

STATE OF OREGON



COVER PAGE

OREGON DEPARTMENT OF EDUCATION

MCKINNEY-VENTO 2025-2028 GRANT

Request for Grant Applications (“RFA”)

Date of Issue: September 8, 2025

Closing Date and Time: October 17, 2025

Single Point of Contact (SPC):

Single Point of Contact (SPC): Lena Baisden-Cleave, Senior Contracting Officer

Address:	255 Capitol Street NE
City, State, Zip:	Salem, OR 97310
Phone:	(971) 208-0266
E-mail:	lena.baisden-cleave@ode.oregon.gov

In compliance with the Americans with Disabilities Act of 1990, this RFA may be made available in alternate formats such as Braille, large print, audiotape, oral presentation, or computer disk. To request an alternate format, call the Oregon Department of Education at (503) 947-5600.

TABLE OF CONTENTS

SECTION 1: GENERAL INFORMATION.....	3
1.1 PURPOSE.....	3
1.2 GRANT AMOUNT AND DURATION.....	3
1.3 ELIGIBILITY.....	4
1.4 SCHEDULE.....	4
1.5 SINGLE POINT OF CONTACT (SPC).....	4
SECTION 2: AUTHORITY AND SCOPE	4
2.1 AUTHORITY.....	4
2.2 DEFINITION OF TERMS.....	4
2.3 OVERVIEW	5
2.4 SCOPE OF ACTIVITIES	6
SECTION 3: PROCESS AND REQUIREMENTS.....	8
3.1 GRANT PROCESS	8
3.2 APPLICATION REQUIREMENTS.....	10
SECTION 4: EVALUATION	11
4.1 RESPONSIVENESS DETERMINATION	11
4.2 EVALUATION CRITERIA.....	11
4.3 BONUS POINTS EVALUATION.....	14
4.4 POINT AND SCORE CALCULATIONS.....	14
4.5 RANKING OF APPLICANTS.....	17
4.6 NEXT STEP DETERMINATION.....	17
SECTION 5: AWARD AND NEGOTIATION.....	17
5.1 AWARD NOTIFICATION PROCESS.....	17
5.2 SUCCESSFUL APPLICANT SUBMISSION REQUIREMENTS.....	18
5.3 GRANT NEGOTIATION.....	18
SECTION 6: ADDITIONAL INFORMATION.....	19
6.1 GOVERNING LAWS AND REGULATIONS	19
6.2 OWNERSHIP/ PERMISSION TO USE MATERIALS.....	19
6.3 CANCELLATION OF RFA; REJECTION OF APPLICATIONS; NO DAMAGES	19
6.4 COST OF SUBMITTING AN APPLICATION.....	19
SECTION 7: LIST OF ATTACHMENTS	19
ATTACHMENT A: SAMPLE GRANT-NON-CONSORTIUM.....	19
ATTACHMENT B: SAMPLE GRANT-CONSORTIUM	19
ATTACHMENT C: FILLABLE APPLICATION.....	19

SECTION 1: GENERAL INFORMATION

1.1 PURPOSE

The State of Oregon, acting by and through its Department of Education, (“Agency”), is issuing this Request for Grant Applications (“RFA”) for Local Education Agencies (“LEAs”) to receive funding that helps identify and address barriers encountered by students navigating housing insecurity. Services provided under this grant project must not replace regular academic activities or programs. Services must be designed to supplement or enhance activities provided by LEAs.

Additional details are included in the Scope of Activities section.

1.2 GRANT AMOUNT AND DURATION

Agency anticipates the award of up to 25 Grant Agreements (each a “Grant”) from this RFA. The initial term of each Grant is anticipated to be one year with options to renew up to a maximum of three years.

Agency will award up to \$919,962.75 among all Applicants for the first year of the three-year grant cycle. Awards are dependent on the quality of all received Applicants and the total funding that Agency receives from the United States Department of Education (“USDE”).

Base Funding Ranges and Eligibility Table

Eligible Student Count	Maximum Base Award Amount
0-99	\$10,000.00
100-199	\$15,000.00
200-399	\$20,000.00
400-499	\$30,000.00
500-750	\$40,000.00
751-999	\$60,000.00
1,000-1,999	\$70,000.00
2,000-2,999	\$80,000.00
3,000 or more	\$100,000.00

The Eligible Student Count shall be based on Applicant’s most recent McKinney-Vento data submission to Agency, instructions and deadlines for which are listed at <https://odedistrict.oregon.gov/CollectionsValidations/Collections/Pages/ESEA-McKinney-VentoHomeless.aspx>.

If Applicant applies as a Consortium, then Consortium members’ Maximum Base Award Amount will be combined for a total Eligible Student Count.

