

**Oregon Commission on Children and Families
Runaway and Homeless Youth Initiative
Request for Proposals
2007**



Local Commissions on Children and Families

APPLICATION PACKET

Application Deadline: Wednesday November 28, 2007

Oregon Commission on Children and Families
530 Center St. Suite 405
Salem, OR 97301

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Application Checklist

Have you submitted the original and 2 copies of the application prepared in accordance with the application format?

Have you checked that the application is well organized in an easy to read and understandable format?

Have you included a completed and signed Cover Sheet as shown on page ii of the appendices section of this application packet?

Have you responded to Sections A-G in the Program Narrative Section on pages 7-8?

Have you included a completed budget form and narrative?

Have you completed a logic model using Appendices I & J of this application packet?

Have you included a signed Memorandum of Agreement from community partners that will identify and in detail describe the nature of the collaborative partnership and the roles of each partner in the proposed project?

APPLICATIONS MUST BE RECEIVED NO LATER THAN

5:00 PM, Wednesday November 28, 2007

Oregon Commission for Children & Families

Attn: Lennie Bjornsen

530 Center Street NE, Suite 405

Salem, Oregon 97301-3754

THERE WILL BE NO EXTENSIONS OR EXCEPTIONS

Introduction

The State of Oregon, Oregon Commission on Children and Families (OCCF) invites proposals from communities via their Local Commissions on Children and Families (LCCF) to develop innovative approaches for meeting the needs of runaway and homeless youth in communities across Oregon. The Oregon Legislature directed that the Oregon Commission on Children and Families (OCCF) locally invest; via LCCF's and their community partners; in *enhancing, expanding, or creating services and supports* for runaway and/or homeless youth. These funds are in addition to those currently available through federal, state, local, and school resources. These funds will be distributed to selected counties in a competitive process via a Request for Proposal (RFP).

These funds are to be used to expand or develop services. These funds may not be used for new planning activities, to supplant existing funds, or for capital improvement.

Availability and Duration of Funding

\$900,000 in state general funds will be awarded to successful proposals. Proposals will be funded for eighteen months beginning January 1, 2008 and ending June 30, 2009.

Additional funds for broader distribution in subsequent biennia will be based on state fund allocations and legislated resources.

Match Required

10% -In-kind, leveraged resources, or cash

Target Population

Youth at high risk of family separation, abandoned, runaway, and/or homeless ages 11 through 17 and their families. These youth populations are defined in the HB 2202 Report to the Legislature. Those definitions have been included in the appendices of this application packet, Appendix F. The full report can be found

on the OCCF web site. "System youth", as defined in HB2202 (see appendices), are not part of the target population for this RFP. However, "system youth" can be served minimally to connect them with appropriate services with the goal of decreasing gaps and barriers between service agencies.

Applicant Eligibility

These RHY Initiative Funds are open to application from all communities via local Commission on Children & Families. Applications will be accepted only if submitted by a county's local Commission for Children and Families (LCCF).

Intent of This Request for Proposals

The purpose of these grants is to enable communities to *enhance, expand, or create supports and services* to RHY by providing **one or more** of the commonly accepted elements inherent in the continuum of effective services for Runaway and Homeless Youth (RHY). RHY service continuum elements are listed in Appendix C of this application packet and have been included in the Logic Model Menu, Appendix I.

The service areas and key strategies listed below are tied to those elements and were identified and compiled from a design meeting of local and state partners.

Service Areas and Key Strategies

Applicants (projects) will demonstrate results in all three of the following elements or service/ activity areas:

1. **Connectivity to Resources**
2. **Continuity of Education**
3. **Increased Safety**

The tables below include key strategy areas for each of the three service/activity areas.

