REQUEST FOR APPLICATIONS FOR

Children's Trust Fund

ISSUING OFFICE

Commonwealth of Pennsylvania
Department of Human Services
Bureau of Procurement and Contract Management
Room 832 Health and Welfare Building
625 Forster Street
Harrisburg, PA 17120

RFA NUMBER

RFA 17-21

DATE OF ISSUANCE

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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 RA-PWRFAQUESTIONS@PA.GOV	Potential Applicants	December 14, 2021 at 12:00 PM EST
Answers to Potential Applicant questions posted to the Department of General Services ("DGS") website (http://www.emarketplace.state.pa.us) no later than this date.	Issuing Office	December 22, 2021
Please monitor website for all communications regarding the RFA	Potential Applicants	On-going
Application must be received by the Issuing Office at: RA-PWRFAQUESTIONS@PA.GOV	Applicants	January 13, 2022 at 12:00 PM EST Please note the CTF Board will vote to approve the number of awards at their meeting on March 31, 2022

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 abuse and neglect of children in the Commonwealth. Any organization located and operating in Pennsylvania that provides direct services and meets the 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 the effective date of the grant agreement and end on, at latest, June 30, 2025. 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 funded portion of the award is $50,000 per year for up to three years. Applicants may apply for an amount less than $50,000 per year if such an amount would be sufficient and reasonable to operate their proposed program(s). Applicants should provide a statement in their responses to the Budget and Work Statement justifying any amount under $50,000 as reasonable and sufficient to operate the proposed program.

Per Act 151 of 1988, known as the Children's Trust Fund Act, selected Applicants **must** provide a minimum local match of 25 percent of the requested CTF grant award for the first year and a minimum local match of a 50 percent match of the requested grant award for the second and third grant years. Please note that these are the minimum requirements for matching funds. Matching funds may exceed these numbers when necessary to fully operate the proposed program. In-Kind services must not exceed 50% of the required match percentage for each year of the grant.

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 DHS Office of Administration, Bureau of Procurement and Contract Management, on behalf of the Office of Child Development and Early Learning ("OCDEL") and the CTF Board. The Commonwealth's sole point of contact for this RFA shall be Eric McCoy, RA-PWRFAQUESTIONS@PA.GOV, the Issuing Officer for this RFA. Please refer all inquiries to the Issuing Officer. Any violation of this condition may be cause for DHS to reject the offending Applicant's application. If DHS later discovers that the Applicant has engaged in any violations of this condition, DHS may reject the offending Applicant's application or rescind its grant award.

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 and primary caregivers 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 Applicants must use Evidence-Based or Evidence-Informed programs that focus on the parent or primary caregiver, and their child, or the whole family. The program **MAY NOT** focus solely on the child. The proposed program(s) should work with families over time and meet the definitions of a Primary and/or Secondary Abuse Prevention program defined in **Part I, Section I-13.**

I-5. Type of Grant.
If DHS and CTF award grants as a result of this RFA, they will enter into grant agreements, **Attachment 3**, containing the Riders as attached to this RFA. DHS will use information from selected applications to complete **Riders 2 through 3** of the agreements. DHS, in its sole discretion, may undertake negotiations with Applicants whose applications, 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 agreement will commence on the effective date of the grant agreement and will end no later than June 30, 2025. The selected Applicants shall not start the performance of any work prior to the effective date of the grant agreement. This round of CTF grant awards will be identified as Cohort 30.

I-7. Incurring Costs.
The Commonwealth is not liable for any costs incurred by an 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. Questions and Answers.
If an Applicant has any questions regarding this RFA, the Applicant must submit those questions via email, with the subject line "RFA # 17-21 Question," to the RFA Issuing Officer named in **Part I, Section I-2** of this RFA. Applicants must submit questions as they arise, but no later than the date specified in the Calendar of Events. Applicants shall not attempt to contact the RFA Issuing Officer by any other means. From the issue date of this RFA until DHS selects the applications for grant awards, the RFA Issuing Officer shall be the sole point of contact concerning this RFA. Applicants may not contact the Center for Schools and Communities regarding this RFA.

An Applicant who submits a question after the deadline date for receipt of questions provided in the Calendar of Events assumes the risk that its application will not be responsive or competitive because the Department is not able to respond before the application receipt date or in sufficient time for the Applicant to prepare a responsive or competitive application. When submitted after the deadline date for receipt of questions provided in the Calendar of Events, the Issuing Officer may respond to questions of an administrative nature by directing the questioning Applicant to specific provisions in this RFA. To the extent that DHS decides to respond to a non-administrative question after the deadline date for receipt of questions provided in the Calendar of Events, DHS will provide the answer to all Applicants through an addendum.

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 #17-21, as an addendum to this RFA.

I-9. Addenda to this 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 this 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 neither contained within this RFA nor formally issued as an addendum by the Issuing Office.

