

REQUEST FOR APPLICATIONS FOR
CHILDREN'S TRUST FUND

RFA #01-18

Date of Issuance

February 6th, 2018

ISSUING OFFICE:

Commonwealth of Pennsylvania
Department of Human Services
Office of Administration
Bureau of Financial Operations
Division of Procurement
Room 402 Health and Welfare Building
625 Forster Street
Harrisburg, PA 17120
Website: <http://www.emarketplace.state.pa.us/Search.aspx>
Enter Solicitation #01-18

RFA PROJECT OFFICER:

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- Attachment 1** Applicant Information Form and Grant Signature Page
- Attachment 2** Grant Agreement
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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	2/23/2018
Deadline to register for pre-proposal webinar Register at the following link: http://www.pa-ctf.org/news/	Potential Applicants	2/26/2018
Pre-proposal Webinar Register at the following link: http://www.pa-ctf.org/news/	Potential Applicants and DHS	2/26/2018 10am to 12pm
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	3/5/2018
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	Due by 2pm on Friday, April 13th, 2018 Please note the CTF Board will vote to approve the awards at their next meeting on May 24 th , 2018

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**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 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 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 will begin on July 1st, 2018 and end on June 30th, 2021. Applicants start dates will be determined by the RFA review committee and approved by the CTF Board. Applicants who apply will only be eligible for one start date. The focus of this RFA is to support community-based child abuse and neglect prevention projects that address the prevention strategies noted in **Part I, Section I-4**. 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 program evaluation of the project.

I-2. Issuing Office.

This RFA is issued for the Commonwealth by the Department of Human Services, Office of Administration, 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.

Supporting parents to ensure they have the resources and information they need to provide enriching and nurturing environments for their children is an effective strategy to prevent child abuse and neglect. Selected grantees will use evidence-based or promising practice programs that focus on the

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parent/caregiver, the parent/caregiver and their child, or the whole family. The program may not focus solely on the child.

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 the grant agreements will commence on July 1, 2018 and will end no later than June 30, 2021. The selected grantees shall not start the performance of any work prior to the effective date of the grant agreement. This round will be identified as Cohort 27.

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 Webinar.

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.

Participation in 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.

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I-9. Questions and 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 #01-18 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. 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. The contracted Technical Assistance Provider which is the Center for Schools and Communities at the time of this application should not be contacted regarding this RFA. 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 #01-18, as an attachment to the RFA. No questions will be accepted, either verbally or in writing, after the end of the pre-proposal webinar.

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-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. 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.

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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 on or before the time and 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.

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Applicants must submit their applications by the due date and time specified, in the format outlined in **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 unless otherwise specified by the Children's Trust Fund Board and indicated within the RFA. Current CTF grantees may apply for a new grant during the third or final year of their current grant. Due to the CTF Board's vote to change the grants fiscal year starting with Cohort 27, grantees currently in Cohort 25 will be eligible to apply for Cohort 27. Former and current CTF grantees must complete **the Current or Former CTF Grant Statement** 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.

Funding requests must be for programs that provide primary and secondary child abuse and neglect prevention services, as opposed to tertiary prevention services, which are ineligible 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 intended to prevent the first occurrence of child abuse and neglect. Tertiary prevention services are services that provide intervention-based or treatment services after an occurrence of abuse and/or neglect has occurred and are not eligible for funding, as described in the Ineligible Programs section below.

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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. Agencies that provide tertiary prevention services which are not eligible for funding may apply for programs that focus on primary or secondary prevention services.

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 CTF. No organization shall be barred from applying for funding from the CTF solely because an employee or board member of the organization is also a CTF 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. 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-16. 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.

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I-17. 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-18. 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-19. 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.

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I-20. 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-21. Rejection of Applications.

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

I-22. 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-23. 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-24. 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.

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- 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 any work as described in the applicant's proposal.

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**PART II
PROGRAM REQUIREMENTS AND RIDER 2 WORK STATEMENT**

II-1. Description of Program Requirements.

Statement of Purpose

Applicants may apply to use evidence-based, evidence-informed, or promising practice programs to support families and prevent child abuse and neglect.