Applicants may choose to request less than their Maximum Base Award Amount by indicating a lessor amount in 5 - Budget Form in Attachment B Fillable Application.

Each fiscal year ends on September 30. Any unobligated federal funds remaining at the end of a fiscal year may not automatically be carried forward after fiscal year end. Carryover requests must be approved by the Agency each year.

1.3 ELIGIBILITY

To be eligible for a Grant under this RFA, Applicants must be a Local Education Agency (“LEA”) and meet the following criteria:

- Applicant must be an Oregon public school district (“SD”);
- Applicant must be an Oregon Education Service District (“ESD”) as a fiscal agent representing a Consortium of public school districts; or
- Applicant must be an Oregon public school district as a fiscal agent representing a Consortium of public school districts.

1.4 SCHEDULE

The table below represents a tentative schedule of events. All times are listed in Pacific Time. All dates listed are subject to change.

Event	Date	Time
Pre-Application conference	September 19, 2025	3:00 PM
Questions/ requests for clarification due	September 22, 2025	3:00 PM
Answers to questions/ requests for clarification issued (approximate)	September 29, 2025	
Closing (Applications due)	October 17, 2025	3:00 PM
Issuance of notice of award (approximate)	October, 2025	

1.5 SINGLE POINT OF CONTACT (SPC)

The SPC for this RFA is identified on the Cover Page, along with the SPC’s contact information. Applicants must direct all communications related to any provision of the RFA, whether about the technical requirements of the RFA, Grant requirements, the RFA process, or any other provision only to the SPC.

SECTION 2: AUTHORITY AND SCOPE

2.1 AUTHORITY

Agency is issuing this RFA pursuant to its authority under Sections 721-725 of the McKinney-Vento Act, Education of Homeless Children and Youth Program, as amended by Every Student Succeeds Act (ESSA) of 2015. Funding for this grant cycle is contingent upon the availability of federal funds.

2.2 DEFINITION OF TERMS

For the purposes of this RFA, capitalized words will refer to the following definitions:

- “Addendum” or “Addenda” means an addition to, deletion from, a material change in, or general interest explanation of this RFA.
- “Affected Applicant” means an Applicant who would be eligible for a Grant in the event their protest was successful, and who is protesting because Agency failed to conduct an evaluation of Applications in accordance with the criteria or process described in this RFA.
- “Applicant” means an entity who submits an Application in response to this RFA and in accordance with Section 1.3 of this RFA.
- “Application” means a written response to this RFA.
- “Base Award Amount” means amount awarded based on the most recent number of Students Navigating Housing Instability reported to the Agency as described in Section 1.2 of this RFA.
- “Carryover” means unobligated federal funds remaining at the end of a budget period that can be carried forward to another budget period.
- “Closing” means the date and time specified in this RFA as the deadline for submitting Applications.
- “Eligible Student Count” means the count of students reported to the agency that meets the definition of Students Navigating Housing Instability.
- “Evaluation Committee” means the group of people who will evaluate and score Applications submitted in response to this RFA.
- “Maximum Base Award Amount” means the highest Base Award Amount given to a recipient.
- “State” means the state of Oregon.
- “Students Navigating Housing Instability” means students who lack a fixed, regular, nighttime, adequate place of residence.

2.3 OVERVIEW

2.3.1 Office of Teaching, Learning & Assessment, Education of Homeless Children and Youth Program

The Office of Teaching, Learning and Assessment (“OTLA”) ensures that all components of Oregon’s public and private educational enterprise, pre-kindergarten through postsecondary, are effectively interconnected to provide data and reporting that supports appropriate and personalized instruction for each student. OTLA provides leadership to Oregon’s districts and schools, professional development for teachers and administrators and tools for student success. OTLA is a collaborative, innovative team devoted to leadership and support of educators and students in the state of Oregon.

2.3.2 BACKGROUND

The McKinney-Vento Act for the Education of Houseless Children and Youth Program (“EHCY”), <https://uscode.house.gov/view.xhtml?path=/prelim@title42/chapter119/subchapter6/partB&edition=prelim>, ensures that houseless children and youth are provided a free, appropriate public education, despite the lack of a fixed, regular, nighttime, adequate place of residence. A youth is considered unaccompanied if they are not in the physical custody of

a parent or guardian. The State public school admission statute assuring the right of houseless and other children and youth in similar circumstances to enroll in schools is Oregon Revised Statute (“ORS”) 339.115 (7).

Homeless children and youths must have access to the educational and related services that they need to enable them to meet the same challenging State academic standards to which all students are held. In addition, homeless students may not be separated from the mainstream school environment.

