



pennsylvania
DEPARTMENT OF HUMAN SERVICES
DIVISION OF PROCUREMENT

April 24, 2015

SUBJECT: RFA 4-15 Children's Trust Fund

Dear Prospective Applicant:

You are invited to submit an application for the above subject RFA for the Commonwealth of Pennsylvania, Department of Human Services in accordance with the attached Request for Application (RFA) 4-15.

All applications must be submitted as follows: Technical Submittal: one (1) original and four (4) copies and Cost Submittal: one (1) original and four (4) copies. Applicants must also submit a complete and exact copy of the entire submittal on a USB drives. All electronic documents must be submitted in Microsoft Office or Microsoft Office compatible format and sent to the Pennsylvania Department of Human Services, Division of Procurement, Room 402, Health and Welfare Building, 625 Forster Street, Harrisburg, PA 17120. **Applications must be received at the above address no later than two o'clock P.M. (2:00 P.M.) on June 5, 2015. Late Applications will not be considered regardless of the reason.**

All questions should be directed to Theresa Campisi, Project Officer, Department of Human Services, Office of Child Development and Early Learning via e-mail Rapwrfquestions@pa.gov **no later than 2:00 p.m. on May 11, 2015.** All applicants will be provided with answers to questions asked by any one applicant.

In addition, a Pre-Proposal Webinar will be held at 10:00 a.m. on May 11, 2015. The registration link is www.center-school.org/ctf.

Applications **must** be signed by an official authorized to bind the vendor to its provisions. Also, please include your Federal Identification Number, SAP Vendor Number and the Point of Contact's email address on the cover sheet of your application. Evaluation of applications and selection of vendors will be completed as quickly as possible after receipt of application.

Sincerely,

Daniel R. Boyd, Director
DHS Division of Procurement

Attachments

REQUEST FOR APPLICATIONS

FOR

CHILDREN'S TRUST FUND

RFA # 4-15

Date of Issuance

April 24, 2015

ISSUING OFFICE:

Commonwealth of Pennsylvania

Department of Human Services

Office of Administration

Procurement Section

Room 402 Health and Welfare Building

625 Forster Street

Harrisburg, PA 17120

Website:

<http://www.emarketplace.state.pa.us/Search.aspx>

Enter Solicitation # **4-15**

(enter numbers and dash only)

RFA PROJECT OFFICER:

Theresa Campisi

Department of Human Services

Office of Child Development and Early Learning

Address: 333 Market Street, 6th Floor

Harrisburg, PA 17126-0333

E-mail: RA-pwrfaquestions@pa.gov

Fax: (717) 705-2910

Website: www.pactf.org

**REQUEST FOR APPLICATIONS FOR
CHILDREN’S TRUST FUND
RFA # 4-15**

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**REQUEST FOR APPLICATIONS FOR
CHILDREN’S TRUST FUND
RFA # 4-15**

CALENDAR OF EVENTS

The Commonwealth will make every effort to adhere to the following schedule:

Activity	Responsibility	Date
Deadline to submit Questions via email to RFA Project Officer	Potential Applicants	May 11, 2015 2:00 p.m.
Deadline to register for pre-proposal webinar	Potential Applicants	May 7, 2015
Pre-proposal Webinar	Potential Applicants and DHS	May 11, 2015 10:00 a.m.
Answers to Potential Applicants’ questions posted to the DGS website (http://www.dgsweb.state.pa.us/RTA/Search.aspx) no later than this date	Issuing Office	May 18, 2015
Please monitor website for all communications regarding the RFA	Potential Applicants	Ongoing
Applications must be received by the Issuing Office at: Department of Human Services Division of Procurement Room 402 Health and Welfare Building 625 Forster Street Harrisburg, Pennsylvania 17120	Applicants	June 5, 2015 2:00 p.m.

PART I

GENERAL INFORMATION

I-1. Statement of Purpose and General Award Information.

The purpose of the Children's Trust Fund (CTF) grants, which operate under the administration of the CTF Board and the Department of Human Services (DHS), is to promote innovative and creative primary and secondary child abuse and neglect prevention programs in community-based settings in order to prevent the first occurrence of abuse and neglect of children in the Commonwealth. Any community-based organization located and operating in Pennsylvania that provides direct services and meets specific criteria in this Request for Applications (RFA) is eligible to apply for a CTF grant.

Through this RFA, CTF funds are available for up to a three-year grant cycle that begins November 1, 2015 to support innovative and creative community-based child abuse and neglect prevention projects that address the prevention strategies noted in *Part I, Section I-4* and this RFA and appropriately target areas of need. The maximum CTF grant award is \$50,000 per year for up to three years. Selected grantees must provide a minimum *local* match of 25 percent of the requested CTF grant award for the first year. Second and third grant years require a 50 percent match of the requested grant award. The continuation of CTF grants each year of the three year cycle is contingent upon the availability of funds and successful evaluation of the project.

I-2. Issuing Office.

This RFA is issued for the Commonwealth by the Department of Human Services Bureau of Financial Operations, Division of Procurement, on behalf of the Office of Child Development and Early Learning (OCDEL) and the CTF Board. The RFA Project Officer is the sole point of contact in the Commonwealth for this RFA. The Issuing Office and the RFA Project Officer are listed on the cover page of this RFA.

I-3. Scope.

This RFA contains instructions governing the requested applications, including the requirements for the information and material to be included; a description of the service to be provided; requirements which applicants must meet to be eligible for consideration; evaluation criteria; and other requirements specific to this RFA.

