

# STATE OF OREGON



## COVER PAGE

### OREGON DEPARTMENT OF EDUCATION ON BEHALF OF THE YOUTH DEVELOPMENT DIVISION YOUTH COMMUNITY INVESTMENT GRANTS

Request for Grant Applications (“RFA”)

**ODE-1169-21**

Date of Issue: May 28, 2021

Closing Date: July 13, 2021

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## **SECTION 1: GENERAL INFORMATION**

### **1.1 PURPOSE**

The State of Oregon, acting by and through its Department of Education, Youth Development Division (“Agency”), is issuing this Request for Grant Applications (“RFA”) for the funding of community-based youth development programs and services that will contribute to Agency goals.

The Youth Community Investment Grants are grant funded initiatives (collectively “Grant Initiative(s)”) aimed at serving youth ages 6-24 at risk of disengaging from school or work. The efforts funded through this grant are expected to be culturally responsive, sexual and gender-identity affirming and address various barriers to educational and workforce success.

This RFA reflects four (4) Grant Initiatives under the Youth Community Investment Grants portfolio. Agency anticipates the award of multiple grants for each of the following Grant Initiatives during the 2021-2023 biennium:

- Youth Promise;
- Youth Workforce Readiness;
- Youth Solutions; and
- Youth Violence and Gang Prevention.

Eligible entities described in Section 1.3 may submit a separate Application for each Grant Initiative. Prospective Applicants must review screening questions created by Agency to assist in identifying the Grant Initiative that best meets a project proposal. If awarded a grant, the entity submitting the Application must implement the grant Project activities.

Additional details are included in the Scope of Activities section.

### **1.2 GRANT AMOUNT AND DURATION**

Agency anticipates the award of approximately 80 Grant Agreements (each a “Grant”) from this RFA. The initial term of each Grant is anticipated to be two (2) years from July 1, 2021-June 30, 2023 with options to renew. Each Grant Initiative has its separate minimum and maximum grant award amounts as listed below:

- Youth Promise: \$100,000 - \$200,000
- Youth Workforce Readiness: \$100,000 - \$200,000
- Youth Solutions: \$20,000 - \$100,000
- Youth Violence and Gang Prevention: \$50,000 - \$100,000

### 1.3 ELIGIBILITY

To be eligible for a Grant under this RFA, Applicants must provide services in this State to Youth who are At Risk and must be:

- One of the nine federally recognized tribes in this state;
- A nonprofit organization;
- A faith based organization;
- A public benefit company conducting business in this state;
- A mutual benefit corporation conducting business in this state;
- A county or city, or a county or city governmental entity, in this state; and

To be eligible for a Youth Violence and Gang Prevention Grant under this RFA, Applicants must meet the above requirements, except that the services provided in this state must constitute gang prevention and intervention services.

### 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
RFA Information Session	Friday, June 4 , 2021	10:30 AM – 11:30 AM
Questions/ requests for clarification due	Friday, June 25, 2021	1:00 PM
Answers to questions/requests for clarification issued (approximate)	Friday, July 2, 2021	
Closing (RFA Applications due)	Friday, July 13, 2021	1:00 PM
Request to change region	Close of RFA	
Issuance of notice of intent to award (approximate)	Friday, August 27, 2021	
Award protest period ends	7 calendar days after notice of intent to award	

