. All expenses should be appropriate to serve students for the length of time and at the level of quality as outlined in the application. Overhead should be no more than 15% of the total budget.

What does “academic” mean in terms of programming? STEM, traditional...? If you don’t have anything that qualifies, just focus on enrichment?

As stated on [page 4 of the application](#), academic instruction will consist of structured academic classes with an explicit focus on building students’ academic skills in one or more of the following areas: Reading/Writing, Math, Science, or English Language Acquisition.

Is an individual learning plan ok for summer only?

No. An individual learning plan could be the same or similar to the High School and Beyond Plan, which is a collection or written or digital documents designed to help students think about their future and choose coursework that prepares them for their goals after high school. The High School and Beyond Plan is a graduation requirement and can be obtained from a high school counselor.

Is it ok to use last year’s data to complete the section on Performance Measures in the application?

Yes.

If a program serves, for example, 90% students of color, does Performance Measure data need to reflect just those 90%?

No, but programs need to demonstrate the ability to eliminate achievement and opportunity gaps for African-American/Black students and other students of color.

Is there any technical assistance available from the City on creating performance measures?

Unfortunately not. Applicants will first propose a minimum of four performance measures based on the specific needs of the students that will be served and the programming to be implemented. If awarded funding, DEEL will work with each successful applicant to negotiate and refine those measures.

We have performance measures not listed in the application criteria; may we include those in our proposal?

Yes.

BUDGET

Could this funding be used to augment or supplement already existing summer programming?

Yes, but you will need to serve more students. Funding cannot be used to enhance existing programming without serving more students. The goal of this funding is to serve approximately 200 students with culturally responsive summer programming.

Are indirect expenses allowable in the budget, and if so, at what rate?

Indirect is allowable and should be no more than 15%.

Is it ok to have funding from another City grant?

Yes, applicants are encouraged to leverage other funding. In addition, applicants are asked to [identify and list that other funding in their budgets](#).

Are stipends ok?

Stipends are an allowable expense, but applicants must explain why the stipend is needed, how the stipend is earned, and how much it will cost.

What is meant by “partial award”?

The City, in its discretion, may choose to give partial awards, which means that an applicant will receive a portion of their proposed budget. If partial awards are given, then the City may also lower the number of students that need to be served.

Can funding be used to pay the wages of student employees in the program?

Yes.

Can funding be used as stipends for a program’s student employees and/or staff?

Yes.

What percentage of a program’s budget needs to be allotted for staff training in cultural responsiveness?

If applicable, the applicant will propose the appropriate percentage to be allotted for staff training in cultural responsiveness.

Please explain more about how performance pay works. What if we don’t meet performance?

Applicants will first determine “Base Budget,” or the 75% of their budget that they will use to operate the program and pay for personnel and non-personnel expenses. “Performance Pay” is the remaining 25%, added on top of the “Base Pay.” Programs will earn performance pay based on achievement of performance measures. If a program does not meet performance, then they will not earn performance pay.

Are there any guidelines for spending performance pay?

No. The only guidance for performance pay is that the funds are reinvested into the program for the benefit of students.

Is the 25% performance pay included in the available \$340,000 funding figure?

Yes. Of the \$340,000 in available funding, approximately \$255,000 (or 75%) will be allocated to “Base Budgets” and the remaining \$85,000 (or 25%) will be reserved for performance pay.

Are applicants required to list other funding sources?

Yes. In the budget, applicants are asked to list other funding sources by line item.

SELECTION

Is the City looking to fund programs with more depth, or more breadth (quality vs. quantity)?

It depends on the applications we receive. The goal of this funding is to serve approximately 200 students with culturally responsive summer programming. The City will try to fund as many programs as possible to reach that goal (breadth) while also funding programs that serve higher needs students with quality programming (depth).

Is the City looking to fund as many programs as possible or one larger program?

The goal of this funding is to serve approximately 200 students with culturally responsive summer programming. The City will try to fund as many programs as possible, but if one applicant can clearly demonstrate that it can serve 200 students with high-quality, culturally responsive programming, then there is a possibility we will only fund one program.

Is the City looking to fund new, innovative ideas or existing programs?

It depends on the applications we receive. But the City will fund both new, innovative ideas and existing programs.

When reviewing applicants, would the City consider pairing or connecting CBOs with similar programming?

The City recommends that CBOs connect with each other and decide whether or not to partner before submitting their application.

Can applicants see summer learning RFPs from previously-awarded organizations?

Unfortunately no, as this is the first time we are awarding funds for culturally responsive summer programs.

Do you have any sense of how many grants will be awarded and what the average amount will be?

We aim to serve 200 students through this additional funding, and want to fund as many programs as possible. There is no average grant amount--as each program is different and the needs of students will vary.

Who will review the applications?

A diverse panel of City staff and other partners will be invited to review the applications.

How will DEEL decide who gets funding? What are the criteria?

The review panel will use the RFI Rating Criteria on [page 15 of the application](#) to determine which applicants will be recommended for funding. The recommendations will be reviewed by the DEEL Director, and final decisions will be made by the Mayor and his staff.

OTHER

What other summer programming does the City fund? Are there reports or outcome statistics the public can access?

Through the Families and Education Levy, DEEL funds more than 20 summer learning programs that serve approximately 2,000 students across 40 sites. A list of funded programs can be found here: <http://www.seattle.gov/education/k-12-schools/summer-learning>

Results of DEEL’s summer learning investments can be found here: <http://www.seattle.gov/education/all-programs/about-us/results>

After the pilot ends, will the outcomes and data be shared with the Mayor’s Office and other City stakeholders? What happens next? What kind of recap or reporting out will happen? Will the City notify CBOs of any additional funding?

Yes, outcomes and data will be shared with the Mayor’s Office and other City stakeholders. The success of this pilot will determine if more funding should be made available for culturally responsive summer programs. We will report out the results of this pilot and CBOs will be notified of any additional funding.

Do we really have to submit 5 hard copies? What if it is a burden on our organizations?

All applicants are required to submit hard and soft copies of their application. If submitting hard copies is a burden on your organization, please note that on your application and we will print out the necessary copies.