



# Commonwealth of Pennsylvania

Date: **April 29, 2014**  
Subject: **Children's Trust Fund**  
Solicitation Number: **RFA 03-14**  
Opening Date/Time: **May 20, 2014 2:00 PM**  
Addendum Number: **2**

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To All Suppliers:

The Commonwealth of Pennsylvania defines a solicitation "Addendum" as an addition to or amendment of the original terms, conditions, specifications, or instructions of a procurement solicitation (e.g., Invitation for Bids or Request for Proposals).

*List any and all changes:*

Addendum 2 has been posted to provide the webinar and questions and answers regarding the referenced RFA.

**For electronic solicitation responses via the SRM portal:**

- Attach this Addendum to your solicitation response. Failure to do so may result in disqualification.
- To attach the Addendum, download the Addendum and save to your computer. Move to 'My Notes', use the "Browse" button to find the document you just saved and press "Add" to upload the document.
- Review the Attributes section of your solicitation response to ensure you have responded, as required, to any questions relevant to solicitation addenda issued subsequent to the initial advertisement of the solicitation opportunity.

**For solicitations where a "hard copy" (vs. electronic) response is requested:**

- Attach this Addendum to your solicitation response. Failure to do so may result in disqualification.
- If you have already submitted a response to the original solicitation, you may either submit a new response, or return this Addendum with a statement that your original response remains firm, by the due date to the following address:

Pennsylvania Department of Public Welfare  
Division of Procurement  
Room 402 Health and Welfare Building  
625 Forster Street, Harrisburg, PA 17120

Except as clarified and amended by this Addendum, the terms, conditions, specifications, and instructions of the solicitation and any previous solicitation addenda, remain as originally written.

Very truly yours,

Name: Daniel R. Boyd  
Title: Director, Division of Procurement  
Phone: 717-783-3767



# Commonwealth of Pennsylvania

Email: [RA-pwrfpquestions@pa.gov](mailto:RA-pwrfpquestions@pa.gov)

CENTER FOR THE STUDY  
OF SOCIAL POLICY'S

# strengthening families™

A PROTECTIVE FACTORS FRAMEWORK



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Center  
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Study  
of  
Social  
Policy

*Ideas  
into  
Action*

# 2014 CTF RFA Announcement

The 2014 Children's Trust Fund Request for Application will focus on the prevention of child abuse and neglect by providing supportive evidence-based or evidence-informed programs or practices that ultimately strengthen families through the use of five protective factors outlined in the Center for the Study of Social Policy's Strengthening Families™ approach.

Ongoing research conducted by the Center for the Study of Social Policy has shown that the presence and prominence of five protective factors in families reduces the likelihood of child abuse and neglect and contributes to excellent outcomes for young children.



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A PROTECTIVE FACTORS FRAMEWORK

# Strengthening Families: Creating a New Normal



## A New Normal

Families and communities, service systems and organizations:

- Focus on building protective and promotive factors to reduce risk and create optimal outcomes for children, youth and families
- Recognize and support parents as decision makers and leaders
- Value the culture and unique assets of each family
- Are mutually responsible for better outcomes for children, youth and families

# Five Protective Factors

1. Parental resilience
2. Social connections
3. Knowledge of parenting and child development
4. Concrete support in times of need
5. Social and emotional competence of children



# Parental resilience

Managing stress and functioning well when faced with challenges, adversity and trauma

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## What it looks like

### *Resilience to general life stress*

- Hope, optimism, self confidence
- Problem solving skills
- Self care and willingness to ask for help
- Ability to manage negative emotions

### *Resilience to parenting stress*

- Not allowing stress to interfere with nurturing
- Positive attitude about parenting and child

# Parental resilience

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## Everyday actions

- Demonstrate in multiple ways that parents are valued
- Honor each family's race, language, culture, history and approach to parenting
- Encourage parents to manage stress effectively
- Support parents as decision-makers and help build decision-making and leadership skills
- Help parents understand how to buffer their child during stressful times



# Social connections

Positive relationships that provide emotional, informational, instrumental and spiritual support