I-10. Vendor Registration.

In order to do business with the Commonwealth of Pennsylvania ("Commonwealth"), 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-11. Response Date and Grounds for Disqualification.

To be considered for selection, each Applicant must submit an electronic copy of its application to the Issuing Office at RA-PWRFAQUESTIONS@PA.GOV no later than the date and time specified in the Calendar of Events. Hard copy applications will not be accepted. The Department will reject late applications.

I-12. Submission Instructions.

To be considered for selection, Applicants must submit a complete response to this RFA, using the checklist included as **Attachment 4** to ensure that all required items requested within this RFA are completed and submitted as part of the application package. Each Applicant must submit **one complete copy of the Submittal (Consisting of one attached Technical submission, along with all of its requested documents, and one separately attached Budget and Budget Narrative – Rider 3) via email to RA-PWRFAQUESTIONS@PA.GOV.** The subject line of the email must indicate "RFA 17-21 Application". Email attachments are limited to 10MB, cumulatively, per email, and files may not be sent in any compressed format. Any attachments over that limit must be sent via separate emails, with each labeled "RFA # 17-21 Application Part X of Y" (total number of emails).

The Applicant shall make no other distribution of its application to any other Applicant or Commonwealth official or Commonwealth consultant. Each Application page should be numbered for ease of reference. An official authorized to bind the Applicant to its provisions must sign the application signature page. If the official signs the **Application Cover Sheet** (**Attachment 6**) and the Application Cover Sheet is attached to the Applicant's application, this requirement will be deemed met. For this RFA, the application must remain valid for **120** days or until a resulting grant agreement is fully executed. If DHS selects an Applicant's application for award, the contents of the selected Applicant's application will become obligations of the grant, except to the extent those contents are changed through negotiations.

By submitting an application, each Applicant specifically waives any right to withdraw or modify it, except as follows. An Applicant may withdraw its application by written notice received at the Issuing Office's email address specified in **Part I, Section I-2** for application delivery prior to the exact hour and date specified for application receipt. An Applicant may modify its submitted application prior to the exact hour and date set for application receipt only by submitting a new application or modification that complies with this RFA's requirements.

I-13. General Eligibility Criteria.

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. Each Applicant 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 CTF Board and within this RFA. Current CTF grantees may apply for a new grant during the third or final year of their current grants if the start date of the new grant cycle does not fall within their existing grant year. The CTF Board has voted to not allow current grantees to be awarded more than one grant at a time through this funding opportunity for **Cohort 30**.

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 Applicant and contact point. The primary Applicant's SAP identification number must be included 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 Applicant'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.

Primary prevention: includes services that promote the general welfare of children and families by preventing the 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 in which an increased risk for child abuse and neglect exists. Although these families are thought to be at greater risk, the provision of services is still intended to prevent the occurrence of child abuse and neglect.

CTF grants are not to be used to fund program services that focus on symptomatic behaviors that are the result of specific incidences of child abuse and neglect as they are considered tertiary 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 revise 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-14. Economy of Preparation.

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

I-15. Use of Electronic Versions of this RFA.

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

I-16. 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. DHS, therefore, will not accept alternate applications.

I-17. Application Confidentiality.

DHS does not require, and is not requesting, that Applicants include confidential or proprietary information or trade secrets as part of their applications. Accordingly, except as provided herein, Applicants should not label application submissions as confidential, proprietary, or trade secret protected. Any Applicant who determines that its application cannot be properly evaluated without including such information must submit a signed written statement to that effect and must additionally provide, for public disclosure purposes, a redacted version of its application which removes only the confidential or proprietary information and trade secrets.

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. Regardless of whether any particular application becomes part of a grant, the Commonwealth has the right to use any or all ideas presented in any application that are not protected by intellectual property rights.

I-18. Discussions for Clarification.

Applicants may be required to make an oral or written clarification of their applications to the Department to ensure thorough mutual understanding and Applicant responsiveness to the solicitation requirements. The RFA Issuing Officer will initiate any requests for clarification. Clarifications may occur at any stage of the evaluation and selection process prior to agreement execution.

In addition, DHS may request additional information which, in the Department's opinion, is necessary to ensure that the Applicant's competence, number of qualified employees, business organization, and financial resources are adequate to perform according to this 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 this RFA and to complete the grant as specified.

I-19. Notification of Selection.

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

I-20. Rejection of Applications.

DHS may, in its sole and complete discretion, reject any application received as a result of this RFA.

I-21. Prime Applicant Responsibilities.

Each selected Applicants shall 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 for program matters with respect to any grant agreement.

I-22. News Releases.

Applicants shall not issue news releases, Internet postings, advertisements, or any other public communications pertaining to this Project without prior written approval of by DHS, and then only after the grant is executed, in coordination with DHS.

