

Youth Justice Community Reinvestment Fund



PRE-ORIENTATION WEBINAR CONFERENCE

AUGUST 30, 2022, 10:00 AM – 11:00 AM

AUGUST 31, 2022 2:00PM – 3:00 PM

HOUSEKEEPING

- All Participants will be in listening mode with microphones muted upon joining the meeting. If you want to ask a question during the presentation, please use the chat function and indicate your affiliation.
- In case of an urgent technical request (e.g. connection problems, please use chat function for technical support).
- Questions will be taken at the end of the presentation if time allows. We would like to request that you add your question under the Q & A tab at the bottom of your screen so that we can ensure your question is recorded and responded to.
- Questions which cannot be addressed during the meeting will not be lost but reflected via Q&As in due course at www.changehappenstx.org/faq. After the webinar, use this website to submit additional questions.
- If you are joining by phone, please email questions to youthjusticefundinfo@changehappenstx.org or <https://www.changehappenstx.org/yjrf>
- The webinar is being recorded and will be posted on the Change Happens' website listed above.
- All participants in today's webinar will receive a copy of the presentation.
- There will be a brief 1-minute survey at the end of today's presentation. Please take the time to complete the survey at the conclusion of today's call.

AGENDA

WELCOME

HOUSEKEEPING

INTRODUCTIONS

REINVESTMENT GRANT HISTORY, BACKGROUND, AND OVERVIEW

INTERMEDIARY FUNCTIONS, ELIGIBLE APPLICANTS, AWARDS, & TIMELINE

PROPOSAL INSTRUCTIONS

PROPOSAL REVIEW & RATING PROCESS

OTHER TERMS, CONDITIONS & POLICIES

KEY DATES

QUESTIONS

CLOSING

Introductions

- Helen Stagg, LMSW, CPS, ICPS
CEO, Change Happens
- Dr. Sujeeta Menon, PhD
Program Coordinator, Change Happens
- Kelly Venci Gonzalez
Youth Justice Policy Analyst, Harris County
- Iris Lewis
Community Liaison, Harris County JPD

2021 Youth Reinvestment Grant

The Youth Reinvestment Grant presented by the Office of Justice and Safety and Juvenile Probation Department during budget presentations in January of 2021

Unanimously approved by Commissioners Court in February of 2021

Change Happens unanimously approved by Commissioners Court in April of 2022

Initial pledge of 4 million dollars as a pilot project to include funding for intermediary and third party evaluator

The Reinvestment Fund was created to create community supports and programs in neighborhoods impacted by juvenile justice referrals

Transparency has been integral to the entire process and will continue to be



Background and History

Partnership between Harris County Office of Safety and Justice (OJS) formerly-Justice Administration Department (JAD) & Harris County Juvenile Probation Department (JPD)

Designed to enhance and promote community-based programming

Reduce juvenile justice involvement for youth

Prevention and intervention focused

Direct investments in community-based organizations

Identify best investments to address disparities in the juvenile justice system

Intermediary Organization & Functions

Change Happens selected as the Intermediary Organization

Support grassroots services providers

Engage directly with impacted communities

Select grantee organizations

Administer grants

Support grantee organizations – training, coaching, building infrastructure

Reporting on grants – program performance and financial reports

Point-of-contact for problem solving, resolving conflicts, responding to complaints

RFP Page 3

Eligible Applicants

Nonprofits having a 501 (c) (3) designation, other than institutions of higher education

Nonprofits that do not have a 501 (c) (3) designation, other than institutions of higher education

Faith-Based organizations

Harris County-based

RFP Pages 4-5



Solicitation is Open

Applications are welcomed
from across Harris County

Applicants providing services
in priority area zip codes are
encouraged to apply

Priority areas high referrals

- 77004
- 77026
- 77036
- 77067
- 77084
- 77090
- 77338
- 77373
- 77396
- 77449

Target Population

Youth and family serving organizations that serve youth 5-18 years of age at risk:

Examples (not limited to):

- Living below 200% of FPL
- Youth involved in the justice system
- Victims of child abuse/neglect, domestic violence
- Lack of parental support
- Youth who are experiencing homelessness
- Mental or behavioral health services need
- Youth in need of supervision

Estimated Number of Awards

4-6 Organizations

Range of \$212,500 - \$318,750 a year

2 years (pending availability of funds)

Timeline

ACTIVITY	DATE(S)
Request for proposal released	August 12, 2022
Pre-Orientation Conference Webinar	8-30-2022, 10 am-11 am & 8-31-2022, 2 pm-3 pm
Proposals Due	October 5, 2022, 11:59 pm
Conduct oral interviews with finalists (if required)	October 24-26, 2022
Grantees Notified of Award	November 1, 2022
Execute MOUs/Contracts	November 15, 2022
RFP Page 7	<i>Exact timeline subject to changes</i>

