This FAQ was written to address common questions regarding the proposal process, including instructor and organization requirements, and budget information. Questions regarding programmatic requirements will be addressed in a separate document. All answers reflect After School Matters policies and procedures as of October, 2015, and may be subject change.

**Proposals:** What are the program terms, and is there a benefit in applying for a specific term? | Are there scenarios where I would submit multiple proposals? | How do I determine the program model or content area? | If I provided programs prior to 2014-2015, am I considered a new or returning provider? | Is there a sample of a complete proposal?

**Instructors:** What if my instructors change before the start of programs? | What background checks and documents are required?

**Timeline:** Is there a possibility of learning the selection outcome sooner than April 30, 2016? | Is there any feedback for the proposal?

**Budget:** What does ASM funding cover? | What is an average pay rate for an instructor? | Is food an allowable expense? | Does ASM pay for equipment? | Does ASM provide other technology resources? | Will ASM cover location costs?

**Organization Providers:** I work at a small/ large organization – should I apply as an organization or as an independent? | Do organizations have to be not-for-profits? | How is funding disbursed to organizations?

**Program Content and Curriculum:** What content areas or industry sectors are your primary focus? | Are academic-based programs strong options? Do you consider academic programs as filling school or community needs? | How do you determine community/school needs? | Do apprenticeship programs need to be career-based? | What is the best way to determine what program is best—apprenticeship vs. internship?

**Target Student Enrollment:** Do the students have to attend CPS schools? | What is the stipend/hourly rate for each program model? | What about programming at private schools? | Define “diverse learners” in regards to populations ASM is looking to service via programming. Does ASM need “proof” of the youth’s need? What does this program support look like? | The program model chart shows a 30 student capacity with an instructor ratio of 1:15, but I have heard of smaller program sizes – is there a minimum number of students for a program or a minimum ratio? | Do new providers play a role in the placement of youth? | How is participation of undocumented teens addressed since there is a stipend?

**Program Implementation and Schedule:** Is 10-weeks the required time frame for all programs? Can programs be 12-15 weeks during school year (instead of 10 weeks) same amount of time, just divided up differently? | Is there a minimum number of hours expected for each day? How many days do you want to run programming?

**Program Location:** Do you need a pre-existing relationship with a school before selecting that school? | Does After School Matters programs exist in Charter Schools? |
**PROPOSALS**

Q: What are the program terms? Can we apply for multiple terms? Is there an advantage in applying for specific terms?
A: After School Matters offers programs in the Summer, Fall and Spring. You have the option to apply for Summer Only, School Year (Fall and Spring), or Year Long (Summer, Fall and Spring). After School Matters serves the greatest number of teens during the Summer, so there are more opportunities for program providers during the Summer.

Q: Are there scenarios where I would have to submit multiple proposals? For example, if my organization offers a program that consists of multiple different activities (e.g. content-area training and college-prep support), would each component be a separate program, or would this be one program? What if we offer one program in multiple locations? What if we offer one program, but have unique groups of students enrolled (e.g. a boys-only group and a girls-only group)?
A: A provider must submit a separate proposal for each distinct program. If you have multiple programs that take place in different locations, serve unique groups of teens, and/or have a different program model, these would be separate proposals. Please see p. 8 and 9 of the Cityspan Technical Manual for additional guidance.

Q: How do I determine the program model or content area?
A: Please reference page 9 of the RFP Guide for information on different Program Models (pre-apprenticeship, apprenticeship, etc). See pages 12-13 for guidance on content areas (gallery, sports, science, tech, words)

Q: If an organization was previously an ASM provider, but was not a provider in 2014-2015, should they apply as a new applicant or as a renewal?
A: If you did not run a program in the 2014-2015 year, this is considered a new program and requires you to submit a proposal through the RFP process.

Q: Is there a sample of a complete proposal?
A: We do not have a sample proposal. However, the proposal questions are available on p. 6 of the RFP guide, and the evaluation rubrics are posted on the Program Providers section of our ASM website to help you develop your proposals.

**INSTRUCTORS**

Q: What if an instructor changes between when the RFP is submitted and the program begins?
A: If there is a change in instructor, organizations will have the opportunity to identify a new instructor before the start of programs. The new instructor will have to complete all background checks before they will be approved to start. The process for submitting these change requests will be specified upon the selection of your program.