I-23. 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 its application are material and important, and the Department will rely upon the contents of the application in making awards. The Commonwealth may treat any misstatement, omission, or misrepresentation as fraudulent concealment of the true facts relating to the application, punishable pursuant to 18 Pa. C.S. § 4904.

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 Applicant.

c. The Applicant has not disclosed the price(s), the amount of the proposal, or 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 its application, or to submit any intentionally high or noncompetitive application or other form of complementary application.

e. The Applicant makes its application in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive application.

f. To the best knowledge of the person signing the application, the Applicant, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not, in the last four years, been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding or proposing on any public contract, except as the Applicant has disclosed in its application.

g. To the best 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.

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 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 application.

PART II

PROGRAM REQUIREMENTS AND RIDER 2 WORK STATEMENT

II-1. Description of Program Requirements.

Applicant Information on Evidence-Based and Evidence-Informed Programs

Applicants must apply to use an Evidence-Based or Evidence-Informed primary or secondary abuse prevention program to support families and prevent child abuse and neglect while supporting families. According to the FRIENDS National Center for Community Based Child Abuse Prevention ("CBCAP") (2018), "programs and practices recognized as Evidence-Based have demonstrated the highest level of evidence of effectiveness based on a set of evaluation or research criteria. These programs or practices, if implemented with adherence to the developer's model, are likely to produce similar positive outcomes demonstrated in the evidence."[1] Evidence-Informed "is similar to Evidence-Based, but the level of evidence supporting the programs or practices is not as strong. Evidence-Informed practices may be considered 'promising' or 'emerging,' depending on the strength of the existing research or documentation of its evidence."[2] For more information about Evidence-Based and evidence-Informed programs, please visit the FRIENDS website: https://www.friendsnrc.org/Evidence-based-practice-in-cbcap.

Applicants may use the following resources as a guide in selecting a recognized Evidence-Based or evidence-Informed program. Applicants may select a program with which the Applicant is familiar (evidence regarding the program's effectiveness in relation to child abuse and neglect prevention must be described and cited). All Applicants must identify the selected program and supply the citation documenting its status as an Evidence-Based or Evidence-Informed Program, that it supports families in building protective factors, and that it strengthens 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-4.**

Possible Sources for Evidence-Based and Evidence-Informed Programs:

- California Evidence-Based Clearinghouse for Child Welfare (http://www.cebc4cw.org/) contains many programs with varying levels of evidence.

- Child Information Gateway (https://www.childwelfare.gov/topics/preventing/prevention-programs/ includes categories of programs that may prevent child abuse and neglect, but does not cite whether they are Evidence-Based or a promising or emerging practice in all cases.

The lists on the websites above may contain programs with purposes other than the prevention of child abuse and neglect. If the Applicant selects a program from the websites above, it must verify that it fits the purpose of working with parents and primary caregivers to prevent child abuse and neglect prevention and that it is Evidence-Based or Evidence-Informed.

[1] FRIENDS National Center for CBCAP (2018). Evidence-Based Practice in CBCAP. Retrieved from: https://www.friendsnrc.org/Evidence-based-practice-in-cbcap

[2] Ibid.

If the Applicant plans to implement more than one Evidence-Based or Evidence-Informed Program or plans to use the proposed funding for a supplemental program to an existing Evidence-Based or Evidence-Informed Program they must explain how the programs will interact and how fidelity is or will be maintained for each. If enhancing an existing Evidence-Based or Evidence-Informed Program, the Application should clearly explain how this enhancement will be integrated without impacting fidelity to the Evidence-Based or Evidence-Informed Program. This information should be reflected in the responses to the questions contained within **Part II-2 Rider 2. Work Statement**. Applicants must clearly state which part of the proposed program(s) the CTF grant award will fund if selected.

II-2. Rider 2. Work Statement.

Applicants must complete a Work Statement and a logic model.

Work Statement - 18-page limit

The CTF Board has identified **eight** sections the Work Statement must include. Those are:

1. Program Vision
2. Population Served
3. Population Needs
4. Services
5. Assumptions
6. Resources
7. Outcomes and Indicators
8. Measurement Tools

Please refer to this document below for instructions and details about each of these sections. When completing the Work Statement, **Applicants must include the full title of the questions or statements that are included in bold below for each section**; the text of the question should not be included. The maximum total score of the Work Statement will be **300** points, with each question carrying its own point value, as also provided below. Each question must be answered completely to receive the maximum number of points. Do not combine multiple question responses within your answers unless directed to do so within the instructions for that question. Please refer to **Section IV-4C** 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 18 pages. Please label the Work Statement as Rider 2. Any information provided outside of the 18-page limit (with the exception of permissible attachments) will not be reviewed or considered by the evaluation committee.