As described by the Child Welfare Information Gateway, “concerned citizens and organizations are realizing that 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 and meet their children's emotional, physical, and developmental needs and protect their children from harm. Another key to success is providing prevention services that are evidence based or evidence informed. This means that rather than relying on assumptions about what works, research has been conducted to demonstrate that a particular model, program or service improves outcomes for children and families.¹”

In addition to evidence-based models, many services that are 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 do have a description and/or rationale, implementation processes or protocols, curriculum or guidance and may have materials.

Applicant Information on Promising Practice and/or Evidenced Base Models

Applicants must use the following resources as a guide in selecting a recognized evidence-based or promising practice, or select a promising practice with which you are familiar (evidence regarding its effectiveness will be required). The applicant must identify the selected program and supply the citation documenting its status as an evidence-based or promising practice that supports 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 in accordance with **Part I, Section I-14**.

Possible Sources for Evidence-Based and Promising Practices Programs

- California Evidence-Based Clearinghouse for Child Welfare (<http://www.cebc4cw.org/topic/prevention-of-child-abuse-and-neglect-secondary/>) contains

¹ <https://www.childwelfare.gov/pubPDFs/preventingcan.pdf>

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many programs with varying levels of evidence. Applicants should focus on prevention of child abuse and neglect programs.

- Child Information Gateway (<http://www.childwelfare.gov/topics/preventing/programs/>) includes categories of programs that may prevent child abuse and neglect, but does not cite whether they are evidence-based or a promising practice in all cases. If the applicant selects a program from this website, ensure that it fits the purpose of primary and secondary child abuse and neglect prevention and verify whether it is evidence-based or a promising practice.

The lists on the websites above may contain programs with purposes other than the prevention of child abuse and neglect. Applicants must describe how the program will work with parents/caregivers using primary or secondary prevention strategies to prevent child abuse and neglect.

II-2. Rider 2. Work Statement. 20 page limit.

The CTF Board has identified the following **eight** work statement sections. Please refer to this document for instructions and details about each section. Please label the work statement as **Rider 2**. When completing the work statement, applicants must include the full title of the questions/statements that are included below; the text of the question should not be included. The total score will be based on **450** 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 described below and the point value for each section is listed. Please refer to **Section IV-4** for a complete scoring breakdown for all application sections.

Please respond to each question under each of the eight sections of the Work Statement within a total of 20 pages. Please label the Work Statement as Rider 2.

Do not use more than 20 pages in responding to each of these sections. Each question must be directly responded to and the title of the question must be included as part of the 20 page limit. Any information provided outside of the 20 page limit will not be reviewed and will affect your total score (with the exception of permissible attachments).

A font size of 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.

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Section 1 Organization Information (55 Points Total)

Please complete **Attachment 1**. Attachment 1 will not be counted towards the 20 page limit.

Attachment 1) Applicant Information Form (10 Points Total)

Program Information

Full Legal Name of Applicant Agency

Legal Address

County and CTF Region (See **Appendix B**) where Applicant Agency is located

County and CTF Region where Applicant Agency plans to provide services

Applicants Commonwealth SAP Vendor Number, if currently enrolled.

Program and Fiscal Contact

Program Contact

Name, Title, Phone, Fax, Address, Email

Fiscal Contact

Name, Title, Phone, Fax, Address, Email

Name or Proposed Evidence Based or Promising Practice Program (i.e. Parents as Teachers, Triple P)

Length of Grant Application

1 Year, 2 Years, or 3 years

Attachment 1) CTF Grant History (10 Points)

Has the applicant agency received a CTF grant in prior years? Yes or No

If yes, provide the following information in **Attachment 1**:

- indicate which year(s) you received CTF funding and provide a description of the former CTF project;
- provide information about whether or not the project continued after CTF funding expired/will expire;
- provide a summary of the program evaluation; and
- compare the former or current project and the newly proposed project and describe the reasons for developing the new project.

If no, Applicants will be awarded full points for this section.

Attachment 1) Signature Page (5 Points Total)

Include the signatures of all parties involved in the planning, design and implementation of the program. The applicant agency contact and the county children and youth agency administrator or designee are required. Applicants who do not include the county children and youth agency administrator signature will receive zero points.

