| Oregon Commission on Children and Families |
| **Runaway and Homeless Youth Initiative** |
| **Request for Proposals** |
| **2007** |

APPLICATION PACKET
APPENDICES

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Note: All appendices, with the exception of A, B, and J (required elements) have been included as resources and references for your information.

Appendix A-Proposed Project Cover Sheet

Program title: _____

Administering agency *(*1):* _____

Applicant Agency Contact Name and Contact Information:_____

_____

Amount of funds requested: $ _____

Match *(*2)*: $ _____

Total Budget: $ _____

Project/Program Director *(*3):* _____

Phone Number: _____ Fax: _____

E-mail _____

Program Contact: _____

Phone Number: _____ Fax: _____

E-mail _____

Authorized official for the applicant agency *(*3)*: _____

Signature of authorized official: _____

(*1) Administering Agency is the LCCF; *(*2)* Project match can include leveraged resources, in-kind, or cash*; (*3)* Project Director is the community partner staff member that will be implementing/managing the project or program(s), and; *(*4)* Authorized official for the applicant agency is the local Commission on Children and Families Chair or Chair of the local Board of County Commissioners.

Appendix B-Budget Format

ITEM	Grant Amount	Partner Receiving Allocation	Match Resources	Total
Personnel Salaries List each position by title. Itemize percentage of time devoted to the program, FTE, annual salary/hourly rate, fringe benefits, and payroll taxes in Budget Narrative.				
Contractual/Consultant Services Provide a brief description of the services to be provided. Itemize the hourly/daily rate and estimated time on program in Budget Narrative				
Rent and Utilities Identify by type (rent, telephone, pager, janitorial services) in Budget Narrative.				
Supplies Generally, supplies are items that have a useful life less than one year.				
Travel/Training Conferences In Budget Narrative, itemize travel expenses such as conference registration fees, meals (or per diem), lodging, airfare, mileage, tolls, commercial transportation, and parking fees. Per diem, mileage and lodging must be in compliance with policies established by Oregon Dept. of Administrative Services.				
Equipment Generally, equipment is tangible personal property costing over $5,000 and having a useful life of more than one year. Specify item, quantity, and unit cost in Budget Narrative. (See OAR 423-010-0036 Capital Expenditures; Ownership of Property and Federal Reg. OMB A-87)				
Administrative/Indirect Costs Administrative/Indirect costs may not exceed 10 percent. Itemize costs that are included in this category in Budget Narrative				
Other Expenses Use Budget Narrative to Itemize expenses that do not readily fit into any of the other budget categories e.g. Project management, direct client services, etc…				

Continuum of Commonly Accepted Service Elements for Runaway and Homeless Youth Appendix C
Outreach – professional or volunteer employees conducting **street outreach** at least three times a week
Basic Needs (food/clothing) – meals, clothing and other basic needs provided to youth without conditions
Emergency Shelter (less than 160 days) – immediate housing provided on a first-come first served basis
Long Term Shelter (greater than 160 days) – overnight housing provided on a long term basis
Family Reunification – professional staff contacting and providing counseling/mediation between family and youth with the purpose of reuniting both parties
Case Management/Advocacy – individual counseling or assistance provided to youth to obtain services and working towards leaving the streets
Drop-In Center – a place with regular operating hours for youth to meet with professional staff, get their basic needs met, and/or engage in other agency services
Recreation and Support Groups – regularly held groups for the purpose of relationship building and/or mental health support
Medical/Dental Services – Professional medical services by an RN, LPN, Dr., Chiro/Naturopathic Dr. or Dentist on site
Transitional Housing – (group setting, scattered site, shared home) housing for youth with supportive services on-site
Skills Training – providing training/counseling in life skills such as budgeting, leasing an apartment, etc.
Independent Living – housing in the community with limited support services for the purpose of creating independence
Alcohol and Other Drug Counseling – professional level staff (CADC I or II) providing AOD services
Mental Health – professional staff (QHMP, Psychiatrist, Psychologist) providing mental health services
Education – educational services provided on-site with the purpose of obtaining a GED or HS diploma
Employment – employment readiness training, internship opportunities or job placement services
Permanent Housing – housing provided without a timeline for termination
Aftercare Services – follow-up and aftercare services provided to youth exiting agency services

Program or Service Element Examples:
o **Case Management/Advocacy:** Two runaway and homeless youth advocates that will connect youth with existing supports and services
o **Drop-In Center:** A RHY service/reception center that will give youth one central place to connect to education, employability and other opportunities
o **Emergency or Short-Term Shelter:** A short-term shelter resource using a host home model with two to three beds

Appendix D-RFP Definitions and Terminology

Goals are broad statements of what your program wants to accomplish in the bigger picture.