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## What it looks like

- Multiple friendships and supportive relationships with others
- Feeling respected and appreciated
- Accepting help from others, and giving help to others
- Skills for establishing and maintaining connections

# Social connections

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## Everyday actions

- Help families value, build, sustain and use social connections
- Create an inclusive environment
- Facilitate mutual support
- Promote engagement in the community and participation in community activities

# Knowledge of parenting & child development

Understanding child development and parenting strategies that support physical, cognitive, language, social and emotional development

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## What it looks like

- Nurturing parenting behavior
- Appropriate developmental expectations
- Ability to create a developmentally supportive environment for child
- Positive discipline techniques; ability to effectively manage child behavior
- Recognizing and responding to your child's specific needs

# Knowledge of parenting & child development

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## Everyday actions

- Model developmentally appropriate interactions with children
- Provide information and resources on parenting and child development
- Encourage parents to observe, ask questions, explore parenting issues and try out new strategies
- Address parenting issues from a strength-based perspective

# Concrete support in times of need

Access to concrete support and services that address a family's needs and help minimize stress caused by challenges

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## What it looks like

- Seeking and receiving support when needed
- Knowing what services are available and how to access them
- Adequate financial security; basic needs being met
- Persistence
- Advocating effectively for self and child to receive necessary help

# Concrete support in times of need

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## Everyday actions

- Respond immediately when families are in crisis
- Provide information and connections to services in the community
- Help families to develop skills and tools they need to identify their needs and connect to supports

# Social & emotional competence of children

Family and child interactions that help children develop the ability to communicate clearly, recognize and regulate their emotions and establish and maintain relationships

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## What it looks like

### *For the parent:*

- Warm and consistent responses that foster a strong and secure attachment with the child
- Encouraging and reinforcing social skills; setting limits

### *For the child:*

- Age appropriate self-regulation
- Ability to form and maintain relationships with others
- Positive interactions with others
- Effective communication

# Social & emotional competence of children

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## Everyday actions

- Help parents foster their child's social emotional development
- Model nurturing care to children
- Include children's social and emotional development activities in programming
- Help children develop a positive cultural identity and interact in a diverse society
- Respond proactively when social or emotional development needs extra support



# Pennsylvania

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## Strengthening Families Leadership Team

- Policy---systems
- Practice---among professionals
- Messaging---asset orientation
- Parents---as partners

## Activities

- Instructors Institute
- Workshops
- Parent Cafés
- Webpage & Facebook



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# Resources

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Center for the Study of Social Policy

- [www.cssp.org](http://www.cssp.org)

National Alliance of Children's Trust Funds

- [www.ctfalliance.org](http://www.ctfalliance.org)

PA Strengthening Families

- [www.pa-strengthening-families.org](http://www.pa-strengthening-families.org)

Center for Schools and Communities

- [www.center-school.org](http://www.center-school.org)

Faces of Families Protective Factors in Act

- [www.ctfalliance.org/massvideo.htm](http://www.ctfalliance.org/massvideo.htm)



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# Contact

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Rijelle Kraft

- [rkraft@csc.csiu.org](mailto:rkraft@csc.csiu.org)

Karen Shanoski

- [kshanoski@csc.csiu.org](mailto:kshanoski@csc.csiu.org)



Center for Schools & Communities  
275 Grandview Avenue, Suite 200  
Camp Hill, Pennsylvania 17011  
Phone: 717-763-1661

[www.center-school.org/pa-pirc](http://www.center-school.org/pa-pirc)



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# TA Tips



**CTF PRE-PROPOSAL WEBINAR**

**APRIL 23, 2014**

# TA Tips



## **Strengthening Families Protective Factors Framework**

- How will the evidence-based or evidence-informed program you choose for this RFA incorporate the SFPPF Framework?
- How will you provide professional development on the SFPPF Framework to ensure that staff understand and incorporate this approach in their work?

