



**FY 2025-2027 Community Based Youth Services  
Request for Applications (RFA)**



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## **I. Introduction**

The Office of Juvenile Affairs (“OJA”), a hope-centered, trauma-informed juvenile justice agency, envisions a state where “all Oklahoma youth and families have the resources and supports they need to reach their full potential.”<sup>1</sup> Collaboration with youth families and community partners to create pathways for success through prevention and treatment for all Oklahoma youth embodies the standards which guide this application process. In pursuit of this vision and through the Request for Application (“RFA”) process, OJA allocates state funds to designated Youth Service Agencies (“YSAs”) annually, with a focus on prevention, diversion, and treatment services for youth and families at risk of entering the juvenile justice system. To ensure a judicious utilization of these funds applicants must conduct needs assessments with the populations they serve. These assessments must include input from stakeholders, community members, and clients within the proposed catchment area. The RFA process is designed to capture the evidence informed assessment process used by agencies to develop and document their local strategic plans, outlining service delivery.

### **A. Goals of the Process**

1. Assess and prioritize community needs;
2. Implement targeted interventions;
3. Maximize available resources;
4. Cultivate community relationships to increase awareness of services to target populations;
5. Capture and report reliable and relevant data; and,
6. Evaluate outcomes.

### **B. Priorities**

Applications should serve as a local strategic plan. For more information on the needs assessment process, see the Community Action with Targeted Solutions Catchment Area Needs Assessment Facilitation Guide (“Assessment Guidance Manual”). Funding for the FY 2025 contract period will be given to applicants who demonstrate the willingness and capability to implement services based on the ongoing needs assessment process in the proposed catchment area as evidenced by the submission of an application plan that demonstrates the following:

1. Understanding of culture(s) within the catchment area;
2. Engaging stakeholders and community members in the exploration of risk and protective factors, while simultaneously listening to the needs perceived by the community and stakeholder members;
3. Utilizing data combined with feedback from the community and stakeholders to establish priorities and target interventions;

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<sup>1</sup> The Office of Juvenile Affairs, Our Vision (<https://oklahoma.gov/oja/about/about-us.html>).



4. Establish baseline data and plan for tracking outcomes; and,
5. Creating an action plan with outcomes and a thorough description on how programmatic impact will be measured. Funding for Years 2 and 3 will be based on the ongoing reporting and annual updates to the Year 1 plan.

An applicant's implementation readiness does not determine eligibility for funding; the willingness and ongoing effort to respond to the demonstrated needs and gaps in services throughout the catchment area will be considered and used to determine the ability to respond to their community needs.

## **II. Ongoing Partnership and Implementation**

This strategic plan is fluid and may be modified as you identify service gaps and needs for future efforts. Maintaining and establishing new partnerships will strengthen this process and ensure your community and stakeholders have a voice and are at the table. You will provide updates to OJA annually and as needed for support in implementation of plan. The Community Based Youth Services Youth Service Agency plan update for FY 2026 funding will be due on June 15, 2025. As you strengthen the needs assessment process, you will likely discover gaps and needs for services. This will change your current plan and if the changes are documented as they are discovered through the reporting and annual plan update, you will have the ability to adjust to the newly identified needs. Budget revisions are a mechanism to allow you to meet those needs during the contract period. Your updated strategic plan, budget revision request, and data on service delivery will be used to support budget revision requests. Please note, core services (e.g., First Time Offender programming, Community at Risk Services, and CERC) must be provided and cannot be reallocated to non-core services.

## **III. Guidance for Application Completion**

A needs assessment is a systematic process for determining and addressing needs or gaps between current conditions and desired conditions. The discrepancy between the current condition and desired condition must be measured to appropriately identify the need.<sup>2</sup> Each of the application components should be detailed and provide useful information that guides program development and implementation.

### **A. Youth Service Agency Catchment Area Strategic Plan**

Describe your geographic area, be sure to include counties, major towns/cities, and school districts located within the catchment area to be served.

