Office of Homeless Youth Criminal Justice Training Funding Application

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| Applicant Cover Sheet |
| Name of Agency/Department: |
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| Mailing Address: |
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|
| Physical Address (if different than mailing address): |
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| City: |
|  |
|
| Zip Code: |
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|
| Statewide Vendor Number (SWV): |
|  |
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| --- |
| Contact Information |
|  | Contact person for application: |
| Name/Title: |  |
| Phone: |  |
| Email: |  |
|  | Contact person for contract: |
| Name/Title: |  |
| Phone: |  |
| Email: |  |
|  | Executive *(person who will sign the grant agreement with Commerce)*: |
| Name/Title: |  |
| Phone: |  |
| Email: |  |

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| --- | --- |
| Applicant Type *(Check one)* | |
|  | Runaway and homeless youth agency | |
|  | Law enforcement agency | |
|  | Advocacy organization | |
|  | Other (*please specify*): | |

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| Subgrantee Summary Information  *(copy and complete this form for each subgrantee)* |
| Name of Agency/Department: |
|  |
| Mailing Address: |
|  |
| Physical Address (if different than mailing address): |
|  |
| City: |
|  |
| Zip Code: |
|  |

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| --- |
| Contact Information |
|  | Executive: |
| Name/Title: |  |
| Phone: |  |
| Email: |  |

|  |  |
| --- | --- |
| Applicant Type *(Check one)* | |
|  | Runaway and homeless youth agency | |
|  | Law enforcement agency | |
|  | Advocacy organization | |
|  | Other (*please specify*): | |

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| Subgrantee Responsibilities |  |
| Provide a summary of the subgrantee’s primary responsibilities. (50 words maximum) | |
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CERTIFICATIONS AND ASSURANCES

I/we make the following certifications and assurances as a required element of the proposal to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract:

1. I/we declare that all answers and statements made in the proposal are true and correct.
2. The prices and/or cost data have been determined independently, without consultation, communication, or agreement with others for the purpose of restricting competition. However, I/we may freely join with other persons or organizations for the purpose of presenting a single proposal.
3. The attached proposal is a firm offer for a period of 60 days following receipt, and it may be accepted by COMMERCE without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the 60-day period.
4. In preparing this proposal, I/we have not been assisted by any current or former employee of the state of Washington whose duties relate (or did relate) to this proposal or prospective contract, and who was assisting in other than his or her official, public capacity.
5. I/we understand that COMMERCE will not reimburse me/us for any costs incurred in the preparation of this proposal. All proposals become the property of COMMERCE, and I/we claim no proprietary right to the ideas, writings, items, or samples, unless so stated in this proposal.
6. Unless otherwise required by law, the submitted prices and/or cost data have not been knowingly disclosed by the Proposer and will not knowingly be disclosed by him/her prior to opening, directly or indirectly, to any other Proposer or to any competitor.
7. I/we agree that submission of the attached proposal constitutes acceptance of the solicitation contents and the attached sample contract and general terms and conditions.
8. No attempt has been made or will be made by the Proposer to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.
9. I/we grant COMMERCE the right to contact references and others who may have pertinent information regarding the ability of the Applicant and the lead staff person to perform the services contemplated by this RFP.
10. If any staff member(s) who will perform work on this contract has retired from the state of Washington under the provisions of the 2008 Early Retirement Factors legislation, his/her name(s) is noted on a separately attached page.

On behalf of the Applicant submitting this proposal, my name below attests to the accuracy of the above statement. We are submitting a scanned signature of this form with our proposal.

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| Signature of Proposer | |
|  | |
| Title | Date |

##### Application

##### Experience (1000 words max)

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| 1. What is your agency’s expertise in developing different types of training curriculum? Provide examples to illustrate. (10 Points) |
| 1. What is your agency’s expertise in identifying, engaging, and/or referring runaway and homeless youth to appropriate services? (10 Points) |
| 1. What is your agency’s expertise working with criminal justice staff and/or navigating policies or laws that intersect with runaway and homeless youth? (10 Points) |
| 1. Who will be the primary staff person responsible for developing the training curriculum, and what are their qualifications? (10 Points) |

##### Approach (1000 words max)

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| 1. Describe what format(s) you plan to do the training in (i.e. power point, video, webinar, online training modules, etc.), and how the proposed format ensures the training is widely and easily accessible to criminal justice staff from around the state. (10 Points) 2. If you plan to do in person trainings, how many trainings will be offered and where will they will be located geographically around the state? 3. If you plan to do a web-based training, how will it be accessed by criminal justice staff from around the state? |
| 1. Describe how you plan to include the key components identified in the scope of work, listed on pages 3-6 of the RFP, addressing each component separately. (10 points) |

##### Engagement (500 words max)

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| 1. Describe any current/future partnerships that will exist to support the completing of the training (i.e. law enforcement, providers, etc.). Attach letters of support/partnership agreements/MOU. (10 Points) |
| 1. How do you propose to get buy-in from criminal justice staff to participate or engage in the training? What outreach and engagement techniques might you use? (10 Points) |

##### D. Forum (s) (500 words max)

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| 1. Describe your plan, including general outline, for the in-person forum or forum(s). (10 Points) |
| 1. How do you plan to get participation from criminal justice staff, services providers, and/or currently or formerly homeless youth at the forum? (5 Points) |
| 1. How would you use the forum to strengthen criminal justice staff relationships with runaway and homeless youth providers? (5 Points) |

E. Limitations (250 words max)

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| 1. Describe any challenges or limitations that may come up as you work to complete the scope of work. What is your plan for addressing those challenges or limitations if they come up? (5 Points) |