I-4. RFA Focus Statement.

Selected grantees will use evidence-based or promising practice programs to provide comprehensive support services that will strengthen families and build protective factors to prevent child abuse and neglect.

I-5. Type of Grant.

If DHS and CTF award grants as a result of this RFA, they will enter into grant agreements (Attachment 2), containing the Riders as attached to this RFA. DHS will use information from selected Applications to complete Rider 2 through 5 of the Agreements. DHS, in its sole discretion, may undertake negotiations with applicants whose proposals, in the judgment of DHS, show them to be qualified, responsible and capable of performing the Project.

I-6. Term of Grant.

The term of any grant agreements will commence on November 1, 2015 and will end no later than October 31, 2018. The selected grantee is required to submit annual renewal documents to the commonwealth. The selected grantees shall not start the performance of any work prior to the effective date of the grant agreement.

I-7. Incurring Costs.

The Commonwealth is not liable for any costs incurred by the applicant in preparation and submission of its application, in participating in the RFA process or for any service or work performed or expenses incurred prior to the effective date and issuance of a fully executed grant agreement.

I-8. Pre-proposal Conference.

A pre-proposal webinar will be held as specified in the Calendar of Events to provide an opportunity to ask questions related to this RFA. The pre-proposal webinar is the only opportunity for applicants to ask questions and discuss the specifics of this RFA and the application package.

Attendance at the pre-proposal webinar is optional. The webinar will be coordinated by the Center for Schools and Communities, and a registration link is located on their website at www.center-school.org/ctf. The deadline for registration is specified in the Calendar of Events.

I-9. Questions & Answers.

If an applicant has any questions regarding this RFA prior to the webinar, the applicant

must submit the questions via email (with the subject line "RFA #4-15 Question") to the RFA Project Officer named on the cover page of the RFA. The applicant shall not attempt to contact the RFA Project Officer by any other means. The applicant may also ask questions during the pre-proposal webinar. No questions will be answered before the pre-proposal webinar. Any answers furnished during the webinar will not be official until they have been verified, in writing, by DHS. The Issuing Office shall post all written answers to the questions submitted on the Department of General Services' (DGS) website at <http://www.emarketplace.state.pa.us/Search.aspx>, Solicitation # 4-15, as an attachment to the RFA. No questions will be accepted, either verbally or in writing, after the end of the pre-proposal webinar.

I-10. Addenda to the RFA.

If DHS deems it necessary to revise any part of this RFA before the application response date, the Issuing Office will post an addendum to the RFA on the DGS website listed above. All questions and answers generated from the pre-proposal webinar are considered an addendum to, and part of, this RFA, and will also be posted on the DGS website. Each applicant shall be responsible for monitoring the DGS website for new or revised RFA information. DHS shall not be bound by any verbal information nor shall it be bound by any written information that is not either contained within the RFA or formally issued as an addendum by the Issuing Office.

I-11. Vendor Registration.

In order to do business with the Commonwealth of Pennsylvania, applicants are required to enroll in the Commonwealth's SAP accounting system. Applicants may enroll, if not already enrolled, at www.vendorregistration.state.pa.us/ or by calling toll-free at 1-877-435-7363 or locally at 717-346-2676. This process may be completed during the application process and will expedite the grant execution process, should the applicant be chosen to receive a grant.

I-12. Response Date and Grounds for Disqualification.

To be considered for selection, hard copies of applications, with original signatures, are due and must be received and date-stamped by the Issuing Office by the date specified in the Calendar of Events. DHS will not accept applications via email or facsimile transmission.

Applications received and date-stamped any time after the due date and time specified, including those that are late due to the delivery service used, will automatically be disqualified and will not be opened for review. Applicants who send proposals by mail or other delivery service should allow sufficient delivery time to ensure timely receipt of their proposals. If, due to inclement weather, natural disaster, or any other cause, the Commonwealth office location to which applications are to be returned is closed on the application response date, the deadline for submission will be automatically extended

until the next Commonwealth business day on which the office is open, unless the Issuing Office otherwise notifies applicants. The hour for submission of applications shall remain the same.

I-13. Submission Instructions.

To be considered for selection, applicants must submit a complete response to this RFA, using the checklist included as **Attachment 3** to ensure that all required items requested within this RFA are completed and submitted as part of the application package. Applicants must submit one original and four (4) binder-clipped copies of the entire application (Technical and Cost portions), as well as a complete and exact copy of the entire application (Technical and Cost portions) on a USB Flash drive. The Flash drive should clearly identify the Applicant and include the name and version number of the virus scanning software that was used to scan the Flash drive before it was submitted. An official authorized to bind the applicant to the grant provisions must sign the application and grant signature page.

The applicant shall make no other distribution of its application to any other applicant or Commonwealth official or Commonwealth consultant. If DHS selects the applicant's proposal for award, the contents of the selected applicant's proposal will become obligations of the grant, except to the extent the contents are changed through negotiations.

Each applicant submitting a proposal specifically waives any right to withdraw or modify it, except that the applicant may withdraw its proposal by written notice received at the Issuing Office's address for proposal delivery prior to the exact hour and date specified for proposal receipt. An applicant or its authorized representative may withdraw its proposal in person prior to the exact hour and date set for proposal receipt, provided the withdrawing person provides appropriate identification and signs a receipt for the proposal. An applicant may modify its submitted proposal prior to the exact hour and date set for proposal receipt only by submitting a new sealed proposal or sealed modification, which complies with the RFA requirements.

I-14. General Eligibility Criteria.

