

School-based Community Hub Application Overview

Introduction to West Side United

West Side United (WSU) is an ambitious health equity effort by six hospitals (AMITA Health, Cook County Health, Lurie Children's, Rush, Sinai Health, UI Health) to reduce life expectancy gaps of up to 16 years between Chicago's downtown and 10 West Side neighborhoods by 50% by 2030. WSU seeks to improve neighborhood health by addressing inequality in healthcare, education, economic vitality and the physical environment using a cross-sector, place-based strategy. Partners include healthcare providers, community organizations, residents, the faith-based community, business, government and others working together to coordinate investments and share outcomes. Visit <http://www.westsideunited.org/> for more details.

The West Side United Education Action Team and their Vision

The Education Action Team at West Side United is comprised of West Side residents, school staff, educators, youth, nonprofit leaders, and hospital staff. Since the beginning of 2019, this group has met throughout the year to discuss the creation and implementation of a community hub. The hub offers a way to address gaps in programming and an opportunity to leverage hospital assets to fulfill some of the needs of students and their families. Our vision is to create a community hub that hosts and facilitates wrap-around services within the same physical space. This hub will be run and managed by the elementary school and key West Side United staff with the purpose of effectively using local assets.

This opportunity is open to any elementary school regardless of Chicago Public School or Charter status, however, WSU is targeting a school that serves a large percentage of youth from the West Side of Chicago (communities listed below). The Education Action Team is searching for an elementary school that has demonstrated a successful approach to running after-school or community-based programming and needs extra support to bring more resources to their students. Ideal applicants are interested in partnership and also have significant school leadership and parent support.

A successful partnership for this community hub will result in a collaborative between WSU and the school in order to implement and launch the services for students and their families. Through implementation of the grant, the collaborative will create a "trauma-responsive" school focused on students and teachers.

Description of the Community Hub and How to Apply

We have heard from students and families about the pivotal need for nurses and social workers in each neighborhood school. While certain budget constraints exist, WSU views this issue as an opportunity to offer key resources to a school in an area of high-need. Wrap-around support services can significantly impact a student's ability to thrive and access a quality education. In this effort, WSU would like to leverage its collaborative hospital assets and provide in-kind services at one West Side elementary school (see list of eligible neighborhoods below) over the next 2 years. WSU and the school will implement a "Cluster of Care" model which leverages resources and programs in place at hospitals to address community-identified needs. These supports include: 1) primary care services, 2) mental health services, 3) social-emotional learning support, 4) trauma-informed professional development training for teachers, 5) early healthcare

career exposure, 6) parent engagement Group, 7) hospital hiring hub, and 8) academic achievement programs. To support these in-kind services, WSU will fund a full-time Hub Resilience Manager and a full-time Social Worker (up to \$135,000 per year for two years). The Resilience Manager will be responsible for coordinating the Cluster of Care model offered by West Side United and any on- or off-site referral services for youth and family at the school. The Manager is also responsible for working with school leadership, parents, and WSU services to collect data and share recommendations for continuous quality improvement on the outputs and outcomes identified below. Eligible applicants are encouraged to apply for the grant via the online application (<https://www.surveymonkey.com/r/WSUcommunityhub>) Applications will be accepted December 2nd – February 28th.

Eligibility Criteria

Elementary schools that are CPS or Charter are welcome to apply. In order to be eligible for these funds and services, applicants must meet the following additional criteria:

- Demonstrate a strong parent-led interest in launching a community hub
- Demonstrate need for wrap-around services for West Side youth
- Showcase the ability to foster existing community-based programs at your school
- Reside in and serve at least one of the 10 West Side communities:
 - Austin
 - Belmont-Cragin
 - East Garfield Park
 - West Garfield Park
 - North Lawndale
 - South Lawndale
 - Humboldt Park
 - Lower West Side
 - Near West Side
 - West Town
- Demonstrate interest and physical capacity to house multiple services at the school
- Demonstrate a proven track record of effective programming
- Have the administrative, organizational, and fiscal capability to carry out proposed use of funds and services
- Demonstrate support from the Local School Council (LSC)

Evaluation Processes

All applications received by 11:59PM CST on February 28th will be reviewed by a grant selection committee. The committee will evaluate applicants on:

- Support for Community Hub from parents, community, or LSC (e.g. Letter of Support, Petitions, etc.)
- Capacity to implement the “Cluster of Care” coordinated model at your school
- Prior wrap-around program implementation experience (i.e. experience in managing and implementing in-school programs + staff capacity)
- Impact of proposed Community Hub (evaluated based on narrative)
- Alignment of school and community goals

For more in-depth information on the evaluation process go to page number 7.