# TA Tips



## Numbers Served

- Please be clear about the number of families you plan to serve over the course of your grant
- Describe the numbers listed in the chart in the narrative
- Discrete Offerings vs. Multi-Year Programs -  
Examples

# TA Tips



- **Numbers Served**
- Parent Education Workshops – Discrete Offering
- Example: 3 Workshops Series per Year, 15 Families per Class

*NOTE: Programs may vary in delivery, number of participants, number of offerings, etc.*

Year	Families	Parents/Caregivers	Children
Year One	45	60	45
Year Two	45	60	45
Year Three	45	60	45
<b>Total</b>	<b>135</b>	<b>180</b>	<b>135</b>

# TA Tips



## Numbers Served

- Multi-Year Programs
- Example: Families receive services for 2-3 years.

*NOTE: Programs may vary in delivery, number of participants, number of offerings, etc.*

Year	Families	Parents/Caregivers	Children
Year One	45	60	45
Year Two	45	60	45
Year Three	45	60	45
<b>Total</b>	<b>45+</b>	<b>60+</b>	<b>45+</b>



# TA Tips



## **Fidelity to the Evidence-Based or Evidence-Informed Program**

- What mechanisms are in place to ensure that the chosen evidence-based or evidence-informed program is being implemented with fidelity to that model?
- Are there built in fidelity checks from the program developers?

# TA Tips



## **Outcomes and Indicators**

- Filling out the Outcomes, Indicators, and Evaluation Chart
- Narrative Explanation of Strategies and Outcomes



## Pre-proposal Webinar

### Request for Application (RFA) #3-14

### April 23, 2014

# Introductions

- **Theresa Campisi**  
**OCDEL**  
CTF Program Manager and RFA Project Officer
- **Karen Shanoski and Rijelle Kraft**  
**Center for Schools and Communities**  
CTF Technical Assistance

## Purpose

To provide information regarding:

- Children's Trust Fund program
- RFA program requirements and funding priorities
- Cost guidelines
- Eligibility requirements and disqualification
- Submission and scoring
- Additional questions

## Mission

**To prevent child abuse and neglect in Pennsylvania**

through grants to community-based service providers

- Member of a national network
- Created by statute in PA – Act 151 of 1988
- Administered by a 15-member Board of Directors and Department of Public Welfare
- Deputy Secretary for DPW's Office of Child Development and Early Learning serves as Executive Director
- Duties and responsibilities – OCDEL staff

## Funding Sources

- Constant Revenue - \$10 surcharge on marriage and divorce applications and investment income
- Fund-raising and donations through Friends organization
- Deposited into a special state account



# RFA Focus Statement

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

## Specific Program Requirements

### Applicants will:

1. Choose from the menu of evidence-based and evidence-informed programs and practices below that support families in building protective factors and strengthening families' effective functioning to prevent child abuse and neglect.
2. Demonstrate how the chosen evidence-based or evidence-informed programs or practices are aligned with the Strengthening Families™ Protective Factors Framework.
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.

## Cost Guidelines

- Maximum award = \$150,000 for up to three years
- Up to \$50,000 per year
- Local match requirement
  - 25% first year
  - 50% second and third years
- Half of total match must be cash; balance may be cash or in-kind
- Minimum \$500 for professional development each year

## Eligibility

- Any organization located and operating in PA may apply
- Subcontracting agencies
- Primary and secondary prevention programs
- Develop new or enhance existing programs
- Must meet all RFA program requirements

## Ineligibility and Disqualification

- Late applications will be disqualified
- Conflict of interest with CTF Board
- CTF Board reserves the right to disqualify
- Provide intervention-based or treatment (tertiary) services
- Federal or state funding used for match

## Submission

- Use RFA checklist – Attachment 3
- Due date: May 20, 2014 at or before 2:00 p.m.
- Include electronic version
- Mail using sample labels provided in RFA

## Scoring

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

	Points of Total Score	Application Section
Rider 2	350	Program Design
Work Statement	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
	<b>1,000</b>	<b>Total Score</b>

## Scoring Process and Timeline

- June:
  - Evaluation Committee established
  - Competitively score individual applications
- July: CTF Board chooses grant recipients
- August: Announcement made
- Grant year begins November 1, 2014



## Additional Questions

- Submit additional questions electronically to the RFA Project Officer
- No questions accepted either verbally or in writing after 4:00 p.m. on April 23, 2014
- No answer is final until confirmed in writing
- Written Q&A document will be available for all applicants on DGS website in approximately one week

