

REQUEST FOR APPLICATIONS FOR
CHILDREN'S TRUST FUND

RFA # 24-18

Date of Issuance

Wednesday, January 16th, 2019

ISSUING OFFICE:

Commonwealth of Pennsylvania
Department of Human Services
Office of Administration
Bureau of Procurement and Contract Management
Room 402 Health and Welfare Building
625 Forster Street
Harrisburg, PA 17120
Website: <http://www.emarketplace.state.pa.us/Search.aspx>
Enter Solicitation # 24-18

RFA PROJECT OFFICER:

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Attachments

- Attachment 1** Applicant Information Form and Grant Signature Page
- Attachment 2** Timeline Template
- Attachment 3** Grant Agreement
- Attachment 4** RFA Submission Checklist

Riders

- Rider 1** Payment Provisions
 - Rider 2** Work Statement
 - Rider 3** Budget Forms, Narratives and Instructions, including:
 - Local Match Verification Letter
 - State and Federal Funding Assurance Statement
 - Rider 4** Standard Grant Terms and Conditions for Services
 - Rider 5** Addendum to Standard Contract Terms and Conditions for Services
- Attachment A** Audit Clause A and B

Appendices

- Appendix A** Children’s Trust Fund Board Members
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CALENDAR OF EVENTS

The Commonwealth will make every effort to adhere to the following schedule:

Activity	Responsibility	Date
Deadline to submit Questions via email to RFA Project Officer rapwpa-homevisiting@pa.gov	Potential Applicants	Monday, February 4th, 2019 2:00 P.M. EST
Deadline to register for Pre-Application Webinar	Potential Applicants	Monday, February 4 th , 2019
Pre-Application Webinar Registration Link: https://register.gotowebinar.com/register/5597796612092310274	Potential Applicants and DHS	Monday, February 4th, 2019 10am to 12pm 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	Monday, February 11 th , 2019
Please monitor website for all communications regarding the RFA	Potential Applicants	On-going
Sealed application must be received by the Issuing Office at: RFA NUMBER: 24-18 OPENING DATE AND TIME: 3/6/2019 - 12:01 p.m. Commonwealth of Pennsylvania Department of Human Services Bureau of Procurement & Contract Management Room 402, Health and Welfare Building 625 Forster Street Harrisburg, PA 17120	Applicants	12:00 P.M. EST on Wednesday, March 6 th , 2019 Please note the CTF Board will vote to approve the number of awards at their next meeting on April 18th, 2019.

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**PART I
GENERAL INFORMATION**

I-1. Statement of Purpose and General Award Information.

The purpose of the Children's Trust Fund (CTF) grants, which operate under the administration of the CTF Board and the Department of Human Services (DHS), is to promote primary and secondary child abuse and neglect prevention programs in community-based settings in order to prevent the first occurrence of abuse and neglect of children in the Commonwealth. Any organization located and operating in Pennsylvania that provides direct services and meets 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 July 1, 2019 and end on June 30, 2022. The focus of this RFA is to support community-based child abuse and neglect prevention projects that address the prevention strategies noted in **Part I, Section I-4**. The maximum CTF grant award is \$50,000 per year for up to three years. Selected grantees must provide a minimum local match of 25 percent of the requested CTF grant award for the first year and a minimum local match of a 50 percent match of the requested grant award for the second and third grant years. The continuation of CTF grants each year of the three-year cycle is contingent upon the availability of funds and successful program evaluation of the project.

I-2. Issuing Office.

This RFA is issued for the Commonwealth by the Department of Human Services, Office of Administration, Bureau of Procurement and Contract Management, Human Services Division of Procurement, on behalf of the Office of Child Development and Early Learning (OCDEL) and the CTF Board. The RFA Project Officer is the sole point of contact in the Commonwealth for this RFA. 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. The Issuing Office and the RFA Project Officer are listed on the cover page of this RFA.

I-3. Scope.

This RFA contains instructions governing the requested applications, including the requirements for the information and material to be included, a description of the service to be provided, requirements which Applicants must meet to be eligible for consideration, evaluation criteria, and other requirements specific to this RFA.

I-4. RFA Focus Statement.

Supporting parents 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

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child abuse and neglect. Selected grantees 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.