Applicants must submit their applications by the due date and time specified, in the format outlined in *RFA Submission Checklist (Attachment 3)*. The application must be signed by an individual(s) who is/are authorized to bind the applicant to the grant provisions.

Any organization or agency located and operating in Pennsylvania may apply for CTF funding to implement innovative and creative community-based child abuse and neglect prevention programs as outlined in this RFA. Applicants may submit only one application for this RFA. No single entity may be the primary recipient of more than one CTF grant

at any time. Current CTF grantees may apply for a new grant during the third or final year of their current grant. Former and current CTF grantees must complete #8 of the Applicant Information Form (Attachment 1).

Organizations with multiple partners may apply as one entity. Each organization's role should be clearly addressed and understood with one partner designated as the primary grantee and contact point. The primary grantee's SAP identification number must be indicated on the Applicant Information Form.

If an applicant is currently subcontracting with a CTF grantee, the applicant must receive 25 percent or less of the current grantee's CTF award to be eligible for funding under this RFA.

Programs that provide *primary* and *secondary* child abuse and neglect prevention services, as opposed to tertiary prevention services, will be eligible for funding. Research literature strongly suggests that primary prevention is most often the least expensive and most effective means of solving a wide range of social problems, including child abuse and neglect. It is proactive, providing help before a crisis begins. Primary and secondary prevention services take measures to keep abuse and neglect from occurring for the first time in a family and build on family strengths, as opposed to providing services following an incidence of child abuse or focusing solely on family deficits.

Primary prevention includes services that promote the general welfare of children and families by *preventing the first occurrence* of child abuse and neglect. Primary prevention services are available to the general public and there is no screening for child abuse risk. Secondary prevention includes services that identify children and families who are in circumstances where there is an increased risk for child abuse and neglect. Although these families are thought to be at greater risk, the provision of service is also to *prevent the first occurrence* of child abuse and neglect. Tertiary prevention services are services that provide intervention-based or treatment services and are not eligible for funding, as described in the Ineligible Programs section below.

Ineligible Programs:

Programs that provide intervention-based or treatment services to families where maltreatment has already occurred are considered tertiary prevention services. The goal of these types of services is to prevent further maltreatment and to break the family cycle of abuse. CTF grants are not to be used to fund services that focus on symptomatic behaviors that are the result of specific incidences of child abuse and neglect. Programs providing tertiary prevention services are not eligible for funding.

The CTF Board, in its sole discretion, may disqualify any program it finds to be programmatically or clinically unsound or that does not meet the eligibility requirements stated in this RFA. Based on the findings of the CTF Evaluation

Committee, applicants chosen for funding may be requested to make revisions to their program work statements, as part of the grant negotiation process, at the discretion of the CTF Board.

Conflict of Interest:

All members of the CTF Board are bound by applicable state law regarding conflict of interest in granting or receiving funds from the Children's Trust Fund. No organization shall be barred from applying for funding from the Children's Trust Fund solely because an employee or board member of the organization is also a Children's Trust Fund Board member. However, that board member shall recuse himself or herself from any discussion or deliberation regarding that organization's application or funding. Please refer to **Appendix A** for a listing of CTF Board members.

I-15. Restriction of Agreement.

From the issue date of this RFA until DHS selects the applications for grant awards, the RFA Project Officer is the sole point of contact concerning this RFA. Any violation of this condition may be cause for DHS to reject the offending applicant's proposal. If DHS later discovers that the applicant has engaged in any violations of this condition, DHS may reject the offending applicant's proposal or rescind its grant award.

I-16. Economy of Preparation.

Applicants should prepare proposals simply and economically, providing a straightforward, concise description of the applicant's ability to meet the requirements of the RFA.

I-17. Use of Electronic Versions of this RFA.

This RFA is being made available by electronic means. If an applicant electronically accepts the RFA, the applicant acknowledges and accepts full responsibility to insure that no changes are made to the RFA. In the event of a conflict between a version of the RFA in the applicant's possession and the Issuing Office's version of the RFA, the Issuing Office's version shall govern.

I-18. Alternate Applications.

DHS has identified the basic approach to meeting its requirements, allowing applicants to be creative and propose their best solution to meeting these requirements. Therefore, DHS will not accept alternate applications.

I-19. Application Confidentiality.

DHS is not requesting and does not require confidential proprietary information or trade secrets to be included as part of the application. Applicants should not label application submissions as confidential or proprietary. Any applicant who determines that it must divulge such information as part of its application must submit a signed written statement to that effect and must additionally provide a redacted version of its application, which removes only the confidential proprietary information and trade secrets, for required public disclosure purposes.

After a grant is executed, however, applications are considered public record under the *Commonwealth Right-to-Know Law*, and, therefore, are subject to disclosure. All material submitted with the application becomes the property of the Commonwealth of Pennsylvania and may be returned only at DHS's option. DHS, in its sole discretion, may include any person other than competing applicants on the evaluation committee. The Commonwealth may use any or all ideas presented in any application regardless of whether the application becomes part of a grant.

I-20. Discussions for Clarification.

Applicants may be required to make an oral or written clarification of their applications to DHS to ensure thorough mutual understanding and applicant responsiveness to the solicitation requirements. The RFA Project Officer will initiate requests for clarification.

In addition, DHS may request additional information, which, in the DHS's opinion, is necessary to assure that the applicant's competence, number of qualified employees, business organization, and financial resources are adequate to perform according to the RFA.