- **Connectivity to Resources**
Sample Key Strategy Areas

○ Linkages (demonstrated)
○ Referral and follow-up

- **Continuity of Education**
Sample Key Strategy Areas

○ School connectivity
○ Educational attainment
○ Higher education/ training

- **Increased safety**
Sample Key Strategy Areas

○ Family reunification
○ Safe exits
○ Shelter
○ Safety plans
○ Improved transitions
○ Successful transition out of being runaway or homeless
○ Increased likelihood of long-term shelter

The listed key strategies reflect the most favorable outcome areas in promising practices for runaway and homeless services. As services specific to runaway and homeless youth have not been widely defined in terms of evidence-based or proven practice, for the purposes of this application, these service activity areas and related performance measures will serve as parameters for results. A logic model menu sample and blank template are provided in the application packet, Appendices I & J.

Local RHY Service Continuum and Youth Support Systems

All applicants are encouraged to address runaway and homeless youth issues in a systemic fashion. Addressing needs from a range of approaches and in a coordinated interconnected manner is required as a reflection of the development of the RHY service continuum and its place in the youth support system within a community.

Below is a list of system development and community partnership activity areas that are

considered supportive of an effective RHY continuum.

Please see Application Definitions and Terminology in the application packet appendices (Item D).

Applicants (projects) will demonstrate results in 2 of the four System Activity Areas:

- ❖ **Expansion of community partnerships**
- ❖ **Increased diversity of community partnerships**
- ❖ **Decreased gaps between service delivery systems**
- ❖ **Increased ability of the community to respond to the need**

General Proposal Requirements

Proposals should ensure that the following are included and or demonstrated in the proposed project:

- **Development or improvement of homeless and runaway youth services and supports** through the implementation of commonly accepted continuum components.
- **Creation of or building upon existing partnerships** of traditional and non-traditional individuals and groups including but not limited to the RHY provider community, parents, private business, the faith based community, community based organizations, park and recreation, the correction system, schools, mental health, A&D, health, city groups and/or organizations, and tribes. Representation shall be inclusive of race, ethnicity, gender and culture.
- **Identification of services and supports to runaway and homeless youth as a priority** in the Community Coordinated Comprehensive Plan OR the local Homeless and Housing Continuum of Care Plan.

Further Considerations

- Funds serve previously un-served, non-system youth

- Funds are used to *expand, enhance, or create* services for runaway and homeless youth
- Funds are to be used in locations and within populations that are not well resourced
- Communities indicate that they are ready to receive the funding by demonstrating prior planning, needs identification, and prioritization of the issue
- Funds will be used to provide services and improve the community's ability to systemically meet the needs of runaway and homeless youth

Supplemental Assistance

There are additional resources listed in the OCCF Comprehensive Planning Guidelines, the OCCF web site, and in the appendices of this document. Jean Lasater, OCCF Runaway and Homeless Youth Coordinator, and Lennie Bjornsen, Director of Policy, are available to provide technical assistance with program and continuum design. Their contact information follows:

Jean Lasater
503-378-5136
jean.lasater@state.or.us

Lennie Bjornsen
503-378-5143
lennie.bjornsen@state.or.us

Proposal Format

Important: Proposal review criteria and scoring values are included in each of the proposal section guidelines.

Evaluation of application requirements (*no points are awarded*).

Proposals must address all the proposal and submission requirements set forth in this solicitation. Only those proposals that include complete information as required by this solicitation will be considered for evaluation. In order for a proposal to move to the Scoring and Review process it must contain:

- A cover sheet completely filled out, providing identifying information, on page ii of the Appendices Section of this packet.
- Program Narrative, pages 7-9
- A signed memorandum of agreement from community partners which will identify and in detail describe the nature of the collaborative partnership and roles in the project
- Applications must include completed budget form and budget narrative
- Applications must not exceed 12 pages, inclusive of the cover sheet, narrative section, logic model, budget page, and appendices.
- Applications must include a description of where the proposed program will reside within the community/county/region and how it will be administered. Describe who will implement the program, including the training and experience of existing (or intended) program staff.