### 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 ORS 417.847.

### **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.
- “After School Activities” means an organized program delivering services to youth outside the traditional school day.
- “Applicant” means an entity who submits an Application in response to this RFA.
- “Application” means a written response to this RFA.
- “At Risk” means youth, individually or in aggregate, that has one or more predictive factors, and for which existent evidence indicates a likelihood of experiencing negative life outcomes.
- “Barrier Removal” means the act of removing an impediment(s) preventing a youth from receiving a service or participating in an activity that contributes to their well-being.
- “Closing” means the date and time specified in this RFA as the deadline for submitting Applications.
- “Culturally Specific” means a service approach that imparts information and knowledge of perceptions and behaviors unique to a specific culture.
- “Evaluation Committee” means the group of people who will evaluate and score Applications submitted in response to this RFA.
- “Mentoring” means positively influencing, guiding or directing youth by a mentor.
- “Mental Health Supports” means services that help youth realize a state of well-being in which the individual realizes their own abilities, cope with life stressors, work productively and fruitfully and is able to make a contribution to their community.
- “Positive Relationship” means a relationship between two people who support, encourage, and help each other practically as well as emotionally through listening, communicating openly and without judgement, trusting and respecting each other
- “Prosocial Activities” activities that are made up of positive, helpful behaviors and intended to promote social acceptance and friendship.
- “Re-entry Services” means services designed to prepare and support youth for leaving juvenile justice residential placement and positively integrate into their community and or society.
- “Restorative Justice” means an approach to justice that focuses on the rehabilitation of offenders through reconciliation with victims and the community at large.
- “State” means the state of Oregon.
- “Youth” means any person between the ages of six (6) and 24.

## 2.3 OVERVIEW

### 2.3.1 YOUTH DEVELOPMENT DIVISION (YDD)

The YDD functions under the direction and control of the Youth Development Council (YDC) and the Youth Development Director. The YDC (ORS 417.847) provides direction to the YDD (ORS 417.852) and coordinates a unified and aligned system that provides services to school-age Youth.

### 2.3.2 GOALS

YDD community investments support community-based youth development efforts, with attention to indicators of community need, proven practices, Applicant experience and capacity, and innovative approaches to serving youth. The goals of the Youth Community Investment Grants are to:

- Support efforts to reduce disparities in educational success;
- Improve graduation and completion rates;
- Reduce youth disconnection from school;
- Increase school attendance and readiness;
- Remove barriers to educational engagement, achievement, and success; and
- Encourage multi-sector collaboration to improve outcomes for youth; and
- Provide services to children and youth in a manner that supports educational success, focuses on crime prevention, reduces high risk behaviors and is integrated, measurable and accountable.

Throughout Oregon, the number and needs of Youth in each county and region will vary, as do the community resources serving these Youth. Agency will award grants based on the evaluation criteria detailed in this RFA and will also use an approach that will achieve geographic distribution of grants to eligible entities providing services throughout the State.

In addition, certain Grants awarded under this RFA may be funded with Social Services Block Grant funds. To be eligible for these funds under federal law, Project Activities must be linked to one or more of the following goals, identified in 42 U.S.C. 1397:

- Achieving or maintaining economic self-support to prevent, reduce, or eliminate dependency;
- Achieving or maintaining self-sufficiency, including reduction or prevention of dependency;
- Preventing or remedying neglect, abuse, or exploitation of children and adults unable to protect their own interests, or preserving, rehabilitating or reuniting families;
- Preventing or reducing inappropriate institutional care by providing for community-based care, home-based care, or other forms of less intensive care; and
- Securing referral or admission for institutional care when other forms of care are not appropriate, or providing services to individuals in institutions.

### 2.3.3 SCOPE OF ACTIVITIES

The Agency Grant Initiatives serve Youth most at risk of disengaging from school or work. All funded Grant Initiatives are expected to be culturally responsive, sexual and gender-identity affirming, and address various barriers to education and workforce success.

The following provides details on the four (4) Grant Initiatives including the objectives and services that they must provide:

#### 1. **Youth Promise**

The Youth Promise initiative is intended to directly support youth ages 6-24 by providing funds for existing programming to a variety of service providers throughout the state. The Youth Promise initiative seeks to help improve and sustain engagement in education and the workforce so that youth may realize their full potential. Program services address protective factors that prevent school disengagement, unhealthy behaviors, and criminal activity.