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Rider 2 - Work Statement (20 Page Limit)

Organization Information

Q1) Mission (10 Points)

Briefly describe the mission of the agency/organization and current services offered.

Q2) Experience with Implementing Child Abuse and Neglect Prevention Programs (10 Points)

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
- and providing services to the proposed target population identified in this application.

Q3) Operating Programs within the Community (10 Points)

Please provide specific examples of situations where the organization or local agency identified unmet needs in the community and then implemented a program to address those needs. Include how the program(s) were successful, and how the organization was successful in keeping the program(s) funded and sustained.

Section 2 Community Description (30 Points Total)

In this section the applicant will describe the geographic area it anticipates will be served through the proposed program. Provide both statistical and narrative data that describes the community including strengths/assets and gaps/concerns.

Q4) County/community's socio-economic and cultural demographics (10 Points)

Briefly describe the overall county/community's socio-economic and cultural demographics. Provide demographic and other pertinent data. Applicants must include county or community names of their proposed project area, source and year for statistics, total population of area(s) to be served, total number of children 17 and under, total number of child abuse/ neglect cases reported in the area or areas to be served, total substantiated cases of child abuse and neglect in the area(s) to be served, poverty level, and education level of residents. Provide information that gives context for the data.

Q5) Relation to Child Abuse and Neglect (10 Points)

List below any other relevant data, and the source and year for that data, which would support the need for the prevention project in the target area (i.e. teen pregnancy rates if proposing a teen parent program). Describe how these statistics could indicate a heightened possibility of child abuse and neglect. 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.

Q6) Community Assets (10 Points)

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Describe assets available in the community that will be utilized to insure the proposed programs success.

Section 3 Program Description: Purpose and Implementation (200 Points Total)

In this section provide a description of the proposed work that will foster the development of protective factors with families and address child abuse and neglect prevention. Explain the program, who and how many families will be served, how participants will be invited, how it will be delivered, staffing, and what the program will accomplish.

Q7) Project Summary (20 Points)

Provide a summary of the proposed project.

Q8) Service Strategies (20 Points)

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.

Q9) Fidelity (20 Points)

Name the evidenced-based project or promising practice that will be implemented. Explain how the work will be implemented with fidelity to the evidenced based model/ promising practice.

Q10) Staffing (20 Points)

Describe program staffing including direct service and supervision staff: education and experience, time devoted to the program and responsibilities. Identify subcontractors, if any, their education, experience, time devoted and plans to assure the quality of their work.

Q11) Professional Development (20 Points)

Describe the annual training plan for grantee agency staff and how this training will enable CTF supported staff to improve the delivery of services to the target population.

Q12) Number of Families to be Served (20 Points)

Identify the number of families, broken down by parents/caregivers and children, who will be served each year of the grant. Also provide the total number of families, broken down by parents/caregivers and children, to be served over the three-year grant cycle. Although parents may be the primary recipient of services, the number of children affected by the parent's participation in the proposed program must be included. 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 an unduplicated

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format. For example, a multi-year home visiting program may carry a caseload of 25 each year, but only serve 35 unique families over a three year period.

It is understood that more intensive services like counseling or home visitation will likely have fewer program participants than more general group parenting education services which may serve a larger number of people. There is no higher value assigned during the review process to one or the other program type. The chart below must be included in the page limit.

	Families	Parents/Caregivers	Children
Year One			
Year Two			
Year Three			
Anticipated Total			

Q13) Capacity (20 Points)

Describe how it was determined that the applicant has the capacity to serve the number of families chosen.

Q14) Recruitment and Retention (20 Points)

Describe the plan and specific strategies that will be employed to recruit families and retain them in the program.

Q15) Culturally and Linguistically Appropriate Services (20 Points)

Describe how age-, culturally- and linguistically-appropriate services will be provided to program participants whether or not the 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.

Q16) Timeline (20 Points)

Include a timeline to illustrate the progression of activities throughout the three years. This timeline should include information about services provided (including the number of participants at each point), hiring and training staff, outreach and promotion activities (including recruitment), evaluation of participant and program outcomes, significant community collaborative work as it relates to the project, and activities related to sustainability planning. The timeline should be divided quarterly and include all three years. The timeline should be an attachment to the Work Statement and will not count toward the 20 page limit.