Program Narrative-Writing, Reviewing, and Scoring Guidelines TOTAL POINTS AVAILABLE: 150

Part A: Overview of the Runaway and Homeless Situation in Applicant's County (20 Points)

Describe the Runaway and Homeless situation in applicant's county. Include gaps, barriers, strengths and/or needs of these youth and their families. (10 points)

Describe the existing RHY service continuum. (10 points)

Part B: Description of the Collaborative Process in the Community Planning (15 points)

Describe the collaborative process of community partners in the development of the coordinated system. (5 points)

Describe how the coordinated system through the collaboration of partners will initiate and/or build on current efforts (that may be replicated in other areas) to enhance the quality and capacity of RHY service through the use of identified practices. *(10 points)*

Part C: Description of the Proposed Runaway and Homeless Services and Supports Based on Currently Accepted Practices and/or Promising Models (65 points)

Describe the RHY continuum service areas and key strategies that will meet the needs of your community and how they fit within your array of services to youth and families as described in your Comprehensive Plan. *(10 points)*

Provide the anticipated number of youth to be served. *(5 points)*

Describe how Runaway and Homeless needs and associated key strategies and service elements identified in this proposal will:

1. Increase Runaway and Homeless Youth service capacity, and;
 2. Improve Runaway and Homeless service access through the development and/or enhancement of the local youth support system.
- (20 points total for 1 & 2)*

Describe how the Runaway and Homeless infrastructure, including each program, will be supported by the community as part of a long-term strategy after completion of grant period. *(10 points)*

Describe how positive youth development, as an evidence based practice in youth work, will be applied in your project. *(10 points)*

Describe how services will be culturally relevant and competent, gender-specific, and appropriate. *(10 points)*

Part D: Description of Applicant's Plan, Goals, Objectives, Outcome Measures, and Targets for the use of Funds Using the Logic Model Template Provided (15 points)

Identify the goals, objectives, activities, and performance measures for the service and system areas (listed in this application packet on page 7 and identified in the Logic Model menu, Appendix I) that will be paid in full, or in part, with funds from the grant. Use the logic model template provided in the appendices to respond to this section and identify the responsible agency/organization and timeline in a separate table or narrative. *(15 points)*

Part E: Program Monitoring and Measurement (15 points)

Describe the proposed monitoring and reporting design. *(5 points)*

Describe the contracting agency's organizational capacity to collect and manage data, or its plan to develop such capacity for the proposed program. Identify the program position and/or consultants that will be responsible for data collection and reporting throughout the funding of the grant. Include a position description along with training and experience requirements. *(10 points)*

Part F: Program Budget (10 points)

Using the budget format provided on page iii in the appendices, and in a separate narrative, itemize budget items, including an explanation for the need of the item, how it ties to the proposed program, and how item costs were calculated. *(10 points)*

**Part G: Documentation of Collaboration
(10 points)**

Provide a signed Memorandum of Agreement identifying the partners that will participate in the proposed project and what their roles will be.
(10 points)

Evaluation

OCCF has adopted an enhanced evaluation strategy that focuses on demonstrating program effectiveness. OCCF will be collecting program service data, outcomes, and local system activity area results related to this initiative. Data will be collected through the existing OCCF web-based data collection system. Due to the abbreviated duration of this funding and the critical need to demonstrate impact, the capacity of the applicant to meet the evaluation expectations is paramount.

Grant Allocation Guidelines

The Oregon Commission on Children and Families will award grants totaling \$900,000 over an 18 month period. The minimum amount a grant can be awarded is \$50,000. The maximum amount is \$250,000.

Counties may apply individually or in collaboration. All applications must be submitted through a local Commission on Children and Families (LCCF). Multiple-county and regional proposals must be submitted through the identified LCCF that will have contractual responsibility and be accountable for the grant.

Application Submission Date

One original and **2 copies** of the application must be received at the Oregon Commission on Children and Families by 5:00 p.m., Wednesday, November 28, 2007.

Late applications or modifications to an original application to meet the mandatory requirements will not be accepted. Facsimiles or e-mail applications will not be accepted.

Mail or Hand-Deliver Proposals by 5:00 pm.,

**Wednesday November 28, 2007 to the
Following Address:**

Oregon Commission for Children & Families
Attn: Lennie Bjornsen
530 Center Street NE, Suite 405
Salem, Oregon 97301-3754
Phone: (503) 373-1283

Grant Review and Scoring Criteria

There are two (2) stages of the proposal review process.

