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## Letter of Inquiry

### School Readiness & Family Stability Funds

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#### Overview

The Early Learning Hub of Linn, Benton, & Lincoln Counties supports underserved children and families in our region to learn and thrive by making resources and supports more available, more accessible, and more effective. The EL Hub is a collection of program and service providers who believe that by working together as K-12 schools, early education, and health, human services, and business we can better serve children and families.

In 2013, the Oregon Legislature passed House Bill 2013 which directed the Early Learning Hubs to accomplish three specific goals:

1. Create an early childhood system that is aligned, coordinated, and family-centered;
2. Ensure that children arrive at school ready to succeed; and
3. Ensure that Oregon's young children live in families that are healthy, stable and attached.

#### Invitation for Letter of Inquiry

The EL Hub and the Funding and Resources Committee invite interested providers and agencies in Linn, Benton, and Lincoln counties to submit Letters of Inquiry for projects that help fulfil our mission to increase family stability, improve kindergarten readiness, and ensure service coordination that is equitable and culturally and linguistically competent.

In 2015, the EL Hub developed 2015–2020 Strategic Plan to address the three goals and indicators required by the Oregon Early Learning Division (see Attachment 1: Goals and Indicators). A copy of the 2015-2020 Strategic Plan is available on the EL Hub website: <http://lblearlylearninghub.org/>.

#### Letter of Inquiry Due Date

To be considered for funding, proposals must be submitted to: [elhub@linnbenton.edu](mailto:elhub@linnbenton.edu) by 5:00 pm, on Friday April 22, 2016 (see Attachment 2: Timeline: RFA Process). Applications will be accepted in English or Spanish and will be translated by the Review Team, if necessary.

#### Requirements

Letters of Inquiry must address at least one of the indicators in the EL Hub's 2015–2020 Strategic Plan (see Attachment 1: Goals and Indicators).

#### Evaluation criteria

Evaluation of the Letters of Inquiry are based on the criteria in the School Readiness and Family Stability Scorecard (Attachment 3). There are 60 points possible.

**Formatting Requirements:**

The Letter of Inquiry must be no more than 4 pages in length, double spaced plus the Cover Page (see Attachment 4). Use an 11 pt. or greater font size for narrative text and no smaller than half-inch margins. Diagrams and tables may be in smaller font sizes.

**Cover Page**

Each Letter of Inquiry must have a completed Cover Page (see Attachment 4).

**Statement of Need: (10 points)**

What issues does your project address? Why have you chosen to respond to this set of issues in this way and why does this matter in the area that you will be working?

**Methodology (20 points)**

Describe your project and give an overview of activities. Highlight why your approach is innovative and deserving.

Note: the target number of children or families with young children and the target demographic from the Cover Page (see Attachment 4) will scored with this section.

**Cross-Sector Collaboration (5 points)**

Indicate cross-sector collaboration(s), if applicable. Indicate the role of each partner.

**Outcomes (5 points)**

Which specific EL Hub Indicator(s) will your project impact? How will you achieve the impact? How will you evaluate your progress?

**Organization Description (5 points)**

Why is your organization and/or staff best equipped to carry out this activity? Describe the history of your organization in providing this type of service or why your organization would like to expand to include these services.

**Prior Hub Funded Program? (5 points)**

Has your organization received funding from the Early Learning Hub of Linn, Benton, & Lincoln Counties? If yes, did you meet or exceed targets and deliverables (including timelines for reporting and invoicing) or were targets and deliverables not met? Please explain.

**Budget (10 points)**

Provide projected cost (separated by Personnel and Materials and Supplies). Will your project leverage other funding? If so, include the estimated percentage of the overall budget requested to be funded by the EL Hub.

**Contracting Period**

Projects recommended for funding can begin work on or after July 1, 2016 and continue through June 30, 2017. If a shorter timeline is needed for your project, include the proposed timeline in the methodology section of your letter

Note: School Readiness and Family Stability Funds cannot be carried over and must be fully spent by June 30, 2017.

## Attachment 1:

### Goals and Indicators

#### Goal 1: The early childhood system is aligned, coordinated, and family-centered

|              |  |
|--------------|--|
| <b>1-1.A</b> | The hub has a strategic plan in place that details the role of all five sectors (business, early learning, health, K-12 education, human services) in achieving shared outcomes for children and families. |
| <b>1-1.B</b> | The hub has active participation of leaders from all five sectors within their governance structure.   |
| <b>1-1.C</b> | Shared Agreements (i.e.: Memoranda of Understanding/Declarations of Cooperation -MOUs/DOCs) are in place with partners from all five sectors and specify shared outcomes and activities.                   |
| <b>1-1.D</b> | Shared agreements (i.e.: MOUs/DOCs) specify that each sector partner will share data regarding budgets, services provided, and the number of children served within the hub coverage area.                 |
| <b>1-1.E</b> | The hub utilizes mechanisms to share funding and blend/braid resources actively.   |
| <b>1-2.A</b> | Demonstrated meaningful engagement with children and families from all of the communities served by the hub.   |
| <b>1-3.A</b> | Demonstrated engagement with culturally-specific community based organization as partners in delivery of services to children and families.  |
| <b>1-4.A</b> | Program participation data demonstrates increase in services to children and families from identified priority populations.  |
| <b>1-5.A</b> | Hub demonstrates that their operating administrative overhead is below 15% annually.   |