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Section 4 Strengthening Families Protective Factors Framework (30 Points Total)

The Strengthening Families™ Protective Factors (SFPF) Framework, developed by the Center for the Study of Social Policy is an approach that is parent-centered and strengths-based. Although many applicants already work from a strengths-based perspective, this funding opportunity requires that this approach be integrated into the work.

Q17) SFPF Approach (15 Points)

Describe specifically how the applicant will incorporate the concepts from the Strengthening Families™ approach into organizational operations, supervision, training, or other aspects of program delivery?

Q18) SFPF Strategies (15 Points)

Using the chart below, describe specifically how the applicant agency will create opportunities for families to build and strengthen protective factors. The chart must be included in the 20 page limit of the work statement.

Protective Factor	Specific Activities/Strategies
Parental Resilience	
Social Connections	
Concrete Support in Times of Need	
Knowledge of Parenting and Child Development	
Social and Emotional Competence of Children	

Section 5 Program Evaluation (60 Points)

In this section the outcomes and indicators developed by the CTF are listed. Applicants will develop performance targets that will measure progress toward the outcomes and indicators listed, describe the tools and methods to measure progress, and explain how data will be analyzed and used to ensure ongoing program quality.

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Q19) Outcomes and Indicators Chart (20 Points)

Complete the outcomes and indicators chart below to describe participant progress. This chart must be replicated in the work statement and it must be included in the 20 page limit.

- **“Outcomes** are statements about the changes in status, belief and behaviors that your services are designed to bring about².” The applicant must address the outcomes listed in the chart below.
- **“Indicators** answer the question “What would I see or hear that would tell me that an outcome was achieved?” Indicators are concrete, specific descriptions of what you will measure.³” The applicant must address the indicators listed in the chart below.
- **Performance Targets** “quantify or add numbers to the indicators. When you define the amount of change you expect in a specific timeframe, you are setting what are called “performance targets⁴.” The agency or organization will develop and report on the performance targets.
- **Assessment Methods** are the tools and methods used to measure indicators to determine if outcomes are met. Most evidence-based programs have suggested or required tools. Applicants may develop their own tools to assess indicators and use methods such as observation or participant self-report to measure indicators. **Keep in mind that applicants, if selected, will be required to report on data from all assessment methods listed in the chart.**

Broad Outcome Area	Participant Outcomes	Indicators	Performance Targets	Assessment Method(s)
Parental Resilience	Participating caregivers know pro-social and non-violent methods of stress and anger management.	Participating caregivers know how to share their feelings and concerns in productive ways.		

² FRIENDS National Center for Community-Based Child Abuse Prevention, (2016). Outcomes. Retrieved from: <https://friendsnrc.org/evaluation-toolkit/evaluation-planning/logic-models/outcomes>

³ FRIENDS National Center for Community-Based Child Abuse Prevention, (2016). Indicators. Retrieved from: <https://friendsnrc.org/evaluation-toolkit/evaluation-planning/logic-models/indicators>

⁴ FRIENDS National Center for Community-Based Child Abuse Prevention, (2016). Indicators. Retrieved from: <https://friendsnrc.org/evaluation-toolkit/evaluation-planning/logic-models/indicators>

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Social Connections	Participating caregivers have a mutual support network of friends, family and neighbors that they use for support and assistance as needed.	Participating caregivers ask reliable, safe and appropriate friends, family members and neighbors for support and assistance when they need it.		
Concrete Supports in Times of Need	Participating caregivers know how to access formal support systems.	Participating caregivers know the array of services available to them in the community		
Knowledge of Parenting and Child Development	Participating caregivers understand typical development.	Participating caregivers demonstrate knowledge of age-appropriate expectations for their children’s abilities		
Social and Emotional Competence of Children	Participating caregivers know how to manage child behavior in a nurturing and effective manner.	Participating caregivers know the importance of spending time interacting positively with their children.		

Q20) Assessment Methods (20 Points)

Detail the assessment tools and methods for tracking each of the indicators listed in the Outcomes and Indicators Chart. Many indicators rely on parent interview and/or staff observation. Describe how this will be accomplished including frequency of administration and who will be responsible.

