

APPENDIX C

REQUEST FOR APPLICATIONS FOR
FAMILY SUPPORT PROGRAMS

RFA #23-18

Appendix C

Organizational Information and Program Requirements

Primary Program Contact Information	
Name	
Title	
Phone	
Fax	
Mailing Address	
Email Address	

Fiscal Contact Information	
Name	
Title	
Phone	
Fax	
Mailing Address	
Email Address	

Supervisor Contact Information	
Name	
Title	
Phone	
Fax	
Mailing Address	
Email Address	

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FAMILY CENTER (FC)								
Home Visiting Model(s) / Family Support Model(s)	County	Service Areas within County / Entire	Existing Model Or New (Existing or New)	Existing Service Area (Yes or No)	Number of Families (Capacity)	\$ Amount Requested	Cost Per Family Amount Requested / # of Families	Does this cost fall within the national average for the model proposed? (Yes or No) If no, why?
Totals								
National Average Per Model Explanation if No.								

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PROMOTING RESPONSIBLE FATHERHOOD (PRF)							
Home Visiting Model(s) / Family Support Model(s)	County	Service Areas within County / Entire	Existing Service Area (Yes or No)	Number of Fathers (Capacity)	\$ Amount Requested	Cost Per Father Amount Requested / # of Families	Does this cost fall within the national average for the model proposed? (Yes or No) If no, why?
Totals							
National Average Per Model Explanation if No.							

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PROGRAM REQUIREMENTS

Please review and initial below. Include these pages as part of the application as **Appendix C**. Failure to agree and fully implement, if awarded, the program and fiscal terms below will result in the rejection of the application or revocation of the award.

- a. The grantee shall complete and submit to the Department monthly enrollment reports using a standard format and method provided by the Department.

The grantee has read and agrees to comply with the requirements listed in the sentences above.
Yes _____ (initial)

- b. The grantee shall complete and submit to the Department quarterly program reports using a standard format and method provided by the Department.

The grantee has read and agrees to comply with the requirements listed in the sentences above.
Yes _____ (initial)

- c. The grantee shall complete and submit to the Department monthly Continuous Quality Improvement Plan Do Study Act and Summary reports using a standard format and method provided by the Department.

The grantee has read and agrees to comply with the requirements listed in the sentences above.
Yes _____ (initial)

- d. The grantee shall complete and submit to the Department yearly Continuous Quality Improvement Team Plan report using a standard format and method provided by the Department.

The grantee has read and agrees to comply with the requirements listed in the sentences above.
Yes _____ (initial)

- e. Upon request by the Department or its representatives, the grantee shall cooperate and participate in periodic management reviews, fiscal reviews, monitoring, pilot, and evaluation activities.

The grantee has read and agrees to comply with the requirements listed in the sentences above.
Yes _____ (initial)

- f. The grantee shall complete monitoring assessments, which may include on-site program visits, for each year of the grant.

The grantee has read and agrees to comply with the requirements listed in the sentences above.
Yes _____ (initial)

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- g. The grantee shall participate in and use a data collection system chosen by the Department.

The grantee has read and agrees to comply with the requirements listed in the sentences above.
Yes _____ (initial)

- h. The grantee shall collect demographic data on all families, caregivers, and children enrolled in the evidence-based home visiting models and family support programs funded by OCDEL.

The grantee has read and agrees to comply with the requirements listed in the sentences above.
Yes _____ (initial)

- i. The grantee shall collect performance measure data on all families, caregivers, and children enrolled in the evidence-based home visiting models and family support programs funded by OCDEL.

The grantee has read and agrees to comply with the requirements listed in the sentences above.
Yes _____ (initial)

- j. The grantee shall enter all demographics for clients enrolled under previous grants that are continuing under the new grant starting July 1st, 2019. Performance measure collection for these families will begin after July 1, 2019.

The grantee has read and agrees to comply with the requirements listed in the sentences above.
Yes _____ (initial)

- k. The grantee shall participate in professional trainings as required by the national model developer and trainings conducted by OCDEL.

The grantee has read and agrees to comply with the requirements listed in the sentences above.
Yes _____ (initial)

- l. The grantee shall implement its chosen evidence-based program model or models according to national program guidelines, with fidelity to the model(s).

The grantee has read and agrees to comply with the requirements listed in the sentences above.
Yes _____ (initial)

- m. The grantee shall maintain enrollment at 100% of its budgeted capacity for each evidence-based home visiting and family support model. The grantee must participate in improvement activities if enrollment of families falls below: 90% for any of the evidence-based home visiting and family support models. Failure to improve enrollment by the next negotiation process may result in reduction of award.

The grantee has read and agrees to comply with the requirements listed in the sentences above.
Yes _____ (initial)

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- n. The grantee shall comply with all applicable state and federal audit requirements. Grantees must maintain records, documents, and other evidence in sufficient detail to support all claims against the funding for a period of seven (7) years. The Department will recover or recoup non-allowable costs and undocumented costs.

The grantee has read and agrees to comply with the requirements listed in the sentences above.
Yes _____ (initial)

- o. The grantee shall attend mandatory meetings, including but not limited to, phone conferences, statewide meetings, and training sessions arranged by the Department. If necessary, a designee may attend in place of the grantee with prior departmental approval.