Funded program services may include, but are not limited to:

- mentoring;
- mental health supports;
- culturally specific;
- after school activities;
- prosocial activities;
- barrier removal; and
- positive relationships.

#### 2. **Youth Workforce Readiness**

The Youth Workforce Readiness initiative supports existing community efforts to directly provide youth ages 14-24 with career exploration and skill development services that will lead to sustainable living wage work opportunities. This initiative is intended to support existing programming services that include, but are not limited to:

- career connected learning;
- internships and apprenticeships;
- soft skill development;
- entrepreneurship programming;
- workforce reentry services for youth involved in the justice system; and
- career mentoring/counseling to ensure that youth have the tools they need to access employment and to thrive in their chosen careers.

#### 3. **Youth Solutions**

Youth Solutions initiative supports youth ages 6-24 with risk factors leading to negative educational and workforce outcomes. Efforts funded through this program include, but are not limited to:

- programs and services that are new and innovative;
- scaling up of a current program;
- system level change work;
- middle school age workforce/career exposure;

- delivery of mental health and or drug/alcohol treatment services, homeless support; and
- restorative justice practices.

#### **4. Youth Violence and Gang Prevention**

The Youth Violence and Gang Prevention initiative prevents and directly supports youth ages 12-24 at risk of committing or being victims of violent crime. Services related to this Grant Initiative address factors leading to or exposing youth to violent and or criminal gang activity. Services include, but are not limited to:

- re-entry services;
- community outreach;
- trauma informed and mental health supports;
- prosocial activities;
- mentoring; and
- creation of positive safe spaces.

#### **2.3.3.2 Quarterly Report Requirements**

A successful Applicant will be required to submit quarterly reports that detail program progress and performance. Quarterly reports will be due within 15 days of the end of each quarter (or on the date designated by Agency for report submission). Grantee will address all clarifying questions and make any necessary corrections in a prompt manner. Reports must be received and approved for grant reimbursement claims to be processed. Reports include:

- Narrative Report provides a description of activities, challenges, successes, progress, and promising practices during the respective quarter.
- Data Report captures information such as demographic and output data (individual level and aggregate level, as needed).
- Expenditure Report summarizes the Project's quarterly expenses.

### **2.4 GRANT PROCESS**

#### **2.4.1 Public Notice**

The RFA, including all Addenda and attachments, is published on Agency's website at <https://www.oregon.gov/youthdevelopmentdivision/> as well as in the Oregon Procurement Information Network (ORPIN) at <http://orpin.oregon.gov>. RFA documents will not be mailed to prospective Applicants.

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

#### **2.4.2 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.

### 2.4.3 Information Session

A RFA Information Session will be held at the date and time listed in Schedule. A virtual meeting link will be posted to the Agency’s website at:

<https://www.oregon.gov/youthdevelopmentdivision/>.

Prospective Applicants’ participation in this information session is highly encouraged but not mandatory.

The purpose of the RFA Information Session is to:

- Explain the RFA process; and
- Answer any questions Applicants may have related to the process.

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

#### 2.4.3.1 Attendance at Information Session

Applicants are strongly encouraged to attend the Information Session; however, attendance is not mandatory. The date, time and format of the Information Session will be posted on Agency’s website. The tentative information is listed below; however, the ***official information will be on Agency’s website.***

Date: Friday, June 4, 2021

Time: 10:30 AM – 11:30 AM (approximately)

Format: Webinar. The link will be provide on Agency’s website.

Call in Option: Yes. The call in number will be provide on Agency’s website.

### 2.4.4 Application Due Date

Applications and all required submittal items must be received by the SPC via Agency’s SM Apply application web portal (accessible at <https://oregonyouth.smapply.io>) 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.

Late Applications will be returned to the respective Applicant or destroyed.

