

Oregon Department of Education
Request for Proposals Number: ODE-1169-21
YDD Youth Community Investment Grant

Date: July 2, 2021
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Questions and Answers

Note: Original questions are summarized to leave out identifying information.

Application Process and RFA Information

1. Where can I find the Youth Community Investment grant application?

The Youth Community Investment grants include the Youth Promise, Youth Solutions, Youth Workforce Readiness, and Youth Violence and Gang Prevention Initiatives. The link to the Application is:

<https://www.oregon.gov/youthdevelopmentdivision/CommunityInvestmentss/Pages/2019-2021-YDD-Community-Investment-Grants.aspx>

2. Where can I find recordings of the Community Investment Grant information session webinars? Are the webinars posted for June 3 and June 4 the same?

No, the webinars are not the same, as each webinar is designed around the specific RFA being presented.

*The June 3rd 1:00 PM webinar recording is for the Reengagement Opportunity Grant RFA
The June 4th 10:30 AM webinar recording is for the Community Investments Grant RFA*

Recordings for the webinars and all RFA related materials can be found on the following webpages:

<https://www.oregon.gov/youthdevelopmentdivision/reengagement/Pages/default.aspx>

<https://www.oregon.gov/youthdevelopmentdivision/CommunityInvestmentss/Pages/2019-2021-YDD-Community-Investment-Grants.aspx>

3. Where can I find addenda to the RFA and answers to questions from the information sessions?

All addenda and answers to questions will be posted to the YDD website at the following link:

<https://www.oregon.gov/youthdevelopmentdivision/CommunityInvestmentss/Pages/2019-2021-YDD-Community-Investment-Grants.aspx>

4. **I have lost my password to Survey Monkey Apply (SM Apply) and cannot access my application. How do I access my application?**
If Applicant gets locked out of SM Apply, navigate to the log in screen (oregonyouth.smapply.io). Click on "Forgot Password." You will then be asked to enter your email that you used to create your account. Then click "Send instructions." You should receive an email with instructions. Please be sure to check your spam or junk folders if you do not immediately receive the email. If you are still unable to access the site, please contact the Single Point of Contact listed on page 1 of the RFA and a member of the YDD staff will work to resolve the issue.
5. **How do we find out what type of grant we currently have?**
To verify your current grant for 2019-2021, log into SM Apply and review the specific grant type your organization has.
6. **Does our organization need to submit a request to change regions if we partner with an organization that will serve youth in a different region?**
The request to change regions is voluntary. The Applicant's business address determines the initial region placement. The option to request to change regions is intended to be used in the case that the Applicant's business address does not reflect the service area for the project being proposed. If Applicant's business address is in the region where the application's services are focused, no action is required, even if the service area encompasses parts of different regions. If Applicant's business address is in a region other than the primary service area of the application, a request to change regions may be submitted.
7. **Who do the announcement emails go to?**
Public announcements for the RFA were sent to YDD's email lists. To be added to the email lists:
 1. Go to the YDD main webpage:
<https://www.oregon.gov/youthdevelopmentdivision/Pages/default.aspx>
 2. Scroll down and click: "SUBSCRIBE TO OUR EMAIL LIST". You will be taken to another site: (<https://public.govdelivery.com/accounts/ORED/subscriber/new>) to sign up.
 3. For additional instructions, see the link "Click here for instructions to subscribe" under the "Subscribe to our email list" link on the YDD webpage. A PDF will open with step-by-step instructions.
8. **Are applications submitted through Survey Monkey apply (SM Apply), ORPIN, or Oregon Buys?**
Per Section 2.4.4 of the RFA, Applications and all required submittal items must be received by the Single Point of Contact 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 for evaluation and will be returned to the respective Applicant or destroyed. All Application modifications or withdrawals must be completed prior to Closing.
9. **Some of the sources in the 2021-2023 Key Data Points document do not show local data or do not show the data I am looking for. Do we have to use the Key Data Points chart or can we use other sources?**

Some of the sources in the YDD ATTACHMENT F 2021-2023 YDD YOUTH GRANTS KEY DATA POINTS CHART are limited in the type and scope of data they can generate. For instance, some data may appear at the county or local level, but some may only be available at the state level. Additionally, some data, such as the juvenile justice referral rate, are not presented as percentages and will require calculations to arrive at the percentage for an Applicant's specific area. These sources are provided for Applicants to reference, but are not required to be cited in Applications. Applicants may choose to use any other sources they would like when referencing data.