Outcomes describe what is to improve or change in a positive way in the near term for people or systems.
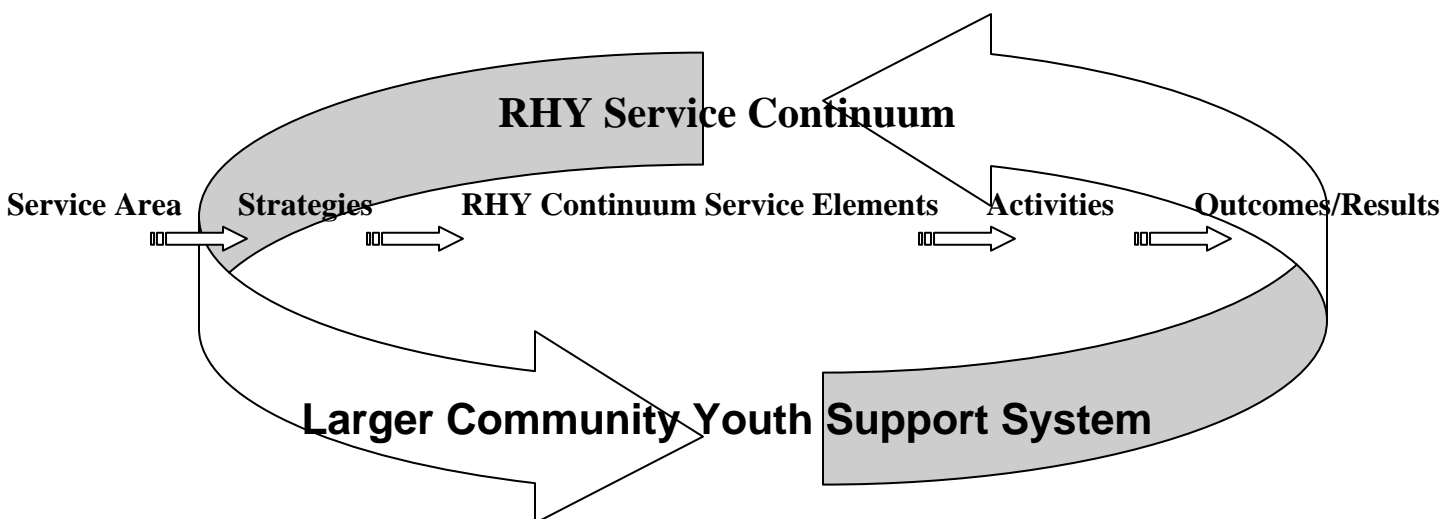
Outputs are the amount or frequency of an agency's product or service. Outputs contribute directly to achievement of an outcome.

Performance measures is a generic term for three types of things: Outcome measures (medium or small), outputs (#'s of activities provided or youth served), or process measures. Data indicators tied to these measures determine whether the objectives of your program have been met. Performance measures should include both process measures and short-term outcome measures.

RHY Service Continuum Elements are that group of service elements specifically intended to meet the needs of young people that have run away from home and/or are homeless, or at imminent risk of such. These may be provided by more than one partner and may be available to a broader population. However, the key is that RHY have access to the service element, preserving the intention of this funding stream. (See comprehensive list- Appendix C).

Community Youth Support System is all of a community's youth care and support resources and the agencies and community entities that provide them.

Flow Chart-RHY Services and Supports are delineated in the logic model sample provided. The categories go from broad to specific; from **two area categories**, **Services** and **Systems**, to strategies within each of those two areas. The RHY Continuum elements are specific activities that may be tied to several strategies. Specific activities or outputs will have specific outcomes or results anticipated.

Appendix E-RHY Federal Program Categories

Descriptors of Federally Funded Runaway and Homeless Youth Programming and Program Categories Taken From A 2006 CRS Report to Congress Runaway and Homeless Youth: Demographics, Programs, and Emerging Issues

Basic Center Program
The Basic Center Program is intended to provide short-term shelter and services for youth under age 18 and their families through public and private community-based centers. Youth eligible to receive BCP services include those youth who are at risk of running away or becoming homeless (and may live at home with their parents), or have already left home, either voluntarily or involuntarily. BCP centers were designed to provide these services outside of the law enforcement, juvenile justice, child welfare, and mental health systems. These centers, which generally shelter as many as 20 youth for approximately two weeks, are located in areas that are frequented or easily reached by runaway and homeless youth. The shelters seek to reunite youth with their families, whenever possible, or to locate appropriate alternative placements. They also provide food, clothing, individual or group and family counseling, and health care referrals. Some centers may serve homeless youth ages 18 to 21 through street-based services, home-based services, and drug abuse education and prevention services.