Q: What are the requirements for instructor background checks? If our instructors already completed background checks through CPS, will they have to be re-printed?
A: All instructors and liaisons must complete the After School Matters background check process, even if they have completed separate background checks for other agencies or schools. The background check
will include a fingerprint-based background check of state and federal criminal records, and a name-based background check through the Illinois Department of Children and Family Services. The cost of background checks will be covered in full by ASM, and will not be passed down to the provider. See pages 25-26 of the RFP Guide for additional requirements for Organization and Independent Instructor Requirements.

TIMELINE
Q: April 30th does not allow much time for planning, is there a possibility of learning of outcome sooner?
A: Yes, we intend to provide a preliminary update of your RFP status by early February to allow providers sufficient time to plan for the summer. An updated timeline will be finalized and posted on our website.

Q: For the RFP process and timing, is there any feedback once proposal is submitted?
A: If our Program Team is interested in moving forward with your proposal, you may be contacted for an interview. If you would like proposal feedback from our external reviewers, this can be requested after you receive your notification letter.

BUDGET
Q: What does ASM funding cover?
A: ASM funding covers the following for providers: 1) funding for instructors, 2) supplies/equipment to support program implementation, 3) teen apprentice stipends and intern wages, 4) funding for program enhancements such as field trips. All funding is subject to approval. For organization providers, ASM also provides a 5% administrative fee.

Q: What is an average pay rate for an instructor?
A: The instructor’s hourly rate, which is negotiated between the instructor and Program Specialist, depends on the level of education and the years of relevant experience, among other factors. The rate does not differ if the instructor is coming through an organization or is working as an independent instructor. See page 21 of the RFP Guide for information on personnel expenses.

Q: Is food for students an allowable expense?
A: No, food is not an allowable expense. Please refer to p. 23 of the RFP Guide for a list of non-reimbursable expenses

Q: Does ASM pay for equipment? Approximately how much supply/equipment funding is allocated for different programs?
A: Yes, ASM does pay for certain supplies and equipment. If a program is selected, ASM Program staff will notify the provider for a final budget. No purchases should be made until receiving the final budget. See page 22 of the RFP Guide for the average budget by content area and program model.

Q: If my program requires specific equipment or software (e.g. computers, software for animation), will that be provided by ASM, or will the instructor/organization have to provide the equipment?
A: ASM will provide some funding for supplies and equipment, and providers will have access to equipment available in the ASM warehouse. However, if your program requires other technological resources—for example, a computer lab or a broadcasting studio—it is the providers’ responsibility to secure a facility with the appropriate resources to implement the program. If you are an independent provider, ASM will provide some support to secure an appropriate program space.
Q: Will ASM cover location costs if the cost is incurred exclusively for ASM programming?
A: ASM funding does not cover location expenses or facility rental fees. If you submit as an organization provider, you may use your 5% administrative fee to cover location expenses.

ORGANIZATION QUESTIONS (FOR PROPOSALS SUBMITTED THROUGH AN ORGANIZATION)
Q: I work at a large organization/university. Should we apply as an organization or as an independent instructor?
A: This depends. If you have institutional support for your program, and will be able to meet the contract requirements for an organization (e.g. executing the agreement through the university, providing evidence of insurance), it may beneficial to submit a proposal as an organization. If you choose to contract as an independent, then it is up to you to ensure that you are able to meet the program requirements without conflicting with your current position.

Q: If work for a small/new organization with limited cash flow. Will we be eligible to apply as an organization, or will we be disqualified if we don’t have sufficient financials?
A: If you apply as an organization, you must have sufficient financial capacity to meet all contract requirements (e.g. adequate insurance, good standing with state of IL) and the capacity to manage expenses during the program. If you don’t have the financial capacity to meet these requirements, you may consider applying as an independent instructor.

Q: Do organizations have to be not-for-profit (NFP)?
A: No, organizations do not have to be not-for-profit (NFP) to apply for the RFP. If you are an NFP, you will be required to submit evidence of your tax-exempt status. If you are a for-profit organization, you may still apply, but you will not be eligible to receive the 5% administrative fee with your budget.

Q: How is funding disbursed to organizations?
A: For programs run through an organization, you receive ~50% at the start of your program, contingent upon the execution of your contract. The organization must submit all required documents and instructors must clear all background checks before the contract will be executed. Note: background checks may take up to 45 days to process. The final 50% will be issued at the end of program, and is contingent upon the timely submission of an expense report, certification letter, and teen documents. Typically, this is issued 2-3 weeks after the end of programs.

Q: What does the 5% administration fee cover?
A: For programs run through a not-for-profit organization, you are eligible to receive a 5% administration fee. These funds can be used to cover any organization expenses.
PROGRAMMATIC QUESTIONS

PROGRAM CONTENT AND CURRICULUM
Q: What content areas or industry sectors are your primary focus?
A: We do not have an industry sector focus this year. We are looking for programs that can increase the male and Latino enrollment for After School Matters programs. We are also looking to increase our science-based programs, however we are looking for quality programs regardless of the content area.