- 10. Some data in the 2021-2023 Key Data Points document and on the Department of Education's website is not available for the 2019-2020 school year. Why is this, and can we use data from previous years in this situation?**

Some data normally published in the Oregon Department of Education's Statewide Report Card may not be included for the 2019-2020 school year due to the state's COVID-19 response. These include items such as class size, language diversity, ninth grade on track, and others. Additionally, some data in 2019-2020, including the number of homeless students and disciplinary incidents, were impacted by the reduced number of in-person school days. If you have difficulty finding data for the most recent school year, it is acceptable to use data from previous years.
- 11. The 2021-2023 YDD Youth Grants Key Data Points Chart contains links to ODE Reports & Data, the Oregon Statewide Annual Report Card, School or District At-A-Glance Report Card, etc. I notice that the language in these documents uses the terms "underserved races/ethnicities" and "economically disadvantaged." As an organization we usually define these groups as "people of color" and "students living on low incomes." To avoid confusion, should we follow the example of the documents we are citing or should we utilize our strength based messaging terms?**

The sources in the YDD Youth Grants Key Data Points document are provided for Applicants to reference, but are not required to be cited in applications. Applicants may choose to use any other sources they would like when referencing data. The RFA does not outline how Applicants need to describe a specific population; however, Applicants must clearly communicate which target population they are referring to.
- 12. I started to apply for one grant in SM Apply but now I want to apply for a different grant. How do I delete the first application?**

When you login to SM Apply, you should see boxes with the titles of each grant Application you started. On the top right of each box will be 3 dots. Click and select "Delete" from the dropdown menu. If you have trouble, please email the Single Point of Contact listed on page 1 of the RFA and a member of the YDD staff will work to resolve the issue.
- 13. Most Tribal Governments meet only twice a month and many find it difficult to have a July meeting prior to middle of the month, which may be required for submission of grant applications. Would it be possible for Tribes to have an extension through Friday July 16th?**

A request to extend the application window must be made available for all Applicants and done through through an Addendum to the grant materials. After review of this request, YDD has determined to avoid additional delay in the grant award process; an adjustment to the closing date through the end of the week is possible while still meeting the proposed timeline for grant review and intent to award. An Addendum adjusting the closing date and time for the Reengagement Opportunity Grant (and the Youth Community Investment Grant) to Friday, July 16, 2021, 1:00 PM is posted on the YDD website.

14. Do our partners need to complete Letters of Intent to Partner?

Letters of Intent to Partner are not required for Community Investment grant applications. An Applicant may choose to upload a Letter of Intent to Partner, but it is not necessary. However, Applicants must describe the role partnerships will play in proposed Project activities, as stated in RFA Section 3.2.5 Evaluation Item 5: Partnerships. Any uploaded Letters of Intent to Partner will not be reviewed or scored by the application evaluators.

15. Given the amount of citations which our application will involve, would it be acceptable to insert citations at the end of each answer, with asterisks next to the data which they provided in our narrative, or should we only use in-text citations?

The RFA does not outline a specific format for citation to be used by Applicants.

16. Does the 2021-2023 Proposed Biennium Budget Total "Amount Requested" cover one or two years? For example, if we were to get a \$175,000 grant, would we receive that amount each year? Or would it fund at that amount for two fiscal years?

Grant Funds are for the 2021-2023 biennium (i.e. two (2) fiscal years). If an Applicant is awarded \$175,000, the Grant Funds will be available to use for the performance period identified in the resulting Grant Agreement (July 1, 2021 – June 30, 2023).