# Thank You and Good Luck!



## Children's Trust Fund Pre-Proposal Webinar RFA #3-14

<b>Last Name</b>	<b>First Name</b>	<b>Email Address</b>
Bigler	Darlene	dbigler@caswg.org
Blatz	Melissa	mkovach.beautifulbeginnings@verizon.net
Brellochs	Kathrin	kbrellochs@maternitycarecoalition.org
Cognetti	Terre	tcognetti@gmail.com
Crutchman	Matthew	crutchman@eeucc.org
Dennis	Gail	gdennis2@lghealth.org
Dias	Mark	mdias@hmc.psu.edu
Drummond	Sharon	sdrummond@communitypreventionpartnership.org
Elias	Janilyn	jelias@caiu.org
Fagan	Nancy	nfagan@jfcshilly.org
Fitzpatrick	Samantha	safitzpatrick@gshleb.org
Green	Brian	brian@familyplanning.org
Gula	Carlene	cgula@eotcworks.org
Harkless	Donna	dyh5@psu.edu
Hinish	Tracy	thinish@tiu11.org
Houy	Camilla	chouy@aasdc.com
Keiser	Abby	abby@cobys.org
Kinard	Deborah	dkinard@psrfa.org
Klingner	Sara	Sara.Klingner@sluhn.org
Kraft	Rijelle	rkraft@csc.csiu.org
Kulow	Cheryl	ckulow@aircpr.com
Langdon	Karyn	langdon@ehca.org
Leibowitz	Louise	lleibowitz@tp4c.org
Lettie	Rex	rlettie@cenclear.org
Lipinski	Henry	hlipinski@alleghenyfamilynetwork.org
Livingstone	Marleen	mlivingstone@methodistservices.org
Lyle	Beth	ccfn@verizon.net
Marshall	Kristina	FPHCRDIRECTOR@GMAIL.COM
McPherson	Murray	mmcpherson@caringpeoplealliance.org
Mondt	Marianne	mmond@councilforrelationships.org
Mundy	Mandy	mandy@novabucks.org
Myers	Shelly	pactprogram@comcast.net
Noll	Jenie	jgn3@psu.edu
Núñez	Yvette	nunezy@congreso.net
Oberto	Neil	neil@csshazleton.org
Olzinski	Carol	colzinski@methodistservices.org
Pesare	Michael	m_pesare@yahoo.com
Pollack	Karen	kpollack@maternitycarecoalition.org
Pratt	Karyn	karyn.pratt@adelphoi.org
RAMper	Kathleen	klramper@psrfa.org
Robishaw	Stephen	robishaws@congreso.net
Skillington	Lyn	lynskillington@mac.com
Smith	Annette	hands2217@yahoo.com

Stahl	Karen	kstahl@dvccc.com
Stalnaker	Lisa	lstalnaker@co.mifflin.pa.us
Stofko	Lisa	lstofko@thelearninglamp.org
Sullivan	Lee Ann	lsullivan@ccmchc.org
Thompson	Kate	kthompson@fcaa.org
Verdon	Patricia	pverdon@hmc.psu.edu
Voyer	Celeste	cvoye@projecteaston.org
Wright-McLaughlin	Fawn	fawn217@gmail.com
Young	Robyn	ryoung@safeneterie.org
shanoski	karen	kshanoski@csc.csiu.org

<b>Organization</b>	<b>Job Title</b>
Try Again Homes, Inc.	President
Beautiful Beginnings Childcare Cc	Director

East End United Community Cent	Executive Director
Lancaster General Health	Manager

Community Prevention Partnershi Director of Research

Jewish Family and Children's Ser Director, Child Welfare

Family Planning Council	Program Development Director
eotc	program manager

Tuscarora Intermediate Unit	Assistant Executive Director
ALTOONA AREA SD	Director of Federal/State Programs

Pennsylvania State Resource Far administrative assistant

Network of Victim Assistance	Director of Education and Training
The PACT Program	Director

Congreso de Latinos Unidos, Inc.	Vice President, Fundraising and External Affairs
Catholic Social Services	Director