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 July 1, 2019 and will end no later than June 30, 2022. The selected grantees shall not start the performance of any work prior to the effective date of the grant agreement. This round will be identified as Cohort 28.

I-7. Incurring Costs.

The Commonwealth is not liable for any costs incurred by the Applicant in preparation and submission of its application, in participating in the RFA process, or for any service or work performed or expenses incurred prior to the effective date and issuance of a fully executed grant agreement.

I-8. Pre-application Webinar.

A pre-application webinar will be held, as specified in the Calendar of Events, to provide an opportunity to ask questions related to this RFA. The Applicant may ask questions during the pre-application webinar. No questions will be answered before the pre-application webinar. Any answers furnished during the webinar will not be official until they have been verified, in writing, by DHS.

Participation in the pre-application webinar is optional. The webinar will be coordinated by the Center for Schools and Communities, and a registration link is located at www.pa-ctf.org. The deadline for registration is specified in the Calendar of Events.

I-9. Questions and Answers.

If an Applicant has any questions regarding this RFA prior to the webinar, the Applicant must submit the questions via email, with the subject line "RFA # 24-18 Question," to the RFA Project Officer named on the cover page of the RFA. The Applicant shall not attempt to contact the RFA Project Officer by any other means. From the issue date of this RFA until DHS selects the applications for grant awards, the RFA Project Officer is the sole point of contact concerning this RFA. Applicant may not contact the Center for Schools and Communities regarding this RFA. The Issuing Office shall post all written answers to the questions submitted on the Department of General Services' (DGS) website at

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<http://www.emarketplace.state.pa.us/Search.aspx>, Solicitation #24-18, as an addendum to the RFA. No questions will be accepted, either verbally or in writing, after the end of the pre-application webinar.

I-10. Addenda to the RFA.

If DHS deems it necessary to revise any part of this RFA before the application response date, the Issuing Office will post an addendum to the RFA on the DGS website listed above. Each Applicant shall be responsible for monitoring the DGS website for new or revised RFA information. DHS shall not be bound by any verbal information nor shall it be bound by any written information that is not either contained within the RFA or formally issued as an addendum by the Issuing Office.

I-11. Vendor Registration.

In order to do business with the Commonwealth of Pennsylvania, Applicants are required to enroll in the Commonwealth's SAP accounting system. Applicants may enroll, if not already enrolled, at www.vendorregistration.state.pa.us/ or by calling toll-free at 1-877-435-7363 or locally at 717-346-2676. This process may be completed during the application process and will expedite the grant execution process, should the Applicant be chosen to receive a grant.

I-12. Response Date and Grounds for Disqualification.

To be considered for selection, hard copies of applications, with original signatures, are due and must be received and date-stamped by the Issuing Office on or before the time and date specified in the Calendar of Events. DHS will not accept applications via email or facsimile transmission.

Applications received and date-stamped any time after the due date and time specified, including those that are late due to the delivery service used, will automatically be disqualified and will not be opened for review. Applicants who send applications by mail or other delivery service should allow sufficient delivery time for the timely receipt of their applications. If, due to inclement weather, natural disaster, or any other cause, the Commonwealth office location to which applications are to be returned is closed on the application response date, the deadline for submission will be automatically extended until the next Commonwealth business day on which the office is open, unless the Issuing Office otherwise notifies Applicants. The hour for submission of applications shall remain the same.

I-13. Submission Instructions.

To be considered for selection, Applicants must submit a complete response to this RFA, using the checklist included as **Attachment 4** to ensure that all required items requested within this RFA are completed and submitted as part of the application package. Applicants must submit **one original and six (6) binder-clipped copies** of the entire application for a total of **seven (7) hard copies** (Technical and Cost portions), as well as a complete and exact copy (of the entire application Technical and Cost portions) on a USB Flash drive. The Applicant should clearly identify on the flash drive the Applicant and the name and version number of the virus scanning software that was used to scan the flash drive

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before it was submitted. An official authorized to bind the Applicant to the grant provisions must sign the application and grant signature page.

The Applicant shall make no other distribution of its application to any other Applicant or Commonwealth official or Commonwealth consultant. If DHS selects the Applicant's application for award, the contents of the selected Applicant's application will become obligations of the grant, except to the extent the contents are changed through negotiations.

