

WORCESTER PUBLIC SCHOOLS
Title III: Immigrant Children and Youth Grant

Survey of Interest

1. PROJECT TITLE: Immigrant Children and Youth Grant
2. FUNDING:
\$68,000, estimated maximum total for all services provided by all agencies. Individual contracts are anticipated to be in the range of \$2,500 to \$25,000, dependent on the proposals received. Proposals may be either for school year or summer services, or both.
3. DUE DATE:
March 8, 2018 by 4:00 pm
4. PROPOSAL FORMAT:
Six (6) page maximum single spaced, including budget page; other forms excluded, based on one inch margins, 12 point font.
A minimum of one hard copy or electronic submission in pdf format. In either case, the authorized agent must provide his/her signature in blue ink on the cover sheet.
Proposals must be clearly marked: **“Immigrant Children and Youth Grant”**
Faxed proposals will not be accepted.
5. REQUIRED DOCUMENTS FOR PROPOSAL SUBMISSION:
Application Narrative
Cover Sheet (Appendix A)
Budget Sheet (Appendix B)
6. PROPOSALS MUST BE DELIVERED TO:
Gregory Bares, Manager of Grant Resources
Worcester Public Schools
20 Irving Street, Room 210
Worcester, MA 01609
BaresG@worc.k12.ma.us
7. REASONABLE ACCOMMODATION:
Applicants with disabilities who seek reasonable accommodation, which may include receipt of information in an alternative format, must communicate such requests in to Gregory Bares, WPS Manager of Grant Resources, (508) 799-3108.

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Title III: Immigrant Children and Youth Grant
“Enhanced Instructional Opportunities”
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PART ONE: FUNDING & ELIGIBILITY

I. INTRODUCTION

The Massachusetts Department of Elementary and Secondary Education (ESE) has made federal Title III funding available to the Worcester Public Schools (WPS) for activities that will provide enhanced instructional opportunities for immigrant children and youth in our community. WPS has determined that local community agencies are valuable partners in providing educational opportunities to this population. We are therefore surveying local agencies who may be interested in delivering services to our community.

Title III provides supplemental resources to local school districts to help ensure that **“immigrant children and youth”** develop high levels of academic achievement. Funds will be awarded to eligible districts that have experienced a “significant growth” in “immigrant children and youth” as defined in Title III. The grant will allow Local Education Agencies (LEAs) to pay for activities that will provide **“enhanced instructional opportunities”** for immigrant children and youth. As a resettlement city, Worcester receives significant numbers of refugee, asylum seekers, and unaccompanied minors.

The term immigrant children and youth refers to a person:

- (a) who is 3 years old or older, and under 21
- (b) was not born in any state, **and**
- (c) who is in his/her first three years of schooling in the United States.

Note: for making this determination, Puerto Rico is considered part of the United States. Students born in Puerto Rico are not immigrant students.

Immigrant children and youth refer to students in public and private elementary and secondary schools located within the area of the school district.

Funds under this grant shall be used to supplement, not supplant, the cost of educational activities and opportunities for the immigrant population. The WPS eligibility for awards is dependent upon the significant growth in the number of students in the school district.

Title III does not fund provision of social services. Recipients may not use Title III funds to pay for services that are required under federal, state, or local laws.

NOTE: We anticipate that contracts for services will be executed with community agencies in varying amounts. Proposed budgets may not necessarily be funded in their entirety.

II. GRANT TERMINOLOGY

An **LEA** refers to a school district or municipal school department.

Worcester Public Schools (WPS) is the LEA/district referenced this in project.

Supplement, Not Supplant:

Federal funds made available under this program, must not be used to supplement the level of local, state, and federal funds, that in the absence of Title III funds, would otherwise be expended for immigrant children and youth and in no case supplant such federal, state, and local funds.

Evidence-Based Practices:

States and districts are required to implement “evidenced-based” practices, activities, strategies, and interventions with demonstrated evidence of effectiveness. Evidence-based practices refer to interventions for which there is evidence of significant positive impact that can be found in published research papers, literature reviews, or Massachusetts Department of Elementary and Secondary Education (DESE) research briefs. *Alternately, evidenced-based practices can be those local practices that a district or state has previously instituted, measured, and found to be effective.*

III. ENHANCED INSTRUCTIONAL OPPORTUNITIES

The Worcester Public Schools seeks eligible community agencies to provide enhanced instructional opportunities to immigrant children and youth. This population is comprised of students from public and private elementary and secondary schools located in Worcester.

Enhanced Instructional Opportunities may include, but are not limited to the following:

- a. Family literacy, parent and family outreach, and training activities designed to assist parents and families to become active participants in the education of their children;
- b. Recruitment of, and support for, personnel, including teachers and paraprofessionals who have been specifically trained, or are being trained, to provide services to immigrant children and youth;
- c. Provision of tutorials, mentoring, and academic or career counseling for immigrant children and youth;

d. Identification, development, and acquisition of curricular materials, educational software, and technologies to be used in the program carried out with funds;

e. Basic instructional services that are directly attributable to the presence of immigrant children and youth in the LEA involved, including the payment of costs are directly to such additional basic instruction services;

f. Other instructional services that are designed to assist immigrant children and youth to achieve in elementary schools and secondary schools in the United States, such as programs of introduction to the educational system and civics education;

g. Activities, coordinated with community-based organizations, institutions of higher education, and families of immigrant children and youth by offering comprehensive community services.

