



INVESTMENT PROPOSAL

BACKGROUND:

The Early Learning Hub of Central Oregon is seeking investment opportunities to improve outcomes for Central Oregon children, ages 0-6 and their families. There are approximately \$230,000 in funds available for activities to be completed by September 30, 2017 (subject to the appropriation, continuation and sufficiency of local, state and federal funds).

The shared outcome goals for the region's Early Learning Hub and among its network of providers and community partners are to achieve the following:

- Early childhood services are coordinated, effective, accessible, and family-centered
- Children receive the opportunities and supports needed to enter school ready to succeed and with health and development on track
- Children are raised in healthy, stable, supported and supportive families

Investment proposals should focus on addressing an increase in services for the identified priority (underserved) population within a systems approach.

Additional background information on the Region's Early Learning Hub, including mission, vision, priority population and values can be found in Attachment A. Specifics on funds available by source, including eligibility and programming examples is included in Attachment B.

INSTRUCTIONS TO COMPLETE PROPOSAL:

A complete proposal package should include the following information with a maximum of eight (8) pages submitted. Forms to complete are provided for Section A, C, D and E. The Project Narrative, Section B, should include clear, concise responses to all six questions, outlined below.

- A) **Proposal Cover Sheet and Overview** (limit – 1 page): Complete with brief narrative to be used as a project abstract or overview (single spaced).
- B) **Project Narrative** (limit – 4 pages, single spaced): Complete questions 1-6
- 1) Describe the need for this project. Please include specific data and anecdotal information that helps to illustrate the need for this project.
 - 2) Describe how you plan to impact this need. Please include information on project design, any use of evidence based or emerging best practices or if project proposal is innovative, please cite the framework or basis to support this approach.
 - 3) Describe who is to be served or who will be impacted by this proposal. Please include information on geographic area to be served, demographics of population and estimated numbers to be served or impacted. How will you engage consumers in designing and implementing your approach, including culturally appropriate implementation?
 - 4) Please provide objectives, activities and timeline for your project. Objectives should be specific, measureable, attainable, relevant and time-bound. Activities should clearly relate to chosen objectives with specific timelines and indication of who will be responsible to complete.
 - 5) Please share how you are working with other organizations in a systems approach to address this need. If this project is planned beyond this funding cycle, how will work be sustained without this investment?

- 6) How will you evaluate and monitor progress toward completion of your objectives? Please include key data to be collected, frequency and who is responsible for project evaluation and reporting.

C) Demonstrated Collaboration (limit – 1 page)

Complete collaboration grid

Include information for each partner organization that will have an active role in assuring activities are completed toward desired outcomes and/or will provide cash or in-kind support to the proposal. Include a brief statement of their contribution and have it signed by an authorized signatory for the partner organization. Indicated cash or in-kind resources should also be reflected in match category of the project budget. Add or delete rows as needed.

D) Project Budget and Narrative (limit 1 page)

Complete Project Budget Form

Please provide a project budget that clearly supports project objectives and activities. Separate funds in this investment request from other cash and in-kind project support. Narrative Section to be used to clarify details of budgeted amounts. Definitions of budget categories:

Employee Salaries: Salary/Wages of employees supporting Program, please include detail including FTE for each position.

Employee Benefits: Cost of benefits paid by employer for employees providing program (insurance, SSI, taxes, etc.)

Professional Development: Costs associated with professional development activities for program staff and service providers.

Family Engagement: Cost of materials, activities, or events specifically focused on engaging families in children's learning and development. This can include expenses such as outreach, food, child care, transportation, and/or translation and interpretation.

Supplies and Materials: Cost of supplies and materials in support of program staff and activities (including training curriculum, training supplies, etc.)

Sub-Contracts: Cost of contracts issued to service providers for programs delivered to families and children. Please itemize by organization/agency/provider.

Travel: Cost of employees support programs for instate and out-of-state travel. Includes mileage reimbursement, airfare, hotels, etc.)

Administrative Costs / Indirect Rate: Costs associated with staff and supplies not directly related to program support (e.g. payroll employees, fiscal staff (accounting, budget) and administrative support and IT).

E) Certifications and Authorized Signature for Submission Complete Certifications Form and Sign

Requires applicant to specify whether activity is ongoing program service or capacity building/bridge funding, and to indicate which funding sources match proposed program activities. Lists contract requirements as determined by Early Learning Division and signature indicates agreement that program can comply if project is selected for funding.

SUBMISSION:

Completed applications that are submitted by the 25th of each month will be reviewed and responded to by the 10th of the following month, as long as funds are available. Closing for the first month's proposal process will be September 25th. A Microsoft Word version of this document and Frequently Asked Questions are posted on the WEBCO/Early Learning website at www.webcohub.org/programs/Early-learning-hub/

Applications should be scanned with all forms in a single document and emailed to:

Webco.calendar@webcohub.org. You will receive confirmation of receipt based on email date/time that document is received. If you have questions or need further information, please contact the Early Learning Hub Director at 541-699-4277 or brenda.comini@webcohub.org.