Q: Are academic-based programs strong options? Do you consider academic programs as filling school or community needs?
A: After School Matters does have some academic-based programs, however we are looking for programs that are engaging and are providing teens with opportunities to explore other areas and interests that they are not necessarily getting during the school day.

Q: How do you determine community/school needs?
A: We determine community/school needs by talking to the communities, the teens and the school administration. We also analyze data on income, school performance levels, crime levels, and access to facility to determine needs for the community.

Q: What is the best way to determine what program model to use—apprenticeship vs. internship?
A: An apprenticeship should be considered for a program where teens are learning a skill and leading towards some type of final showcase or final product. An internship is for teens who are working at a site and have individual responsibilities and duties that must be carried out in their role. Please refer to p. 9 and 10 of the RFP Guide for more information on the differences between these two models.

Q: Do apprenticeship programs need to be career-based?
A: All After School Matters programs should infuse some career readiness into their programs. The apprentice level does not mean that the teen is learning a specific career, like plumbing or electrical work. Please refer to the manual to gain a better understanding of the apprentice model.

TARGET STUDENT ENROLLMENT
Q: Do the students have to attend CPS schools? What about programming at private schools?
A: Our teen application requires that teens select which Chicago Public high school they attend. We ask instructors to recruit teens from CPS schools. Very rarely do we have programming at a private school. We would require the program to ensure that a large majority of the teens are from CPS than at a private school site.

Q: What is the stipend/hourly rate for each program model?
A: Please refer to page 11 of the RFP Guide.

Q: Define “diverse learners” in regards to populations ASM is looking to service via programming. Does ASM need “proof” of the youth’s need? What does this program support look like?
A: Diverse Learners is a term used by the Chicago Public Schools to describe students with Individualized Education Plans (IEP). Some refer to these students as students with special needs or students who receive special education services. We ask parents to fill out a form that can better explain any accommodations their teen may need. We provide support in different ways. We have provided interpreters for teens who are deaf or hard of hearing. We have also provided aides for teens who need assistance with staying on task. After School Matters has an Inclusion Specialist on staff who can work with providers to determine how to best support the teens in your program.

Q: The program model chart shows a 30 student capacity with an instructor ratio of 1:15, but I have heard of smaller program sizes – is there a minimum number of students for a program or a minimum ratio?
A: The vast majority of programs have an instructor to student ratio of 1:15. Nonetheless, in limited instances where program activities benefit from increased instructor supervision (e.g., glass blowing), ASM may permit a program with a different ratio (e.g., 1:10). The standard 1:15 instructor to teen ratio will apply to your program unless you have received authorization to deviate from it.

Q: Do new providers play a role in the placement of youth?
A: New and established providers are required to recruit, interview, select and enroll the youth in their program.

Q: How is participation of undocumented teens addressed since there is a stipend?
A: Teens who lack documentation, whether due to homelessness, immigration status, or otherwise, are welcome to participate in ASM programs.

PROGRAM IMPLEMENTATION AND SCHEDULE
Q: Is 10-weeks the required time frame for all programs? Can programs be 12-15 weeks during school year (instead of 10 weeks) same amount of time, just divided up differently?
A: Please note that during the school year programs run for 10 weeks; however with the breaks in the school year (i.e. Thanksgiving, Spring break, etc.) the program will be spread out over 11 or 12 weeks. Our preference is to have programs run within our scheduled weeks. There can be exceptions made for programs to run for more than 10 weeks; however the total number of hours for the program cannot exceed the number of hours for each program model.

Q: Is there a minimum number of hours expected for each day? How many days do you want to run programming?
A: Yes, it varies. Generally, Pre-Apprenticeships may run 2 days/week 3 hours/day, Apprenticeships, Advanced Apprenticeships, and Internships may run 3 days/week 3 hours/day.

Q: Can the program be held virtually (i.e. via Google Hangouts) or at a non-academic site (i.e. Blue Island, ground spaces on LaSalle or 1871) my program operates online and via social media platforms (although teaching is in person).
A: Programs are required to meet face to face and not virtually.

PROGRAM LOCATION
Q: Do you need a pre-existing relationship with a school before selecting that school?
A: We recommend that you reach out to the high school and have a conversation with the administration before selecting a school on your application.

Q: Does After School Matters programs exist in Charter Schools?
A: Yes, After School Matters offers some programs in Charter Schools.