Notwithstanding ORS 339.133 (2)(a), a school district shall not exclude from admission a child located in the district solely because the child does not have a fixed place of residence or solely because the child is not under the supervision of a parent, guardian or person in a parental relationship.

2.3.3 GOALS

The McKinney-Vento Act is designed to address the challenges that children and youth face in enrolling, attending, and succeeding in school while navigating housing instability. This includes LEAs consistently identifying students navigating housing instability and providing transportation for them to achieve high attendance rates and strong academic outcomes. LEAs must also ensure immediate enrollment, educational stability, and address any barriers faced by students navigating housing instability in enrolling, attending, and succeeding in school.

2.4 SCOPE OF ACTIVITIES

Authorized Activities

According to Subtitle VII-B of the McKinney-Vento Homeless Assistance Act (per Title IX, Part A of the Elementary and Secondary Education Act, as amended by the Every Student Succeeds Act) the following are Authorized Activities, also referred to as the 16 Allowable Uses under Section 723 of the McKinney-Vento Homeless Assistance Act:

A successful Applicant must use funds awarded under this RFA for activities that carry out the purpose of the McKinney-Vento Homeless Assistance Act, including the following:

1. The provision of tutoring, supplemental instruction, and enriched educational services that are linked to the achievement of the same challenging State academic standards as the State establishes for other children and youths.
2. The provision of expedited evaluations of the strengths and needs of homeless children and youths, including needs and eligibility for programs and services (such as educational programs for gifted and talented students, children with disabilities, and English learners, services provided under title I of the Elementary and Secondary Education Act of 1965 [20 U.S.C. 6301 et seq.] or similar State or local programs, programs in career and technical education, and school nutrition programs).
3. Professional development and other activities for educators and specialized instructional support personnel that are designed to heighten the understanding and sensitivity of such personnel to the needs of homeless children and youths, the rights of such children and youths under the McKinney-Vento Homeless Assistance Act, and the specific educational needs of

runaway and homeless youths.

4. The provision of referral services to homeless children and youths for medical, dental, mental, and other health services.

5. The provision of assistance to defray the excess cost of transportation for students under Section 722(g)(4)(A) of the McKinney-Vento Homeless Assistance Act, not otherwise provided through Federal, State, or local funding, where necessary to enable students to attend the school selected under Section 722(g)(3) of the McKinney-Vento Homeless Assistance Act.

6. The provision of developmentally appropriate early childhood education programs, not otherwise provided through Federal, State, or local funding, for preschool-aged homeless children.

7. The provision of services and assistance to attract, engage, and retain homeless children and youths, particularly homeless children and youths who are not enrolled in school, in public school programs and services provided to nonhomeless children and youths.

8. The provision for homeless children and youths of before- and after-school, mentoring, and summer programs in which a teacher or other qualified individual provides tutoring, homework assistance, and supervision of educational activities.

9. If necessary, the payment of fees and other costs associated with tracking, obtaining, and transferring records necessary to enroll homeless children and youths in school, including birth certificates, immunization or other required health records, academic records, guardianship records, and evaluations for special programs or services.

10. The provision of education and training to the parents and guardians of homeless children and youths about the rights of, and resources available to, such children and youths, and other activities designed to increase the meaningful involvement of parents and guardians of homeless children or youths in the education of such children or youths.

11. The development of coordination between schools and agencies providing services to homeless children and youths, as described in Section 722(g)(5) of the McKinney-Vento Homeless Assistance Act.

12. The provision of specialized instructional support services (including violence prevention counseling) and referrals for such services.

13. Activities to address the particular needs of homeless children and youths that may arise from domestic violence and parental mental health or substance abuse problems.

14. The adaptation of space and purchase of supplies for any nonschool facilities made available through funds under the McKinney-Vento Homeless Assistance Act to provide services described in this RFA.

15. The provision of school supplies, including those supplies to be distributed at shelters or temporary housing facilities, or other appropriate locations.

16. The provision of other extraordinary or emergency assistance needed to enable homeless children and youths to attend school and participate fully in school activities.

Service Provisions

Under Section 723 of the McKinney-Vento Act, services provided:

- May be provided through programs on school grounds or at other facilities;
- Shall, to the maximum extent practical, be provided through existing programs and mechanisms that integrate youth experiencing houselessness and their housed peers; and
- Shall be designed to expand or improve services provided as part of a district's regular academic program, but not to replace such services provided under that program.

If services are provided on school grounds, schools:

- May use funds under this grant to provide the same services to other children and youth who are determined by the district to be at risk of houselessness; and
- Shall not provide services in settings that separate homeless children and youth from other students, except as necessary for short periods of time for health and safety emergencies, or to provide temporary, special, and supplementary services to meet the unique needs of homeless children and youth.