#### **2.4.5 Application Submission**

Applicant is solely responsible for ensuring its Application is received by the SPC via SM Apply in accordance with the RFA requirements before Closing. Agency is not responsible for any delays 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. 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:

##### **SM Apply**

The Agency's Application is found on the SM Apply application web portal ("SM Apply"). Following is the website address: <https://oregonyouth.smapply.io>

Applicant can also access SM Apply through Agency's website at <https://www.oregon.gov/youthdevelopmentdivision/> following the link for SM Apply.

Prospective Applicants are strongly encouraged to register for a username and password as soon as possible after the publication of this RFA. To use Agency's SM Apply, all prospective Applicants must first request a profile at <https://oregonyouth.smapply.io>.

Agency will post instructions on how to use the SM apply on the Agency's website.

NOTE: SM Apply will identify the specified format(s) for each specific attachment. If a PDF is specified, it must be text-readable (also referred to as text-searchable). A PDF document may contain an illustration, chart, or graphic.

#### **2.4.6 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 the manner listed in the Application Submission section. Modifications must denote the specific change(s) to the Application submission. All requests must reference the RFA number.

#### **2.4.7 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.

## **2.5 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.

### **2.5.1 Application Narrative**

Applicant must complete and submit a responses to all six (6) questions and all sub-bullets in the questions. (See Attachment B: Application). The individual responses must not exceed the word limits as noted for each question.

For all grant initiatives except the Youth Solutions and Youth Violence and Gang Prevention initiative, the Applicant should use definitive verbs in the Application 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.

### **2.5.2 Budget and Narrative**

Applicant must submit a detailed budget and budget narrative that clearly identifies reasonable costs associated with the proposed project (See Attachment D).

#### **2.5.2.1 Budget**

Applicant must complete and submit a detailed budget by uploading a MS Excel file into the SM Apply Application.

NOTE: Administrative costs, including indirect costs, are allowable up to 15% of the Applicant’s total budget, or federally negotiated indirect rate, whichever is greater.

#### **2.5.2.2 Budget Narrative (300 word limit)**

The budget narrative explains or justifies the estimated costs by line item or category in the budget. Proper budget narratives should explain how the costs associated with each line item or category relate to the implementation of the program and or services as outlined in the proposal being submitted. Include how equity, diversity, and inclusion are reflected in your budget.

Narratives should be written in such a way that someone not specifically familiar with the project can conceptually understand the rationale, purpose and calculation of the anticipated costs identified.

At a minimum, the budget narrative must include the following elements:

- Description of how each budget line item was determined;
- Identification of roles and responsibilities for any staff funded by the Grant.

### **2.5.2.3 Executive Summary (50-word limit)**

Applicant will provide a short description of proposed Grant Initiative program.

### **2.5.2.4 Applicant Information and Certification Sheet**

Applicant must complete and submit the Applicant Information and Certification Sheet within SM Apply portal.

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

## **SECTION 3: EVALUATION**

### **3.1 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.

### **3.2 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 of 0 to 4 for each evaluation criterion listed below in this section.

Applications will be reviewed for their demonstrated ability to meet all of the Application requirements, including those described in Section 2.5, and will be scored based on their responses to Evaluation Items 1-6 details below.