Logic Model, Attachment 2

The logic model provides a pictorial representation of the proposed project detailed at length in the Work Statement. Applicants must choose three outcomes and no more than three indicators for each outcome (total of three required outcomes and up to nine indicators) from the Menu of Outcomes and Indicators found at: https://friendsnrc.org/evaluation/logic-models/menu-of-outcomes-and-indicators/ . Applicants may use the Logic Model Builder (https://friendsnrc.org/evaluation/logic-models/logic-model-builder/) to complete their logic model. Alternatively, Applicants may use the template found in Attachment 2, so long as it incorporates the outcomes and indicators chosen from those listed in the Menu of Outcomes and Indicators. **The final logic model must be included with the application but does not count toward the Work Statement's page limit.** A template for a logic model is included as **Attachment 2** to this RFA. Applicants should label their logic model as **Attachment 2**.

Required Format for the Application

Applicants must use a font size of 12 points (Calibri, Arial, or Times New Roman) in normal font (e.g., not bold or italics) for their responses to each question. The Work Statement's right and left margins may not be less than one inch. Top and bottom margins may not be less than a half inch. Bold font is permitted for question and subsection titles. The Work Statement must be double-spaced. All pages within the Work Statement or any other pages that are specified as counting towards the page limits must be numbered. Reviewers will not read or score any application materials outside of these requirements.

Attachment 1: Applicant Information Form (15 points)

Please complete **Attachment 1.** Attachment 1 will not be counted towards the 18-page limit.

Within Attachment 1: Applicant Agency Information

Complete all identifying information requested in this section of **Attachment 1**. The Applicant must note the CTF Region(s) in which they are applying to provide a Program. A map of CTF Regions is available as **Appendix B.**

Within Attachment 1: Proposed Project Information

List the proposed Evidence-Based/Informed Program, state the duration of the grant being applied for, and provide a short description of the project. Specify the number of families and parents/caregivers served per county both annually and as unduplicated totals for the three-year grant period. This chart must match the chart in **Section 4** of the Work Statement.

Within Attachment 1: Experience with Implementing Child Abuse and Neglect Prevention Programs

Describe the Applicant Agency's past experience delivering child abuse and neglect prevention and family support programs. Briefly explain how this history and experience will assist it in implementing the requirements of this RFA. **Previous CTF grantees should describe how the CTF-funded program contributed to preventing child maltreatment in their community within their response.**

Within Attachment 1: Signature Page

Include the signatures of all parties involved in the planning, design, and implementation of the program. The signatures of the Applicant Agency contact and the county children and youth agency administrator or designee **are required**. Electronic signatures are acceptable. If an Applicant plans to serve more than one county, the signatures from the children and youth administrators in each county must be included. **Applications that do not include the county children and youth agency administrator signature(s) will not be reviewed.**

Attachment 2: Logic Model (5 Points)

Please complete **Attachment 2** following the directions below**. Attachment 2** will not count towards the 18-page limit.

Directions for Attachment 2

Please see **Section II-2. Work Statement, Logic Model Attachment 2, on Page 12** for requirements and directions for creating and submitting the Logic Model.

Rider 2 - Work Statement (18 Page Limit)

Section 1: Program Vision (10 points)

Q1) Vision

Briefly describe what the Applicant hopes to achieve for children and families in the community as a result of implementing the proposed program. How does that vision relate to the purpose of this RFA?

Section 2: Population Served (20 points)

In this section, the Applicant shall describe the geographic area that will be served through the proposed program. Provide both statistical and narrative data that describes the county or community including strengths and assets and gaps and concerns of the proposed geographic area and the population intended to be served.

Q2) County or Community's Socio-economic and Cultural Demographics

Briefly describe the overall county or community's socio-economic and cultural demographics. Applicants must include county and community names of their proposed project area, the source and year for provided statistics, the total population of area(s) to be served, and the total number of those who are under the age of 18. Provide information that gives context for the data.

Q3) Proposed Families to be Served

Describe the families who will participate in this program. What is the Applicant's experience implementing programs for this population?

Section 3: Population Needs (30 points)

In this section, Applicants will describe the rationale for operating a family support program focused on preventing child maltreatment in the community. Applicants may include recent data, information, and needs assessment results and sources, although an Applicant must not attach an actual needs assessment to its application.

Q4) Need for Child Abuse and Neglect Prevention Program

Using data, describe stressors and barriers in the community that may increase the prevalence of child maltreatment. Include the total number of child abuse and neglect cases reported and the total substantiated cases of child abuse and neglect in the area(s) to be served. How do these identified stressors or barriers indicate a need for the proposed prevention project?

Q5) Program Selection

Describe how the Applicant decided to select this program for the community. How will the proposed program address the stressors and barriers detailed above? What input was gathered from the community, including parents, to support the proposed program? In what way has participation in community collaborative groups influenced the decision to apply?

Q6) Community Assets

Describe assets available in the community to be served, how they will be utilized to ensure the proposed program's success, and how they will impact families. How will this project fit into the continuum of prevention and family support services in the community?