SECTION 3: PROCESS AND REQUIREMENTS

3.1 GRANT PROCESS

3.1.1 Public Notice

The RFA, including all Addenda and attachments, is published on Agency's [website](https://www.oregon.gov/ode/schools-and-districts/grants/esea/mckinney-vento/pages/default.aspx) at <https://www.oregon.gov/ode/schools-and-districts/grants/esea/mckinney-vento/pages/default.aspx>. RFA documents will not be mailed to prospective Applicants.

Agency will advertise all Addenda on its website. Prospective Applicants are solely responsible for checking Agency's website to determine whether any Addenda have been issued. Addenda are incorporated into the RFA by this reference.

3.1.2 Questions/ Requests for Clarification

All inquiries, whether relating to the RFA process, administration, deadline, or method of award, or to the intent or technical aspects of the RFA must:

- Be emailed to the SPC;
- Reference the RFA number;
- Identify Applicant's name and contact information;
- Refer to the specific area of the RFA being questioned (e.g., page, section, paragraph number, etc.); and
- Be received by the due date and time for questions/ requests for clarification identified in the Schedule, Section 1.4.

3.1.3 Pre-Application Conference

A pre-Application conference will be held at the date and time listed in the Schedule. Prospective Applicants' participation in this conference is highly encouraged but not mandatory.

The purpose of the pre-Application conference is to:

- Provide an additional description of the project;
- Explain the RFA process; and
- Answer any questions Applicants may have related to the project or the process.

Statements made at the pre-Application conference are not binding upon Agency. Applicants may be asked to submit questions in writing.

Following the pre-application conference, questions and answers will be posted on Agency's [website](https://www.oregon.gov/ode/schools-and-districts/grants/esea/mckinney-vento/pages/default.aspx) at <https://www.oregon.gov/ode/schools-and-districts/grants/esea/mckinney-vento/pages/default.aspx>.

3.1.3.1 Attendance at Pre-Application Conference

While attendance is not required to be eligible for the grant, attendance is strongly encouraged, even for prospective Applicants who have previously received a McKinney-Vento grant.

Prospective Applicant may attend a pre-Application conference only if the prospective Applicant has pre-registered for the pre-Application conference before the start of the conference. Only one representative from a Prospective Applicant need attend to meet the attendance requirement.

Details for the virtual session, including the webinar link and pre-registration, will be posted on Agency's [website](https://www.oregon.gov/ode/schools-and-districts/grants/esea/mckinney-vento/pages/default.aspx) at <https://www.oregon.gov/ode/schools-and-districts/grants/esea/mckinney-vento/pages/default.aspx>.

3.1.4 Application Due Date

Applications and all required submittal items must be received by the SPC on or before Closing. Applications received after Closing will not be accepted. All Application modifications or withdrawals must be completed prior to Closing.

Applications received after Closing are considered LATE and will NOT be accepted for evaluation.

3.1.5 Application Submission

Applicant is solely responsible for ensuring its Application is received by the SPC in accordance with the RFA requirements before Closing. Agency is not responsible for any delays in mail or by common carriers or by transmission errors or delays or mistaken delivery. Consider contacting the SPC by phone to confirm receipt. Be sure to allow time for resubmission before Closing. Applications submitted by any means not authorized may be rejected. The following submission option is permitted for this RFA:

Email. An electronic version of the complete Application must be emailed to the SPC. Only complete Applications submitted by Closing will be scored. Agency recommends immediately contacting the SPC to confirm receipt.

3.1.6 Modification or Withdrawal of Applications

Any Applicant who wishes to modify or withdraw an Application already received by Agency must do so prior to Closing. Applicant must submit its modification or request to withdraw to the SPC using one of the manners listed in the Application Submission section. Modifications must denote the specific change(s) to the Application submission. All requests must reference the RFA name identified on the Cover Page.

3.1.7 Application Rejection

Agency may reject an Application for any of the following reasons:

- Applicant fails to substantially comply with all prescribed RFA procedures and requirements;
- Applicant makes any contact regarding this RFA with State representatives such as State employees or officials other than the SPC or those the SPC authorizes, or initiates inappropriate contact with the SPC;
- Applicant attempts to inappropriately influence a member of the Evaluation Committee; or
- Application is conditioned on Agency's acceptance of any other terms and conditions or rights to negotiate any alternative terms and conditions that are not reasonably related to those expressly authorized for negotiation in the RFA or Addenda.

3.2 APPLICATION REQUIREMENTS

Application must address each of the items listed in this section and all other requirements set forth in this RFA. Applicant must describe how activities will be completed. An Application that merely offers to fulfill the project will be considered non-responsive to this RFA and will not be considered further.