The first part of the review is *pass-fail* based on accepting or rejecting any proposal, depending on whether or not it meets the criteria in the Application Checklist (see page 4). There are no points for this stage. If a proposal does not pass this stage, it will not progress to the second stage of the review process. If the proposal passes the first stage, it will be evaluated in accordance with the second stage criteria, where points are awarded.

OCCF’s RFP Review Task Group will conduct the second stage of the review of proposals. The RFP Review Task Group will conduct an initial review of applications to determine whether the proposal meets the RFP minimum qualifications. The applicant’s failure to comply with the instructions or to submit a complete proposal will result in the proposal being deemed non-responsive.

Each proposal will be reviewed, scored, discussed, and awarded points according to the information submitted in response to the Program Narrative section of this proposal.

Grants will be awarded based on the quality of proposals. It is the intent of OCCF to fund as many qualified proposals as possible, with attention to the following criteria:

- Demonstration of need in community
- Demonstration of prioritization of the issue
- Demonstration of connection of proposed project with the local community

comprehensive plan and/or the local housing continuum of care, and where available, the 10 Year Plan to End Homelessness

- Ability of applicant to leverage resources, collect data, and meet the performance measure expectations
- Proposed project must contain appropriate (strongly tied to needs, gaps and priorities in community plans) goals, strategies, activities, and outcomes
- How the proposed project will demonstrate success
- Planning for project continuation and sustainability
- How the proposed project will overcome barriers to safety, education, and linkages to supports and services for runaway and homeless youth
- Proposed methodology for direct services that are expanded, enhanced, or created through the use of these funds.
- Use of positive youth development framework, cultural relevance and competence, gender-specific and appropriate services, and generally accepted program components in a RHY service continuum

The RFP Review Task Group will make its recommendations to the OCCF State Commission Executive Committee, which will make the final award decision.

Proposal Format

Proposals should be no longer than 12 single sided pages, including: Cover page, Narrative-Parts A-G, Budget Sheet, Logic Model, and MOA or any other supporting documentation. The proposals should be easy to read and have logical and understandable format.

Schedule of Proposed Solicitation Events

- **November 28**-Proposals due to OCCF Office
- **December 6**-Review Task Group reviews proposals

- **December 14**-recommendations for funding to OCCF State Commission Executive Committee
- **December 21**-Awards made
- **January 2008**-Funds released
- **January 2008**-Update by OCCF and programs to legislature, including funding decisions and performance measures with results expected

Questions relating to this RFP

Questions about this RFP document or the solicitation process must be submitted in writing via e-mail to lennie.bjornsen@class.oregnvos.net or fax (503) 378-8395. Response to all questions will be sent to local Commissions on Children and Families (LCCF) by electronic mail.

Appeal of RFP

Any applicant may submit a written appeal or request for change of particular RFP provisions, specifications or contract terms and conditions to the State no later than seven (7) calendar days prior to the close of the RFP. The appeal shall state the reasons for the appeal or request and any proposed changes to the RFP provisions, specifications or contract terms and conditions. Appeals will be considered by the OCCF Executive Director. If the applicant is unsatisfied with the Executive Director's decision, the appeal will be made to the full State Commission during a regular meeting.

Award Notice

The applicants of the selected proposals will be notified in writing, and OCCF will set the timelines for grant award negotiation. The award may include by reference this RFP, the proposal and any additional contractual language as may be required.

Appeal of Award

Every applicant shall be notified of its selection status. An applicant who claims to have been adversely affected or aggrieved by the selection of a competing applicant, shall have seven (7)

calendar days after date of status notification to submit a written appeal to the Issuing Office.

Public Information

All proposals are public information after the proposals have been opened and the protest period ends. However, copies of proposals will not be provided to the public until the review process has been completely closed and proposal(s) have been selected. After the selection process is complete, copies of some or all of the proposals may be requested by anyone. A fee may be charged for any copies. If any part of a proposal or protest is considered a trade secret, the applicant must clearly designate that portion as confidential in order to obtain protection, if any, from disclosure at the time of submission. See Oregon Revised Statutes 192.501 (2) and 646.461 to 646.475. Application of the Oregon Public Records Law shall determine if the confidential information claimed to be exempt is in fact exempt from disclosure.