INVESTMENT PROPOSAL

A) COVERSHEET AND OVERVIEW

Applicant Organization Name:	
Mailing Address:	
Project Manager Name/Title:	
Phone:	Email:
Program/Project Name:	
Funds Requested:	Total Project Budget:
Proposal Abstract: <div style="border: 1px solid black; height: 500px; width: 100%;"></div>	

B) PROJECT NARRATIVE (limit 4 pages):

- 1. Describe the need for this project.**
- 2. Describe how you plan to impact this need.**
- 3. Who will be served or impacted by this project.**
- 4. Objectives, Activities and Timeline for the project.**
- 5. Collaboration and Sustainability.**
- 6. Evaluation plan.**

C) COLLABORATION: Please complete for each partner organization that has an active role and/or contribution to this project.

Organization	Funding or In-kind contribution	Role/Responsibility to project	Signature of Authorized Organization Representative/with Title

D) PROPOSAL BUDGET AND NARRATIVE:

PROJECT:			
Category	Funding Requested	Matching Funds	Narrative Description
Employee Salaries <i>by Position/FTE</i>			
Employee Benefits <i>by Position/FTE</i>			
Professional Development			
Family Engagement			
Supplies and Materials			
Sub-Contracts <i>By Organization</i>			
Travel			
Other <i>Specify</i>			
Subtotal			
Indirect (<i>no more than 8%</i>)			
Line Item Totals			
In-Kind Contributions <i>Non-Cash</i>			

F) CERTIFICATIONS AND AUTHORIZATION FOR SUBMISSION:

Our Investment Proposal is (check one):

☐ Capacity Building (System or bridge funding) ☐ Program or Service Delivery (on-going funds needed)

This proposal meets the eligibility and service guidelines for these Grant Streams (check all that apply):

☐ Great Start ☐ Family Support Services
☐ School Readiness ☐ Healthy, Stable and Attached Families

Our organization (fiscal agent) is a non-profit or governmental entity eligible to receive state and federal funding. ☐ Yes ☐ No

If offered investment funding, we understand and are able to comply with the following contractual requirements:

INSURANCE COVERAGE: Commercial General Liability. Contractor shall maintain Commercial General Liability Insurance with not less than the following amounts:

a. **Bodily Injury, Death and Property Damage:** \$3,000,000.00 per occurrence (for all claimants for claims arising out of a single accident or occurrence).

b. **Professional Liability.** Contractor shall maintain Professional Liability Insurance covering any damages caused by an error, omission or negligent act related to the services to be provided under the Subcontract, with limits not less than the following, \$3,000,000.00 per occurrence (for all claimants for claims arising out of a single accident or occurrence).

c. **Automobile Liability Insurance.** Contractor shall maintain Automobile Liability Insurance covering all owned, non-owned and hired vehicles. This coverage may be written in combination with the Commercial General Liability Insurance (with separate limits for "Commercial General Liability" and "Automobile Liability"). Automobile Liability Insurance must be in not less than the following amounts:

Bodily Injury, Death and Property Damage:

\$3,000,000.00 per occurrence (for all claimants for claims arising out of a single accident or occurrence).

d. **Workers Compensation.** Workers Compensation insurance must be in compliance with ORS 656.017, which requires all employers that employ subject workers, as defined in ORS 656.027, to provide workers' compensation coverage for those workers, unless they meet the requirement for an exemption under ORS 656.126(2).

BACKGROUND CHECKS:

Contractor shall verify that any employee or volunteer working with clients or who have access to client records has not been convicted of any of the following crimes: child or elderly abuse, offenses against persons, sexual offenses, child neglect, or any other offense bearing a substantial relation to the qualifications, functions or duties of an employee scheduled to work with clients. Contractor shall establish verification by conducting a legally permissible criminal background check, following Contractor policies for staff doing similar work.

QUARTERLY REPORTING: Program Performance and Fiscal Reporting

In signing this document, I'm certifying that the information provided in this proposal is a true and complete representation of our ability to qualify for, receive funding and perform activities toward the specified outcomes.

Authorized Signature

Date

Typed Name/Title

Early Learning Hub of CO
Investment Proposal

ATTACHMENT A:

Vision

The vision of the Early Learning Hub of Central Oregon is healthy, stable, and supported families and children who are successful in school and life.

Mission

To create an efficient and effective early learning system to ensure all children, prenatal through eight, receive the opportunities and supports needed to be healthy and successful in school.

Outcomes and Goals

The shared outcome goals for the region's Early Learning Hub and among its network of providers and community partners are to achieve the following:

- Early childhood services are coordinated, effective, accessible, and family-centered
- Children receive the opportunities and supports needed to enter school ready to succeed and with health and development on track
- Children are raised in healthy, stable, supported and supportive families

Our Priority Population

The target population for the Early Learning Hub of Central Oregon is infants and children, prenatal through age eight, with emphasis on vulnerable families defined as: low-income, from rural under-resourced communities, children with cultural and linguistic needs, differently abled children, children in disruptive and unstable family environments and children at risk for adverse effects of toxic stress and trauma.