All Applications are public record and are subject to public inspection after Agency issues the notice of award.

3.2.1 Fillable Application and Certification:

Applicants must complete and submit the Fillable Application, including the certification, provided in Attachment B. Applicant should use definitive verbs in their narrative to describe what Applicant "will" do rather than aspirational verbs such as "hopes", "expects",

“intends”, “plans”, or similar verbs that do not express a firm commitment to undertake a specific action.

3.2.1.1 Consortium Guidelines

If an SD or ESD submits an Application as a Consortium Lead to act as fiscal agent on behalf of its Consortium members, the Applicant must attach an authorization email or letter from a superintendent of each SD Consortium member that identifies their membership in the Consortium and consents to the Consortium Lead. An SD or ESD may not be the Consortium Lead for more than one Application. An SD may not submit an Application while also participating as a member of an Application for a Consortium for this grant.

SECTION 4: EVALUATION

4.1 RESPONSIVENESS DETERMINATION

Applications received prior to Closing will be reviewed for responsiveness to all RFA requirements. If the Application is unclear, the SPC may request clarification from Applicant. However, clarifications may not be used to rehabilitate a non-responsive Application. If the SPC finds the Application non-responsive, the Application may be rejected, however, Agency may waive minor mistakes in its sole discretion.

4.2 EVALUATION CRITERIA

Responsive Applications meeting the requirements outlined in the Application Requirements section will be evaluated by an Evaluation Committee. Evaluators will assign a score for each evaluation criterion listed below in this section.

SPC may request further clarification to assist the Evaluation Committee in gaining additional understanding of Applications. A response to a clarification request must be to clarify or explain portions of the already submitted Application and may not contain new information not included in the original Application.

SCORE	EXPLANATION
5 out of 5 available points; 9-10 out of 10 available points; 18-20 out of 20 available points	OUTSTANDING – Application meets all requirements and Applicant demonstrates a clear and concise knowledge and understanding of the subject matter and project. Applicant provides insight into its expertise, knowledge, and understanding of the subject matter.
4 out of 5 available points; 7-8 out of 10 available points; 14-17 out of 20 available points	VERY GOOD – Application provides useful information, while showing Applicant’s experience and knowledge of the subject matter and project. Applicant demonstrates above average knowledge and ability with no apparent deficiencies noted.

3 out of 5 available points; 5-6 out of 10 available points; 8-13 out of 20 available points	ADEQUATE – Application meets all requirements in an adequate manner. Applicant can comply with guidelines, parameters, and requirements but does not put forth additional information.
1-2 out of 5 available points; 1-4 out of 10 available points; 1-7 out of 20 available points	FAIR – Application meets minimum requirements, but Applicant does not demonstrate sufficient knowledge of the subject matter.
0	POOR – Application is unacceptable and does not meet the requirements set forth in the RFA. The applicant does not demonstrate knowledge of the subject matter.

4.2.1 Evaluation Item 1: Needs Assessment (100 Available Points)

- (Available Points: 20) How well does the Applicant explain the strengths and needs of the project that supports students navigating housing instability (e.g. social emotional learning efforts, academic support, mental health services, etc.)? How well does the Applicant describe what works well for students and what gaps there are in supports to students that the Applicant aims to address with these funds? (Attachment B Fillable Application Question 1.1)
- (Available Points: 20) How well does Applicant describe the process that the Applicant's district(s) undertook to examine the strengths and needs of students navigating housing instability in the district(s') service area(s)? (Attachment B Fillable Application Question 1.2)
- (Available Points: 20) How well does the Applicant describe the unique characteristics of the population and service area(s), including demographic and housing data, of the students navigating housing instability in Applicant's community? (Attachment B Fillable Application Question 1.3)
- (Available Points: 20) How well does the Applicant describe the barriers of students navigating housing instability in Applicant's district(s') service area(s) that negatively impact their academic success? (Attachment B Fillable Application Question 1.4)
- (Available Points: 20) How well does the Applicant detail the services to be provided, the structure, staffing, major activities to be implemented, anticipated project outcomes, and supporting data or citation? (Attachment B Fillable Application Question 1.5)

4.2.2 Evaluation Item 2: Goal Action Plan (60 Available Points)

- (Available Points: 10) How well does the Applicant describe their Goal Statement, selected from one of the five Goals on Attachment B Fillable Application Question tab "2 - Goal Action Plan"? (Attachment B Fillable Application Question 2.1)