DHS may make investigations as deemed necessary to determine the ability of the applicant to perform, and the applicant shall furnish to DHS all requested information and data. DHS may reject any application if the evidence submitted by, or investigation of, such applicant fails to satisfy DHS that such applicant is properly qualified to carry out the obligations of the RFA and to complete the grant as specified.

I-21. Rejection of Applications.

DHS may, in its sole and complete discretion, reject any application received in response to this RFA.

I-22. Debriefing Conferences.

Applicants whose proposals are not selected will be notified of the names of the selected grantees and given the opportunity to be debriefed. The RFA Project Officer will

schedule the time and location of the debriefing. The debriefing will not compare the applicant with other applicants, other than the position of the applicant's proposal in relation to all other applicant proposals.

I-23. Notification of Selection.

DHS will notify the selected applicants in writing of its selection for negotiation after DHS has determined, taking into consideration all of the evaluation factors, the applications that are the most advantageous to DHS.

I-24. Prime Grantee Responsibilities.

The grant will require the selected applicant to assume responsibility for all services offered in its application whether it produces them itself or by subcontract. DHS will consider the selected applicant to be the sole point of contact with regard to Program matters.

I-25. News Releases.

Applicants shall not issue news releases, Internet postings, advertisements or any other public communications pertaining to this project until after the grant is executed. News releases and other public communications must be forwarded to the RFA Project Officer for review.

I-26. Applicant's Representations and Authorizations.

By submitting its application, each applicant understands, represents, and acknowledges that:

- a. All of the applicant's information and representations in the application are material and important, and DHS may rely upon the contents of the application in making awards.
- b. The applicant has arrived at the price(s) and amounts in its application independently and without consultation, communication, or agreement with any other applicant or potential offer.
- c. The applicant has not disclosed the price(s), the amount of the proposal, nor the approximate price(s) or amount(s) of its proposal to any other firm or person who is an applicant or potential applicant for this RFA, and the applicant shall not disclose any of these items on or before the submission deadline.
- d. The applicant has not attempted, nor will it attempt, to induce any firm or person to refrain from submitting an application, or to submit an application higher than this application, or to submit any intentionally high or noncompetitive application or other form of complementary application.

- e. The applicant makes its application in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive application.
- f. To the best knowledge of the person signing the application, the applicant, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not in the last *four* years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding or proposing on any public contract, except as the applicant has disclosed in its proposal.
- g. To the best of the knowledge of the person signing the application and except as the applicant has otherwise disclosed, the applicant has no outstanding, delinquent obligations to the Commonwealth including, but not limited to, any state tax liability not being contested on appeal or other obligation of the applicant that is owed to the Commonwealth.
- h. The applicant is not currently under suspension or debarment by the Commonwealth, any other state or the federal government, and if the applicant cannot so certify, then it shall submit along with its application a written explanation of why it cannot make such certification.
- i. The applicant has not made, under separate contract with the DHS, any recommendations to DHS concerning the need for the services described in its application or the specifications for the services described in the application.
- j. Each applicant, by submitting its application, authorizes Commonwealth agencies to release to the Commonwealth information concerning the applicant's Pennsylvania taxes, unemployment compensation and workers' compensation liabilities.
- k. Until the selected applicant receives a fully executed and approved written agreement from DHS, there is no legal and valid agreement, in law or in equity, and the applicant shall not begin to perform.

PART II

PROGRAM REQUIREMENTS AND WORK STATEMENT

II-1. Description of Program Requirements.

Statement of Purpose

The best way to prevent child abuse is to help parents [and primary caregivers] develop the skills and identify the resources they need to understand to meet their children's emotional, physical, and developmental needs and protect their children from harm. A key to success is providing prevention services that are evidence-based. This means that rather than relying on assumptions or "common sense," research has been conducted to demonstrate that a particular model, program or service improves outcomes for children and families. This helps service providers feel confident in what they are doing. It can also help justify a program's continued funding when resources are scarce.¹

In addition to evidence-based models, many services considered promising practices do not yet have the rigorous research necessary to be labeled evidence-based, but have some data that show favorable results. Promising practices include programs that there is reason to believe that when implemented as intended will prevent child abuse and neglect.

“Promising practices and interventions are those that have the potential to effectively address the issues of concern in your community. They are usually (though not always, as we'll see) things that seem to have worked elsewhere, as judged by standards that make sense for your community and your issue.”²

² <http://ctb.ku.edu/en/table-of-contents/analyze/choose-and-adapt-community-interventions/criteria-for-selectinng/main>

Promising practices do have a description and/or rationale, implementation processes or protocols, curriculum or guidance and may have materials. Typically data is collected that can be used to inform the program deliverers and developers about its effectiveness. “To begin, a promising practice is an action, program, or process that leads to an effective and productive result in a situation. At the most basic level, a promising practice must have measurable results that demonstrate success over time” (p.3).³

³ http://www.fels.upenn.edu/sites/www.fels.upenn.edu/files/Fels_Promising_Practice_vol.1_1.pdf

Applicants may use evidence-based or promising practice programs to provide comprehensive services that will strengthen families and build protective factors to prevent child abuse and neglect.

Applicant Requirements

Applicants :

1. Describe the evidence-based model or a promising practice to be implemented. Applicants may use the following websites as a guide in selecting a recognized evidence-based or promising practice, or select a promising practice with which you are familiar (additional documentation will be required). The applicant must identify the selected program and supply the citation documenting its status as evidence-based or promising practice that support families in building protective factors and strengthening families' effective functioning to prevent child abuse and neglect. The chosen methods must meet the needs of the overall population in the proposed service area. Programs must be primary or secondary prevention programs, not intervention or treatment for child abuse or neglect incidences (see page 8 for a full definition). These lists may contain programs not fitting that definition. Inclusion of a program on a website does not ensure its appropriateness for meeting the criteria of primary or secondary child abuse prevention, or for the applicant's community.

