

**Oregon Department of Education
Request for Proposals Number: ODE-1170-21
YDD Reengagement Opportunity Grants**

Date: July 2, 2021
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Questions and Answers

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

RFA and Application Questions

- 1. Could YDD please clarify whether the elements listed separately in SECTIONS 3.2.4 through 3.2.7 of the Reengagement Opportunity RFA, each with a 50-word limit, should be understood as required components to be included in the 50-word Executive Summary listed in SECTION 3.2.3? I only see the EXECUTIVE SUMMARY requested in the application itself.**

SECTIONS 3.2.4 ELIGIBLE YOUTH VERIFICATION, 3.2.5 HIGH SCHOOL COMPLETION EDUCATIONAL SERVICES DESCRIPTION, and 3.2.6 REENGAGEMENT PARTNER SERVICES DESCRIPTION comprise basic eligibility requirements which the Applicant will find in TASK 1 in SM APPLY. The goal of these short explanations is to determine during the initial review that the Applicant has planned for and is able to meet minimum eligibility requirements.

The SECTION 3.2.3 EXECUTIVE SUMMARY should summarize the general concept/work of the proposed reengagement program.

SECTION 3.2.7 PROJECTED OUTCOMES (See ATTACHMENT B) contains the estimates for the numbers of youth served, of reengagement services offered, and of outcomes.

- 2. Why are the questions in the Attachment B and in the RFA worded differently?**

The ATTACHMENT B SAMPLE APPLICATION is only a sample of how the questions will appear in SM Apply. If there is discrepancy between the two, the Applicant must follow SM Apply.

For the updated wording, see the RFA Addendum entitled ATTACHMENT B SAMPLE APPLICATION 6.23.2021 on the YDD website:

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

- 3. For the grant narrative, do we reference the question numbers in the RFA - 3.2.1 or do we use the numbers in the sample application attachment B - evaluation item 1?**

There are six scored Questions (also referred to as Evaluation Items) in the Application Narrative. When responding, the Applicant can refer to "Question 1" or "Evaluation Item 1"; either will be understood by the review committee members.

- 4. 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.

Current Grantees

- 5. 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.

- 6. Where can I find information on any current Reengagement grantees which are residential programs?**

Currently, YDD does not have any additional metrics through reporting to indicate if a program is residential or not. YDD is working on posting a list of previous Grantees. Once created, the list will be at:

<https://www.oregon.gov/youthdevelopmentdivision/reengagement/Pages/Youth-Reengagement-Grants.aspx>

- 7. The nature of our work is reengagement. Using the 2021-2023 Youth Grant Planning Tool on the YDD website, we are lead to apply for a Reengagement Opportunity Grant. However, we are current recipients of the Youth Promise Initiative of the Youth Community Investment Grant, and the Youth Promise says that it is to support existing programming (which is what we are wanting to do). We believe that the Youth Promise Initiative is the best fit. Which should we apply for?**

An Applicant may be eligible for more than one grant opportunity. Both the Reengagement Opportunity Grant and the Youth Promise Initiative of the Community Investment Grant can be used to fund existing programming. YDD cannot advise which

grant opportunity is a better fit for the Applicant. Review both RFAs SECTION 2 AUTHORITY AND SCOPE to help determine which opportunity(ies) to apply for.

- 8. Listening to the Reengagement RFA webinar, it sounded like if we are a current grantee (an “existing program”), we need to apply to the Youth Promise Initiative? If we want to continue work that we are doing with our current reengagement grant, which grant should we apply for?**

See response to #7 above.

Eligibility Questions

- 9. Are Public Benefit Corporations eligible to apply?**

Yes. Nonprofit corporation means mutual benefit corporations, public benefit corporations and religious corporations. ORS 65.001(37). Public Benefit Corporations are eligible to apply for the Reengagement Opportunity Grant as outlined in SECTION 1.3.

- 10. Can YDD funds be used to support research? Would a proposal for an evaluation project be eligible to apply?**

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

- 11. Am I able to submit two proposals for the same program?**

Yes, an Applicant may submit more than one Application. 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 the Applications.

- 12. Can we submit two applications where the youth served overlap, but the services are different. For example, can we submit one application for mentoring and then a second 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.

- 13. Are we eligible to apply for a ROG if the students we serve have not left school?**

The intent of the Reengagement Opportunity Grants (ROG) is to serve youth who have left or are at high risk of leaving school before earning a high school diploma or its equivalent. Youth who receive services paid for by Reengagement Grants must meet one of the four criteria which identify the Eligible Youth in SECTION 2.2 DEFINITIONS of the ROG RFA.