RFP Application

Application Format

Page size 8 ½ x 11, one side only, 1-inch margins, single-spaced

Pages numbered in sequence

Font-size 12-point, Times New Roman or Arial Font

Tables within any portion of the application must have a font size of at least 11-point; and will be counted toward the applicable page limits

RFP Page 9

Cover Page

ON AGENCY LETTERHEAD

- Applicant Name
- Address
- Website
- Executive Director's Name
- Executive Director's Phone Number
- Executive Director's Email Address

ONE-PAGE (SINGLE SPACED)

- Primary Contact Person's Name & Title
- Primary Contact Person's Phone Number
- Primary Contact Person's Email Address
- TAX (EIN) Number, if applicable
- Total Amount of Grant Funds Requested

Project Summary

One-page summary:

- Description of your work
- Geographic area(s) served
- Brief description of the proposed project
- Vision and goals of the project
- Total budget requested
- Description of how the funds will be used

RFP Page 10

Project Narrative

Limited to 15 pages, single-spaced

1. History and Organization Description

- Brief history of the organization, including mission and goals
- Describe experience in serving youth and families
- Overview of who your organization serves, e.g., demographic information

RFP Page 10

Project Narrative

2. Management & Board Information

- Name of CEO/Executive Director
- Primary Contact for Request
- Description of the organizational structure and employees' roles and titles
- Identify any conflicts of interest with all parties involved in the project
- Respond to question regarding serving on selection committee

Note: Individuals who served on the evaluation committee, organizations cannot apply for a sub-grant.

RFP Page 10

Project Narrative

3. Organizational Readiness to Engage in Racial Equity and Inclusion

- Describe the racial equity and inclusion work that your organization has undertaken to date
- Describe your organization's non-discrimination policy

Project Narrative

4. Description of Need

Provide information about the need in the communities served by your program.

Describe why the program is needed

Describe the situation you have observed in the community

Describe the opportunity or issue this project will address

Provide supportive data

RFP Pages 10

Project Narrative

5. Statement of Project Goals

- Describe how the program will positively impact youth and families
- Describe the program goal(s)
- Describe the outcomes expected

Project Narrative

6. Project Description

- Provide a detailed description of the proposed program
- Respond if this is a new or existing program
- Describe the process for measuring program performance
- Describe the support you will need
- Describe how the program seeks to engage and partner with the community

Budget Line-Item and Narrative

- Justify in detail and by line-item the costs proposed in each cost category
- Request funding for activities not already funded/supported by other funding sources
- Budget should show a yearly breakdown of costs for each line item, a 12-month budget period – 11/1/2022 to 10/31/2023
- Cost should be reasonable and necessary to the performance of proposed deliverables
- Budget-Line Item and Narrative is limited to five (5) pages

Budget Attachments

General Operating Budget for most recently completed fiscal year

Explain notable sources of revenue:

- Foundation Support
- Contributions
- Earned Income
- Public Support

Most recently filed IRS Form 990 or other relevant financial statements. If not applicable, explain.

Most recently audited financial statement. If not applicable, explain.

RFP Pages 11-12

Other Attachments

- Two letters of support
- Copy of IRS 501 (c) (3) tax exempt designation letter if applicable
- On Agency Letterhead – written acknowledgement to consent to participate in learning community and evaluation activities
- On Agency Letterhead – written acknowledgement to attest to the organization's commitment to the goals of the Fund.
- Acknowledgement letters signed by the Authorized Official

Budget Presentation

Refer to Appendix C

Sample budget template

RFP Pages 22-27

Submission by Email

Save/Scan Document as PDFs

Separate into 3 files: 1) Narrative Proposal (Cover Page, Proposal Summary, and Project Narrative, 2) Budget Line-Item and Narrative, and 3) Attachments

Name the files: 1) Agency Name – Narrative Proposal; 2) Agency Name – Budget Line-Item and Narrative; and 3) Agency Name – Attachments

Subject Line in the email: Youth Justice Reinvestment Fund Grant – Name of the Organization

Application must be received by October 5, 2022, 11:59 PM (CST)

Email: youthjusticefund@changehappenstx.org

RFP Pages 12-13



Submission by Mail

Arrange in the following order:

Checklist Item
Cover page
Proposal Summary
Project Narrative
Budget Line-Item and Narrative
Attachments:
Organizational Budget for current fiscal year
Most Current Form 990*
Most Recent Audit*
Letters of Support
IRS Tax Exempt Status Letter*
Written Consent Letter
Written Attestation Letter

Mail to:
Change Happens
Attention: Youth Justice Reinvestment
Fund Grant
3353 Elgin Street
Houston, TX 77004

Application must be received or postmarked by no later than October 5, 2022. If using this option, you are encouraged to get confirmation of the post mark date from the delivery service.