Guiding Principles/Values

- a. **Collaborative** approach is preferred approach to use for planning and service delivery.
- b. **Accessible** – No wrong door / multiple entry points
- c. **Timely** – Referral and linkages to services occur in a timely fashion
- d. **Best Practices** – Services investments are based on objective criteria (primarily on evidence-based programs/practices and based on prioritized strengths/needs informed by both data and local wisdom.)
- e. **Innovation** - Encouraged when local wisdom indicates
- f. **Outcome Driven & Data Informed** – Investments, programs and projects are selected based on demonstrated effectiveness and prioritized need, informed by both quantitative and qualitative data, and monitored to evaluate how well they impact the targeted outcomes.
- g. **Efficient** – Services and resources are coordinated and delivered wisely without reducing quality
- h. **Equity and Cultural Relevance** – Services are prioritized to reduce disparities and increase opportunity for underserved populations.
- i. **Family Centered** – Families are offered choices, actively engaged in identifying prioritized needs and solutions, and respected and supported
- j. **Investments** – Support systems approach to improving opportunity and building capacity

ATTACHMENT B: Funding Stream Definitions and Estimated Amounts

Great Start - \$ 63,250

Eligibility: Prenatal services to expectant mothers, children 0 through six years of age and the children's families.

Services: Programs and services in the Coverage Area that promote Outcomes identified in this Agreement including, but not limited to, research-based early childhood programs, in-home or center based parenting programs, literacy programs, preschool programs, licensed childcare programs or other programs that connect early childhood to kindergarten readiness.

Family Support Services - \$ 31,850

Eligibility: All children and their families.

Services: Family Support Services are community-based services to promote the well-being of children and families designed to increase the strength and stability of families (including adoptive, foster, and extended families), to increase parents' confidence and competence in their parenting abilities, to afford children a safe, stable and supportive family environment, to strengthen parental relationships and promote healthy marriages, and otherwise to enhance child development. *US Department of Health and Human Services, Administration for Children and Families.*

- a. Family Support Services must (1) be family-focused and targeted to the family and not only the child or other individual family member(s); (2) be focused on at-risk families so that the services will have an impact on the population that would otherwise require services from DHS; and (3) focus on child welfare (not educational needs or other services which are the responsibility of other agencies). Family Support Services (Title IV-(B)(2)) funds allocated may not be used for family preservation or family reunification services as these are services provided by DHS.
- b. Family Support Services funds are federal Title IV-B(2). Use and expenditure of these funds must meet all federal requirements. Family Support Services may include:
 - (1) Services, including in-home visits, parent support groups, and other programs designed to improve parenting skills (by reinforcing parents' confidence in their strengths, and helping them to identify where improvement is needed and to obtain assistance in improving those skills) with respect to matters such as child development, family budgeting, coping with stress, health, and nutrition. Example of programs may include Parenting Classes, Parent-to-Parent Support, and In-Home Visitation classes;
 - (2) Respite care of children to provide temporary relief for parents and other caregivers including, for example, family respite care ;
 - (3) Structured activities involving parents and children to strengthen the parent-child relationship, including, for example, Healthy Families Oregon;
 - (4) Drop-in centers to afford families opportunities for informal interaction with other families and with program staff, including, for example, family resource centers;
 - (5) Transportation, information and referral services to afford families access to other community services, including child care, health care, nutrition programs, adult education literacy programs, legal services, and counseling and mentoring services, including, for example, Dial-a-Ride, child care referral, and outreach centers; and

- (6) Early developmental screening of children to assess the needs of such children, and assistance to families in securing specific services to meet these needs, including, for example, Healthy Families Oregon.

School Readiness - \$ 89,500

Eligibility:

- a. Children who are receiving Healthy Families Oregon services, Early Head Start services, Oregon Pre-Kindergarten services, or are on other early learning service waiting lists.
- b. Children in Agency targeted elementary school catchments areas.
- c. Children from historically underserved populations.
- d. Children with diagnosed disabilities or delays in natural settings.

Services: School Readiness services are (a) services that increase the number of QRIS providers focused on providing culturally specific services or services in targeted school catchments or low-income communities, serving children and families of historically underserved populations, (b) community-based evidence based early literacy services that target high-risk communities or populations and promote cross-sector collaboration, and (c) capacity building activities for developmental screening, infant-toddler mental health consultants and targeted professional development and training.

Healthy, Stable, and Attached Families - \$45,400

Eligibility: All Children and their families.

Services: Healthy, Stable, and Attached Families services are (a) services that increase access to evidence based early learning programs, including culturally specific community-based programs, that increase the confidence and competence of caregivers and/or strengthen resiliencies of families who are experiencing specific stressors, (b) services that build connectivity and collaboration between Early Learning Services and health, mental health, child welfare, self-sufficiency and other stabilization programs and (c) capacity building activities for developmental screening, infant-toddler mental health consultants and targeted professional development and training.