Possible Sources for Evidence-Based and Promising Practices Programs

- California Evidence-Based Clearinghouse for Child Welfare
 - The California Clearinghouse for Child Welfare contains many programs with varying levels of evidence. Applicants should focus on prevention of child abuse and neglect programs and may not consider "Not Rated" as evidence based.

<http://www.cebc4cw.org/topic/prevention-of-child-abuse-and-neglect-secondary/>
- FRIENDS Evidence-Based and Evidence-Informed Programs: Prevention program descriptions classified by CBCAP evidence-based and evidence-informed categories²
 - [Click here to open the document in pdf format](#)
- Child Information Gateway lists programs that may prevent child abuse and neglect, but do not cite whether evidence-based or promising practice in all cases. The applicant must verify the program as a primary or secondary child abuse and neglect prevention program and whether it is evidence-based or a promising practice.
 - <http://www.childwelfare.gov/topics/preventing/programs/>

For more information about evidence-based and evidence-informed and promising practice, refer to **Appendix C**.

2. Demonstrate how the chosen evidence-based program or practice, or promising practice is aligned with the Strengthening Families™ Protective Factors Framework. For more information about the Strengthening Families™ Protective Factors Framework, refer to **Appendix D**.

¹ Child Welfare Information Gateway, <https://www.childwelfare.gov/pubs/factsheets/preventingcan.cfm#prevention>

² FRIENDS National Resource Center for CBCAP; <http://friendsnrc.org/cbcap-priority-areas/evidence-base-practice-in-cbcap>

3. Collaborate and coordinate with overarching *county or community collaborative or advisory groups and services that focus on children and families and child abuse and neglect prevention issues* to identify needs, avoid duplication of services and assure sustainability of the services. This includes, *but is not limited to*:
- the county children and youth agency (required);
 - school districts, Intermediate Units, and early and/or K-12 education programs;
 - health departments; and
 - other early childhood, home visitation, child abuse and neglect prevention and family support services within the community.

Collaborative efforts to prevent child abuse and neglect require a significant shift in ownership so that everyone in a community believes they have a role in keeping children safe and supporting families. This collaboration involves parents, the public child protection agency, community-based child abuse and neglect prevention service providers, schools and the early care and education community to enhance sustainable prevention efforts that increase and promote safety, stability and well-being for all families, build upon families' strengths, and support protective factors. Therefore, in addition to having knowledge of resources and referral networks within the community, the process of assessing and evaluating ongoing community data and service strategies that impact parents, their children and families to identify needs, avoid duplication of services and assure sustainability of the services will also be integral parts of the application.

II-2. Work Statement. 15 page limit.

The CTF Board has identified the following five work statement sections, which must be addressed within the Work Statement (WS), attached as Rider 2 of this RFA. The total score will be based on 1,000 points, with each subsection carrying its own point value. Each question must be answered completely to receive the maximum number of points. Each Work Statement section is listed below by points of the total score. Please refer to Section IV-4 for a complete scoring breakdown for all application sections.

WS Section 1 - Program Design (350 points)

This section will include a description of the program design as required within this RFA, which identifies the chosen evidence-based or promising practice program that will help to build protective factors for the families who will be served, the specific strategies, methods, and timelines that will be used within the proposed program, demographic and other pertinent risk behavior information for the target population and the community being served, and will clearly detail for reviewers what the program will look like when in operation.

A. Target Population (100 points)

1. Briefly describe the overall county/community's socio-economic and cultural demographics. Applicants may include data, information and/or needs assessment results and sources from *the last three years* - do not attach a needs assessment to this application. (20 points)
2. Provide demographic and other pertinent risk behavior data on the specific target population that will be served by the proposed program. Applicants may include data, information and/or needs assessment results and sources from *the last three years* – do not attach a needs assessment to this application. (20 points)
3. Describe how it was decided (and by whom) that the proposed program was needed to meet the needs of the target population and the community as a whole. Discuss how their work with families, other community programs and their past experience contributes to the confidence that this program will work in their community (20 points)
4. Identify the anticipated number of families, broken down by parents/caregivers and children, who will be served each year of the grant. Also provide the anticipated totals of families, broken down by parents/caregivers and children, to be served over the three-year grant cycle. Calculate the anticipated total number of families (and parent/caregivers and children) to be served over the three year period. If the applicant plans to provide services to the same families for more than one year, indicate the total number of families served over the three year period in unduplicated format. For example, a multi-year home visiting program may carry a caseload of 25 each year, and serve 35 unique families over the three year period. (20 points)
5. Describe how age-, culturally- and linguistically-appropriate services will be provided to program participants *whether or not* your community has substantial diversity by economic, race and ethnicity and English Language Learner status in the target population. If not, describe what you would do to address these issues if they should arise. (20 points)

B. Service Strategies (250 points)

1. Identify the evidence-based or promising practice that will be used and describe the evidence that supports its effectiveness as it relates to the community. (50 points)
Description will include of the how the proposed program addresses the prevention of child abuse and neglect including information about the effectiveness of this practice with source of information. Sources of information about evidence could include:
 - Peer-reviewed research
 - Quantitative or qualitative data compiled by the developers of evidence-based or promising practice programs that demonstrate program effectiveness
 - Research or review of the program by outside sources
 - Endorsement of the program by a professional association
 - Locally gathered quantitative or qualitative data that demonstrates program

effectiveness.