The grantee has read and agrees to comply with the requirements listed in the sentences above.
Yes _____ (initial)

- p. The grantee shall establish and adhere to a Confidentiality Policy that satisfies the following requirements:

1. All client information will be kept confidential and in a locked location (i.e., office or file cabinet);
2. Maintain a list of all staff who will have access to the files;
3. Procedures for accessing the files that protect client confidentiality;
4. Develop and maintain procedures for accessing the files in the event of a court order, police investigation, and medical emergencies;
5. Develop and maintain procedures for written consent to access, disclose, and share files;
6. Develop and maintain procedures for the destruction of files after 7 years;
7. Develop and maintain procedures to train new staff and periodically update current staff on the policy;
8. Review confidentiality policy with any new staff upon hire and review with continuing staff once a year at a minimum;
9. Review confidentiality policy annually, and update as necessary. The grantee will submit its confidentiality policy using a standard format and method provided by the Department.

The grantee has read and agrees to comply with the requirements listed in the sentences above.
Yes _____ (initial)

- q. The grantee shall coordinate services with Early Intervention agencies to support those children receiving services or children identified after enrollment as needing services. The grantee must document this coordination through the establishment of an Memorandum of Agreement (“MOA”) The MOA will, at a minimum, address the following requirements:

1. Transition of children and families into and out of the program;
2. Procedures for referral to Early Intervention in the event that the child qualifies;
3. Establish a point of contact at each agency for follow up conversations and planning as needed;

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4. Outline protocols to share information and coordinate services as appropriate;
5. Determine a frequency for the MOA to be reviewed and revised;
6. Other topics as relevant to local programs; and
7. Be signed by an authorized individual from each agency.

The grantee has read and agrees to comply with the requirements listed in the sentences above.
Yes _____ (initial)

- r. The grantee shall develop written transition plans for each child or caregiver served. Transition planning must occur at least six (6) months prior to the date program model services will end for the child and family. Written transition plans shall, at a minimum:
1. Make families aware of timelines for program registration, and policies and practices related to transition for children receiving Early Intervention services;
 2. Provide specific information to families about what they can expect at the next step within early care, community, and school settings;
 3. Support and encourage families for whom a more challenging transition is anticipated with more specific resources to assist in preparation of the transition;
 4. Allow for collaboration with receiving programs or classrooms to share information on curriculum, instructional strategies used in the program, and transition supports provided; and
 5. Set clear written expectations and provide staff an understanding of their roles in supporting transitioning adults and children into, within, and out of the program.

Written transition plans shall include:

- A review of options available to the family within the community they live;
- Review of any critical deadlines for registration;
- Support in obtaining and completing applications for targeted programs;
- Discussion regarding consent to exchange of information with the program the family is seeking to enroll the child;
- Review of the child's current health status and the need to obtain immunizations or a physical in order to enroll in the next setting;
- Set expectations of what the parent will be responsible for completing and what the staff will complete and when;
- An invitation to receiving early learning program personnel to review program registration and attendance policies with families;
- In the event a family is not interested in a formal program for their next steps, or if they may not be eligible, provision of community or electronic resources families can access independently;
- Support and encourage parents in next steps, such as careers or schools; and
- Provision of other supports as determined locally.

The grantee has read and agrees to comply with the requirements listed in the sentences above.
Yes _____ (initial)

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- s. The grantee shall participate in existing local collaborative groups to coordinate home visiting, family support, and other early childhood initiatives if available. Through this participation, the grantee must develop shared resources and referral strategies between their program and other community service providers. Participation will help grantees actively work to best meet the needs of families receiving services.

The grantee has read and agrees to comply with the requirements listed in the sentences above.

Yes _____ (initial)

- t. Grantees receiving federal funds shall meet all federal fiscal and program requirements including, but not limited to: participation in continuous quality improvement efforts, collection of performance measure data, and implementation of fiscal guidelines regarding purchases.

The grantee has read and agrees to comply with the requirements listed in the sentences above.

Yes _____ (initial)

- u. The grantee, once awarded, shall obtain an MOA with other local home visiting and family support service providers in the communities, county or counties that the grantee serves. These MOAs must include:
1. Establishment of a collaborative working relationship to:
 - i. Help families develop and support their child(ren)'s potential;
 - ii. Establish a collaborative relationship between the full array of agencies and programs so that families are fully aware of resources that are available to them;
 - iii. Create opportunities to connect families to services while they are also receiving services from other resources as allowed; and
 - iv. Ensure that all families and children residing in the Commonwealth of Pennsylvania are accessing services that meet their needs.
 2. Meeting with each other at least once per year to understand the services currently provided by the respective programs and reviewing referral policies between agencies.

The grantee has read and agrees to comply with the requirements listed in the sentences above.

Yes _____ (initial)

- v. The grantee shall implement requirements specified in the Inclusion and Expulsion announcements released by OCDEL in 2017, and any future Announcements released by OCDEL.

The grantee has read and agrees to comply with the requirements listed in the sentences above.

Yes _____ (initial)

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- w. The grantee shall attend an approved professional development opportunity on the Strengthening Families™ Protective Factors Framework.

The grantee has read and agrees to comply with the requirements listed in the sentences above.

Yes _____ (initial)

- x. The grantee shall implement high-quality supervision, including reflective supervision for evidence-based home visiting staff.

The grantee has read and agrees to comply with the requirements listed in the sentences above.

Yes _____ (initial)

- y. The grantee shall adhere to all requirements specified in this RFA. If the grantee does not meet the requirements the grantee will be placed on an improvement plan using a standard format and method provided by the Department. If the grantee fails to improve by a timeline specified in the improvement plan the Department may withhold funds, reduce funds, require modification to services via a new work statement, and/or terminate the grant.

The grantee has read and agrees to comply with the requirements listed in the sentences above.

Yes _____ (initial)