#### Goal 2: Children are supported to enter school ready to succeed

|              |  |
|--------------|--|
| <b>2-1.A</b> | The hub has demonstrated shared activities among early learning providers, families, and K-3 partners.   |
| <b>2-2.A</b> | Increase the number of children from Early Head Start, Head Start, OPK, Relief Nurseries, Healthy Families Oregon and/or other waiting lists served by a Hub partner program.  |
| <b>2-3.A</b> | Increase in number of 3, 4, and 5-star QRIS <i>providers</i> serving children from “hot spots” and communities of color and an increase in the number of <i>children</i> served in hot spots and communities of color. |
| <b>2-4.A</b> | Increase in percent of children who receive a developmental screen before the age of 3.  |
| <b>2-5.A</b> | Increase in percentage of children enrolled in kindergarten before start of school year.   |

#### Goal 3: Families are healthy, stable and attached

|              |  |
|--------------|--|
| <b>3-1.A</b> | Increase in percentage of children in Employment Related Day Care (ERDC) in a 3, 4 or 5-star QRIS program.   |
| <b>3-2.A</b> | Increase in the number of children and families served by DHS (e.g., through TANF or child welfare) who are receiving early learning, parent education or family support services. |
| <b>3-3.A</b> | Increase in the percentage of children on OHP who make it to 6 or more well-child visits by 15 months of age.  |

**Attachment 2:**  
**Timeline: RFA Process**




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Timeline: RFA Process

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**School Readiness & Family Stability Funds**

|   |                         |
|---|-------------------------|
| Notification posted                                     | 04/11/2016              |
| Letter of Inquiry due                                   | 04/22/2016              |
| Review letters  | 04/25/2016 – 04/29/2016 |
| Recommendations brought to Governing Board for approval | 05/05/2016              |
| Notify of Invitation to apply for funding               | 05/06/2016              |
| Applications for funding due                            | 05/20/2016              |
| Applications reviewed                                   | 05/23/2016 – 05/27/2016 |
| Recommendations brought to Governing Board              | 06/02/2016              |
| Formal notice of award                                  | 06/03/2016              |
| Contract start date                                     | 07/01/2016              |

### Attachment 3: School Readiness and Family Stability Scorecard

| Letter of Inquiry School Readiness and Family Stability Funds Scoring Rubric  |   |  |  |   |
|---|---|--|--|---|
| Statement of Need - 10 points   |   |  |  |   |
|   | Not Well Defined – Not aligned with Strategic Plan<br><br>0 pts | Shows Promise –Some concepts are aligned with EL Hub Goals<br><br>1 pts. | Is Aligned with Strategic Plan and Demonstrates EL Hub Goals<br><br>3 pts. | Completely Aligned with Strategic Plan, EL Hub Indicators and Fulfills the Needs Established for EL Hub Letter of Inquiry Evaluation Criteria<br><br>5 pts. |
| Issues addressed by the project   |   |  |  |   |
| Reasons for choosing to respond to the issues in this way and why does it matter in the area that they will be working? |   |  |  |   |
|   |   |  |  | Total   |



| Methodology - 20 points                        |   |  |  |   |
|--|---|--|--|---|
|  | Not Well Defined – Not aligned with Strategic Plan<br><br>0 pts | Shows Promise –Some concepts are aligned with EL Hub Goals<br><br>1 pts. | Is Aligned with Strategic Plan and Demonstrates EL Hub Goals<br><br>3 pts. | Completely Aligned with Strategic Plan, EL Hub Indicators and Fulfills the Needs Established for EL Hub Letter of Inquiry Evaluation Criteria<br><br>5 pts. |
| Project description and overview of activities |   |  |  |   |
| Innovative and deserving approach              |   |  |  |   |
| Target number of children and/or families      |   |  |  |   |
| Target demographic                             |   |  |  |   |
|  |   |  |  | Total   |



