

**CHILDREN'S TRUST FUND
WORK STATEMENT
RFA #4-15**

Agency:

Program:

Instructions:

Please respond to each question under each of the five sections of the Work Statement within a total of 15 pages, not including this cover page.

Do not use more than 15 pages in responding to each of these sections. Each question must be directly responded to and the text of the question itself must be included as part of the 15 page limit. Any information provided outside of the 15 page limit will not be reviewed and will affect your total score (with the exception of permissible attachments, refer to page 6 of the RFA).

A font size of 10 to 12 points (Calibri, Arial or Times New Roman) in normal font (not bold or italics) must be used. Right and left margins may not be less than one inch. Top and bottom margins may not be less than a half inch.

Refer to the application instructions under *Part II* of the RFA, *Program Requirements and Work Statement*, for more detailed information on each of the questions within the five sections.

Rider 2 / Section 1 - Program Design (350 points)

A. Target Population

1. **(20)** 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* and should not have attached a needs assessment.)
2. **(20)** 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* and should not have attached a needs assessment.)
3. **(20)** 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. Evaluators will score how well the service strategies proposed addresses the needs of the community.
4. **(20)** Identify the anticipated number of families, broken down by parents/caregivers and children, who will be served each year of the grant. Evaluators will score based on the type of service that is proposed. For example, more intensive services like counseling or case management will likely have fewer program participants and more general group parenting education services may serve a larger number of people. Look at the number of participants to be served vs. the total budget to determine a cost per family.
5. **(20)** Describe how age-, culturally- and linguistically-appropriate services will be provided to program participants *whether or not* your community has substantial diversity by 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.

B. Service Strategies

1. **(50)** Identify the evidence-based or evidence-informed program or practice that will be used and describe the evidence-base that supports its effectiveness as it relates to the community.
2. **(50)** 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. This includes, but is not limited to, details on the service schedule, the number and type of contacts that will be made within a particular time period and the length and content of the services provided.
3. **(50)** Describe how the program will work with families from a strength-based perspective.
4. **(40)** 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.
5. **(20)** 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.

6. **(40)** Create, in chart format, a realistic timeline for implementation and delivery of the program over the three-year grant period.

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

1. **(50)** Describe how the proposed service strategies/methods that will be carried out as part of the chosen evidence-based/evidence-informed program align with the required indicators in the outcomes and indicators chart below.
2. **(50)** 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. Applicants will complete the Assessment Method column in the chart below in addition to additional narrative within this question.
3. **(50)** 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.

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) 	

Rider 2 / Section 3 - Collaborative Relationships and Coordination of Services (150 points)

A. Collaborative Relationships

1. **(25)** 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.
2. **(25)** Describe your county children and youth agency's involvement in the proposed program, including the design and/or implementation of the program.
3. **(25)** 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. **(25)** Describe how the applicant agency will serve as a catalyst to improve community collaboration over the course of the grant period.

B. Coordination of Services

1. **(25)** 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.
2. **(25)** 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.

Rider 2 / Section 4 – Agency Experience and Human Resources (100 points)

1. **(40)** Rate the applicant's past experience in these areas:
 - delivering child abuse and neglect prevention/family strengthening and support programs and services in the proposed service area;
 - delivering evidence-based or evidence-informed programs and practices with fidelity; and
 - providing services to the proposed target population identified in this application.
2. **(40)** 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.

3. **(20)** 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.

Rider 2 / Section 5 - Program Sustainability (100 points)

1. **(60)** Describe specific short-term (beginning at program inception) and long-term (over the duration of the grant) strategies that will be used to solicit and obtain continued funding for the proposed program after CTF funding expires.
2. **(40)** 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.

Attachment 1 – Applicant Information Form (50 points)

1. **(10)** Ensure the Applicant Information Form includes a brief summary of the implementing agency's overall mission and how it aligns with this RFA. Information about any subcontracting agencies should also be included, if applicable.
2. **(25)** Ensure the Applicant Information Form includes a completed summary chart of the proposed number of children and parents to be served by the program each grant year, as well as a summary of the overall proposed budget.
3. **(15)** Ensure that the signatures of all parties involved in the planning, design and/or implementation of the program are included under 9. The applicant agency contact and the county children and youth agency director (or representative) are *required*. Evaluators will give full points if these two signatures are present. If not, zero points will be given.

Rider 3 / Cost (100 points)

1. **(50)** Is the overall cost of the proposed program sufficient to complete all services and activities outlined within the Work Statement?
2. **(50)** Does the budget narrative justify the proposed costs for each budget line item?