IV. ELIGIBILITY

1. Non-profit organizations within Central Massachusetts which serve low-income and/or at risk youth. Provide evidence of 501(c)(3) status.

2. Non-profit organizations must be in full compliance with all annual reporting requirements to the WPS and Internal Revenue Service, to be eligible for funding.

3. When requesting funds, appropriate and up-to-date financial and programmatic information must be submitted.

4. Contractors must conduct CORI checks of employees and comply with WPS criteria for eligibility.

5. Contractors must:

Prepare any written reports that are timely, relevant and of high quality and submit this information to the WPS Grants Office per contract requirements.

Contractors must maintain books, records and other data in such detail as shall properly substantiate receipt of funds from the Worcester Public Schools, the Massachusetts Department of Elementary and Secondary Education and its authorized representatives at reasonable times and upon reasonable request. All records must be retained for seven years from the termination date of the contract.

PART TWO: PROGRAM NARRATIVE

Please provide the following information in narrative format. The total proposal, including the budget shall not exceed six (6) pages. Required forms and attachments are not included in this number.

I. PROGRAM ABSTRACT

Provide a concise summary of the project. Include the need for the project and the population it will serve. Provide a brief description of the project's goals, and objectives; how the program will be evaluated to measure success and the total cost of program. (1 paragraph limit)

II. ORGANIZATION INFORMATION

Please provide the following information.

- a. Organization's Mission Statement:
- b. Year organization was incorporated:
- c. Total organizational budget for fiscal year 2018:
- d. Total number of people directly served by the agency:
- e. Organizational chart.
- f. List of Board of Directors
- g. Evidence of the agency's 501(c)(3) status

III. PROGRAM PLAN

Please provide the following information in narrative form. Please number your responses 1 – 8.

1. PROJECT DESIGN:

- a. Describe in detail the program your agency is proposing.
 - Inputs (*resources used to support the project*)
 - Activities
 - Outputs (*observable/tangible results*)
 - Short-Term Outcomes
- b. What is your project timeline?
- c. Where will services be delivered?
 - Describe accommodations you will make to allow full participation by special needs students.
 - Describe how your agency will ensure that elements of cultural competency and services will be incorporated into the program.
 - Based on your plans, how many students do you expect to be directly impacted by the program or service when delivered?

2. RESEARCH BASE

Provide evidence/verification of research-based programs and how these activities support your programmatic approach.

3. PAST EXPERIENCE

- Describe your experience delivering this or a similar program.
- Quantify past program outcomes.
- Describe current or previous collaborations with the Worcester Public Schools or another district; cite specific activities and evidence of successful past performance. Describe measurable goals and metrics of success.

4. DATA COLLECTION AND PROGRAM EVALUATION

What data will you collect to make a determination if your program is achieving desired outcomes?

- Describe your methods for collecting data relative to the evaluation process.
- Who analyzes the data you collect?

5. KEY PERSONNEL

- List and identify the skills and qualifications of individuals with program responsibility. Please list job titles, not staff name.
- Describe staff skill and language ability that will be required in order to provide culturally relevant services and information.
- If applicable, list other organizations involved in this program, and designated program roles.

6. OUTREACH TO IMMIGRANT CHILDREN & YOUTH

- How will you find eligible participants?
- How many will be served by this program?
- How will the agency protect confidential information?
- How do you plan to survey participants for program quality?

7. IN-KIND RESOURCES

- Outline in-kind resources that your agency is able to commit to this project such as supervision, staff, and transportation.
- Number of volunteers.

8. BUDGET FORM & NARRATIVE

The budget narrative should provide clear evidence that the expenditures are reasonable, appropriate, and justified to support the activities in the proposed program plan.

Include in: *Appendix B: Budget Form*

IV. CONDITIONS

1. Modifications:

Any changes deemed necessary to this survey by the District will be distributed as an addendum to this document. If the District should amend any segment of the submission process prior to announcement of the successful contractors, all responding applicants will be afforded ample opportunity to revise their proposals to accommodate the amendment and the dates of submission of revised proposals announced at the time.

2. The District's Rights Reserved

Notwithstanding anything to the contrary, WPS reserves the right in its sole discretion to:

- Reject any and/or all proposals received in response to this opportunity that do not meet federal and state guidelines.
- Respond to inquiries for clarification purposes only and/or to request clarification, if necessary.
- Waive minor variations if the district determines that waiver would be in its best interest and would not result in an unfair advantage for other proposers and potential proposers.
- Select those proposals that best align with student needs and district priorities.

3. Successful contractors must abide by the following conditions:

- Must conduct CORI checks of employees and volunteers. WPS standards of review will apply.
- Prepare any written reports that are timely, relevant and of high quality and submit this information to the WPS Grants Office per contract requirements
- When requesting funds, appropriate and up-to-date financial and programmatic information must be submitted.
- Contractor must maintain books, records and other data in such detail as shall properly substantiate receipt of funds from the Worcester Public Schools, the Massachusetts Department of Elementary and Secondary Education and its authorized representatives at reasonable times and upon reasonable requests. All records must be retained for seven years from the termination date of the contract.