Section 4: Services (50 points)

In this section provide a description of the proposed work. Explain the program, how many families will be served, how it will be delivered, and what the program will accomplish.

Q7) Evidence-Based/Informed Program and Service Strategies

Name the Evidence-Based or Evidence-Informed program that will be implemented. Describe the specific service strategies and methods that will provide comprehensive support to identified families. 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, content, and location of services to be provided. If the Applicant plans to implement more than one Evidence-Based or Evidence-Informed Program or plans to use the proposed funding for a supplemental program to an existing Evidence-Based or Evidence-Informed Program it should explain how the programs will interact and how fidelity is or will be maintained for each. If enhancing an existing Evidence-Based or Evidence-Informed Program, the Application should clearly explain how this enhancement will be integrated without impacting fidelity to the Evidence-Based or Evidence-Informed Program.

Q8) Fidelity

Describe the measures the Applicant will employ to ensure that the chosen model is implemented with fidelity. Include practices that are prescribed by the model as well as those developed by the Applicant to monitor fidelity.

Q9a) Anticipated Goal: Number of Families to be Served

Using the chart below, identify by county the number of families, broken down by parents or primary caregivers and children, who will be served each year of the grant as well as the total for the three-year grant cycle. **Do not use ranges for goals, use only whole numbers**. Parents and primary caregivers listed should be those individuals actually participating in the program. Although parents or primary caregivers may be the main recipients of services, the number of children affected by the parents' or primary caregivers' participation in the proposed program must be provided. If the Applicant plans to provide services to the same families for more than one year, state the total number of families served over the three-year period in an unduplicated format. For example, a multi-year home visiting program may carry a caseload of 25 each year, but only serves 35 unique families over a three-year period.

The chart below must be included in the page limit. Rows may be added to the chart if needed. **This chart should match the information provided on the Applicant Information Form, Attachment 1.**

Year One – Effective date of grant agreement to June 2023			
County	**Families**	**Parents/Primary Caregivers**	**Children**
Year Two – July 2023 to June 2024			
County	**Families**	**Parents/Primary Caregivers**	**Children**

Year Three – July 2024 to June 2025			
County	**Families**	**Parents/Primary Caregivers**	**Children**
Anticipated Total – Across all years of requesting grant award			
County	**Families**	**Parents/Primary Caregivers**	**Children**

Q9b) Rationale:

Describe the rationale for the stated goal number of families to be served. How did the Applicant determine that its organization will have the capacity to serve the stated number of families? Given the number of families in the community and the recruitment practices of the organization, describe why the stated anticipated number of families served is realistic.

Q10) Equitable Service Delivery

Describe how the Applicant Agency's policies and procedures demonstrate that services are provided in a way that honors each family's culture, meets their individual needs, is accessible, and removes barriers to participation. Explain how staff will be prepared and supported to provide culturally responsive services.

Q11) Project Implementation

Describe the progression of activities to be performed throughout the maximum of three years. 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.

Section 5: Assumptions (20 points)

In this section, describe the evidence that illustrates that the proposed Evidence-Based/Informed Program will meet the needs of the communities served, and how it is connected to the Strengthening Families™ Protective Factors Framework.

Q12) Evidence of Program Effectiveness

Describe the evidence (provide sources and citations) that the selected Evidence-Based/Informed Program prevents child abuse and neglect.

Q13) Connection with Strengthening Families™ Protective Factors Framework

The CTF Board recognizes that when the five protective factors of the Strengthening Families™ Protective Factors Framework, **Appendix C,** are robust in a family, it reduces the likelihood of child maltreatment and creates an environment where children thrive. How does or will the Evidence-Based/Informed Program and organizational service strategies integrate the Strengthening Families™ and protective factors approach and tools?

Section 6: Resources (70 points)

Q14) Staffing

Describe the staffing for the proposed program. Applicants should include the following information:

- Describe program staffing, including direct service and supervisory staff. Descriptions should include education, experience, time to be devoted to the program, and responsibilities;
- Identify direct service subcontractors, if any, their education, experience, time devoted, and plans to ensure the quality of their work. Subcontractors are entities that are responsible for direct services;
- Describe the supervision and professional development plan to ensure high-quality services to families.

Q15) Collaboration within the Community

Community collaboration is an important aspect of successful CTF-funded programs. List the community partners to be involved with the proposed program and the role each will play in the design, implementation, and evaluation of the program. How will learning from this project inform future collaborative work around supporting families and preventing child abuse and neglect?

Q16) Children and Youth Agency

Describe how the county children and youth agency or agencies were involved in the planning and selection of the proposed program, including the design and implementation of the program.

Q17) Parent and Caregiver Involvement

Describe how parents and primary caregivers are involved in the design, implementation, and evaluation of the program.

Q18) Sustainability

Considering that CTF funding is not renewable, 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.