Cost of Proposals

All costs incurred in preparing and submitting a proposal in response to this RFP will be the responsibility of the applicant and will not be reimbursed by OCCF.

Monitoring and Evaluation

OCCF will monitor each program to assure that the grantee is operating the program as agreed, working toward its proposed goals and objectives, and following appropriate fiscal procedures. Monitoring includes on-site visits that are intended to provide technical assistance and program development guidance.

Progress Reports

Grantees must submit quarterly, annual and cumulative reports to OCCF.

Progress Reports have the following purposes:

- To determine if the grantee is operating the program as agreed with respect to both implementation and evaluation.
- To determine if the grantee is making progress toward meeting its goals and objectives
- To help other agencies that might undertake a similar program
- To present information to the Governor, the Legislature, and Runaway and Homeless Youth partners

Request for Reimbursement (RFR)

Reimbursements will be made for actual expenses only. Reimbursements will be made on a quarterly basis unless otherwise agreed between OCCF and the grantee (LCCF). All requests for reimbursement must include supporting documentation to substantiate claimed expenses. Reimbursements are made only for goods or services identified in the grant budget and purchased during the grant period. Payments will be withheld if any progress report is outstanding. OCCF will de-obligate funds unspent at the close of the grant period.

Reporting Due Dates

Progress reports and requests for reimbursement are due within 45 days following the end of each quarter:

<u>Quarter</u>	<u>Date Due</u>
January 1 - March 31	May 15
April 1 - June 30	August 15
July 1 - September 30	November 15
October 1 - December 31	February 15

Allowable Costs

Grant funds must be used in accordance with OAR 423-010-0027(2) and 423-010-0027(6). Grant funds may be used to expand or develop services. Grant funds may not be used for new planning activities, to supplant existing funds, or for capital improvement.

Failure to Commence Program

If a program is not operational within 60 days of the effective date of the grant, the grantee must report to OCCF the steps it has taken to initiate the program, the reasons for the delay, and the expected starting date. If the program is not operational within 90 days of the effective date, OCCF may cancel the grant.

Suspension or Termination of Funding

The Oregon Commission on Children and Families may suspend funding in whole or in part or terminate funding for any of the following reasons:

- Failure to make satisfactory progress toward the goals and objectives set forth in the application to comply with the evaluation and reporting requirements.
- Failure to adhere to the requirements of the grant award and standard or special conditions.
- Proposing or implementing substantial plan changes to the extent that if originally submitted, the application would not have been selected and,
- Failing to comply substantially with any other applicable federal or state statute, regulation or guideline.

Before imposing sanctions the OCCF will provide a reasonable notice to the grantee of its intent to impose sanctions and will attempt to resolve the problem informally.

Evaluation

Evaluation information is used to: a) assess whether a program is delivered as intended to the targeted recipients, b) provide a context for interpreting program outcomes by revealing what program components contribute to the outcomes achieved, and c) provide detailed information on how to replicate a successful program.

Although implementing a program concept may seem straightforward, in practice it is often very

difficult. Newly developed programs typically must contend with many unanticipated factors that may compromise program design. The result can be substantial discrepancies between the program as intended and the program as actually implemented. Programs can fail to show positive effects because the intended program is not fully implemented.

OCCF staff will assist grantees in developing a process evaluation that determines: (a) the actual client population served, in order to assess the program's ability to provide services to its target population; (b) the amount, type, and quality of program services delivered, in order to assess how closely the services provided correspond to program design; and (c) the barriers to program implementation, in order to assess if program services are appropriately designed for the targeted population.

Outcome Monitoring

While process evaluation can reveal why participants may or may not experience the intended benefits of the program, outcome monitoring can reveal *whether* participants are experiencing these benefits. Outcome monitoring requires regular measurement and reporting of indicators of outcome-oriented results.

The outcome monitoring system will be based on the program goals, objectives, and performance indicators developed in the capacity building phase. Both intermediate and longer-term outcomes that reflect benefits or changes for individuals or families during or after participating in program activities will be monitored.

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