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	SCORING RUBRIC
4	<p>EXCELLENT – Response meets <b>all</b> requirements specified in the directions</p> <ul style="list-style-type: none"> <li>• Response provides all required information in a thorough manner and uses specific examples</li> <li>• Response demonstrates that the Applicant has a complete understanding of the requirements addressed by the question</li> <li>• Response demonstrates that the Applicant possesses capacity, expertise, and/or strengths to meet or exceed expectations addressed in question</li> </ul>
3	<p>ADEQUATE - Response meets <b>most</b> requirements specified in the directions</p> <ul style="list-style-type: none"> <li>• Response provides most required information</li> <li>• Response demonstrates that the Applicant understands the requirements addressed by the question</li> <li>• Response demonstrates that the Applicant possesses sufficient capacity, expertise, and/or strengths to meet the expectations addressed in the question</li> </ul>
2	<p>INCOMPLETE - Response meets <b>some</b> requirements specified in the directions</p> <ul style="list-style-type: none"> <li>• Response provides some required information</li> <li>• Response demonstrates that Applicant has some understanding of the requirements addressed by the question</li> <li>• Response demonstrates that the Applicant possess some capacity, expertise, and/or strengths to meet expectations as addressed in the question</li> </ul>
1	<p>INADEQUATE - Response <b>does not</b> address the question’s requirements</p> <ul style="list-style-type: none"> <li>• Response provides little or no required information</li> <li>• Response demonstrates that the Applicant has limited or no understanding of the requirements addressed by the question</li> <li>• Response does not demonstrate that the Applicant possesses the capacity, expertise, or strengths to meet program expectations as addressed in the question</li> </ul>
0	<p>NONANSWER</p> <ul style="list-style-type: none"> <li>• Placeholder text/random keystrokes (text cannot be discerned as a response to the question)</li> <li>• No response/answer field left blank</li> </ul>

**3.2.1 Evaluation Item 1: Youth Population (400 word limit, 80 points)**

- Describe the population of youth who will participate in this proposed program. Include demographics, age range served, and any other information that describes the population served.
- Identify factors or characteristics that create barriers to positive educational and/or career outcomes, or otherwise impact the well-being of the youth served by this program. Provide information and data specific to population and/or community to be served, including disparity data. 2021-2023 YDD Youth Grants

Key Data Points (Attachment F) can be referenced as a cited source.

### **3.2.2 Evaluation Item 2: Program Services and Activities (500 word limit, 100 points)**

- Describe the services and activities provided by your proposed program in detail. You must also describe expected outcomes associated with the performance of the proposed program.
- Why were these services and activities chosen? Identify how your proposed services and activities will address the needs of the population served, with attention to barriers and disparities described in Evaluation Item 1.
- Indicate if these services and activities are based on or aligned with promising practices, evidence-based practices, and/or cultural practices.
- How have/do these services and activities impact outcomes for youth?

### **3.2.3 Evaluation Item 3: Service Area (300 word limit, 40 points)**

- Specify the service area for youth served through this grant application. You may use a combination of jurisdictional and geographical boundaries (county, city, school district, neighborhood, etc.)
- Identify factors or characteristics within the service area that contribute to barriers to positive life, career, and/or educational outcomes. Use information and data specific to population being served.
- Identify data points in Attachment F or other data sources related to service area.

### **3.2.4 Evaluation Item 4: Equity and Voice (400 word limit, 80 points)**

- Identify culturally responsive and/or community specific approaches embodied within the organization and services.
- How are staff and partners – particularly individuals providing direct service – reflective of the youth and/or community served? What experiences or training give them an understanding of the population served?
- How does the program ensure safe, affirming, and inclusive spaces for all participants?
- Describe the role that youth, families and the community play in the design, decision making, and evaluation of program services.

### **3.2.5 Evaluation Item 5: Partnerships (350 word limit, 60 points)**

- Describe the role partner organizations play in program activities and service delivery.
- How do the identified partners contribute to the program’s ability to identify, engage, and/or serve youth?  
Indicate if applicant will be partnering or contracting for services with any workforce entities such as local workforce development boards or other youth and adult training programs, and/or skilled trade apprenticeship programs.

### **3.2.6 Evaluation Item 6: Organization Description (300 word limit, 40 points)**

- Briefly describe your organization and explain its experience and effectiveness in serving youth at risk of disengaging from school and or work.

### 3.3 POINT AND SCORE CALCULATIONS

Scores are the values (0 through 4) assigned by each evaluator.

Points are the total possible values for each section as listed in the Table 1.