Budget

14. The budget template formula for calculating the indirect costs does not align with other ways to calculate the number. For example, our indirect rate is 4.32% which works in my spreadsheet, while the YDD budget template calculates 4.14%. How do I address this issue?

It is difficult to determine without reviewing the specific calculations used in the other document. For ATTACHMENT D BUDGET TEMPLATE, the "Grantee Administrative Costs" is determined from the "Total Budget" line. For example, if the 2021-2023 Proposed Biennium Budget "Amount Requested" is \$100, then at least \$85 must be in the "Direct Services Total" and no more than \$15 in "Grantee Administrative Costs" in order to ensure that the "Grantee Administrative Costs" do not exceed 15% of the "Total Budget".

15. 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).

Reengagement Partners

16. For the Reengagement Opportunity Grant's (ROG) Partnership Documentation requirement, if we have MOUs for our Reengagement partners already in place, is it acceptable that we submit the MOUs in place of Letters of Intent to Partner?

Yes, uploading existing partnership documentation for reengagement services, such as MOUs, is acceptable with the understanding that the partnership documentation submitted (e.g., Letter of Intent to Partner, Memorandum of Understanding (MOU), or similar documentation) fulfills all 2021-2023 ROG RFA requirements and supports proposed Reengagement Program activities and services.

Generally, the Applicant must identify at least one (1) Reengagement Partner (see SECTION 2.4.2) that will aid Applicant in providing one or more of the Reengagement Services (see SECTION 2.4.1).

In SM Apply, the Applicant is required to upload the partnership document(s) (e.g., Letter of Intent to Partner, Memorandum of Understanding (MOU), or similar documentation). ATTACHMENT G SAMPLE LETTER OF INTENT TO PARTNER is provided as an example document that could be used to fulfill this requirement. (See 3.2.9 PARTNERSHIP DOCUMENTATION AT APPLICATION for more information.)

17. I will not be able to secure partnership documentation by July 16th to upload with the Application. Can I still apply to the Reengagement Opportunity Grant?

Partnership requirements are outlined in the RFA and in Evaluation Item 5. The partnership document(s) must be uploaded in SM Apply as part of the Application process. (See RFA SECTIONS 2.4.2, 3.2.9, and 4.2.5). For the Application, a Letter of Intent to Partner or MOU may be used. ATTACHMENT G SAMPLE LETTER OF INTENT TO PARTNER, a sample letter, can be found on the YDD website within published grant materials.

18. Can you clarify if the ATTACHMENT G SAMPLE LETTER OF INTENT is the only type of document acceptable to meet the partnership documentation requirement? Can we provide our contracts with existing formal partners since the language in the sample letter is not accurate to our situation?

Yes. The SAMPLE LETTER OF INTENT TO PARTNER is not the only type of document acceptable to meet the partnership documentation requirement. Other types of documentation to meet this requirement are outlined in RFA SECTION 3.2.9 PARTNERSHIP DOCUMENTATION AT APPLICATION. Contracts with existing formal partners are acceptable with the understanding that the partnership documentation submitted fulfills all 2021-2023 ROG RFA requirements and supports proposed Reengagement Program activities and services.

19. We are a statewide public virtual charter school with over 4000 students with relationships with many organizations across the state that we work with to support students. Do we need to partner with a specific organization?

Partnerships requirements are detailed in the RFA under Evaluation Item 5. See RFA SECTION 2.2 DEFINITIONS OF TERMS.

20. We are working on a grant for the Reengagement Opportunity RFA with an office in a school district as our referral partner. Since we already have a formal partnership with them, is there a different letter of intent template or another sort of document we should submit as our partnership documentation?

The ATTACHMENT G SAMPLE LETTER OF INTENT TO PARTNER is a sample or illustration provided in Microsoft Word format and can be edited by organizations, as needed.

Data and Reporting

21. Some of the sources in the YDD Youth Grants 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.

22. I have a question regarding "Agency's Consolidated Collections" on page 16 of the RFA in Evaluation Item 6 (Organization Description). Is this referring to the YDD as the Agency? And is Consolidated Collections the data reported back to YDD during the grant?

The "Agency" refers to the Youth Development Division in the RFA (see SECTION 1.1).

Refer to SECTION 2.4 SCOPE OF ACTIVITIES (2.4.4 Participant Verification Requirements) where verifying, tracking, monitoring, and reporting individual-level student data is described.

More information on Consolidated Collections can be found at <https://district.ode.state.or.us/>.