Q21) Data Analysis and Continuous Quality Improvement (20 Points)

Describe how the data from assessment tools and methods will be analyzed to ensure that services offered to families are aligned with the outcomes listed in the Outcomes and Indicators Chart. Describe methods for ensuring continued quality improvement in services offered.

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Section 6 Community Collaboration (40 Points Total)

Community collaboration is an important aspect of successful CTF-funded programs. Applicants are asked to explain how their program not only meets the existing needs of families in their community, but also how it fits into the larger community effort to support comprehensive supports to families and prevent child abuse and neglect.

Q22) Collaboration (10 Points)

Describe how the applicant agency collaborates and/or coordinates with other service providers in the community. How has the collaborative work translated into action or change (i.e., more than just vocal support or letters of endorsement)?

Q23) Program Selection (10 Points)

Describe how it was decided to select this program for the community. Please list similar or duplicative programs that exist in the proposed community. If there are similar or duplicative existing programs in the community, why is the proposed program needed? How or will this program collaborate with existing programs? What input was gathered from the community to support the proposed program? In what way has participation in community collaborative groups influenced your decision to apply?

Q24) Children and Youth Agency (10 Points)

Describe the county children and youth agency's involvement in the proposed program, including the design and/or implementation of the program.

Q25) Community Partners (10 Points)

List the community partners directly involved with the proposed program and the role each will play in the design, implementation, and evaluation of the program.

Section 7 Sustainability (20 Points Total)

Considering that CTF funding is not renewable, applicants should describe their plans to ensure sustainability of their program after CTF funding has expired.

Q26) Strategies (10 Points)

Identify 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 after CTF funding expires.

Q27) Next Steps (10 Points)

How will the applicant share information about outcomes and learning with funders, partners, local agencies, and the community at large? How will this information inform future collaborative work around supporting families and preventing child abuse and neglect?

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Section 8 Cost (15 Points Total)

In this section applicants will describe the funds necessary to take on the work described, justify the expense and clearly outline the use of funds. Please review **Section III** for guidance on completing the budget and budget narrative.

Q28) Justification of Cost (5 Points) – Include in the Work Statement

Within the Work Statement justify that the overall cost is sufficient to complete all the services and activities outlined in the Work Statement. What is the total cost to implement the program? If awarded what percentage of the program will CTF be covering?

Rider 3) Accuracy (5 Points) – Completed within the Budget

Complete the budget spreadsheet. Ensure that all expenses for the program are included and all entries are calculated accurately.

Rider 3) Line Item Justification (5 Points) – Completed in the Budget Narrative

Ensure that the budget narrative describes and justifies the proposed costs for each budget line item.

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**PART III
COST GUIDELINES**

III-1. Cost Guidelines

Complete the budget forms for each of the three years and describe 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 the budget forms, 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.

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 two people from each program are 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.

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 grantees 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. In-kind match sources are goods or services contributed to the program. Following is an example:

Year One:

CTF Grant: \$ 50,000

Minimum *Total* Match: \$ 12,500 (minimum cash match \$6,250)

Total Project Budget: \$ 62,500

Years Two and Three:

CTF Grant: \$ 50,000

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Minimum *Total* Match: \$ 25,000 (minimum cash match \$12,500)

Total Project Budget: \$ 75,000

Applicants must submit a Local Match Verification Letter, **Rider 6**, 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 7**, 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.

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**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 appointed members of the Senate, three appointed 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 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 #01-18.
- 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 as to whether or not they have received a CTF award. A required orientation meeting will be held for selected Cohort 27 grantees.
- Applicants not funded are given the opportunity for a debriefing interview.

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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 eight sections of the Work Statement (refer to **Part II** for further guidance). Applicants must also complete the Applicant Information Form (**Attachment 1**) listing program and fiscal contact information, and all parties involved in the planning of the program must sign the signature page.
- 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: A total of 450 points are available.

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

Points of	Application Section Total Score	
Att. 1	25	Applicant Information Form
Rider 2	30	Organization Information
	30	Community Description
Work Statement	200	Program Description: Purpose and Implementation
	30	Strengthening Families Protective Factors Framework
	60	Program Evaluation
	40	Community Collaboration
	50	Sustainability
	5	Cost
	Rider 3	10
	450	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**.