PA State Resource Family Associ	Executive Director
Congreso de Latinos Unidos, Inc.	Development Associate

H.A.N.D.S. of Wyoming County	Director
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Domestic Violence Center of Che: Chief Financial Analyst  
Mifflin Juniata County Human Ser Grant Writer

Titusville YMCA 21st Century Lea Human Services Director  
SafeNet Training Coordinator

Director of Development

Director  
Program Manager

ECELS Director

CEO  
Educational Consultant

RFA 03-14 Children's Trust Fund

Q&A Log

	RFP Section	Question	Answer
1		Is the grant for Pennsylvania residents only?	Yes.
	RFP Section	Question	Answer
2	Cover letter and RFP Section I-13 Cover letter states – complete and exact copy of the entire submittal on two separate USB drives and one copy of the redacted version of only the Technical Submittal on a USA drive. Section I-13 states – “...as well as a complete and exact copy of the entire application (Technical and Cost portions) on a USB Flash drive.”	Requesting clarification on the submittal requirements for information that is to be included on USB drives. Are one or two USB drives required? And is a redacted version required of all applicants?	Two electronic copies must be submitted on USB flash drive. The redacted version should be provided one of the two USB flash drives.
	RFP Section	Question	Answer
3		If my agency is a Promising Practice, can we utilize our own program model to provide service?	Please refer to p.13 of RFA for a link to the listing of programs which meet the eligibility requirements of this grant. These are the only programs eligible for this solicitation.
	RFP Section	Question	Answer
4		Can you please send a word version of the CTF grant?	Yes
	RFP Section	Question	Answer
5		Can a program use an Evidence Based Program that is not listed on the matrix, since it has been added after 2007?	Please refer to p.13 of RFA for a link to the listing of programs which meet the eligibility requirements of this grant. These are the only programs eligible for this solicitation.
	RFP Section	Question	Answer
6		Can a program apply for funds for using a model that is not listed in the RFA under the 'Menu of Evidence-Based and Evidence-Informed Programs & Practices?' Is PCHP eligible?	Please refer to p.13 of RFA for a link to the listing of programs which meet the eligibility requirements of this grant. PCHP is not included on the list.

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Q&A Log

	RFP Section	Question	Answer
7		<p>On the cover letter for RFA #3-14, it says "Applicants must also submit a complete and exact copy of the entire submittal on two separate USB drives; and one copy of the redacted version of only the Technical Submittal on a USB drive." However, in the RFA and in the Submission Checklist documents it suggests only one copy and only one USB flash drive is required: "A complete and exact copy of the entire application (Technical and Cost portions) on a USB flash drive."</p> <p>Can you please clarify the requirements for USB flash drive submission?</p>	<p>Two electronic copies must be submitted on USB flash drive. The redacted version should be provided on one of the two USB flash drives.</p>
	RFP Section	Question	Answer
8		<p>I wanted to confirm whether or not the "applicant" is the principal investigator or the university? So we know how many applications are allowed. Also, would the Hershey College of Medicine be considered a separate entity, if, in fact, the applicant is the university?</p>	<p>The Department is unclear as to the intent of the question and is unable to provide a response. Please clarify</p>
	RFP Section	Question	Answer
9		<p>At the YMCA, we provide the Darkness to Light "Stewards of Children" sexual abuse awareness training. Are you familiar with this? Would it qualify for funding?</p>	<p>Please refer to p.13 of RFA for a link to the listing of programs which meet the eligibility requirements of this grant. "Darkness to Light" is NOT included in this listing.</p>
	RFP Section	Question	Answer
10		<p>We are considering applying for CTF funding for Early Head Start (EHS) as our evidence-based program. However, rather than solely fund EHS slots per se, we are proposing to use CTF funding to enhance EHS for high risk infants and toddlers as secondary prevention. These would be those whose family members have a mental health diagnosis, or the enrolled infant/toddler has exhibited behavior issues. CTF funding would be</p>	<p>The information included on the evidence-based listing used for this RFA (Please refer to p.13 of RFA for a link to the listing of programs which meet the eligibility requirements of this grant) states that Early Head Start is eligible for CTF funding.</p>