Eligibility

17. Which grant should I apply for? Does my program sound like a good fit for a particular YDD grant?

YDD grants are intended to serve youth ages 6-24 at risk of disengaging from school or work. The efforts funded through these grants address various barriers to educational and workforce success. Prevention and engagement activities that encourage youth to participate in positive youth centered activities may be part of these grant applications.

An Applicant's eligibility and award amount is determined through the Application and evaluation process. The RFA requirements, including eligibility criteria, and the Attachments provide details of the requirements to help an Applicant assess whether a proposed program would meet the minimum requirements.

While YDD cannot advise Applicants which grant opportunity to apply for, we can guide you to the information to help you make this determination. Please review RFA Section 2 Authority and Scope, and particularly Section 2.3.3 Scope of Activities to determine which grant initiative would

best fit your programming. Please also review Attachment A Sample Grant Agreement for further details on reporting requirements.

- 18. Can we submit two applications where the youth served overlap, but the services are separate and distinct? For example, can we submit one application for mentoring and another for workforce where workforce serves a subset of the mentoring participants?**

Yes, the same youth may be supported by different grant programs. However, the provided program services must be separate and distinct, and must align within the scope of each grant opportunity. Grant Funds are intended to fund programs independent of other YDD grant funds that do not require participants to be enrolled in one program to access the other.

- 19. If we utilize a partnership model, are we eligible to apply for a Community Investment grant?**

Yes. Applicants must describe the role partnerships will play in proposed Project activities as stated in Youth Community Investment RFA Section 3.2.5 Evaluation Item 5: Partnerships.

- 20. Is an organization able to apply for both the Youth Promise and Youth Solutions initiatives separately given that the scopes of the proposed projects are separate and distinct? Must two separate applications be submitted?**

An Applicant may apply for both the Youth Promise and Youth Solutions initiatives. However, each Application must be for separate and distinct programs. The Applicant must ensure that the distinction between the services described in each grant program is very clear in each Application.

- 21. We are a nonprofit that partners with multiple entities including other nonprofits, the county, and school districts. Although we partner with these organizations, we are the organization responsible for maintaining youth records. Which grant should we apply for?**

Refer to the Question and Answer document Questions 6 through 10 posted on the YDD website on June 15, 2021. The document can be accessed here:

<https://www.oregon.gov/youthdevelopmentdivision/Documents/CI-docs-to-POST/CI%20RFA%20Questions%20and%20Responses.pdf>

Also refer to Section 2.3.3 Scope of Activities in the RFA for details to help determine which initiative to apply for.

- 22. We have an existing (ongoing, already in progress) program. We want to add services and expand to new partnerships. Can we apply for the Youth Promise initiative?**

Yes, the Community Investment Grants funds can be used by existing programs (either previously funded by YDD or another entity) for expansion of services and new partnerships.

- 23. Does a charter school have to partner with a specific organization to apply for a Community Investment grant?**

No, a charter school does not have to partner with a specific organization. However, an Applicant must describe the role partnerships will play in the proposed Project activities, as stated in RFA Section 3.2.5.

24. Are school districts eligible to apply for the Youth Promise Grant?

Yes, school districts may apply for the Youth Promise Grant per RFA section 1.3 Eligibility. School districts are considered a county or city governmental entity in this state.

25. We were awarded a Youth & Community grant for the 2019-2021 biennium but are unsure of which 2021-2023 grant initiative to apply for this time.

The 2021-2023 Youth Promise Initiative is what was formerly known as the Youth & Community Grant. Please review RFA Section 2.3.3 Scope of Activities to determine which Community Investment initiative is the best fit for your program.

26. Are current grantees able to receive renewed funding to build upon work done in the 2019-2021 biennium? Can we apply for a different grant/initiative to support new work?

Yes, current Grantees are eligible to apply for a new grant opportunity. The YDD Youth Grants follow a competitive awards process at the beginning of each biennium and are not contingent on current Grantee programs.