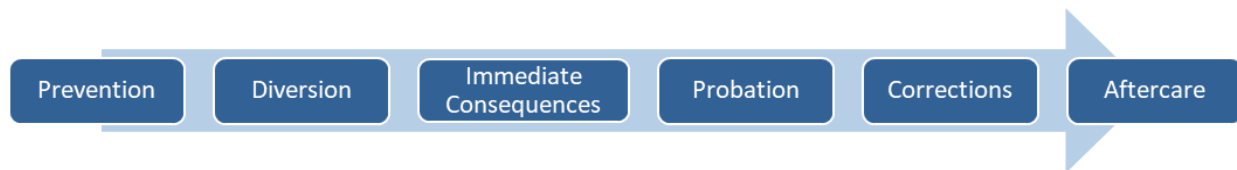
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<sup>2</sup> Assessment Guidance Manual, page 3, <https://oklahoma.gov/content/dam/ok/en/oja/documents/CATS.pdf>



## B. Community Relationships and Collaboration

In the application, address the following for each key stakeholder: (i) current strategies to listen, build relationships, and collaborate with key stakeholders, specifically those impacted by the juvenile justice system; and, (ii) collaboration efforts in various points in the continuum of services and levels of influence. In addition, include consideration for racial, ethnic, and geographic makeup of the catchment area for each key stakeholder.



Juvenile Justice Continuum

## C. Tables

Tables 1-5 must be completed and submitted with the RFA. As you develop the strategic plan, use the tables to assist with responding to Sections I-IV.

### 1. Table 1 - Plan Timeline

Complete Table 1 (*see* Attachment 1, Instructions for Tables and Attachments). The “Table 1 Timeline” is for a standard needs assessment process. It contains some of the most common steps. **It must be individualized to your catchment area.** You may add steps and dates for your catchment area’s unique plan and attach it to your application.

### 2. Table 2 – Stakeholder and Community Feedback

Stakeholder input in the needs assessment process is required. In Table 2 – Stakeholder and Community Feedback, place an **X** next to the stakeholders you currently engage and a **P** next to the stakeholders you plan to engage during FY 2025.

### 3. Table 3 – Missing Voices

Identifying missing voices is crucial in ensuring the needs assessment process is comprehensive and reflective of a diverse range of stakeholders affected by the juvenile justice system. Failure to include these voices can result in incomplete data, leading to ineffective interventions.

Reference any missing voices needed to capture the perspectives of stakeholders, community members, or other impacted individuals in Table 3 – Missing Voices.



4. Table 4 – Data Mapping

Utilize the data mapping tool for each geographic area in your catchment area.<sup>3</sup> This process will need to occur in your timeline as you assess the year 1 interventions. Complete Table 4 – Data Mapping Tool using data you have captured using the mapping tool to identify your areas of focus for the Year 1 contract period.

5. Table 5 – Strategic Planning for Identified Community Needs and Service Delivery

Identify each prioritized risk factor, the services identified to meet the need (Program), the location in the catchment area to be served with the identified service County(ies), the Goals, Objectives, and Outcomes to be tracked. FY 2025 will be your baseline year. You will update these tables with each renewal contract for each program funded under the CBYS contract. You will complete one table for each program (It’s My Life, Nurturing Parents, TF-CBT for Justice Involved Youth, etc.).

a) Planning / Service Delivery Plan<sup>4</sup>

To be complete, your service delivery plan should have the following components:

- i. Prioritized Needs;
- ii. Services, Partnerships, and Process Changes to Address Prioritized Needs;
- iii. Outcome Indicators and Methods for Tracking and Measuring Outcomes of Supported Items; and,
- iv. Action Plan for Service Implementation.

b) Strategic Planning for Service Delivery to Meet Identified Community Needs

- i. Goals for each catchment area by Program Area: Provide goals using stakeholder and consumer input, statistical data, and information from your gap analysis and resource assessment.
- ii. Document the objective (specific, measurable, action oriented, realistic, and time limited), outcome measures, and baseline data for each outcome measure.