- (Available Points: 10) How well does the Applicant provide activities to achieve Goal set out in the Goal Statement? (Attachment B Fillable Application Question 2.2)
- (Available Points: 10) How well does the Applicant provide the number of students and the grade levels of students to be served by activities? (Attachment B Fillable Application Question 2.3)
- (Available Points: 10) How well does the Applicant provide timeframes for activities? (Attachment B Fillable Application Question 2.4)
- (Available Points: 10) How well does the Applicant provide anticipated outcomes of the activities and include data-specific information to support the expected outcomes? (Attachment B Fillable Application Question 2.5)
- (Available Points: 10) How well does the Applicant provide data points to be measured toward achieving the Goal set out in the Goal Statement? (Attachment B Fillable Application Question 2.6)

4.2.3 Evaluation Item 3: Coordination of Services (20 Available Points)

- (Available Points: 5) How well does the Applicant describe how the project will coordinate with state, local, and federal education programs for which students navigating housing instability are eligible to receive services, including Title I-A, Child Nutrition, Special Education, 21st Century Community Learning Centers, Migrant Education, Career and Technical Education and other relevant school programs within the project area? (Attachment B Fillable Application Question 3.1)
- (Available Points: 5) How well does the Applicant describe how children navigating housing instability from birth to age five years old in the service area(s) will be identified, counted and served, including how families of students navigating housing instability between the ages of three to five years old who are not enrolled will be encouraged to access public preschool programs, including Head Start, and provisions for developmental screening and early intervention referrals? (Attachment B Fillable Application Question 3.2)
- (Available Points: 5) How well does the Applicant describe how the project will coordinate services with local shelters, other community service providers, nonprofit agencies and local charitable efforts that work with families, children and youth navigating housing instability? (Attachment B Fillable Application Question 3.3)
- (Available Points: 5) How well does the Applicant describe how the project will support the inclusion of parents or guardians of students navigating housing instability at the

district(s)? (Attachment B Fillable Application Question 3.4)

4.2.4 Evaluation Item 4: Budget Narrative (20 Available Points)

- (Available Points 10) How well does the Applicant describe how the line items on the budget form were determined? (Attachment B Fillable Application Question 4.1)
- (Available Points 5) How well does the Applicant identify the roles and responsibilities of staff who are responsible for financial planning, audit, and budget? (Attachment B Fillable Application Question 4.2)
- (Available Points 5) How well does the Applicant describe how the Applicant will leverage other funding sources? (Attachment B Fillable Application Question 4.3)

4.2.5 Evaluation Item 5: Budget Form (20 Available Points)

- (Available Points 20) How well does the Applicant’s Budget Form clearly identify all components of their proposed budget for the first year of this grant? (Attachment B Fillable Application 5 – Budget Form)

4.3 BONUS POINTS EVALUATION

The SPC will conduct the bonus points evaluation.

For non-Consortium Applications, if the Applicant certifies on Attachment B Fillable Application that their standalone district boundary is more than 50 miles from any homeless shelter, warming center, or Community-Based Organization (“CBO”) that is serving students navigating housing instability, then the SPC will add an additional 20 bonus points to Applicant’s score.

For Consortiums, if the Applicant certifies on Attachment B Fillable Application that at least one LEA member within the Consortium has a district boundary that is more than 50 miles from any homeless shelter, warming center, or CBO that is serving students navigating housing instability, then the SPC will add an additional 20 bonus points to Applicant’s score. The maximum amount of bonus points that will be added for a Consortium is 20 points.

4.4 POINT AND SCORE CALCULATIONS

Scores are the values assigned by each evaluator.

Points are the total possible values for each section as listed in the table below.

The SPC will average all scores for each evaluation criterion.

Points possible are as follows:

SECTION REFERENCE	EVALUATION CRITERIA	240 POINTS POSSIBLE
4.2.1	Evaluation Item 1: Needs Assessments (100 Available Points)	

