Welcome & Introductions

Session Objectives

• Learn about After School Matters and our programs

• Understand the program provider process and requirements

• Learn how to submit an *Intent to Apply* form or an Employee Instructor Application
Agenda

• About After School Matters
• ASM Programs
  • Program Models/ Content Areas/ Locations
  • Components of a Thriving Program
• Potential Program Provider Process Overview
  • Content and Community Areas
  • Process & Timeline
  • Cityspan: *Intent to Apply* form
  • Contract Administration
  • Program Compliance
• Q & A – Text Questions to (312) 500-3019
About Us

• After School Matters has reached more than 200,000 Chicago teens since our beginnings in 1991.
• We are one of the nation’s largest and most successful providers of after-school and summer programs for high school teens.
• Our programs provide a safe and productive space for teens during the critical hours when violence soars and young people need a supportive environment.
About Us

• **Vision:** After School Matters provides teens with opportunities to discover their potential and find their future.

• **Mission:** To provide Chicago public high school teens opportunities to explore and develop their talents, while gaining critical skills for work, college and beyond.
• The community with the most After School Matters teens is Austin on Chicago's West Side, where the annual per capita income is $15,957.

• The next highest communities are North and South Lawndale, where the annual per capita income is $12,034 and $10,402, respectively.

• Next is South Shore, where the annual per capita income is $19,398.
Our Locations

• Branches:
  ❖ North/Northwest
    • Michael & Karyn Lutz Center
  ❖ Downtown
    • Gallery 37
  ❖ South/Southwest
    • Gately Park (expected to open Spring 2020)

• Select Chicago Public Schools, Chicago Park Districts, Chicago Public Libraries

• Community sites (Community Centers, Universities, Cultural Institutions, etc.)
Why After School Matters...

Our programs run during the hours after school (4-7 pm) and during the summer months – when violence historically soars, and when teens are more likely to be unsupervised and at greater risk of harm.

Set schedule for programs:
- Fall or spring: 10 weeks (60 - 80 hours/session)
- Summer: 6 - 7 weeks (96 - 140 hours/session)

Our teens consistently report that they feel safe and supported in their programs. Across our most recent program year:

- 90.5% of teens said, “I feel safe in my program.”
- 89.4% of teens said, “My instructor shows concern for my well-being.”
- 82.9% of teens said, “Other teens in my program make me feel like I belong.”
Our Teens

The 17,000 teens we reach annually reflect the rich diversity and critical need that exists throughout Chicago.

- After School Matters programs run in **69 of the 77** Chicago community areas.
- **84%** of our teens live in high-poverty neighborhoods.
- **14%** of our teens have an Individualized Education Program through their school.
- **19%** of our teens have been involved with the state child welfare system.

*Data reflects FY17*
Our Programs

- After School Matters provides teens with quality after-school programming in content areas that include the arts, communications and leadership, sports, and STEM.

- We focus on project-based learning, primarily through various levels of apprenticeships.

- We partner with employee instructors and community providers to offer program opportunities across the City of Chicago.

- Teens earn a stipend for their participation in our programs.
Our Programs

Arts: Performing, visual, and culinary arts
e.g. dance, vocal, photography, painting, and food preparation

Communications and Leadership: Business, journalism, marketing, media, and social science
e.g. social media, video editing, public speaking, community organizing, and law

Sports: Sports instruction, stadium management, health and wellness, and sports-related certification
e.g. basketball officiating, martial arts, bicycle repair, and lifeguards

STEM: Applied and natural science, audio/visual technology, industrial technology, information technology
e.g. Architecture, music production, computer programming, environmental science, and auto repair
## Our Programs