A small number of applicants will be selected for site visits. Final selections will be made based on a combination of scoring from the evaluation criteria listed above and the site visit. All applicants will be notified of the status of their application by 04/01/2020.

Timeline

The key dates and proposed timeline for the application process are listed below:

December 2nd, 2019	Application Launches
February 28th 2020	Application Deadline
March 2020	Site Visits
April 1st 2020	Awardees announced
April – at least August 2020	West Side United and selected school work together to prepare launch of hub services
September - October 2020	Hub services launch for school year 2020-2021

Timeline Sample for Post-Award

Following the award announcement, West Side United will work closely with the selected elementary school administration to plan the launch of services. Services may begin between August 2020 to October 2020 depending on time required for planning, hiring, training, and engagement. The planning process will include identifying key staff for program implementation, developing/sharing curriculum around trauma-informed trainings, social emotional learning, career exposure, and parent/ student and community engagement regarding the scope of services.

Grant Reporting Expectations

The grantee will be required to complete two reporting surveys (after 6 months of service provision and during the 12th month following the service provision.) The evaluation requirements will be developed collaboratively, minimizing burden to school staff, while collecting sufficient data to assess meaningful outcomes and impact from the program. Throughout the grant period, the grantee will work with WSU to identify the evaluation questions they would like to answer. These questions may include:

- What impact has the Community Hub had on your students?
 - Educational outcomes (reading, math scores)
 - Health outcomes (connection to primary care services)
 - Social-emotional outcomes (attendance, suspensions or other disciplinary actions, feelings of belonging)
- What impact has the Community Hub had on the school community?
- How have parents or other community members been engaged?
- What were the greatest challenges in implementing the Hub?
- What were the greatest successes in implementing the Hub?
- What are lessons learned from the Community Hub?

At the beginning of the planning phase for the hub, grantees will need to compile general student data that showcases student demographics, student academic needs, school SQRP, and any other data pieces that will help create a baseline before the hub services launch. Grantees will also be asked to provide quantitative and qualitative information on both the process and outcome measures to respond to the selected questions (listed above). WSU will provide support identifying the specific data to collect and the best approaches for tracking these metrics.

Application Questions

The following questions will be asked on the online application form. It is recommended that applicants draft responses to the questions prior to completing the online application.

1. Are you an Elementary School operating on the west side of Chicago? Y/N

General Contact Information

2. What is the name of your elementary school?
3. (Optional) Please provide a link to the school's website.
4. Who is the primary contact for the application?
 - a. Name
 - b. Title
 - c. Email Address
 - d. Phone Number
 - e. Where is your elementary school located? Please specify the neighborhood

Elementary School Information

5. Please provide a brief summary of the school's history, mission, and leadership. (250 words)
6. Please attach a list of any additional ancillary staff available at your school (nurse, social workers, etc.). Include brief commentary if necessary.
7. What are the demographics of your student population by race/ethnicity and economic status?
8. How does your school engage parents to meet the needs of the students?

Academic/Exposure Program History

In questions 9 - 11, summarize one to three successful academic or afterschool programs led by your school. Specifically outline the need the program addresses, accomplishments including results and metrics, and impact on the surrounding community.

9. Program 1
10. Program 2
11. Program 3
12. Provide a list and brief explanation of current and/or expected programs available for students in the 2020-21 school year
13. Do you already house any of the 5 services proposed in this 'cluster of care'? If so, which ones? How would the Community Hub services support or improve what you already offer at your school? (250 words)

Program Plan

14. The grantee will receive 4 to 6 months to prepare for the launch of services along with WSU staff, what would your initial work plan offer in preparation for this hub? (e.g.

preparation of a school-based needs assessment, analysis of student data, etc.) Please feel free to share your community approach to this (250 words).

- Does your school have any staff that would be able to help with data tracking during the 2-year pilot? If so, who would be nominated for this role?