2. Describe the specific service strategies and methods that will be used to provide comprehensive support to identified families and how the strategies will be delivered with fidelity to the model, not just incorporate portions of the model. This includes, but is not limited to, details on the service schedule, the number, frequency and type of contacts that will be made within a particular time period and the length and content of the services, and location of services provided. (50 points)
3. Describe how the program will work with families from a strength-based perspective. (50 points)
4. In accordance with the Strengthening Families™ Protective Factors Framework, describe specifically how the applicant agency will promote and strengthen protective factors in the families with whom they work in chart form. (40 points)

5. Identify the number of Full-Time Equivalent (FTE) staff that will be involved in the provision of services. Include the amount and type of contact that is expected with each program participant. (20 points)
6. Create, in chart format, a realistic timeline for implementation and delivery of the program over the three-year grant period. (40 points)

WS Section 2 - Outcomes, Indicators and Evaluation (150 points)

Improving participant outcomes is the hallmark of a program – “*Did the strategies and services implemented result in better conditions for those participating in the program?*” The content and structure of programs implemented under CTF grants will vary, and the data that will be collected and tracked will depend upon the evidence-based promising practices that are chosen.

In addition to data that applicants will be required to collect as part of their chosen evidence-based or promising practice for the purposes of this grant, common outcomes and indicators across program models have been determined. Applicants will be required to collect data on selected program-level outcomes and indicators that align with the Strengthening Families Protective Factors Framework.

Indicators answer the question: What would I see or hear that would tell me that an outcome was being achieved? Indicators are concrete, specific descriptions of what you will measure.³ Specifically, a *program level indicator* is a measure of a condition of the population that the program directly serves. *Outcomes* describe *who will do what* as a result of your services. Outcomes can be short-term, usually changes in attitude, beliefs and knowledge; intermediate, which can be developing and practicing new skills; or long term, including permanent changes at an individual level or changes that create an impact on larger social structures.⁴

A. Outcomes and Indicators Chart

The Broad Outcome Areas of Healthy Child Development and Safe and Stable Families include participant outcomes that are aligned with the Strengthening Families Protective Factors Framework. The following chart outlines required data that will be collected at various data points throughout the year in order to track each of the required indicators. Complete the “Assessment Tool” column of this chart by listing assessment tools specific to the applicant agency’s evidence-based or promising practice. Include any additional assessment tools that the applicant agency

³ <http://friendsnrc.org/evaluation-toolkit/127-indicators>

⁴ <http://friendsnrc.org/evaluation-toolkit/126-outcomes>

proposes to administer during the course of the grant. Please note that all Children’s Trust Fund (CTF) grantees will be required to submit CTF data collection reports in addition to applicant agency’s proposed assessment tools. Please complete the “Assessment Method” column of this chart, in addition to answering the narrative questions for this section of the Work Statement. *The chart must be included in the 15-page limit of the Work Statement.*

Broad Outcome Area	Participant Outcomes	Indicators and Performance Targets	Assessment Method(s)
Healthy Child Development	Participating parents understand typical child development	Increase number and percent of participating parents who: <ul style="list-style-type: none"> • Demonstrate knowledge of age-appropriate expectations for their children’s abilities 	
Safe and Stable Families	Participating parents consistently demonstrate positive interactions with their children	Increase number and percent of participating parents who: <ul style="list-style-type: none"> • Demonstrate consistent positive parent-child interactions, including positive discipline techniques 	
	Participating parents demonstrate ability to or state they know how to access additional services to meet their basic needs	Increase number and percent of participating parents who: <ul style="list-style-type: none"> • Demonstrate knowledge of how to access supports and services/ ability to care for child’s needs <p>(This indicator refers to the health and safety of the parent and child: a basic need refers to food, housing, clothing, baby supplies – WIC, diapers, hygiene supplies.)</p>	
	Participating parents have a mutual support network of family, friends, and neighbors, including other program participants that they use for support and assistance when needed	Increase number and percent of participating parents who: <ul style="list-style-type: none"> • Have access to formal and informal social supports from family, friends, neighbors, other program participants 	

B. Outcomes and Indicators Description

Within this section, applicants will detail program assessment methods for the required outcomes and indicators, as well as explain their methods for ensuring continuous quality improvement in their programs. Continuous quality improvement (CQI) is

defined as the “complete process of identifying, describing, and analyzing strengths and problems and then testing, implementing, learning from, and revising solutions.”⁵

1. Describe how the proposed service strategies/methods that will be carried out as part of the chosen evidence-based or promising practice align with the required indicators in the outcomes and indicators chart below. (50 points)
2. Detail the tools and methods for tracking each of the required indicators to ensure overall effectiveness of the program. Many indicators rely on parent interview and/or staff observation. Describe how this will be accomplished. Indicate other tools/methods you may use to obtain this information. (50 points)
3. Describe methods for ensuring continued quality improvement in services offered. Describe the systems that exist (or will be implemented) to review the program strategies and services offered to families to ensure the ongoing quality of services. (50 points)

WS Section 3 - Collaborative Relationships and Coordination of Services (150 points)

Collaborative efforts should be one of the first steps made in the program planning, implementation and evaluation process to ensure that the proposed program is a worthwhile and necessary endeavor and compliments the broader system of service delivery in the community. Applicants must demonstrate their participation in collaborative efforts within the community and service integration among various agencies in order to identify the needs of a community, to avoid any duplication of services and to ensure sustainability of efforts.