<table>
<thead>
<tr>
<th>PROGRAM MODEL</th>
<th>MODEL OVERVIEW</th>
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<tbody>
<tr>
<td>Pre-Apprenticeship</td>
<td>“I’m Exploring” A Pre-Apprenticeship is an introductory out-of-school-time program that focuses on career readiness skills and/or career exploration. There are opportunities to explore a variety of careers within a given field and programs are supplemented with demonstrations from visiting professionals and trips to local business sites that are leaders in the field.</td>
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<tr>
<td>Apprenticeship</td>
<td>“I’m Becoming” An Apprenticeship is a hands-on out-of-school-time program led by expert industry professionals. Teens gain skills that are more specific to a particular field.</td>
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<tr>
<td>Advanced Apprenticeship</td>
<td>“I Am” An Advanced Apprenticeship takes the hands-on out-of-school-time program to a higher level where teens refine their skills and produce sophisticated products or performances. Advanced Apprenticeships emphasize youth leadership and independence.</td>
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<tr>
<td>Internship</td>
<td>Internships are supervised work experiences where high school youth apply their skills in workplace settings for a limited duration.</td>
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**Assistantships**

Opportunities for teens to participate in introductory workplace experiences alongside supportive After School Matters staff. Teens must be at least 16 years old and are paid an hourly rate of $8.25/hour. These opportunities range from program assistance to school-wide support for programming to outreach and engagement activities.
PROGRAM SUPPORT: ASM Resources

- Instructor Professional Development Trainings and Activities
- Programs Team
- School Liaisons
- Finance Department
- Program Quality and Compliance
- Research and Evaluation Department
- Development Department
- Communications Department
- ASM Gift Shop
- Program Budget (supplies, equipment, teen stipend/wages)
INTENT TO APPLY AND INSTRUCTOR APPLICATION OVERVIEW: Content and Community Areas

• Content:
  ❖ Arts
  ❖ Communications and Leadership
  ❖ Sports
  ❖ Stem

• Special Initiative:
  ❖ Male
  ❖ Latinx teens

• Community Areas:
  ❖ Pullman
  ❖ East Side
  ❖ Belmont Cragin – Lutz Center
  ❖ Also open to other community areas
Young people can thrive when they feel **SAFE** and **SUPPORTED** to **LEARN** and **LEAD**.
Youth Development Components

• Planning, Reflection, Youth Voice and Choice

• Small Group work, Leadership, Mentorship

• Clear Goals, Engaging Activities, and Encouragement

• Emotionally and Physically safe and fitting space
21st Century (MHA) Skill Building Blocks:

Verbal Communication
Personal Mindset
Social Awareness
Problem Solving
Planning for Success
Collaboration
APPLICATION OVERVIEW: Employee Instructor Process

Potential Employee Instructor attends Info Session on Wed, Nov 7

Potential Employee Instructor applies through ASM job postings

Potential Employee Instructor attends Technical Assistance Workshop and Program Planning Workshop (early December)

Selected interview candidates enter program information in Cityspan

Programs Team meet with candidates

Program decisions made

Employee Instructor process FY 2020

- Declined
- Selected
- Waitlisted

Programs placed
APPLICATION OVERVIEW: Employee Instructor Process

*** https://afterschoolmatters.applytojob.com/apply/***
INTENT TO APPLY OVERVIEW: Community-Based Organization Process

Potential Org provider attends Info Session on Wed, Nov 7 → Potential Org provider submits the Intent to Apply form in Cityspan before December 14 → Potential Org provider attends Technical Assistance and Program Planning Workshop (early December) → Programs Team meet with candidate Org providers → Program decisions made → Declined → Selected → Waitlisted → Programs placed

Community-Based Organization process FY 2020
Helpful Hint: System users will only be able to view proposals that they created. Therefore, if multiple people from your organization will be working on the same proposal or if you want to view other proposals that have been created for your organization, you should share the same UserID.

http://www.youthservices.net/asm/registration.asp

http://www.youthservices.net/ASM
Before starting your proposal, you must submit the Registration form. This form requests basic contact information.
CITYSPAN: Intent to Apply – ORGANIZATIONS ONLY

Click here to start your proposal.
Proposal name will display once it is entered under Program Information.