Each Applicant submitting an application specifically waives any right to withdraw or modify it, except that the Applicant may withdraw it by written notice received at the Issuing Office's address for delivery prior to the exact hour and date specified for receipt. An Applicant or its authorized representative may withdraw its application in person prior to the exact hour and date set for receipt, provided the withdrawing person provides appropriate identification and signs a receipt for the application. An Applicant may modify its submission prior to the exact hour and date set for receipt only by submitting a new sealed application or sealed modification, which complies with the RFA requirements.

I-14. 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. Applicants may submit only one application for this RFA. No single entity may be the primary recipient of more than one CTF grant at any time unless otherwise specified by the CTF Board and indicated within the RFA. Current CTF grantees may apply for a new grant during the third or final year of their current grant. Due to the CTF Board's vote to change the grant fiscal year, grantees currently in Cohort 26 will be eligible to apply for Cohort 28. Former and current CTF grantees must complete **the Current or Former CTF Grant Statement** of the Applicant Information Form (part of **Attachment 1**).

Organizations with multiple partners may apply as one entity. Each organization's role should be clearly addressed and understood with one partner designated as the primary grantee and contact point. The primary grantee's SAP identification number must be indicated on the Applicant Information Form.

If an Applicant is currently subcontracting with a CTF grantee, the Applicant must receive 25 percent or less of the current grantee's CTF award to be eligible for funding under this RFA.

Funding requests must be for programs that provide primary and secondary child abuse and neglect prevention services, as opposed to tertiary prevention services, which are ineligible for funding.

Primary prevention includes services that promote the general welfare of children and families by preventing the first occurrence of child abuse and neglect. Primary prevention services are available to the general public and there is no screening for child abuse risk. Secondary prevention includes services

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that identify children and families who are in circumstances where 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 first occurrence of child abuse and neglect. Tertiary prevention services are services that provide intervention-based or treatment services after an occurrence of abuse or neglect has occurred and are not eligible for funding, as further described in the Ineligible Programs section below.

Ineligible Programs:

Programs that provide intervention-based or treatment services to families where maltreatment has already occurred are considered tertiary prevention services. The goal of these types of services is to prevent further maltreatment and to break the family cycle of abuse. CTF grants are not to be used to fund services that focus on symptomatic behaviors that are the result of specific incidences of child abuse and neglect. Agencies that provide tertiary prevention services that are not eligible for funding may apply for programs that focus on primary or secondary prevention services.

The CTF Board, in its sole discretion, may disqualify any program it finds to be programmatically or clinically unsound or that does not meet the eligibility requirements stated in this RFA. Based on the findings of the CTF Evaluation Committee, Applicants chosen for funding may be requested to make revisions to their program work statements, as part of the grant negotiation process, at the discretion of the CTF Board.

Conflict of Interest:

All members of the CTF Board are bound by applicable state law regarding conflict of interest in granting or receiving funds from the CTF. No organization shall be barred from applying for funding from the CTF solely because an employee or board member of the organization is also a CTF Board member. However, that board member will recuse himself or herself from any discussion or deliberation regarding that organization's application or funding. Please refer to **Appendix A** for a listing of CTF Board members.

I-15. Economy of Preparation.

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

I-16. Use of Electronic Versions of this RFA.

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

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I-17. Alternate Applications.

DHS has identified the basic approach to meeting its requirements, allowing Applicants to be creative and propose their best solution to meeting these requirements. DHS, therefore, will not accept alternate applications.

I-18. Application Confidentiality.

DHS is not requesting and does not require confidential proprietary information or trade secrets to be included as part of the application. Applicants should not label application submissions as confidential or proprietary. Any Applicant who determines that it must divulge such information as part of its application must submit a signed written statement to that effect and must additionally provide a redacted version of its application, which removes only the confidential proprietary information and trade secrets, for required public disclosure purposes.

After a grant is executed, however, applications are considered public record under the Commonwealth Right-to-Know Law, and, therefore, are subject to disclosure. All material submitted with the application becomes the property of the Commonwealth of Pennsylvania and may be returned only at DHS's option. DHS, in its sole discretion, may include any person other than competing Applicants on the evaluation committee. The Commonwealth may use any or all ideas presented in any application, regardless of whether the application becomes part of a grant.