A. Collaborative Relationships

1. Describe your involvement with existing overarching county or community child abuse and neglect prevention collaborative or advisory groups and/or other community initiatives that focus on children and families. Describe the groups’ purpose, types of participants, and your mechanism for sharing information regularly with your partners (about outcomes/accountability/impact; responsiveness to community needs; exciting news to share) to ensure service integration. (25 points)
2. Describe your county children and youth agency’s involvement in the proposed program, including the design and/or implementation of the program. (25 points)

⁵ *Using Continuous Quality Improvement to Improve Child Welfare Practice: A Framework for Implementation*; National Child Welfare Resource Center for Organizational Improvement and Casey Family Programs; May 2005; <http://muskie.usm.maine.edu/helpkids/rcpdfs/CQIFramework.pdf>.

3. List the partners directly involved with the proposed program and the role each will play in the design, implementation, and evaluation of the program. (25 points)
4. Describe how the applicant agency will serve as a catalyst to improve community collaboration over the course of the grant period. (25 points)

B. Coordination of Services

1. Describe your understanding of and coordination with other child abuse and neglect prevention/family strengthening and support programs within your service area. Include information on how your proposed program will help to create or strengthen the continuum of services for families and children in the community. (25 points)
2. Describe the community resources and existing referrals and linkages that will be used to help strengthen and support families and their children. Detail how your proposed program staff will effectively share this information with families when a need is present. (25 points)

WS Section 4 – Agency Experience and Human Resources (100 points)

Applicants must ensure that their past service delivery experience, as well as the number, education and experience of the direct service providers meet the needs of the program. Additionally, organizations or agencies should have an annual training plan for staff in place to receive ongoing professional development that enables them to understand new research and best practices that guide their work.

- A. Demonstrate your agency's past experience in each of these areas:
 - delivering child abuse and neglect prevention/family strengthening and support programs and services in the proposed service area;
 - delivering evidence-based and/or promising practices with fidelity; and/or
 - delivering services as described in the outline/work plan
 - providing services to the proposed target population identified in this application. (40 points)
- B. Describe the program supervision and FTE staffing needed to provide the services. Include the responsibilities for each position, as well as the education and experience of each staff person that will enable them to effectively establish a relationship with the families they will serve. Identify subcontractors (if any), including education and experience of staff, who will be working on the project and your specific plans to assure the quality of their work. (40 points)

- C. Describe the annual training plan for grantee agency staff and how this training will enable staff to improve the delivery of services to the target population. Include how the applicant agency will infuse the Strengthening Families™ Protective Factors framework into professional development. (20 points)

WS Section 5 - Program Sustainability (100 points)

Sustainability planning is a key element for programs to ensure continuation and support of quality prevention planning and efforts. Applications must include a strategy that will be used to obtain funding for the grant match and beyond the grant time period, and to secure broad-based community support of the program services and the overall program philosophy, which will ensure its continuation within the community. Early sustainability planning from the onset of program development is a critical element in program continuation.

- A. Create a realistic timeline that identifies specific short-term strategies (beginning at program inception) and long-term strategies (over the duration of the grant) that will be used to solicit and obtain continued funding for the proposed program beyond the grant period. (60 points)
- B. Describe how you and your partners will cultivate current, and create new relationships with local funders to sustain and grow the proposed program's commitment to child abuse and neglect prevention services in your community. (40 points)

II-3. Applicant Information Form (50 points)

50 points of the total score will be based on the information provided in *Attachment 1 – Applicant Information Form*. This document is a snapshot of the overall proposed program. Please address all questions in the information form:

- Contact information for the applicant agency, including the county and CTF region in which the applicant agency is located (refer to Appendix B for CTF regions).
- A summary chart of the proposed number of families, broken down by children and parents/caregivers, to be served by the program for each grant year. The proposed number to be served will be more fully detailed within the Work Statement. The proposed number should be based on the needs of the service area and the types of service strategies that will be employed. Please use the table provided to enter the appropriate number in each column and row. Include the total unduplicated numbers to be served, considering that some programs may serve families for more than one year.
- A list of the subcontracted agencies, if any, that will be part of the design and/or implementation of the program.

- A list of local match contributors for the first year of the grant.
- An overview of the requested CTF budget and local match budget for the proposed services for each year of the grant.
- Executive Summary: An agency summary of the implementing agency's overall mission and how it aligns with this RFA. Include information about the mission of any subcontracting agencies as well.
- Current of Former CTF Grantee Statement: If the applicant is a former CTF grantee, provide a brief summary of the previously-funded program.
- Signature Page: Include the signatures of all parties involved in the planning, design and implementation of the program under #12. The applicant agency contact and the county children and youth agency director or designee are **required**.

PART III

COST GUIDELINES

III-1. Cost Guidelines. (100 points)

100 points of the total score will be based on the total cost of the project, including local match, *and how it relates to the services proposed within the Work Statement.*

Applicants will complete and submit a budget form, along with a detailed budget narrative, for each year of the grant. These forms are included as Rider 3 of this RFA.

The maximum amount of CTF funds that will be awarded to any one grantee is \$50,000 for each year for up to three years, for a total of \$150,000. Indirect Costs are limited to two percent (2%) of the requested grant amount.