Impact of Services

- Please describe your school’s need for these type of services. What is the anticipated impact?
- How many youth would you expect to serve at your school’s Community Hub in 2020? In 2021? How will they be encouraged to use these services? How would these services be coordinated so that it is easy for the students and families to navigate? (250 words)
- How will the services be communicated to students and parents?

Location and Space

- For the services rendered through this grant, the school would need to offer an appropriate location (private rooms) to house the mental health services and an area for the trauma informed teacher trainings. Do you already have a physical location secured for the Community Hub services? If so, explain what the space looks like. (250 words).

Budget Narrative

- Please revise the proposed budget for these services and include any additional sources of funding needed to launch the program. For the proposed staff in the budget, West Side United and the selected school will co-lead the hiring approach in order to find the right personnel that will meet the demands of the community hub. These positions will report to the selected school leadership and West Side United staff.

Budget Item	Amount
Full-Time Staff “Resilience Manager”	\$60,000 plus fringe
Social Worker On-site (LCSW)	\$60,000 plus fringe
Social Emotional Learning Supports – Model/Materials	\$5,000
Teacher Professional Development - materials	\$5,000
Healthcare Career Exposure - materials	\$5,000
TOTAL	\$135,000

- Please provide a letter of support for your elementary school. Parental and community involvement is key for this community hub, please allow community members to write the letter of support (e.g., parents, LSC, community members, or community based organizations).
- (Optional) Any additional documents

Consents & Closing

- Do you attest that you run an elementary school that has secured all necessary licenses to operate in Chicago and Illinois? Y/N
- If selected, do you consent to West Side United promoting your organization as part of this program? Y/N

25. If selected, do you commit to providing a report 6-months and 12- months after service provision in which you document how the funds have been used and report on selected measurement metrics? Y/N
26. How did you hear about this opportunity?

Frequently Asked Questions

Q: Where can I learn more about WSU?

A: <https://westsideunited.org>

Q: When is the submission deadline?

A: 11:59PM CST on 02/28/2020

Q: How do I submit my proposal?

A: Applications will be accepted via the following link from 12/02/2019 to 02/28/2020. The link will go live at 12:00pm 12/02/2019. <https://www.surveymonkey.com/r/WSUcommunityhub>

Q: Where can I learn more about the request for proposal?

A: Information sessions will be held in Austin, Near West Side, and Pilsen in December and January. Please RSVP by visiting www.westsideunited.org, click on “get involved” and make your way into the community hub application. There will be links to 3 different locations: Austin, North Lawndale, and Pilsen.

Q: Who can I contact for application support and technical assistance?

A: West Side United will be partnering with various community based organizations to provide assistance completing the application and ongoing technical support. Please see the following page to learn what resources are available to you.

Q: Can grant funds be used for administrative expenses or to fund ongoing projects?

A: Yes, funds are available to support or expand **existing** programs and may be used to support administrative and other indirect project costs. All applications will be evaluated per the criteria outlined in the application overview – Evaluation Process.

Q: Can a school submit more than one application in response to this RFP?

A: No, the school may only submit one application.

Q: My application won't upload and submit through the online portal, what do I do?

A: If your application is not uploading or there is a glitch in the system, please email your responses in a PDF file to info@westsideunited.org with the subject line reading: WSU School-based Community Hub Application – (insert school name). An example would look like the following, “WSU School-based Community Hub Application – Leland Elementary”

School-based Community Hub - Evaluation Process Score Card

Area	Criteria	Points
School Information and Academic Program History	Summary of School information and level of need	10
	School Leadership Readiness (School readiness will be defined by staff openness to programming, school relationship with nearby community based organizations, willingness to pursue this opportunity knowing it will take time and active participation in launching and implementing the hub, etc.)	10
	Described previous success in the co-location of after-school programs or community-based programs	15
Program Plan	School work plan ideas to prepare for implementation of services	15
	Clear picture of ancillary staffing and how additional staffing will change the school	10
Impact of Services	Identification of proposed hub impact measures	10
Communications Plan	Description of eligibility for youth services and how program participants are linked to resources	5
	Description of how communications and outreach will be conducted to increase awareness of hub	5
Parent/ Community Engagement	Strength of Parent and/or community interest in involvement	15
Location and Space	Proposed school-space to accommodate services and serve community (e.g., therapy rooms, social worker space)	5
TOTAL POINTS		100