

**CHILDREN'S TRUST FUND**  
**WORK STATEMENT TEMPLATE**

**RFA #02-16**

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 full 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.

Agency:

Program:

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

Target Population

1. **(20)** Briefly describe the overall county/community’s socio-economic and cultural demographics.
2. **(20)** Provide demographic and other pertinent risk behavior data on the specific target population that will be served by the proposed program.
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. Discuss how the applicant’s work with families, other community programs and their past experience contributes to the confidence that this program will work in their 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. Also provide the anticipated totals of families, broken down by parents/caregivers and children, to be served over the three-year grant cycle. The chart below must be included in the 15 page limit.

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

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 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.

Service Strategies

1. (50) 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.
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, not just incorporate portions of the model.
3. (50) Describe how the program will work to incorporate the Strengthening Families™ Protective Factors Framework approach in their work with families. Explain how the Framework will influence the organization culture.
4. (40) Describe specifically, in accordance with the Strengthening Families™ Protective Factors Framework, how the applicant agency will promote and strengthen protective factors in the families with whom they work in chart form.
5. (20) Describe how the service strategies will be delivered. 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)**

Outcome and Indicators Chart

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: 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: Demonstrate consistent positive parent-child interactions, including positive discipline	

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		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: Demonstrate knowledge of how to access supports and services/ ability to care for child’s needs	
	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: Have access to formal and informal social supports (from family, friends, neighbors, other program participants)	

Narrative

1. (50) Describe how the proposed service strategies and methods will contribute to achieving the outcomes and indicators chart.
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.
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.

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

Collaborative Relationships

1. (25) Describe your involvement with existing county or community child abuse and neglect prevention collaborative or advisory groups and/or other community initiatives that focus on children and families.
2. (25) Describe your county children and youth agency's awareness of and/or collaboration with the involvement in the proposed program, including the design and/or implementation of the program.
3. (25) List the partners involved with the proposed program and the role each will play in the design, implementation, and evaluation of the program.
4. (25) Describe how the applicant agency will serve as a catalyst to improve community collaboration over the course of the grant period.

#### 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) 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
  - delivering services as described in the outline/work plan; and
  - providing services to the proposed target population identified in this application.
2. (40) Describe the program supervision and full time equivalent FTE staffing needed to provide the services (time devoted to the CTF program).
3. (20) 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. 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) Create a realistic timeline that identifies 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)**

- Ensure that all sections of the Applicant Information Form are complete. It is essential that the signatures of the organization director and the county child and youth director (or designees) are included.
- 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).
- Prepare 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 or Former CTF Grantee Statement: If the applicant is a former CTF grantee, provide a brief summary of the previously-funded program. Include lessons learned.

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- **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.

### **Rider 3 / Cost (100 points)**

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.

1. (50) Within the budget narrative clarify that the overall cost is sufficient to complete all the services and activities outlined in the Work Statement.
2. (50) Ensure that the budget narrative describes and justifies the proposed costs for each budget line item.