23. How do we present the Key Performance Measures? Should they be an attachment to the grant in a table format?

In SM Apply, enter the estimated numbers or "NA" into alphanumeric fields in the chart. See ATTACHMENT B SAMPLE APPLICATION for the fields or log into SM Apply, click Task 2, and scroll to bottom to see the chart prior to unlocking Task 2 for completion.

For additional information, refer to Questions 39 through 41 in the Question and Answer document posted on the YDD website on June 15, 2021 and accessed here: <https://www.oregon.gov/youthdevelopmentdivision/reengagement/Pages/default.aspx>

24. Could YDD please clarify the difference between the kinds of factors to be identified and in particular the data to be supplied in response to the second bullet under Evaluation Item 1, and the second bullet under Evaluation Item 3? Both appear to request "information and data specific to the population being served," to support the same "identified factors or characteristics" i.e., those that create barriers to the same positive outcomes.

Evaluation Items 1 and 3 ask for the characteristics and factors as they describe (a) the proposed youth to be served (specific challenges, needs, etc., that target youth population face) and (b) proposed service area as they pertain to the target youth population (specific challenges, needs, etc., to the area that surround the target youth population).

The data the Applicant uses should support and illustrate the case for the need of the Application, that is, the need that exists in the target youth population and in the proposed service area as it pertains specifically to the target youth population. When describing the proposed service area, it is important to tie the needs/gaps to the specific target youth population's needs in order to achieve outcomes.

See response to #21 for additional information on Key Data Points.

25. The wording of Evaluation Items 1 and 3 both seem to request descriptions of factors that cause barriers in almost identical terms. Neither item seems to explicitly request data demonstrating the existence of barriers for the population to be served. Are you asking for disparity data that indicate that the proposed youth population is encountering barriers to positive educational and/or career outcomes or data that show the cause of the barriers to positive life, career, and/or educational outcomes?

Showing causality of the variables related to educational outcomes for the target youth population and in a specific community where the target youth population lives is not required. Rather, the data used should support the arguments of why the proposed project/program is needed by youth and in the proposed service area. Generally, the Applicant's project plan should address the needs/gaps it has identified and described in the Application. Using various types of data to make these arguments is acceptable.

SM Apply

26. 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.

27. How can current grantees gain access to the new 2021-2023 application?

Navigate to the SM Apply landing page: <https://oregonyouth.smapply.io/>. Scroll down to the Application you want to apply to and click on the button "More". Then click on the button "Apply". You will be prompted to login. Login with your current user name and password. At this point, the new 2021-2023 Application will be connected to your current SM Apply account, and you can apply for the current 2021-2023 grant opportunities.

28. 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.

Q&A, Addenda, Webinars, & Communication

29. Where can I find the Q&A and Addendum from the RFA Q&A Information Sessions for the Reengagement Opportunity RFA and Youth Community Investment RFA?

- *All Reengagement Opportunity Grant RFA materials, including the Official Q & A Documents and Addenda, can be found at: <https://www.oregon.gov/youthdevelopmentdivision/reengagement/Pages/default.aspx>*
- *All Community Investment Grant RFA materials, including Official Q & A Documents and Addenda, can be found at:*

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

30. Are the webinars for June 3 and June 4 the same information sessions? Is there a link for the recordings?

No, the webinars are not the same, as each webinar is designed around the specific RFA presented. Recordings for the webinars and all RFA related materials can be found on the following two webpages:

- June 3rd at 1:00 PM is for the Reengagement Opportunity Grant (ROG) RFA
<https://www.oregon.gov/youthdevelopmentdivision/reengagement/Pages/default.aspx>
- June 4th at 10:30 AM is for the Community Investment Grant (CI) RFA
<https://www.oregon.gov/youthdevelopmentdivision/CommunityInvestmentss/Pages/2019-2021-YDD-Community-Investment-Grants.aspx>

31. Is it possible to get Attachment B "sample application" in MS Word format instead of PDF as posted on website?

A Microsoft Word version of the ATTACHMENT B SAMPLE APPLICATION has been added to both the Reengagement Opportunity RFA webpage and the Youth Community Investment RFA webpage:

- All Reengagement Opportunity Grant RFA materials can be found at:
<https://www.oregon.gov/youthdevelopmentdivision/reengagement/Pages/default.aspx>
- All Community Investment Grant RFA materials can be found at:
<https://www.oregon.gov/youthdevelopmentdivision/CommunityInvestmentss/Pages/2019-2021-YDD-Community-Investment-Grants.aspx>

32. Can we share this email with our school staff? Meaning administrators and teachers?

The RFA is a public document and can be shared with and reviewed by anyone. Should an Application be submitted, it will need to be signed by an authorized representative from the Applicant's organization.

33. 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.