	How well does the Applicant explain the strengths and needs of the project that supports students who are navigating housing instability (e.g. social emotional learning efforts, academic support, mental health services, etc.)? How well does the Applicant describe what works well for students and what gaps there are in supports to students that the Applicant aims to address with these funds? (Attachment B Fillable Application Question 1.1)	20
	How well does Applicant describe the process that the Applicant's district(s) undertook to examine the strengths and needs of students navigating housing instability in the district(s') service area(s)? (Attachment B Fillable Application Question 1.2)	20
	How well does the Applicant describe the unique characteristics of the population and service area(s), including demographic and housing data, of the students navigating housing instability in Applicant's community? (Attachment B Fillable Application Question 1.3)	20
	How well does the Applicant describe the barriers of students navigating housing instability in Applicant's district(s') service area(s) that negatively impact their academic success? (Attachment B Fillable Application Question 1.4)	20
	How well does the Applicant detail the services to be provided, the structure, staffing, major activities to be implemented, anticipated project outcomes, and supporting data or citation? (Attachment B Fillable Application Question 1.5)	20
4.2.2	Evaluation Item 2: Goal Action Plan (60 Available Points)	
	How well does the Applicant describe their Goal Statement, selected from one of the five Goals on Attachment B Fillable Application Question tab "2 - Goal Action Plan"? (Attachment B Fillable Application Question 2.1)	10
	How well does the Applicant provide activities to achieve Goal set out in the Goal Statement? (Attachment B Fillable Application Question 2.2)	10
	How well does the Applicant provide the number of students and the grade levels of students to be served by activities? (Attachment B Fillable Application Question 2.3)	10
	How well does the Applicant provide timeframes for activities? (Attachment B Fillable Application Question 2.4)	10
	How well does the Applicant provide anticipated outcomes of the activities and include data-specific information to support the expected outcomes? (Attachment B Fillable Application Question 2.5)	10
	How well does the Applicant provide data points to be measured toward achieving the Goal set out in the Goal Statement? (Attachment B Fillable Application Question 2.6)	10
4.2.3	Evaluation Item 3: Coordination of Services (20 Available Points)	

	How well does the Applicant describe how the project will coordinate with state, local, and federal education programs for which students navigating housing instability are eligible to receive services, including Title I-A, Child Nutrition, Special Education, 21st Century Community Learning Centers, Migrant Education, Career and Technical Education and other relevant school programs within the project area? (Attachment B Fillable Application Question 3.1)	5
	How well does the Applicant describe how children navigating housing instability from birth to age five years old in the service area(s) will be identified, counted and served, including how families of students navigating housing instability between the ages of three to five years old who are not enrolled will be encouraged to access public preschool programs, including Head Start, and provisions for developmental screening and early intervention referrals? (Attachment B Fillable Application Question 3.2)	5
	How well does the Applicant describe how the project will coordinate services with local shelters, other community service providers, nonprofit agencies and local charitable efforts that work with families, children and youth navigating housing instability? (Attachment B Fillable Application Question 3.3)	5
	How well does the Applicant describe how the project will support the inclusion of parents or guardians of students navigating housing instability at the district(s)? (Attachment B Fillable Application Question 3.4)	5
4.2.4	Evaluation Item 4: Budget Narrative (20 Available Points)	
	How well does the Applicant describe how the line items on the budget form were determined? (Attachment B Fillable Application Question 4.1)	10
	How well does the Applicant identify the roles and responsibilities of staff who are responsible for financial planning, audit, and budget? (Attachment B Fillable Application Question 4.2)	5
	How well does the Applicant describe how the Applicant will leverage other funding sources? (Attachment B Fillable Application Question 4.3)	5
4.2.5	Evaluation Item 5: Budget Form (20 Available Points)	
	How well does the Applicant's Budget Form clearly identify all components of their proposed budget for the first year of this grant? (Attachment B Fillable Application 5 – Budget Form)	20
		SUBTOTAL POINTS POSSIBLE: 220

		ADDITIONAL BONUS POINTS, IF APPLICABLE: 20
		GRAND TOTAL POINTS POSSIBLE: 240

4.5 RANKING OF APPLICANTS

The SPC will total the points for each Application. SPC will determine rank order for each respective Application, with the highest point total receiving the highest rank, and successive rank order determined by the next highest point total.

4.6 NEXT STEP DETERMINATION

Agency may conduct additional rounds of competition if in the best interest of the State. Additional rounds of competition may consist of, but will not be limited to:

- Establishing a competitive range
- Presentations/ demonstrations/ additional submittal items
- Interviews

If Agency elects to conduct additional round(s), Agency will provide written notice to all Applicants describing the next step. At any time, Agency may dispense with the selected additional round and: (1) issue an award to the highest ranking Applicant; (2) elect to conduct an additional round of competition; or (3) cancel the RFA.

SECTION 5: AWARD AND NEGOTIATION

5.1 AWARD NOTIFICATION PROCESS

5.1.0 Award Consideration

Agency, if it awards a Grant, will award a Grant to the highest ranking Applicant(s) based upon the scoring methodology and process described in the Evaluation section. Agency may award less than the full scope described in this RFA.

AGENCY RESERVES THE RIGHT TO NOT SELECT ANY OR ALL APPLICANTS UNDER THIS RFA IF AGENCY DETERMINES IN ITS SOLE DISCRETION THAT A SELECTION SHOULD NOT BE MADE.

5.1.1 Notice of Award

Agency will notify all Applicants in writing that Agency is awarding a Grant to the selected Applicant(s) subject to successful negotiation of any negotiable provisions.