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<sup>3</sup> Assessment Guidance Manual, page 63

<sup>4</sup> Assessment Guidance Manual, pages 32-39



- iii. Identify each prioritized risk factor, the services identified to meet the need, the location in the catchment area to be served with the identified service, and the Goals and Outcomes to be tracked. Include baseline data for each outcome in each catchment area.

**IV. RFA Instructions and Checklist**

The RFA Packet is located on the OJA Website at [Youth Services Agency Information \(oklahoma.gov\)](http://www.oklahoma.gov/youth-services). A pre-bid conference will be held on May 8, 2024 at 9 am and 3 pm CST via Zoom and may be accessed at the following link: <https://www.zoomgov.com/j/1610252598?pwd=NGwvTDJCUjUxTk9ienlXdjJ2RE14dz09>

A recording will be posted to the OJA Website. Questions may be submitted to [cbys@oja.ok.gov](mailto:cbys@oja.ok.gov) until 12:00 pm CST on May 7, 2024.

Application due date: 11:59 PM CST on May 29, 2024

Submission instructions may be found at [Youth Services Agency Information \(oklahoma.gov\)](http://www.oklahoma.gov/youth-services)

**A. Overview of Required RFA Documents**

Document	Instructions
Option Selection and Updated Description, if Applicable	The 2025 Request for Application process provides applicants with several options to document their agency’s responsivity to their local needs assessment requirements. Use the cover page to select the option to be used. Submit the cover page with the requested information.
RFA Application	The RFA Application should be double spaced, using a standard 12-point font, using no less than 1-inch margins.  The RFA Application should include responses to all questions.
Table 1: Plan Timeline	Document action steps, progress, outcomes, and dates of the needs assessment process.
Table 2: Stakeholder and Community Feedback	Place an X next to stakeholders you currently engage and a P next to stakeholders you plan to engage. Additional stakeholders may be added to the list.



<p>Table 3: Missing Voices</p>	<p>Assess the information gathering process and identify missing voices. Fill out the table, to the extent possible, with input that may be missing. If you do not know the name but recognize a specific stakeholder is missing, you may list the stakeholder only and provide additional information in the note's column.</p>
<p>Table 4: Data Mapping</p>	<p>Fill out the data mapping tool for each geographic area in your catchment area.</p>
<p>Table 5: Strategic Planning for Identified Community Need and Identified Service Delivery</p> <p>*Submit one for each program: It's My Life, Nurturing Parents, TF-CBT for Justice Involved Youth, etc.</p>	<p>Identify each prioritized risk factor, the services identified to meet the need(Program), the location in the catchment area to be served with the identified service County(ies), and the Goals, Objectives and Outcomes to be tracked. FY 2025 will be your baseline year. You will update these tables with each renewal contract for each program funded under the CBYS contract.</p>
<p>Catchment Area Facilitation Guide (Assessment Guidance Manual)</p>	<p>Assessment Guidance Manual to be used as facilitation guide for implementation of evidence informed needs assessment process. Will provide more details to information requested in RFA.</p>
<p>Agency Board Membership</p>	<p>Attach roster of agency board membership</p>





**B. Application Check List**

Application requirements are determined by option selection. Items to be submitted as part of a complete RFA should include:

**Option 1 Requirements:**

- Option Page with RFA Option Selected and Summary if applicable
- Narrative with responses for sections I-IV
- Table 1: Plan Timeline
- Table 2: Stakeholder and Community Feedback
- Table 3: Missing Voices
- Table 4: Data Mapping
- Table 5: Strategic Planning for Identified Community Need and Identified Service Delivery (One per Program)
- Agency Board Membership Roster

**Option 2 Requirements:**

- Cover Page with Option 2 selected
- Updated 2021 RFA (Year I of the Needs Assessment)
- Summary of Plan Changes
- Agency Board Membership Roster