I-19. Discussions for Clarification.

Applicants may be required to make an oral or written clarification of their applications to the Department to ensure thorough mutual understanding and Applicant responsiveness to the solicitation requirements. The RFA Issuing Officer will initiate requests for clarification.

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 the RFA.

DHS may make investigations, as deemed necessary, to determine the ability of the Applicant to perform, and the Applicant shall furnish to DHS all requested information and data. DHS may reject any application if the evidence submitted by or investigation of such Applicant fails to satisfy DHS that such Applicant is properly qualified to carry out the obligations of the RFA and to complete the grant as specified.

I-20. Notification of Selection.

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

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I-21. Rejection of Applications.

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

I-22. Prime Grantee Responsibilities.

The grant will require the selected Applicant to assume responsibility for all services offered in its application whether it produces them itself or by subcontract. DHS will consider the selected Applicant to be the sole point of contact with regard to program matters.

I-23. News Releases.

Applicants shall not issue news releases, Internet postings, advertisements, or any other public communications pertaining to this project until after the grant is executed. News releases and other public communications must be forwarded to the RFA Project Officer for review.

I-24. Applicant's Representations and Authorizations.

By submitting its application, each Applicant understands, represents, and acknowledges that:

- a. All of the Applicant's information and representations in the application are material and important, and DHS will rely upon the contents of the application in making awards.
- b. The Applicant has arrived at the price(s) and amounts in its application independently and without consultation, communication, or agreement with any other Applicant or potential offer.
- c. The Applicant has not disclosed the price(s), the amount of the proposal, nor the approximate price(s) or amount(s) of its proposal to any other firm or person who is an Applicant or potential Applicant for this RFA, and the Applicant shall not disclose any of these items on or before the submission deadline.
- d. The Applicant has not attempted, nor will it attempt, to induce any firm or person to refrain from submitting an application, or to submit an application higher than this application, or to submit any intentionally high or noncompetitive application or other form of complementary application.
- 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

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respect to bidding or proposing on any public contract, except as the Applicant has disclosed in its proposal.

- g. To the best of the knowledge of the person signing the application and except as the Applicant has otherwise disclosed, the Applicant has no outstanding, delinquent obligations to the Commonwealth including, but not limited to, any state tax liability not being contested on appeal or other obligation of the Applicant that is owed to the Commonwealth.
- h. The Applicant is not currently under suspension or debarment by the Commonwealth, any other state or the federal government, and if the Applicant cannot so certify, then it shall submit along with its application a written explanation of why it cannot make such certification.
- i. The Applicant has not made, under separate contract with the DHS, any recommendations to DHS concerning the need for the services described in its application or the specifications for the services described in the application.
- j. Each Applicant, by submitting its application, authorizes Commonwealth agencies to release to the Commonwealth information concerning the Applicant's Pennsylvania taxes, unemployment compensation, and workers' compensation liabilities.
- k. Until the selected Applicant receives a fully executed and approved written agreement from DHS, there is no legal and valid agreement, in law or in equity, and the Applicant shall not begin to perform any work as described in the Applicant's proposal.

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

II-1. Description of Program Requirements.

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 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-14**.

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.

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.

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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.

II-2. Rider 2. Work Statement. 18-page limit.

The CTF Board has identified the following **nine** work statement sections. Please refer to this document for instructions and details about each section. When completing the work statement, **Applicants must include the full title of the questions or statements that are included in bold below**; the text of the question should not be included. The total score of the work statement will be based on **300** points, with each subsection carrying its own point value. Each question must be answered completely to receive the maximum number of points. Each Work Statement section is described below and the point value for each section is listed. Please refer to **Section IV-4** for a complete scoring breakdown for all application sections.

Please respond to each question under each of the nine 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 and will not affect your total score.

Applicants must use a font size of 12 points (Calibri, Arial or Times New Roman) in normal font (e.g., not bold or italics). 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 section titles. The work statement must be double-spaced, double sided pages are permitted, single sided is preferred. All pages within the Work Statement or any other pages that are specified as counting towards the page limits must be numbered.