27. Our organization has been engaged in conversations to address the increased gang violence in the City of Portland. We would like to apply for the Youth Violence and Gang Prevention grant but are concerned about overlap between programs. Can we apply for this?

The same youth may be supported by different grants if the services are separate and distinct and fit within the scope of each grant. Programs should not be dependent on each other, nor require participants to be enrolled in one to participate in the other programs. Applicants must ensure that the distinction between services in each grant is very clear in the applications.

28. Our program works on youth substance abuse prevention. Do we qualify for a grant, and if so, which type?

YDD grants are intended to serve youth ages 6-24 at risk of disengaging from school or work. The efforts funded through these grants address various barriers to educational and workforce success. Substance abuse prevention and support services that encourage youth to participate in positive youth centered activities may be part of these grant applications.

An Applicant's eligibility and award amount is determined through the Application and evaluation process. The RFA requirements, including eligibility criteria, and the Attachments provide details of the requirements to help an Applicant assess whether a proposed program would meet the minimum requirements.

While YDD cannot advise Applicants which grant opportunity to apply for, we can guide you to the information to help you make this determination. Please review Section 2 Authority and Scope, and particularly Section 2.3.3 Scope of Activities to determine which grant initiative would

best fit your programming. Please also review Attachment A Sample Grant Agreement for further details on reporting requirements.

29. Can organizations hire youth as interns or employees, and are organizations allowed to provide stipends for internships, youth ambassadors, or other student positions?

Organizations may provide internships and/or work experiences for youth; however, Grantees are responsible for understanding and adhering to all rules and requirements associated with internships, youth employment, and wage laws. Grant funds may be used to support youth wages, or stipends for program activities and training. Please consult Oregon Bureau of Labor and Industries guidance on youth employment and internships prior to developing your plan to ensure that all legal requirements are met if youth work experience is a component of your programming.

30. Can YDD funds be used to support research?

In general, YDD Grant funds are used to support direct services for youth as outlined in each of the RFAs for the Community Investment Grant (CI) and the Reengagement Opportunity Grant (ROG). The Applicant should read both RFAs including the Attachments to determine if the proposed programs meet the minimum requirements to apply.

31. We currently have a YDD grant and would like to change the age range of our youth served, but apply for the same type of grant. Can we do that?

Applicants designate the age ranges to be served in the Application. As long as youth to be served fall within the age range listed for each initiative in the RFA, this is acceptable. Please see RFA Section 2.3.3 Scope of Activities for age range allowed for each grant initiative.

32. Our program has changed sponsor organizations and we will now be applying under a new organization. Will this affect our ability to apply for a grant?

Eligibility to apply for YDD grants is outlined under Section 1.3 of the RFA. If sponsor organizations meet the eligibility criteria listed, the Applicant is eligible to apply.

Reporting

33. What sort of individual level data will be required, and can we collect aggregate data rather than individual level data?

At this time, individual level reporting is still being finalized. Collecting individual level data is an eligibility requirement for all Community Investment Grants with the exception of the Youth Solutions initiative. Attached are screen shots of how data collected at the individual level were reported in the 2019-21 biennium. We anticipate a similar data reporting format. See RFA Section 2.3.3.2 Quarterly Report Requirements for additional information.

A Data Collection Example follows on the next page.

Data Collection Example

Youth Exiting Program Count

Report on number of youth exited from program. Exited means an event when a youth stops participating in grant funded programming. Completion of the program, transitioning into a non-grant funded program, moving to another geographic region, and no longer showing up are all events that count as exiting.

Under the **Quarter 7** column report a total count of youth exited only in **Quarter 7** (January-March 2021).

	Quarter 7 (January-March 2021)
Youth	<input type="text"/>

Youth Gender Count

Under the **Quarter 7** column report a total count of youth served only in **Quarter 7** (January-March 2021).

All fields are required.

If you have any questions contact your grant manager.