RFP Page 13



Submission by Drop-Off at Physical Location

Checklist Item
Cover page
Proposal Summary
Project Narrative
Budget Line-Item and Narrative
Attachments:
Organizational Budget for current fiscal year
Most Current Form 990*
Most Recent Audit*
Letters of Support
IRS Tax Exempt Status Letter*
Written Consent Letter
Written Attestation Letter

Mail to:
Change Happens
Attention: Youth Justice Reinvestment
Fund Grant
3353 Elgin Street
Houston, TX 77004

Drop-Off applications must be received no later than the close of business (5:00 PM), October 5, 2022.

RFP Page 13-14



Proposal Review Criteria

Completeness and compliance with instructions, format, and guidelines

Scoring committee composed of independent, peer-reviewers

Conflict-of-interest adherence

All evaluators must review and score proposals based on the application response

Incomplete applications will not be considered

Proposal Review Criteria

Proposal Scoring Rubric	
Proposal Section	Point Value
Cover Page and Project Summary	5
History and Organizational Description	15
Management and Board Information	15
Organizational Readiness to Engage in Racial Equity & Inclusion	10
Description of Need	10
Statement of Project Goals	10
Project Description	20
Budget Line Item and Budget Narrative	10
Attachments	5
Total	100

Proposal Rating Process

Scoring Rubric

Poor	Fair	Satisfactory	Good	Excellent
The response addresses the criteria in a very inadequate way.	The response addresses the criteria in a non-specific or unsatisfactory	The response addresses the criteria in an adequate way.	The response addresses the criteria in a substantial way.	The response addresses the criteria in an outstanding way.

Appendices

Appendix A: Proposal Application Checklist

Appendix B: Pre-Orientation Conference

Appendix C: Sample Budget Narrative

Other Terms & Conditions

Change Happens reserves the right to: negotiate funding all or portions of a proposal; issue amendments to the RFP; and modify dates

The Fund will not pay any costs incurred in responding to the RFP

Change Happens reserves the right to request additional information

Change Happens is not responsible for any internal or external delivery delays

Change Happens reserves the right to conduct interviews with top qualified Bidders

RFP Pages 16-17



Grantee Policies

Organization selected for funding will be expected to:

- Demonstrate knowledge and understanding of the needs, risks, challenges, and opportunities of the target population
- Participate in an organizational assessment conducted by Change Happens; engage, create, and follow an action plan resulting from the assessment
- Commit to the fidelity of the action plan
- Participate in meetings, webinars, training, and conference calls with Change Happens, other awardees, and/or JAD and JDP and advisory groups as requested
- Engage with community stakeholders
- Maintain collaborative partnerships with community stakeholders, other awardees, and JAD/JDP

RFP Page 18-19



Grantee Policies

- Submit reports as requested
- Manage and maintain a skilled and appropriate workforce
- Ability to provide culturally competent services in appropriate languages for the community being served
- Manage funds and maintain billing systems
- Participate in evaluation activities
- Share “Best Practices” and be actively engaged in a “Community of Practice” peer-to-peer learning

RFP Pages 18-19



Key Dates

ACTIVITY	DATE(S)
Request for proposal released	August 12, 2022
Pre-Orientation Conference Webinar	8-30-2022, 10 am-11 am & 8-31-2022, 2 pm-3 pm
Proposals Due	October 5, 2022, 11:59 pm
Conduct oral interviews with finalists (if required)	October 24-26, 2022
Grantees Notified of Award	November 1, 2022
Execute MOUs/Contracts	November 15, 2022
RFP Page 7	<i>Exact timeline subject to changes</i>

Questions





"...We find ourselves here, in community...Others are here...Here in front. Beside. Behind. Each a passenger; Each a captain; doing the best we can...Come, let us journey together."

River Call

By Manish Mishra



Youth Justice Community Reinvestment Fund



CONTACT INFORMATION:

HELEN STAGG HSTAGG@CHANGEHAPPENSTX.ORG

DR. SUJEETA MENON, SMENON@CHANGEHAPPENSTX.ORG

WWW.CHANGEHAPPENSTX.ORG

SEND QUESTIONS TO YOUTHJUSTICEFUNDINFO@CHANGEHAPPENSTX.ORG