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Attachment 1: Applicant Information Form (10 Points Total)

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

Within Attachment 1: Organization Identifying Information

The Applicant should complete all identifying information included in Attachment 1

Within Attachment 1: CTF Grant History

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

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

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

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. If a grantee 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.**

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Rider 2 - Work Statement (18 Page Limit)

Section 1: Organization Information (15 Points Total)

Q1) Mission (5 Points)

Briefly describe the mission of the Applicant and current services offered and how it relates back to the priorities within this Request for Application (RFA)

Q2) Experience with Implementing Child Abuse and Neglect Prevention Programs (5 Points)

Demonstrate your agency's past experience in each of these areas:

- delivering child abuse and neglect prevention and family strengthening and support programs and services in the proposed service area;
- delivering evidence-based or evidence-informed programs or both with fidelity; and
- providing services to the proposed target population identified in this application.
- Briefly explain how this history and experience will assist you in implementing the requirements of this RFA.

Q3) Operating Programs within the Community (5 Points)

Please provide specific examples of situations where the Applicant identified unmet needs in the community and then implemented a program to address those needs. Include how the program(s) was successful, and how the organization was successful in keeping the program(s) funded and sustained. If the program failed to address unmet needs what improvements did you make or what additional steps did you take to address those needs?

Section 2: Community Description (15 Points Total)

In this section, the Applicant will 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.

Q4) County or community's socio-economic and cultural demographics (5 Points)

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, source and year for statistics, total population of area(s) to be served, and total number of children, 17 years of age and under. Provide information that gives context for the data.

Q5) Relation to Child Abuse and Neglect (5 Points)

List below any other relevant data and the source and year for that data that would support the need for the prevention project in the target area, including total number of child abuse and neglect cases reported in the area(s) to be served, total substantiated cases of child abuse and neglect in the area(s) to be served,

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and other statistics that could indicate a heightened possibility of child abuse and neglect (examples may include data related to levels of stress, trauma, violence, or poverty). Applicants may include recent data, information, and needs assessment results and sources– do not attach a needs assessment to this application. Provide information that gives context for the data.

Q6) Community Assets (5 Points)

Describe assets available in the community, how they will be utilized to ensure the proposed program's success, and how they impact families.

Section 3: Program Selection (30 points)

In this section, describe how the program was selected and why it will meet the needs of the communities served.

Q7) Program (10 points)

Name the program that will be implemented. Describe the evidence (provide sources) that this program prevents child abuse and neglect.

Q8) Program Selection (10 Points)

Describe how it was decided to select this program for the community. If there are similar or duplicative existing programs in the community, why is the proposed program needed? 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?

Q9) Children and Youth Agency (10 Points)

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.

Section 4: Program Description: Purpose & Implementation (110 Points Total)

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

Q10) Service Strategies (15 Points)

Describe the specific service strategies and methods that will be used to 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 and content of the services and location of services provided.

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Q11) Fidelity (10 Points)

Explain how the work will be implemented with fidelity to the program model, not just incorporate portions of the model.

Q12) Staffing: Recruitment, Hiring, and Retention (15 Points)

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

- Describe program staffing, including direct service and supervision staff. Descriptions should include education, experience, time devoted to the program, and responsibilities;
- Identify 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;
- Steps taken to provide high-quality supervision, including reflective supervision when required by the model developer;
- Plans for promoting a stable operating environment for the program;
- Plans to prevent staff turnover;
- Briefly discuss any difficulty with staff recruitment, hiring, or retention; and
- Describe the annual training plan for staff and how this training will enable CTF supported staff to improve the delivery of services to the target population.

Q13) Anticipated Goal: Number of Families to be Served (10 Points)

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. Provide the anticipated total number by county of families, broken down by parents or primary caregivers and children, to be served over the three-year grant cycle. Do not use ranges for goals. Parents and primary caregivers listed should be those participating in the program. Although parents or primary caregivers may be the main recipient of services, the number of children affected by the parent's or primary caregiver's participation in the proposed program must be included. If the Applicant plans to provide services to the same families for more than one year, indicate the total number of families served over the three-year period in an unduplicated 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 CTF understands that more intensive services, like counseling or home visitation, will likely have fewer program participants than more general group parenting education services, which may serve a larger number of people. No higher value is assigned to one or the other program type. The chart below must be included in the page limit. **This chart should match the information provide on the Applicant Information Form.**

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

Include the rationale for the selection of the chosen number of families, parent or primary caregivers, and children.