Transitional Living Program
Recognizing the difficulty that youth face in becoming self-sufficient adults, the Transitional Living Program provides longer-term shelter and assistance for youth ages 16 to 21 (including pregnant and/or parenting youth) who may leave their biological homes due to family conflict, or have left and are not expected to return home. In FY2006, 207 organizations received TLP grants. All but five states (Idaho, Nevada, New Hampshire, North Dakota, and Wyoming), Puerto Rico, and Guam appear to have at least one TLP grantee. Each TLP grantee may shelter up to 20 youth at host family homes, supervised apartments owned by a social service agency, or scattered-site apartments, and single occupancy apartments rented directly with the assistance of the agency. Shelter is provided for up to 18 months, and youth under 18 may remain in the program an additional 180 days or until the youth turns 18, whichever comes first. Youth receive several types of services:
- Basic life-skills training, including consumer education and instruction in budgeting and housekeeping;
- Interpersonal skill building;
- Educational preparation, such as GED courses and post-secondary training;
- Assistance in job preparation and attainment;
- Education and counseling on substance abuse; and mental and physical health care services.

TLP centers develop a written plan designed to help transition youth to independent living or another appropriate living arrangement, and they refer youth to other systems that can coordinate to meet their educational, health care, and social service needs. The grantees must also submit an annual report to HHS that includes information regarding the activities carried out with funds and the number and characteristics of the homeless youth.

Street Outreach Program
Runaway and homeless youth living on the streets or in areas that increase their risk of using drugs or being subjected to sexual abuse, prostitution, or sexual exploitation are eligible to receive services through the Street Outreach Program. The program's goal is to assist youth in transitioning to safe and appropriate living arrangements. SOP services include:
- Treatment and counseling;
- Crisis intervention;

- Drug abuse and exploitation prevention and education activities;
- Survival aid;
- Street-based education and outreach;
- Information and referrals; and;
- Follow-up support

At-risk of Family Separation

Youth, ages 11 through 17, and their families in this category have temporary or chronic conditions putting them at risk for runaway or throwaway behaviors. Depending on the situation, youth and young adults and families can move in and out of this at-risk category. Parental factors may be: unemployment, substance abuse, physical/sexual abuse, incarceration, family violence, physical illness, mental health, and homelessness. Youth and young adult factors may include: physical and/or sexual abuse or neglect, school problems, mental illness or substance abuse, trauma (rape, assault, intimate partner violence, and domestic violence, witnessing suicide or homicide), criminal behavior, family homelessness. Examples include:

- Youth and young adults, who are residing with family, but are at risk of running away or abandonment due to family stress, abuse, or youth's extreme behavior.
- Youth and young adults temporarily placed outside the home for a "time out" to ensure safety and to de-escalate a conflict while reunification/reconciliation can be negotiated.

Runaways

Runaway, ages 11 through 17, who have left their homes or alternative care placements or remained away without permission and/or have little or no connection with their families or caretakers. Specific examples include:

- Youth who leave home due to communication problems or other resolvable conflicts.
- Youth who, due to adolescent developmental issues, make poor decisions, engage in high-risk behaviors, and/or run away to avoid limitations.
- Youth and young adults who run away to avoid child abuse and/or domestic violence.
- Youth who are chemically dependent or who have mental health problems that interfere with safe behavior and good decision-making.

Abandoned

Abandoned youth, ages 11 through 17, who have been pushed out of their homes or abandoned by their parents, or who have left home for the streets with their parents' knowledge and consent. Specific examples include:

- Youth with parents who are unable to manage the youth's destructive and volatile behavior and/or lack resources to access treatment and bar the child from the home.
- Youth who are, due to financial reasons or intense family stress, neglected or abandoned.

Homeless Youth

Homeless youth and young adults, ages 11 through 17, who: lack a fixed place of residence; lack adult supervision, guidance, and care; or have little likelihood of reunification with parents. These are young people who have no homes to return to, either because of irreconcilable conflicts with their families, because they have lost track of their family, or because their family is homeless. Ages range from 11 to 17. Specific examples include:

a. Youth and young adults whose family is no longer a resource for their care and support.
b. Youth and young adults who no longer have a basic needs provider, and have not been able to develop the skills needed to care for themselves.

c. Youth and young adults who have been involved with service systems (mental health providers, juvenile justice, or child protective services) and were:

- Removed from home by the state or mental health service providers, who subsequently lacked resources to appropriately serve the individual leading to closure of the case and/or ending of services;
- Involved with juvenile justice or child protective services and fled those services resulting in their case being closed and services ended.
- Awaiting foster care or residential treatment placement.

d. Youth and young adults who are members of a homeless family and have unstable, frequently changing residences. Some youth begin to detach from their families to frequent gathering places where single homeless youth congregate.

e. Youth and young adults who are in a homeless family with such limited resources that the youth decides that alone they will have a better chance at self-sufficiency.

f. Youth and young adults who are unable to locate any family members.

g. Youth and young adults living under any of the following conditions:

- Sharing housing (*doubled-up*) with others due to loss of housing, economic hardship, or a similar reason
- Living in motels, hotels, trailer parks, or campgrounds due to lack of alternative adequate accommodations
- Living in emergency or transitional shelters
- Abandoned in hospitals
- Residing in a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings
- Living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings
- Minors who are unaccompanied by a parent, guardian or person in a parental relationship
- Migrant youth living in circumstances described above.

System Youth

Those youth in the physical custody of DHS for foster care or mental health or substance abuse residential treatment or those in the physical custody of either the local juvenile department or OYA for foster care, residential treatment or correctional facility.

Appendix G-Runaway and Homeless Youth Programs in Oregon
Partial List –July 2007

The following are brief descriptions of the major programs that serve runaway and homeless youth in Oregon. There are a number of programs serving these youth that are not represented on this list.

Portland – *Homeless Youth Service Continuum of Care*, a collaboration of three private agencies and Multnomah County, which includes the following:

- *Janus Youth Programs* – offers access and reception center, crisis shelter, short-term shelter program, transitional housing, youth gang outreach, teenage pregnancy prevention, and outreach workers.

  Janus Youth Services: Kevin Donegan, kdonegan@jyp.org

- *Outside-In* – offers medical dental clinic, addiction and mental health services, case management, legal advice, employment program, basic services, crisis counseling, transitional housing, independent living program, and Virginia Woof Doggie Daycare, a job training program.

  Outside In: Zarod Rominski, zarod@outsidein.org

- *New Avenues for Youth* – provides reception center, case management, educational programs, an onsite alternative school, outreach workers, transitional shelter, independent living program, and Ben & Jerry's Scoop Shop employing youth from the transitional shelter.

  New Avenues for Youth: Daniel Pitasky, dpitasky@newavenues.org

Klamath Falls – *Integral Youth Services* provides six emergency shelter beds (up to 14 days), a drop-in center with activities, and an outreach program.

Integral Youth Services: iys@earthlink.net (Sherry Wegener is Exec. Dir)

Corvallis – *Jackson Street Youth Shelter* provides emergency shelter (nine beds, up to two-week, stay with special exceptions), family counseling by staff, and referrals to local agencies for education, job training and mental health treatment.

Jackson Street Youth Shelter: Ann Craig, jsysi@peak.org

Eugene – *Looking Glass Youth and Family Services* provides emergency and short-term shelter, counseling services, reunification services, 24-hour crisis hotline, a day facility, alternative school and transitional living programming at Looking Glass New Roads.

Looking Glass: Galen Phipps, galen.phipps@lookingglass.us

Salem – *HOST* offers emergency shelter, short-term shelter (nine beds for ages 12-17), a transitional living program for older youth (six onsite beds for ages 16-21), and rental assistance; family support, counseling and mediation services; and connections for runaway and homeless youth to employment and educational programs.

HOST: Don Schweitzer, dschweitzer@nwhumanservices.org

*Clackamas County – *Springwater* and *Home Safe Programs,* operated by The Inn, serve homeless youth, ages 16-21, including parenting teens. The programs offer shelter in a residential home or apartment, case management services, individual and group counseling and training in life skills.

The Inn Home for Boys: Diane@TheInnHome.com

*Roseburg – *La Casa de Belen* provides transitional living facilities for 21 residents, ages 12-21 for a stay up to two years.

La Casa De Belen: Gary Gries, lacasadebelen@msn.com

Medford – *Community Works* provides street outreach, a resource center/ drop-in program, reunification services; a transitional living program, including rental assistance for older youth; an independent living program for youth after foster care; four emergency shelter beds (two in a home for unwed mothers and two in the Juvenile Shelter) for a maximum 2-week stay; and an alternative school (grades 6-12).

Community Works: Arnie Green, agreen@community-works.org

Bend – *The Loft of Cascade Youth and Family* provides outreach; Grandma's House provides shelter to homeless and/or abused girls (ages 12-19), pregnant or with their babies.