Q19) Match Requirement

This funding requires a match from local sources. How will the Applicant cultivate relationships with funders to ensure the match requirement is met each year?

Q20) Justification of Cost

Justify that the overall cost is sufficient to complete all services and activities outlined in the Work Statement. If the overall cost of the program exceeds the requested funds and the proposed match funds, please describe the additional costs and funding sources. What percentage of the total cost will be provided by CTF grant and matching funds, if awarded?

Section 7: Outcomes and Indicators (30 points)

In this section the Applicant must describe the outcomes and indicators that it will use to measure progress. Outcomes and indicators must be chosen using the Logic Model Builder tool on the FRIENDS website.

- "**Outcomes** are statements about the changes in status, belief, and behaviors that your services are designed to bring about."[3] The Applicant must address the outcomes in response to Q21, 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."[4] The Applicant must address the indicators in response to Q21, below. Indicators will be assessed at parent or primary caregiver exit.

Q21) Outcomes and Indicators Chosen
List the three outcomes chosen and the associated indicators (up to three indicators per outcome, no more than nine total). These outcomes and indicators must be from the FRIENDS Logic Model Builder. Specify if they are short-term, intermediate, or long-term outcomes.

Q22) Relation to Evidence-Based/Informed Program
Why did you choose these outcomes and indicators? How do they relate to the Evidence-Based/Informed Program that will be implemented?

Q23) Relation to the Strengthening Families™ Protective Factors Framework
How will progress toward these outcomes and indicators show that families are building the Strengthening Families™ Protective Factors?

Section 8: Measurement Tools (30 points)

This grant requires data collection. Selected Applicants shall collect data related to demographics of participants, performance measures, and program activities. In addition, Applicants shall report on the outcomes and indicators selected for the logic model.

In this section, Applicants should describe the measurement tools that they will use to measure process toward outcomes and indicators, as identified in the logic model, as well as how they will use data from assessments to improve program delivery.

- **Assessment Methods** are the tools and methods used to measure indicators to determine if outcomes are met. Applicants may choose from the assessment tools listed for each indicator in the Logic Model Builder/Menu of Outcomes and Indicators or add assessment tools required or suggested by the Evidence-Based or Evidence Informed Program. While Applicants may develop their own tools to assess indicators and use methods such as observation or participant self-report to measure indicators, there must be a systematic way to collect data related to observation or self-report. **Keep in mind that Applicants, if selected, will be required to report on data from all assessment methods listed in the logic model and will have the opportunity to provide evaluation data from other tools utilized in regular outcomes reports.**

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

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

Q24) Description of Measurement Tools
Describe each assessment tool for tracking participant outcomes and indicators identified in the logic model. How does each of the chosen assessment tools relate directly to the specified indicator? Describe how assessments will be administered to include the frequency of administration and who will be responsible. Do not address other assessment or evaluation tools required by the Evidence-Based/Informed model if they are not listed in the logic model as measurement tools for the chosen outcomes and indicators.

Q25) Data Analysis and Continuous Quality Improvement
Describe how the data from assessment tools and methods will be analyzed to demonstrate that services offered to families are aligned with the outcomes listed in the logic model. Describe methods for continued quality improvement in services offered.

Q26) Data Collection
Please describe the following:

- Applicant's capacity to collect data on participating families, primary caregivers, and children;
    - If implementing an Evidence-Based Home Visiting program, include the ability to collect demographic and performance data as described in **Appendix D** for Families enrolled in Evidence-Based Home Visiting programs as defined in **Attachment 5**.
    - If implementing a Family Support Program (all other programs not defined as an Evidence-Based Home Visiting program within **Attachment 5**), include the ability to collect demographic data as described in **Appendix D** for Families enrolled in services.
- Applicant's current frequency of data collection and analysis; and
- Applicant's data safety and security processes including protection of data privacy and informed consent policies and procedures.

PART III
BUDGET GUIDELINES

III-1. Rider 3 – Budget, Narrative, and Supporting Documentation (20 points)

Complete the **Budget and Budget Narrative forms** for each of the up-to three years for which you are applying for grant funding. Describe the total cost of the project, including local match, and how it relates to the services proposed within the Work Statement.

Applicants must complete and submit the budget forms, along with a detailed budget narrative, **for each grant year for which they are applying for funding**. These forms are included as **Rider 3** of this RFA.

Directions for the Budget and Budget Narrative forms, **Rider 3**, are included on the first tab of the excel document.

Reminder: The CTF Grant Columns within **Rider 3** must not exceed the maximum of $50,000 per year for each of the three years. Applicants may apply for an amount less than $50,000 per year if such an amount would be sufficient and reasonable to operate their proposed program(s). Please note that the numbers for matching funds below are the minimum requirements based on a $50,000 per year CTF grant. Matching funds may exceed these numbers when necessary to fully operate the proposed program. **In-Kind services must not exceed 50% of the required match percentage for each year of the grant.** Applicants should provide a statement in their responses to the Budget and Work Statement justifying any amount under $50,000 as reasonable and sufficient to operate the proposed program.