#### 3.3.1 Weighted Scoring

Each Evaluation Item is assigned a weighed percentage (as listed in Table 1) then multiplied by the score received to calculate the points received:  $(\text{Evaluator Score} \times \text{Weight Score} \times 100) = \text{Points}$

<b>Table 1: EVALUATION CRITERIA</b>	<b>POINTS POSSIBLE</b>
Evaluation Item 1: Youth Population (20% weighted)	
<ul style="list-style-type: none"> <li>• Describe the population of youth who will participate in this proposed program. Include demographics, age range served, and any other information that describes the population served.</li> <li>• Identify factors or characteristics that create barriers to positive educational and/or career outcomes, or otherwise impact the well-being of the youth served by this program. Provide information and data specific to population and/or community to be served, including disparity data. The 2021-2023 YDD Youth Grants Key Data Points (Attachment F) can be referenced as a cited source.</li> </ul>	80
Evaluation Item 2: Programs Services and Activities (25% weighted score)	
<ul style="list-style-type: none"> <li>• Describe the services and activities provided by your proposed program in detail.</li> <li>• Why were these activities and services chosen? Identify how your proposed services and activities will address the needs of the population served, with attention to barriers and disparities described in Evaluation Item 1.</li> <li>• Indicate if these services and activities are based on or aligned with promising practices, evidence-based practices, and/or cultural practices. How have/do these services and activities, impact outcomes for youth?</li> </ul>	100
Evaluation Item 3: Service Area (10% weighted score)	
<ul style="list-style-type: none"> <li>• Specify the service area for youth served through this grant application. You may use a combination of jurisdictional and geographical boundaries (county, city, school district, neighborhood, etc.)</li> <li>• Identify factors or characteristics within the service area that contribute to barriers to positive life, career, and/or educational outcomes. Use information and data specific to population being served.</li> <li>• Identify data points in Attachment F or other data sources related to service area.</li> </ul>	40
Evaluation Item 4: Equity and Voice (20% weighted score)	
<ul style="list-style-type: none"> <li>• Identify culturally responsive and/or community specific approaches embodied within the organization and services.</li> <li>• How are staff and partners – particularly individuals providing direct service – reflective of the youth and/or community served? What experiences or training give them an understanding of the population served?</li> <li>• How does the program ensure safe, affirming, and inclusive spaces for all participants?</li> <li>• Describe the role that youth, families and the community play in the design, decision making, and evaluation of program services.</li> </ul>	80



<b>Evaluation Item 5: Partnerships (15% weighted score)</b>	
<ul style="list-style-type: none"> <li>• Describe the role partner organizations play in program activities and service delivery</li> <li>• How do the identified partners contribute to the program’s ability to identify, engage, and/or serve youth?</li> <li>• Indicate if applicant will be partnering or contracting for services with any workforce entities such as local workforce development boards or other youth and adult training programs, and/or skilled trade apprenticeship programs.</li> </ul>	60
<b>Evaluation Item 6: Organization Description (10% weighted score)</b>	
Briefly describe your organization and explain its experience and effectiveness in serving youth at risk of disengaging from school and or work.	40
<b>TOTAL POINTS POSSIBLE</b>	<b>400</b>

### 3.3.2 Calculation Example

<i>Evaluation Item</i>	<i>Score</i>	<i>Weight</i>	<i>Points</i>
1. Youth Population	3	.20	60
2. Program Services	3	.25	75
3. Service area	3	.10	30
4. Equity and Voice	2	.20	40
5. Partnerships	2	.15	30
6. Organization Description	3	.10	30
Total Points			265

### **3.3.3 Scoring for Federally Recognized Tribal Applicants**

An Eligible Entity that is a Federally Recognized Tribe will have a 20% multiplier added to the total points. The multiplier calculation is as follows:

$$\text{Total Points} \times 1.2 = \text{Final Application Score}$$

### **3.4 RANKING OF APPLICANTS**

The SPC will total the points for each Application. The final Application score is the average score, determined by the sum of all evaluators' weighted scores divided by total number of evaluators per Application.