Status of proposal—not submitted or submitted.

You need one proposal per program.
OVERVIEW: Proposal Forms/Program Info - ORGANIZATIONS ONLY

Complete and submit all 3 forms separately.

You must submit the Program Information form before proceeding to the other forms.
CITYSPAN: Program Logistics - ORGANIZATIONS ONLY

Two instructors are required for all program models with 30 or more teens. If the 2nd instructor is not yet confirmed, you may enter information for at least one of them at this time. Note that if your proposed program is selected, you are required to submit the other instructor’s information.

**CITYSPAN: Program Logistics**

<table>
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<tr>
<th>Field</th>
<th>Information</th>
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<tbody>
<tr>
<td>Instructors</td>
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<tr>
<td>Instructor 1</td>
<td></td>
</tr>
<tr>
<td>FIRST NAME</td>
<td></td>
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<tr>
<td>LAST NAME</td>
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<td>EMAIL</td>
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<tr>
<td>MAILING ADDRESS</td>
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<tr>
<td>CITY</td>
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<tr>
<td>STATE</td>
<td></td>
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<tr>
<td>ZIP</td>
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<tr>
<td>PHONE (home)</td>
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Upload a recent resume (required) and any work samples (optional):
- Pictures: 2-3 pictures maximum / 3 MB max.
- Audio: 1 min / 1 MB max.
- Video: 5 MB maximum

**Upload File**

- File (20 MB limit):
  - Choose File: No file chosen
  - Description:
  - Upload:
Cityspan: Program Logistics – ORGANIZATIONS ONLY

School Site
- Community Area
- Preferred Chicago high school

Community Site
- Site name & address (if different from org)
- Room
- Liaison
Helpful Hint: The system does not have a spell check function. We suggest that you create a MS Word document to develop your answers to the questions. Then, you can copy and paste your answers in the text boxes. Be sure that the entire response is copied. If your selection is more than the maximum characters, you will lose the end of your response.

Note: You are encouraged to Save regularly to ensure that you are not timed out of the system. If the system logs you out before you Save. You will lose the information you were working on.
Helpful Hint: We suggest that you provide the most accurate and cost effective information in your proposed budget.

Note: You are required to download the budget template to complete then upload with your proposed budget costs for your program.

Cityspan Questions – ORGANIZATIONS ONLY

Who is the target audience of your program?
- All teens

Where do you intend to run a program (community area)?
- I'm flexible with location

Budget Template Upload
Download the budget template.

File
Budget Worksheet for FY20 RFP as of 10.29.18.xlsx
blank test budget file.
Intent to Apply form and Instructor Application review

• All *Intent to Apply* forms (organizations) and Employee Instructor application materials will be reviewed by our Programs Team

• Candidates may be invited for an interview

• Additional factors that influence selection and placement:
  • Availability of funds
  • Programmatic variety
  • Community & school needs or requests
# TIMELINE OVERVIEW

<table>
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<tr>
<th>Date</th>
<th>Item</th>
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<tbody>
<tr>
<td>Monday, November 5</td>
<td>Intent to Apply (Organizations) released in Cityspan; Employee Instructor openings posted in ASM career board: <a href="http://afterschoolmatters.applytojob.com">afterschoolmatters.applytojob.com</a></td>
</tr>
<tr>
<td>Wednesday, November 7, 9:30-11:00am</td>
<td>Information Session – Gallery 37, 66 E. Randolph St., Storefront Theater. Register <a href="http://example.com">here</a></td>
</tr>
<tr>
<td>Early December</td>
<td>Technical Assistance and Program Planning Workshop – Locations TBD</td>
</tr>
<tr>
<td>Friday, December 14</td>
<td>Intent to Apply Due by 5:00 pm; Employee Instructor postings closed</td>
</tr>
<tr>
<td>November – December 2018</td>
<td>Intent to Apply forms and Instructor applications are reviewed</td>
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<tr>
<td>November 2018 – January 2019</td>
<td>Program provider candidates are interviewed</td>
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<tr>
<td>February 2019</td>
<td>Final program selections are made</td>
</tr>
<tr>
<td>Early March 2019</td>
<td>Program decisions and notifications sent</td>
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</tbody>
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If your proposal is accepted, After School Matters will issue a Master Service Agreement for all programs in FY19. Providers must submit:

- Signed Agreement
- Signed Budget for each program
- Instructor Forms
- Records Checks for Instructors and Liaisons:
  - Fingerprinting and DCFS Background Checks
- Evidence of Insurance
  - General Liability: $1M Occurrence/ $2M Aggregate
  - Worker’s Compensation: $500,000/ Occurrence and Aggregate
  - Umbrella/Excess Liability: $2M Occurrence
  - Auto Liability (if applicable)
  - ASM and CPS named additional insured
Agreements and all requisite items must be complete and submitted by the given deadline to be executed by ASM. Funds will not be disbursed until all documents are received, and all instructors complete the background check process.

Key Points:
• Organization purchases supplies and equipment
• Organization pays instructors
• 2 Payments Made by ASM to organization:
  • ~50% upon execution of contract
  • ~50% upon submission of expense report and teen documents (end of session)
EMPLOYMENT REQUIREMENTS (PART-TIME INSTRUCTORS ONLY)

If your proposal is accepted, After School Matters hire the instructor(s) as part time employees for all programs in FY19. Employee Instructors must complete/submit:

- Employment Paperwork (I9 and tax forms)
- Signed Budget for each program
- Instructor Forms
- Records Checks
  - Fingerprinting and DCFS Background Checks
EMPLOYMENT REQUIREMENTS (PART-TIME INSTRUCTORS ONLY)

Employee instructors must comply with all ASM deadlines and are not approved to work until requirements are met.

Key Points
- After School Matters purchases supplies and equipment
- Instructors must submit time and follow payroll guidelines to receive payment
- After School Matters pays instructor(s) directly every two weeks
Program Budget

If selected, providers receive:

- Program Budget for instructor(s), including prep, recruitment, training, and instructional hours
- Program Budget for supplies / equipment to support implementation of program and access to equipment through the ASM warehouse
- Teen apprentice stipends/ intern wages (always paid directly by ASM)
- **Limited** opportunities for program enhancements, including field trips and visiting professionals
- NOT FOR PROFITS ONLY: 5% Admin Fee

ASM Program Budget does NOT cover:

- Teen transportation
- Snacks
- Administrative overhead
Do I apply as an organization or a part-time instructor?

Things to Consider

• Is your organization licensed to do business in Illinois and have insurance?

• Does your organization have sufficient cash flow to support the program before any funds are received by ASM?

• Program staffing

• Payroll management
PROGRAM COMPLIANCE

• Target Population – CPS High School Students
• Target Enrollment of 15 or 30 teen; exceed total enrollment by 5%
• Reporting – Program reports and teen surveys
• Professional Development requirements
• Contractual Compliance / background checks
• Collect teen documents
• Expense reports
• Finance audits (CBO only), YPQA and Compliance Assessments
• Enter attendance, enrollment, interview outcomes and all required data in timely manner
RFP SUPPORT & RESOURCES

• New Program Provider Application Guide
• Cityspan Technical Manual
• Cityspan Help Desk (technical issues) – 1-866-469-6884
• Program Planning Workshop (limited space) 
  early December
• e-mail support: RFP@afterschoolmatters.org
INFO SESSION

Q & A
SAVE THE DATE

• Program Planning/Technical Assistance Workshop
  Early December
  SSW and NNW locations

*Please go to the ASM Program Provider page for updated information

• Cityspan closes: Friday, December 14, 2018 by 5 PM
• Instructor postings close: Friday, December 14, 2018 by 5 PM