	Quarter 7 (January-March 2021)
Male	<input type="text"/>
Female	<input type="text"/>
Nonbinary	<input type="text"/>
Unknown	<input type="text"/>

Youth Race/Ethnicity Count

Under the **Quarter 7** column report a total count of youth served only in **Quarter 7** (January-March 2021).

All fields are required.

If you have any questions contact your grant manager.

	Quarter 7 (January-March 2021)
African	<input type="text"/>
American Indian/Alaska Native	<input type="text"/>
Asian	<input type="text"/>
Black/African American	<input type="text"/>
Hispanic/Latino	<input type="text"/>
Middle Eastern	<input type="text"/>
Native Hawaiian/Pacific Islander	<input type="text"/>
Slavic	<input type="text"/>
Two or More Races	<input type="text"/>
Unknown	<input type="text"/>
White	<input type="text"/>

34. Can data be aggregated rather than reported individually for Youth Workforce Readiness grants?

For the 2019-2021 biennium, Youth Workforce Readiness grantees were required to collect individual level program participant data. Attached are screen shots, in addition to those above, of how data collected at the individual level were reported in the 2019-2021 biennium. We anticipate a similar data reporting format. See RFA Section 2.3.3.2 Quarterly Report Requirements for additional information.

Data Collection Example

Output Count

Report on every youth served from October 1, 2019 and if the Output occurred during the reporting quarter.

Referred to Counseling Support Services	<input type="text" value="0"/>
Mentoring, Coaching, Case Management	<input type="text" value="0"/>
Hands on/Career Connected Learning	<input type="text" value="0"/>
Post-Secondary Access	<input type="text" value="0"/>
Internship/Work Experience	<input type="text" value="0"/>

Outcome Count

Report on every youth served from October 1, 2019 and if the Outcome occurred during the reporting quarter.

School Retention	<input type="text" value="0"/>
Chronically Absent	<input type="text" value="0"/>
Obtained HS Diploma	<input type="text" value="0"/>
Obtained GED	<input type="text" value="0"/>
Completed Hands on/Career Connected Learning Experience	<input type="text" value="0"/>
Reengaged in School	<input type="text" value="0"/>
Completed Internship/Work Experience	<input type="text" value="0"/>

35. Can tracking results be aggregated rather than reported individually? Our program delivery is with partners in school systems across Oregon and various nonprofits. Typically, we do not track individuals but rely upon our program partners to provide aggregate data. For reasons of protection and individual privacy, we never collect individual data on our program's participants but rely upon our hosts to collect, maintain and secure the individual data.

All data reporting requirements are the responsibility of Grantee. At this time, individual level reporting is still being finalized. Collecting individual level data is an eligibility requirement for all Community Investment Grants with the exception of the Youth Solutions Initiative. Applicants collecting exclusively aggregate data may be eligible to apply for the Youth Solutions Initiative. Attached are screen shots, in addition to those above, of how data collected at the individual level were reported in the 2019-21 biennium. We anticipate a similar data reporting format. See RFA Section 2.3.3.2 Quarterly Report Requirements for additional information.

Youth Characteristics Count

Report on every youth served from October 1, 2019 and their characteristics on the first day of the reporting quarter or upon entering the program if the youth entered during the reporting quarter.

Foster Youth	<input type="text" value="0"/>
Youth with Disability	<input type="text" value="0"/>
SNAP Eligible	<input type="text" value="0"/>
TANF Eligible	<input type="text" value="0"/>
Juvenile Justice Involved Youth	<input type="text" value="0"/>
Homeless	<input type="text" value="0"/>
Poverty Status	<input type="text" value="0"/>
Enrolled in Elementary School (Grades 1-5)	<input type="text" value="0"/>
Enrolled in Middle School (Grades 6-8)	<input type="text" value="0"/>
Enrolled in High School (Grades 9-12)	<input type="text" value="0"/>
Enrolled in Post-Secondary	<input type="text" value="0"/>
Not Enrolled in School	<input type="text" value="0"/>
Employed	<input type="text" value="0"/>
GED	<input type="text" value="0"/>
High School Diploma	<input type="text" value="0"/>