5.2 SUCCESSFUL APPLICANT SUBMISSION REQUIREMENTS

5.2.0 Business Registry

If selected for award, Applicant must be duly authorized by the State of Oregon to transact business in the State of Oregon before executing the Grant. The selected Applicant must submit a current Oregon Secretary of State Business Registry number or an explanation if not applicable.

All corporations and other business entities (domestic and foreign) must have a Registered Agent in Oregon. For more information, see Oregon Business Guide, How to Start a Business in Oregon and Laws and Rules: <http://www.filinginoregon.com/index.htm>.

5.2.1 Insurance

Prior to execution of a Grant, the apparent successful Applicant must secure and demonstrate to Agency proof of insurance coverage meeting the requirements identified in the RFA or as otherwise negotiated.

Failure to demonstrate coverage may result in Agency terminating negotiations and commencing negotiations with the next highest ranking Applicant. Applicant is encouraged to consult its insurance agent about the insurance requirements contained in Insurance Requirements (Exhibit B of Attachment A) prior to Application submission.

For informational purposes, Oregon Department of Administrative Services Risk Management maintains a [Commercial Insurance Agency Resource List](#). The list can be found at the following website: <https://www.oregon.gov/das/risk/pages/index.aspx> under Contracts and Risk Assessment.

5.2.2 Taxpayer Identification Number

The apparent successful Applicant must provide its Taxpayer Identification Number (TIN) and backup withholding status on a completed [W-9 form](#). Agency will not disburse any Grant funds until Agency has a properly completed W-9.

5.3 GRANT NEGOTIATION

By submitting an Application, Applicant agrees to comply with the requirements of the RFA, including the terms and conditions of the Sample Grant (Attachment A or Attachment B, as applicable), with the exception of those terms reserved for negotiation. Applicant must review the attached Sample Grant and note exceptions. Unless Applicant notes exceptions in its Application, Agency intends to enter into a Grant with the successful Applicant substantially in the form set forth in the Sample Grant. It may be possible to negotiate some provisions of the final Grant; however, most provisions cannot be changed. Applicant is cautioned that Agency believes modifications to the standard provisions constitute increased risk and increased cost to the State. Therefore, Agency may consider the scope of requested exceptions in the evaluation of Applications.

Any Application that is conditioned upon Agency's acceptance of any other terms and conditions may be rejected. Any subsequent negotiated changes are subject to prior approval of the Oregon Department of Justice.

In the event the parties have not reached mutually agreeable terms within 45 calendar days, Agency may terminate negotiations and commence negotiations with the next highest-ranking Applicant.

SECTION 6: ADDITIONAL INFORMATION

6.1 GOVERNING LAWS AND REGULATIONS

This RFA is governed by the laws of the State of Oregon. Venue for any administrative or judicial action relating to this RFA, evaluation, or award is the Circuit Court of Marion County for the State of Oregon; provided, however, if a proceeding must be brought in a federal forum, then it must be brought and conducted solely and exclusively within the United States District Court for the District of Oregon. In no event shall this section be construed as a waiver by the State of Oregon of any form of defense or immunity, whether sovereign immunity, governmental immunity, immunity based on the eleventh amendment to the Constitution of the United States, or otherwise, to or from any claim or from the jurisdiction of any court.

6.2 OWNERSHIP/ PERMISSION TO USE MATERIALS

All Applications submitted in response to this RFA become the property of Agency. By submitting an Application in response to this RFA, Applicant grants the State a non-exclusive, perpetual, irrevocable, royalty-free license for the rights to copy, distribute, display, prepare derivative works of and transmit the Application solely for the purpose of evaluating the Application, negotiating a Grant, if awarded to Applicant, or as otherwise needed to administer the RFA process, and to fulfill obligations under Oregon Public Records Law (ORS 192.311 through 192.478).

6.3 CANCELLATION OF RFA; REJECTION OF APPLICATIONS; NO DAMAGES

Agency may reject any or all Applications in whole or in part, or may cancel this RFA at any time when the rejection or cancellation is in the best interest of the State or Agency, as determined by Agency. Neither the State nor Agency is liable to any Applicant for any loss or expense caused by or resulting from the delay, suspension, or cancellation of the RFA, award, or rejection of any Application.

6.4 COST OF SUBMITTING AN APPLICATION

Applicant must pay all the costs in submitting its Application, including, but not limited to, the costs to prepare and submit the Application, costs of samples and other supporting materials, costs to participate in demonstrations, or costs associated with protests.

SECTION 7: LIST OF ATTACHMENTS

ATTACHMENT A: SAMPLE GRANT-NON-CONSORTIUM

ATTACHMENT B: SAMPLE GRANT-CONSORTIUM

ATTACHMENT C: FILLABLE APPLICATION