| Cross-Sector Collaboration - 5 points  |   |  |  |   |
|--|---|--|--|---|
|  | Not Well Defined – Not aligned with Strategic Plan<br><br>0 pts | Shows Promise –Some concepts are aligned with EL Hub Goals<br><br>1 pts. | Is Aligned with Strategic Plan and Demonstrates EL Hub Goals<br><br>3 pts. | Completely Aligned with Strategic Plan, EL Hub Indicators and Fulfills the Needs Established for EL Hub Letter of Inquiry Evaluation Criteria<br><br>5 pts. |
| Cross-sector collaboration(s) - if applicable - and the role of each partner.  |   |  |  |   |
|  |   |  |  | Total   |
| Outcomes - 5 points  |   |  |  |   |
|  | Not Well Defined – Not aligned with Strategic Plan<br><br>0 pts | Shows Promise –Some concepts are aligned with EL Hub Goals<br><br>1 pts. | Is Aligned with Strategic Plan and Demonstrates EL Hub Goals<br><br>3 pts. | Completely Aligned with Strategic Plan, EL Hub Indicators and Fulfills the Needs Established for EL Hub Letter of Inquiry Evaluation Criteria<br><br>5 pts. |
| Specific EL Hub Indicator(s) to be impacted by the project. How will they achieve the impact? How will they evaluate their progress? |   |  |  |   |
|  |   |  |  | Total   |



| Organization Description - 5 points   |   |  |  |   |
|---|---|--|--|---|
|   | Not Well Defined – Not aligned with Strategic Plan<br><br>0 pts | Shows Promise –Some concepts are aligned with EL Hub Goals<br><br>1 pts. | Is Aligned with Strategic Plan and Demonstrates EL Hub Goals<br><br>3 pts. | Completely Aligned with Strategic Plan, EL Hub Indicators and Fulfills the Needs Established for EL Hub Letter of Inquiry Evaluation Criteria<br>5 pts. |
| Is the organization and/or staff equipped to carry out the proposed activity? Do they have history of providing this type of service? If not, why do they want to expand to include these services? |   |  |  |   |
| <b>Total</b>  |   |  |  |   |
| Prior Hub Funded Program - 5 points   |   |  |  |   |
|   | Not Well Defined – Not aligned with Strategic Plan<br><br>0 pts | Shows Promise –Some concepts are aligned with EL Hub Goals<br><br>1 pts. | Is Aligned with Strategic Plan and Demonstrates EL Hub Goals<br><br>3 pts. | Completely Aligned with Strategic Plan, EL Hub Indicators and Fulfills the Needs Established for EL Hub Letter of Inquiry Evaluation Criteria<br>5 pts. |
| Has the organization previously received funding from the EL Hub? If yes, did they meet or exceed targets and deliverables or were targets and deliverables not met?                                |   |  |  |   |
| <b>Total</b>  |   |  |  |   |



## Attachment 4:

## Cover Page



## Letter of Inquiry

## Requirements &amp; Scoring

| <b>Cover Page</b>   |   |   |                                |
|---|---|---|--------------------------------|
| <b>1. Applicant Organization:</b>   |   | <b>2. Contact Person:</b>   |                                |
| <b>3. Phone Number:</b>   |   | <b>4. Email:</b>  |                                |
| <b>5. Mailing Address:</b>  |   |   |                                |
| <b>6. Which EL Hub Goal(s) does your project address?</b>   | <input type="checkbox"/> Children are supported to enter school ready to succeed  | <input type="checkbox"/> Families are healthy, stable and attached  |                                |
| <b>7. Which EL Hub Indicator(s) does your project address?</b>  |   |   |                                |
| <b>8. How much funding is requested from the Early Learning Hub of Linn, Benton, &amp; Lincoln Counties?</b>        |   |   |                                |
| <b>9. Indicate the timeframe you are requesting funding for: (Maximum allowable range is 7/1/2016 to 6/30/2017)</b> |   |   |                                |
| <b>10. Describe the startup timetable:</b>  |   |   |                                |
| <b>11. List specific communities to be impacted by your services:</b>   |   |   |                                |
| <b>12. How many young children and/or families with young children will be served?</b>                              |   |   | _____Children<br>_____Families |
| <b>13. Indicate the specific demographics who will be impacted by your service (check all that apply):</b>          | <input type="checkbox"/> Communities of color<br><input type="checkbox"/> Rural <input type="checkbox"/> Urban<br><input type="checkbox"/> Families in poverty  | <input type="checkbox"/> Children with disabilities<br><input type="checkbox"/> English Language Learners |                                |
| <b>14. What age groups of children will be served (check all that apply):</b>                                       | <input type="checkbox"/> Prenatal <input type="checkbox"/> Infant/Toddler (under 3 years)<br><input type="checkbox"/> Preschool (3-5 years) <input type="checkbox"/> Transitioning Kindergartners (5-6 years) |   |                                |