

**TRANSFORMATIONAL JUSTICE ACT: HOUSE BILL 2101  
LOCAL REENTRY PROJECT #14-003**

The Office of Community & Faith Engagement in the Oklahoma Department of Human Services is requesting proposals for funding to support a local prisoner reentry service program. The awarded program will be funded by the Reintegration of Inmates Revolving Fund established by House Bill 2101 in 2007. Pursuant to House Bill 2101, recipients must be “volunteer” organizations. Herein, a volunteer organization is defined as a non-profit organization that relies, at least partially, on uncompensated volunteers for administrative support or for assistance in the delivery of reentry services.

**Funding Overview:** OCFE will allocate up to \$13,700 to a local program that provides post-release services to individuals (and/or their families) exiting a correctional system into an Oklahoma community. We see many challenges for this population, and *seek to support programs that have a strong potential to increase the availability, reach and/or quality of services for ex-offenders in Oklahoma.*

Funding must be utilized to build the capacity of an *existing* program or service in one of the following areas: housing, employment, financial tutoring/education, transportation, and/or parenting and family support. The program should increase ex-offender and family stability and promote healthy, productive lifestyles. Funding may be used for direct service delivery, capital improvements, staff and volunteer support, training, and/or program expansion. Only expenses directly related to the proposed program shall be funded.

**Evaluation:** Project proposals will be evaluated by a review panel and the selection will be based on the quality of the proposal, the merits of the individual program and community needs, and the “best value” for the state. Proposals that incorporate collaborative efforts among multiple organizations will receive extra credit in the review process. Please review the list of scoring categories included with this RFP.

**Amount of Award:** The total funding available for Local Project #14-003 is \$13,700.00. The distribution of funding shall begin on the first day of June 2014 and continue for a period of up to one year.

**Submission:** Proposals must be submitted with the attached cover page, answering all questions in the order proposed in the RFP. Four (4) copies of the completed and signed cover letter and proposal (including the budget), together with one copy of the supporting documents listed below and any letters of support, must be submitted together in a sealed envelope.

**The submission deadline is FEBRUARY 28, 2014.** NO late submissions will be allowed.

The envelope should be addressed and delivered as indicated below:

Addressee:	Ginger Elliott-Teague Office of Community & Faith Engagement/OKDHS
by courier/in-person:	2400 N. Lincoln Boulevard (Sequoyah Building/Reception) Oklahoma City, OK 73105
by US mail:	P. O. Box 25352 Oklahoma City, OK 73125

For additional information, email [ginger.elliott-teague@okdhs.org](mailto:ginger.elliott-teague@okdhs.org) with the subject line “Local Project #14-003 Funding.”

**In addition to the written proposal response, submit ONE COPY of the confirmation of your non-profit/501 c(3) designation (IRS letter), a list of current officers and board members (including professional affiliations), minutes from two recent board meetings, and financial statements for the organization’s 2013 operating budget (these do not need to be formally audited).**

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**COVER PAGE**

Organization Name \_\_\_\_\_

Contact Person & Title \_\_\_\_\_

Email Address \_\_\_\_\_

Primary Phone \_\_\_\_\_ Secondary \_\_\_\_\_

Physical Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

Website \_\_\_\_\_

Year Established \_\_\_\_\_ # FTE Staff \_\_\_\_\_ Volunteer hours: average/week \_\_\_\_\_

Federal Employer/Tax Identification Number \_\_\_\_\_

Check all that are currently in place:

- Articles of Incorporation       501 c(3) Designation       Bylaws

Funding sources:

- Self                               Other Private Donations                       Foundations  
 Community Organizations       Local/State Governments                       Federal Government  
 Other \_\_\_\_\_

Total income and expenses in 2013:                      \$ \_\_\_\_\_                      \$ \_\_\_\_\_

Estimated income and expenses in 2014:                      \$ \_\_\_\_\_                      \$ \_\_\_\_\_  
*(Without this grant.)*

**Amount of funding request:**                       \$13,700                       Other: \$ \_\_\_\_\_

**Check the appropriate box(es) below to indicate the program area(s) to be funded:**

- Housing** (vouchers, stabilization, emergency funds, building repair and expansion, etc.)  
 **Employment** (vocational training or certifications, resume creation and interview skills, job placement and job coaching, employer recruitment, etc.)  
 **Financial tutoring and education** (financial literacy, budgeting and savings, banking, etc.)  
 **Transportation** (public transportation support, volunteer driving network development, etc.)  
 **Parenting and family support** (family stabilization and reunification, training and support, services directed toward children, etc.)

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### PROPOSAL RESPONSE REQUIREMENTS

Fully answer the following questions in a separate document. Begin each section on a new page and identify each question in the document, following this precise order of questions and identifying each question's response. You may format the document how you prefer, but please do not use a font smaller than size 11 or margins narrower than ¾ inch.