J Bar J: Dierdre Kasberger, deirdrek@jbarj.org

Washington County--Boys and Girls Aid Society-Transitional Living Program for older youth and 12 bed shelter.

BGAS: Vera Stoulil, vstoulil@boysandgirlsaid.org

Yamhill County-Yamhill County Community Action Agency sponsors a federally funded Street Outreach Program.

Newberg Dundee Youth Outreach Services: Kate Stokes, kstokes@newbergyouth.com

* Not currently federally funded

Appendix H-Web-sites and References

Administration for Children and Families-family and Youth Services Bureau
http://www.acf.hhs.gov/programs/fysb/content/aboutfysb/publications.htm

Issue Brief by the National Alliance to End Homelessness on the Runaway and Homeless Youth Act
http://www.endhomelessness.org/pol/papers/RHYbrief2.pdf

Education for Homeless Children and Youth
http://www.ed.gov/programs/homeless/guidance.pdf

Bao, W.-N., Whitbeck, L. B., & Hoyt, D. R. (2000). Abuse, support, and depression among homeless and runaway adolescents. *Journal of Health and Social Behavior, 41* **pp. 408-420.**

Barrow, S. & Zimmer, R. (1998). *Transitional housing and services: A synthesis* **from**
http://aspe.hhs.gov/progsys/homeless/symposium/10.htm

Hyde, J. (2005). From home to street: Understanding young people's transitions into homelessness. *Journal of Adolescence, 28* **pp. 171-183.**

Kipke, M. D., Palmer, R. F., LaFrance, S., & O'Connor, S. (1997). Homeless youths' descriptions of their parents' child-rearing practices. *Youth and Society, 28*(4) **pp. 415-431.**

Robertson, M., and Toro, P. i. Homeless Youth: Research, Intervention, and Policy. Fosburg, L. and Dennis, D. (Eds.), *Practical Lessons: The 1998 National Symposium on Homelessness Research. Washington, DC*

Whitbeck, L. B., & Hoyt, D. R. (1999). *Nowhere to grow: Homeless and runaway adolescents and their families.* **New York: Aldine de Gruyter.**

Appendix I-Logic Model Sample

Goal: Improve health and well-being of RHY in our community

Objective: Services to Be Expanded, Enhanced or Created

Key Service or System Areas	Key Service Strategies (Menu)	RHY Continuum Service Elements (Menu)*	Performance Measures		
			System Outcomes (Changes) Examples	Outputs (Activities) Examples	Service Outcomes (Changes) Examples
Services Areas (Required): 1. Connectivity to Resources 2. Continuity of Education 3. Safety **System Areas (2 of 4 Required):** 4. Expand Partnerships 5. Increase Partner Diversity 6. Decrease gaps in service delivery 7. Increase community response to the need	o Linkages (demonstrated) between youth and resources o Referral and follow-up o School connectivity o Educational attainment o Higher education/ training o Family Reunification o Safe Exits o Shelter o Safety Plans o Improved Transitions o Successful transition out of being runaway or homeless o Increased likelihood of long-term shelter	**Outreach** **Basic Needs** **Emergency Shelter** **Long Term Shelter** **Family Reunification** **Case Management/Advocacy** **Drop-In Center** **Recreation and Support** **Groups** **Medical/Dental Services** **Transitional Housing** **Skills Training** **Independent Living Alcohol** **and Other Drug Counseling** **Mental Health** **Education** **Employment** **Permanent Housing** **Aftercare Services**	15 Community partners joined an RHY Steering Committee, increasing partnerships by 150% Three new community partners joined the board of our local shelter representing the faith community, the Russian Community and a gay Rights Advocacy Center Our local juvenile department, DHS office, McKinney Vento Liaison, and Independent Living Program, have formed a referral partnership	200 youth on the street were given medical information Out of those 200 youth, 60 made appointments with the youth advocate 35 youth attended health advocacy groups 50 youth received a total of 700 nights of shelter	**Education** – Are youth served reconnecting to or increasing their connection to their educational opportunities? *Sample outcome:* How many youth reconnect with the educational process, graduate or leave the programs for further educational or training opportunities? What level of an increase is this? **Safety** – Do young people have a safe living situation when they leave our programs? *Sample Outcome:* The number of runaway and homeless youth that exit services to safe and stable living circumstances will increase annually by X%.

Appendix J: Logic Model Template					
Goal:					
Objective:					
			Performance Measures		
Key Service or System Areas	Key Service Strategies (Menu)	RHY Continuum Service Elements (Menu)*	System Outcomes (Changes) Examples	Outputs (Activities) Examples	Service Outcomes (Changes) Examples