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## Letter of Interest

### Innovation / Planning Grants

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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, 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 Interest

The EL Hub invites interested providers and agencies in Linn, Benton, and Lincoln counties to submit Letters of Interest for planning or innovative projects that help fulfill our mission to increase family stability, improve kindergarten readiness, and ensure service coordination that is equitable and culturally and linguistically.

#### Requirements

Letters of Interest must address at least one of the Hub Roles & Responsibilities (see Attachment 1: Roles & Responsibilities).

#### Letter of Interest Due Date

To be considered for funding for the 2018-2019 fiscal year, proposals must be submitted to [elhub@linnbenton.edu](mailto:elhub@linnbenton.edu) by 5:00 pm, on Friday May 18, 2018 (see Attachment 2: Timeline: RFA Process). Applications will be accepted in English or Spanish and will be translated by the Review Team, if necessary.

#### Evaluation Criteria

Evaluation of the Letters of Interest will be conducted by the Governing Board Funding Committee to ensure that funds are equitably allocated across counties, age groups, and priority populations with final approval being made by the Governing Board.

**Formatting Requirements:**

The Letter of Interest must be double spaced, no more than **3** pages in length, and a Cover Page (see Attachment 3). 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 Interest must have a completed Cover Page (see Attachment 3).

**Statement of Need**

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**

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

**Cross-Sector Collaboration**

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

**Outcomes**

Which specific EL Hub Role(s) will your project impact? How will you achieve the impact? How will you collect data and evaluate your progress?

**Organization Description**

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.

**Contracting Period**

Projects recommended for funding can begin work on or after July 1, 2018 and continue through June 30, 2019. 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, 2019.

## Attachment 1:

# Hub Roles & Responsibilities

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

1.1 The role of the hub is to develop and implement, in partnership with the five sectors (early learning, K-12, health, human services, and business), a shared strategic vision and work plan to achieve the Early Learning System goals of (1) an aligned, coordinated, and family-centered system, (2) children entering school ready to succeed, and (3) healthy, stable, and attached families.

1.2 The role of the hubs is to aggregate, interpret and effectively communicate available data in order to (1) identify focus populations, (2) track the well-being of children and families in the community, (3) guide development of their work plan and its revision in a process of continuous quality improvement; and (4) facilitate collaboration across sectors and partners.

1.3 The role of the hub, in partnership with the five sectors, is to identify focus and priority populations in the community using best available data and help direct community resources to address the needs of those populations.

1.4 The role of the hub is to work with community partners to build understanding and grow community support for the shared vision, and to facilitate opportunities for partners to integrate that vision into their own work plans and strategies.

1.5 The role of the hubs is, with partners and all five sectors, to identify and prioritize barriers children and families experience when attempting to access supports to achieve positive outcomes, and to strategically work to remove prioritized barriers.

1.6 The role of the hub is to incorporate family voice from focus populations and adjust in a culturally responsive manner in hub planning, strategies and activities.

## Goal Two: Children are supported to enter school ready to succeed.

2.1 The role of the hub is to facilitate shared understanding and collaboration between early learning and K-12 partners regarding expectations about the skills and abilities of children entering school.

2.2 The role of the hub is to facilitate culturally responsive family engagement activities across the community that promote seamless transitions into kindergarten and the family's comfort and engagement at their child's school.

2.3 The role of the hub is to work with partners to coordinate identification of children & families from focus and priority populations, to recruit them for early learning activities, enroll them in services, and make timely referrals with smooth transitions.

2.4 The role of the hub is to work with community partners to increase the percentage of children from focus and priority populations who experience early learning activities that prepare them for success in school.

## Goal Three: Families are healthy, stable and attached.

3.1 The role of the hub is to work with early learning programs and other partners to ensure children and families from focus and priority populations have access to culturally responsive family support services.

3.2 The role of hub is to collaborate with the health sector to address the social determinants of health that lead to health and well-being for young children and their families.

3.3 The role of the hub is to work with community partners to increase protective factors and reduce childhood experiences of abuse or neglect.

3.4 The role of the hub is to work with community partners to ensure children and families from focus and priority populations have access to medical, dental, mental health and other health care services.

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




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Timeline: RFA Process

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**Innovation / Planning Grants**

Notification posted	04/16/2018
Letter of Interest Due	05/18/2018
Review letters	05/21/2018 to 06/08/2018
Applicants contacted for clarifying questions (if needed)	06/11/2018 to 06/22/2018
Recommendations brought to Governing Board	06/28/2018
Formal Notice of Award	06/29/2018
Contract Start Date	07/01/2018

**Attachment 3:**  
**Cover Page**



*Letter of Interest*

<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 Role does your project address?</b>			
<b>8. How much funding is requested from the Early Learning Hub of Linn, Benton, &amp; Lincoln Counties? (Maximum allowable is \$5000 per county served up to \$15,000)</b>			
<b>9. Indicate the timeframe you are requesting funding for: (Maximum allowable range is 7/1/2018 to 6/30/2019)</b>			
<b>10. Indicate which County(ies) will be served:</b>	<input type="checkbox"/> Linn	<input type="checkbox"/> Benton	<input type="checkbox"/> Lincoln
<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 _____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 <input type="checkbox"/> Children with disabilities <input type="checkbox"/> Rural <input type="checkbox"/> Urban <input type="checkbox"/> English Language Learners <input type="checkbox"/> Families in poverty		
<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) <input type="checkbox"/> Preschool (3-5 years) <input type="checkbox"/> Transitioning Kindergartners (5-6 years)		