Rider 3 Scoring Criteria

Rider 3 and relevant attachments will be reviewed and scores on the following criteria:

Accuracy – Completed within the Budget

The extent to which the Applicant includes all known expenses for the program and accurately calculates all entries within the budget spreadsheet. Whether the budget aligns with the program as proposed.

Line-Item Justification – Completed in the Budget Narrative

The extent to which the Applicant completes the budget narrative for each year of the grant such that it describes and sufficiently justifies the proposed costs for each budget line item. Each line should have a detailed description of how the dollars will be used. For example, in the description for the wages and salaries line item the Applicant should break out the positions specific to this project.

Maximum Award Amount

Whether the Applicant complies with the requirement that no more than $50,000 in CTF Grant funds be requested for any single year in the "Grant Amount Requested" column within the Cost Worksheet of **Rider 3**. The maximum amount of CTF funds that will be awarded to any one Applicant is $50,000 for each year for up to three years, for a total of $150,000. If applying for an amount under the maximum award, Applicants should provide a statement in their responses to the Budget and Work Statement justifying any amount under $50,000 as reasonable and sufficient to operate the proposed program.

Indirect Costs
Whether the Applicant's Budget **limits indirect costs to a maximum of 10% of the grant amount.** Indirect costs are those costs incurred for common or joint objectives that cannot be identified readily and specifically with a particular proposed project, including the following:

Salaries
The salaries of administrative and clerical staff are generally treated as indirect costs (i.e. facilities and administrative (F&A) costs). Direct charging of these costs may be appropriate only if **all** of the following conditions are met:

1) Administrative or clerical services are integral to a project or activity;
2) Individuals involved can be specifically identified with the project or activity;
3) Such costs are explicitly included in the budget; and
4) The costs are not also recovered as indirect costs.

Benefits
Defined as a form of compensation paid by employers to employees over and above regular salary or wages, which may include but is not limited to: health insurance, workers compensation, retirement, life insurance, long and short-term disability, critical illness insurance, and savings accounts.

Minor Items
Any direct cost of a minor amount may be treated as an indirect cost for reasons of practicality where such accounting treatment for that item of cost is consistently applied.

Additional Examples of Indirect Costs

- Purchased services
- General office supplies: pencils, pens, paper clips, etc.;
- Basic telephone instrument rental costs.
- Network charges for e-mail and other general-purpose software; and
- Repairs and maintenance of general-purpose equipment**.**

Direct Costs
The extent to which the Applicant's Budget includes all relevant and known direct costs, which are costs that can be specifically attributed to a particular proposed project. Direct costs include the following:

Activities
For Applicants, the costs of activities performed by the Applicant primarily as a service to members, clients, or the general public when significant and necessary to the Applicant's mission must be treated as direct costs and be allocated an equitable share of indirect costs.

Some examples of these types of activities include:

1) Maintenance of membership rolls, subscriptions, publications, and related functions.
2) Providing services and information to members, legislative or administrative bodies, or the public.
3) Promotion and other forms of public education activities.
4) Conferences, except those held to conduct the general administration of the agency.
5) Transportation and Travel related to the implementation of the proposed CTF program.

Audit Costs
Please review **Attachment A**, **Audit Clause A and B**.

Other Operating Costs
Including, but not limited to:

Occupancy
May included but is not limited to: Rent, Utilities, and Other housekeeping expenses.

Insurance
May include but is not limited to: General Liability Insurance, Renters Insurance, Vehicle Insurance, Etc.

Trainings
Includes the mandatory training allocation and other required trainings to operate the proposed CTF program. May include optional trainings if grant funds are available that align with the proposed program and data collection strategies.

Parent Involvement
May include but is not limited to: any costs associated with conducting parent engagement activities, or ways to increase family engagement.

Recruitment and Retention
May include but is not limited to: advertisements focused specifically on the proposed CTF program and incentives to retain families enrolled in the CTF program.

Dues & Subscriptions
May include but is not limited to: any costs associated with subscription-based services, yearly membership dues for professional organizations, and professional publications.

Required Professional Development Allocation
Whether the Applicant's Budget satisfies the required professional development allocation. Opportunities for continued professional development are an integral part of program development. **All CTF Applicants are required to budget a total of at least $500 within each budget year to attend appropriate professional development events**, which may include an in-person CTF orientation for the first year of the grant and annual grantee meetings for all years of the grant.