Grant funds will be awarded to Applicants in a two-step process as described below:

Step 1: Highest scored Application that meets the minimum score requirement per region (see Map in Attachment E) will be awarded a grant. There are eleven (11) regions.

In the event that no Application in a defined region meets the minimum scoring requirement, or if no valid Applications are received from a region, the Agency may decline to award any Grants in that region.

Step 2: The remaining Applications will then collectively be ranked highest scored to lowest scored per Grant initiative. Grants will be awarded starting from the highest scored Applicant to the lowest scored Applicant until the available programs funds are allocated.

#### **3.4.1 Regional Assignment of Applications**

Agency will use Attachment E Regional Map to assign each Applicant a region based on the Applicant's established business address.

#### **3.4.2 Request to Change Region**

If an Applicant's business address is in a different region than its service location, the Applicant may submit supporting documentation to the SPC for Agency review and consideration for placement into a different region. Applicant must submit the request to change region no later than the close of RFA. The support documentation must clearly demonstrate the Applicant's established and current work in the region that it is requesting. An Applicant that is requesting a change to region and is new to serving the region must provide the address of the service location(s) and an explanation/evidence of new services to the area. Applicants requesting this alternative placement will be notified of the region into which they will be placed prior to the scoring of their Application.

### **3.5 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 intent to award to the highest ranking Applicant; (2) elect to conduct an additional round of competition; or (3) cancel the RFA.

## **SECTION 4: AWARD AND NEGOTIATION**

### **4.1 AWARD NOTIFICATION PROCESS**

#### **4.1.1 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 including additional consideration on regional distribution (see Section 3.4). 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.**

#### **4.1.2 Notice of Intent to Award**

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

### **4.2 INTENT TO AWARD PROTEST**

#### **4.2.1.1 Protest Submission**

An Affected Applicant will have 7 calendar days from the date of the notice of intent to award to file a written protest.

If Agency receives only one Application, Agency may dispense with the evaluation process and intent to award protest period and proceed with Grant negotiations and award.

#### **4.2.1.2 Protests must:**

- Be emailed to the SPC;
- Reference the RFA number;
- Identify Affected Applicant's name and contact information;
- Specify the grounds for the protest; and
- Be received within 7 calendar days of the notice of intent to award.

#### **4.2.1.3 Response to Protest**

Agency will address all timely submitted protests within a reasonable time and will issue a written decision to the Affected Applicant. Protests that do not include the required information may not be considered by Agency.

### **4.3 SUCCESSFUL APPLICANT SUBMISSION REQUIREMENTS**

#### **4.3.1 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>.

#### **4.3.2 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.

#### **4.3.3 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.

#### **4.4 Work Plan**

In consultation with Agency, the successful Applicant will develop a Work Plan for the launch and operation of the Community Investment project. (See Attachment G). The Work Plan will be completed following execution of the Grant, and will be a required deliverable in the Grant. Note the work plan template is not finalized but is provided as an example.

### **4.5 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). 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, many provisions cannot be changed. Applicant is cautioned that Agency believes modifications 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.

Agency will negotiate the Project activity.

In the event the parties have not reached mutually agreeable terms within 30 calendar days, Agency may terminate negotiations and commence negotiations with the next highest-ranking Applicant.

## **SECTION 5: ADDITIONAL INFORMATION**

### **5.1 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.

### **5.2 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).

### **5.3 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.

### **5.4 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 6: LIST OF ATTACHMENTS**

ATTACHMENT A: SAMPLE GRANT

ATTACHMENT B: SAMPLE APPLICATION

ATTACHMENT C: SAMPLE APPLICANT INFORMATION AND CERTIFICATION SHEET

ATTACHMENT D: BUDGET TEMPLATE

ATTACHMENT E: REGIONAL MAP

ATTACHMENT F: 2021-2023 YDD YOUTH GRANTS KEY DATA POINTS

ATTACHMENT G: SAMPLE WORK PLAN