#### **SECTION I: Organizational and Service Background (2-4 pages)**

1. Describe your organization's mission and purpose in serving ex-offenders and their families.
2. Describe the target ex-offender population for which you provide services. Include descriptives such as age, gender, ethnicity, type of offence, family status, etc., as applicable. Describe why this particular population is being served and not others.
3. What is your organization's history of working with this ex-offender population?
4. Identify the physical service area (neighborhood, city, county or zip codes) in which you are implementing your project.
5. What are the obstacles in the reentry process for this particular population in your service area? Please provide data demonstrating these obstacles and reference your sources of information.
6. Describe how the program you wish to fund addresses some of these obstacles.
7. Discuss some of your organization's significant activities and accomplishments in the past three years.

#### **SECTION II: Project Details (8-12 pages)**

8. Provide a detailed overview of the program for which you seek additional funding and how it fits within your organization's overall mission.
9. How would this funding increase the availability, reach, and/or quality of services provided? Why is this funding needed at this time for this program?
10. List the program's objectives and desired outcomes. Describe the steps taken to achieve these.
11. What obstacles has this program faced in the past and what has been done to ensure its continued success? What potential obstacles do you foresee and what is your plan to address them?
12. Describe your process for identifying and recruiting ex-offenders and their families for the services to be funded by this award. Discuss whether you will exclude any individuals from receiving services, why, and how.
13. Identify the staff person(s) who will work on this program, their roles, and their education and/or experience in this area.
14. Describe specifically how you would allocate funding in this program should you win the award in a budget narrative. Consider the programmatic area(s) to be funded as well as the timeline for the use of the funds. Recall that funding may be used for direct service delivery, capital improvements, staff and volunteer support, training, and/or program expansion.

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15. Attach a copy of the overall program budget *AND one that specifies the allocation of this award*. Please refer to the sample format at the end of this RFP for the latter request.
16. Identify any partnering organizations and attach their letter(s) of commitment to the program. Describe their specific roles and responsibilities in the program, whether direct or indirect, and how any funding might be allocated to them. Discuss how this funding will strengthen your collaborative relationships. *If the program either provides services to or plans to work with **pre-release offenders** in any way, you are required to submit a memorandum of understanding with or letter of support from the Department of Corrections.*

### **SECTION III: Program Evaluation (2-3 pages)**

17. Describe the specific data/information you will collect to measure the achievement of the objectives and outcomes described earlier. What methods will you use to collect these data?
18. Describe your long-term plans to sustain this program and the benefits achieved with this award.
19. Describe the accounting practices and procedures used by your organization to demonstrate fiscal responsibility.
20. Describe the methods you use to ensure volunteer oversight and accountability, especially when working with clients and their families.
21. Submit a list of *three* references who can attest to the organization's experience and ability to perform the scope of work outlined in this proposal. References should not be current staff, or current or former officers, board members, or relatives of officers or board members. Include the name, organizational affiliation (if any), phone number and email address for each reference.

*At the end of your proposal, please reprint the following section and acknowledge your agreement with your printed name and dated signature:*

All information submitted in this proposal is truthful to the extent of current knowledge. I acknowledge that an awardee will be selected by a review panel, the members of which will remain unidentified. The awardee will be required to provide a summary of the funded program for public dissemination. This contract is funded on a cost-reimbursement basis; all funds will be distributed through an audited invoice process.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

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### Local Project Estimated Budget (Sample Format)

NOTE: The program budget must support the activities and expenses identified in the organization's proposal. The categories provided are a sample of allowable expenses. **The budget does not need to identify allocations in all categories listed or solely in these categories.**

#### Staffing:

Project Position            Total salary x % of time allocated to project =            Proposal allocation

#### Travel supporting project activities:

Type of Activity            # of times x #miles x \$0.xx/mile            =            Proposal allocation

#### Overhead (for example):

Phone            Total costs directly related to the project            =            Proposal allocation

Supplies            Type & number x individual cost            =            Proposal allocation

Postage            =            Proposal allocation

#### Contractual:

Identify type (speaker, trainer, organization, therapist, etc.),  
purpose of contract services, and method of calculating cost            =            Proposal allocation

#### Equipment:

Provide manufacturer, model, description and % of usage allocated to  
the project (*need must be demonstrated in project proposal*)            =            Proposal allocation

#### Project Events:

Identify event components and methods of calculation            =            Proposal allocation

#### Materials:

Identify type: number of pieces x cost per piece            =            Proposal allocation  
(*need must be demonstrated in project proposal*)

**Total Project Budget:**            \$ \_\_\_\_\_

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### Scoring Rubric Categories and Valuation

#### **Scoring Categories and (Points)**

Proposal Documentation (3)  
Organizational Accountability (12)  
Service Background (15)  
Funding Request Overview (20)  
Program Review (30)  
Budget Evaluation (10)  
Sustainability (5)  
Collaboration (5)

#### **Total possible points: 100**

All questions listed in the RFP are considered in the scoring review. Proposals must average at least 70 points across the four reviewers' evaluations to be considered for funding. On a particular proposal, no scoring category (except "Collaboration") may have a score less than 50% of the total points possible for that proposal to be considered.