Selected applicants must provide a minimum *local* match of 25 percent of the requested CTF grant award for the first year of the grant. For the second and third grant years, selected grants must provide a 50 percent match of the requested grant award. The local match has two parts, cash and in-kind. *At least 50 percent of the total match must be cash.* The balance may be either cash or in-kind. Local matching funds may not be from a state or federal source. Following is an example:

Year One:

CTF Grant:	\$ 50,000
<u>Minimum Total Match:</u>	<u>\$ 12,500</u> (minimum <i>cash</i> match \$6,250)
Total Project Budget:	\$ 62,500

Years Two and Three:

CTF Grant:	\$ 50,000
<u>Minimum Total Match:</u>	<u>\$ 25,000</u> (minimum <i>cash</i> match \$12,500)
Total Project Budget:	\$ 75,000

Applicants must submit a Local Match Verification Letter, Rider 4, for all match contributions provided in the first year of the grant only. Please use one form for each match contributor. Each Match Letter must be signed by the match contributor, indicate the amount and type of match being contributed – cash or in-kind, and provide a short description of how the match will be used within the proposed program. The total amount of match indicated in the combined first-year match letters must be equal to

the total amount of match indicated on the first-year budget form. Match Letters for subsequent grant years will be collected before the start of each grant year during the grant review process, should an applicant be chosen for funding.

Within Rider 5, State and Federal Funding Assurance, applicants must list all sources of state and federal funds received by the applicant agency as a whole. By signing this form, the applicant is ensuring that no state and/or federal funds received by the agency will be used as match for the CTF grant.

Opportunities for continued professional development are an integral part of program development. *Therefore, all CTF grantees are required to allocate a total of at least \$500 within each budget year (under line item 390) to attend appropriate professional development events.* All grantees will be invited to attend a statewide CTF meeting, held annually. At least one person from each program is required to attend. Additionally, first-year grantees will be required to attend a New Grantee Orientation meeting held in the first month of the grant. Grantees will be required to outline their annual staff training plan and report on all professional development opportunities attended within the Quarterly Program Report.

PART IV

CRITERIA FOR SELECTION

IV-1. Mandatory Responsiveness Requirements.

To be eligible for selection, an application must be:

- a. received by the due date and time;
- b. properly signed by the applicant.

IV-2. Technical Nonconforming Proposals.

DHS may, in its sole discretion, waive technical or immaterial nonconformities in an applicant's proposal.

IV-3. Evaluation.

The CTF is administered by a 15-member board, composed of three members of the Senate, three members of the House of Representatives and nine public members appointed by the Governor and confirmed by the Senate. The CTF Board will appoint an Evaluation Committee who will competitively score the applications received based on pre-approved evaluation criteria. Each application is reviewed and scored on its own merits. The process for soliciting and reviewing applications and recommending CTF awards will be as follows:

- An announcement regarding the availability of the RFA is sent directly to those agencies and organizations already on the CTF mailing list. The entire application packet is available on the DGS website at, <http://www.emarketplace.state.pa.us/Search.aspx>, Solicitation # 4-15.
- Hard copies of the application packet may be obtained by contacting the RFA Project Officer.
- Applications must be received and date-stamped by the Issuing Office per the time schedule stated in the RFA. DHS and CTF staff will perform a preliminary review of each application to ensure that all mandatory requirements have been met.
- The CTF Evaluation Committee will review all applications that pass the preliminary review. The CTF Evaluation Committee will evaluate and score each application individually, both technical and cost portions, and make a recommendation for funding to the full CTF Board based on this selection process.

- The CTF Board will vote on the Evaluation Committee's recommendation at the next scheduled Board meeting. Grant announcements will be made after the CTF Board and DHS approve the Evaluation Committee's recommendations.
- Applicants will be notified by letter as to whether or not they have received a CTF award. A required orientation meeting will be held for selected grantees in November. Applicants not funded are given the opportunity for a debriefing interview.

IV-4. Criteria for Selection.

- a. **Technical:** Refer to the checklist in **Attachment 3** for all items that must be submitted as part of the technical portion of the application. Applicants must address the five sections of the Work Statement (refer to *Part II* for further guidance; the Work Statement template is attached as Rider 2). Applicants must also complete the Applicant Information Form (Attachment 1) listing their contact information, summarizing the number of children and families proposed to be served, providing an overview of the proposed budget, and having all parties involved in the planning of the program sign the application.
- b. **Cost:** Refer to the checklist in **Attachment 3** for all items that must be submitted as part of the cost portion of the application. Applicants may apply to develop projects up to a maximum grant amount of \$150,000 over three year, \$50,000 each year, to achieve their stated goals. The cost of the project will be a selection factor but will not necessarily be the deciding factor in the selection process.
- c. **Score Breakdown:** 900 points of the total score will be based on the technical portion of the application – 50 points for the Applicant Information Form and 850 points for the Work Statement. 100 points of the total score will be based on the total cost of the project *and how it relates to the services proposed in the Work Statement*; however, the CTF Board may renegotiate any budget prior to approval.

Evaluation of the entire application will be based on the following:

	Points of Total Score	Application Section
Rider 2 Work Statement	350	Program Design
	150	Outcomes, Indicators and Evaluation
	150	Collaborative Relationships and Coordination of Services
	100	Human Resources and Professional Development
	100	Program Sustainability
Att. 1	50	Applicant Information Form
Rider 3	100	Cost/Budget
	1,000	Total Score

- d. **Equitable Distribution of Funds:** To assure an equitable geographic distribution of funds, the CTF Board will fund at least one project in four of the seven CTF Regions across the Commonwealth. A state map of CTF Regions is included as **Appendix B**.