Matching Funds
Whether the Applicant's Budget meets the requirements for in-kind and cash matching funds with respect to their proposed CTF program. Under the Children's Trust Fund Act, selected Applicants must provide a match of 25 percent of the total award for the first year (no more than 50% of which (12.5% of total budget) may be in-kind services) and 50 percent of the total award for the second and third years (no more than 50% of which (25% of total budget) may be in-kind services). Match funds must be dedicated to the provision of the CTF-funded program and may be derived from either private or local government sources. *See* 11 P.S. § 2235(5)(i).

Sample Match Breakdown
Year One:

CTF Grant:	$ 50,000
Minimum *Total* Match:	$ 12,500 (required cash match of at least $6,250)
Minimum Total Project Budget:	$ 62,500

Years Two and Three:

CTF Grant:	$ 50,000
Minimum *Total* Match:	$ 25,000 (required cash match of at least $12,500)
Minimum *Total* Project Budget:	$ 75,000

Matching Funds Verification Letters

Whether the Applicant includes Local Match Verification Letters that align with the proposed budget and appropriate columns within **Rider 3**. Each Applicant must submit a Local Match Verification Letter, attached to **Rider 3**, for all match contributions to be provided in the **first year of the grant only**. Each Match Letter must be signed by the match contributor, specify 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 (this should match the line-item descriptions provided within **Rider 3**). **Do not include more than one match contributor or one match type on a single Match Verification Letter.** The total amount of match included in the combined first-year match letters must be equal to the total amount of match stated in the first-year budget column within **Rider 3**. 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.

State and Federal Funding Assurance form

Whether the Applicant includes a signed and completed copy of **Attachment 7** to **Rider 3**, the State and Federal Funding Assurance form. 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 verifying that no state or federal funds received by the agency will be used as match for the CTF grant.**

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;
c. properly signed by the Administrator or Designee for each County Children and Youth Agency; and
d. submitted by an Applicant that is not a current CTF grantee with a CTF grant that will expire after June 30, 2022.

IV-2. Technically Nonconforming Applications.

The four Mandatory Responsiveness Requirements set forth in Section IV-1 above (a-d) are the only RFA requirements that the Commonwealth will consider to be non-waivable. DHS may, in its sole discretion, (1) waive other technical or immaterial nonconformities in an Applicant's application, (2) allow the Applicant to cure the nonconformity, or (3) consider the nonconformity in the scoring of the application.

IV-3. Evaluation.

The CTF is administered by a 15-member board (CTF 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 will be reviewed and scored on its own merits. The process for soliciting and reviewing applications and recommending CTF awards will be as follows:

- The entire application packet is available on the DGS website at, http://www.emarketplace.state.pa.us/Search.aspx, **Solicitation #17-21.** Additionally, an announcement regarding the availability of this RFA is sent directly to those agencies and organizations already on the CTF mailing list.
- Applications must be received by the Issuing Office per the Calendar of Events in this RFA. DHS staff will perform a preliminary review of each application to verify 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 30** Applicants (Grantees).

IV-4. Criteria for Selection.

a. Technical: Refer to the checklist in **Attachment 4** 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 4** for all items that must be submitted as part of the cost portion of the application. Applicants may apply to develop projects with a maximum grant amount of $150,000 over three years, $50,000 for each year, to achieve their stated goals. Applicants may apply for an amount less than $50,000 per year if such an amount would be sufficient and reasonable to operate their proposed program(s). 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 300 points is available.

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

Maximum Points Per Section		**Applicant Information Form**	
Attachment 1	15	5	Applicant Agency Information
		5	Proposed Project Information
		5	Experience with Implementing CAN Prevention Programs
Rider 2 Work Statement	10	**Section 1: Program Vision**	
		10	Q1) Vision
	20	**Section 2: Population Served**	
		10	Q2) County or Community's Socio-economic and Cultural Demographics
		10	Q3) Proposed Families to be Served
	30	**Section 3: Population Needs**	
		10	Q4) Need for Child Abuse and Neglect Prevention Program
		10	Q5) Program Selection
		10	Q6) Community Assets
	50	**Section 4: Services**	
		10	Q7) Evidence-Based Program and Service Strategies
		10	Q8) Fidelity
		5	Q9A) Anticipated Goal: Number of Families to be Served
		5	Q9B) Rationale
		10	Q10) Equitable Service Delivery
		10	Q11) Project Implementation
	20	**Section 5: Assumptions**	
		10	Q12) Evidence of Program Effectiveness

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<tr><td rowspan="21"></td><td></td><td>10</td><td>Q13) Connection with Strengthening Families™ Protective Factors Framework</td></tr>
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<tr><td rowspan="2">Attachment 2</td><td rowspan="2">5</td><td colspan="2">Attachment 2: Logic Model</td></tr>
<tr><td>5</td><td>Logic Model</td></tr>
<tr><td>Rider 3</td><td>20</td><td colspan="2">Budget/ Budget Narrative</td></tr>
<tr><td></td><td>300</td><td colspan="2">Total Score</td></tr>
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d. Equitable Distribution of Funds: To provide for 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**.