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Q&A Log

		<p>used to allow both more intensive EHS services and targeted mental health services for these at risk families with the goal of preventing abuse or neglect.</p> <p>Would this be an acceptable use of CTF funding?</p>	
	RFP Section	Question	Answer
11		<p>What is the minimum number of families you recommend we serve?</p> <p>Under the guidelines, can the match money be taken from an annual fundraiser?</p>	<p>We cannot recommend a number of families to serve. You should research the cost of service to a family and determine how many families you will be able to serve with \$50,000 per year.</p> <p>Match funds may be taken from an annual fundraiser.</p>
	RFP Section	Question	Answer
12		<p>I am requesting clarification on the submittal requirements for information that is to be included on USB drives. In the cover letter, it states that the following is to be included:</p> <ul style="list-style-type: none"> <li>• A complete and exact copy of the entire submittal on two separate USB drives, and</li> <li>• One copy of the redacted version of only the Technical Submittal on a USB drive</li> </ul> <p>On page 7 of the RFA, Section I-13. Submission Instructions, it states, "...as well as a complete and exact copy of the entire application (Technical and Cost portions) on a USB Flash drive.</p> <p>Please clarify whether one or two USB drives are required (and if two, what is to be included on each), and whether a redacted version is required of all applicants.</p>	<p>Two electronic copies must be submitted on USB flash drive. The redacted version should be provided on one of the two USB flash drives.</p>

RFA 03-14 Children's Trust Fund

Q&A Log

	RFP Section	Question	Answer
13		Can CTF funds be utilized to cover the costs of an agency implementing an evidence-based program such as Triple P?	Yes. The information included on the evidence -based listing used for this RFA (Please refer to p.13 of RFA for a link to the listing of programs which meet the eligibility requirements of this grant) states that Triple P is eligible for CTF funding
	RFP Section	Question	Answer
14		When budgeting for CTF new grantee & subsequent meetings, what is the location for which we should calculate mileage? Are these one-day meetings?	The required CTF grantee orientation meeting is one day and the CTF grantee meeting is one day. They are scheduled on back-to back days. The meetings are held in the Harrisburg area.
	RFP Section	Question	Answer
15		Can a University provide the Local Matching funds? For example Penn State University?	University funds that are not derived from state or federal sources may be used for matching funds.
	RFP Section	Question	Answer
16		Is there a font size and margin requirement for the narrative portions?	Font size must be 10 -12 points in a normal font style: easily readable; Left and right margins 1" and top and bottom margins 1/2".
	RFP Section	Question	Answer
17		Our program model is a promising practice in two PA counties. Can we utilize our own program model, rather than one listed on the matrix? It does say it's not a comprehensive list.	Please refer to p.13 of RFA for a link to the listing of programs which meet the eligibility requirements of this grant. These are the only programs eligible for this solicitation.
	RFP Section	Question	Answer
18		Does involvement with the Strengthening Families Leadership make a program ineligible for the RFA?	No.
	RFP Section	Question	Answer
19		Are you funding primary research using the strengthening families approach in novel ways, or are you funding only dissemination of existing programs?	A program may apply if they plan to implement an evidence based program or to expand an evidence based program. Refer to p. 13 of RFA for a link to the listing of programs which meet the eligibility requirements of the grant.

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Q&A Log

	RFP Section	Question	Answer
20		If a program is listed as promising (Nurturing Parenting Curriculum) in the evidenced based listing will it still be considered?	Yes. The information included on the evidence -based listing used for this RFA (Please refer to p.13 of RFA for a link to the listing of programs which meet the eligibility requirements of this grant) states that Nurturing Parent is eligible for CTF funding.
	RFP Section	Question	Answer
21		Is the primary focus only on 0-5?	No.
	RFP Section	Question	Answer
22		Please explain again if matching can come from your local SCA.	SCA funds that are not derived from state or federal sources may be used for matching funds.
	RFP Section	Question	Answer
23		Do matching funds need to be designated for this specific program or do general operating matching funds qualify?	Matching funds must be designated to the program applying for the CTF grant.