Q14) Capacity (10 Points)

Describe the Applicant’s ability to serve the number of families, parents or primary caregivers, and children chosen.

Q15) Recruitment and Retention of Program Participants (10 Points)

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

Q16) Culturally and Linguistically Appropriate Services (10 Points)

Describe how age-, culturally-, and linguistically-appropriate services will be provided to program participants, whether or not the community has substantial diversity by economic, race, ethnicity, and English Language Learner status in the target population. Describe what you will do to address these issues if they should arise.

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Q17) Community Partners (10 Points)

List the community partners directly involved with the proposed program and the role each will play in the design, implementation, and evaluation of the program. Please include how county children and youth agency will be involved in this project.

Q18) Parent Involvement (10 Points)

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

Q19) Timeline (10 Points) – Attachment 2 is not included in the 18-page limit.

Include a timeline to illustrate the progression of activities throughout the three years. This timeline should include information about services provided (including the number of participants at each point), hiring and training staff, outreach and promotion activities (including recruitment), evaluation of participant and program outcomes, significant community collaborative work as it relates to the project, and activities related to sustainability planning. Please use the template provided in **Attachment 2**.

Section 5: Strengthening Families™ Protective Factors Framework (20 Points Total)

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

Q20) SFPF Approach (10 Points)

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

Q21) SFPF Strategies (10 Points)

Using the chart below, describe specifically how the Applicant will create opportunities for families to build and strengthen protective factors. The chart must be included in the 18-page limit of the work statement.

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

Section 6: Program Evaluation (40 Points)

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

Q22) Outcomes and Indicators Chart (10 Points)

Complete the outcomes and indicators chart below to describe participant progress. This chart must be replicated in the work statement and it must be included in the 18-page limit.

- **“Outcomes** are statements about the changes in status, belief, and behaviors that your services are designed to bring about³.” The Applicant must address the outcomes listed in the chart below.
- **“Indicators** answer the question ‘What would I see or hear that would tell me that an outcome was achieved?’ Indicators are concrete, specific descriptions of what you will measure.”⁴ The Applicant must address the indicators listed in the chart below. Indicators will be assessed at parent or primary caregiver exit.
- **Performance Targets** “quantify or add numbers to the indicators. When you define the amount of change you expect in a specific timeframe, you are setting what are called ‘performance targets.’⁵” The selected Applicants must develop and report on the performance targets. Performance targets should be listed in the aggregate. For example, 75 percent of parents or

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

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

⁵ Ibid.

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primary caregivers will meet this indicator. Performance targets must quantify the indicator in the chart.

- Assessment Methods** are the tools and methods used to measure indicators to determine if outcomes are met. Most evidence-based programs have suggested or required tools. Applicants may develop their own tools to assess indicators and use methods such as observation or participant self-report to measure indicators. Applicants must choose one assessment method per indicator. Outcomes and indicators in the chart may be found at the Menu of Outcomes and Indicators on the FRIENDS website.⁶ Applicants may choose potential assessment methods from the menu, utilize a method recommended by the chosen model, or use an assessment developed by the agency that measures the given indicators. **Keep in mind that Applicants, if selected, will be required to report on data from all assessment methods listed in the chart and will have the opportunity to provide evaluation data from other tools utilized in regular outcomes reports.**

Broad Outcome Area (Do Not Edit)	Participant Outcomes (Do Not Edit)	Indicators (Do Not Edit)	Performance Targets	Assessment Method(s)
Parental Resilience	Participating parents or primary caregivers know when their emotions interfere with their ability to parent well.	Participating parents or primary caregivers know how anxiety, exhaustion, depression, anger, and other stressors can affect their ability to parent.		
Social Connections	Participating parents or primary caregivers have a mutual support network of friends, family, and neighbors that they use for support and assistance when needed.	Participating parents or primary caregivers ask reliable, safe, and appropriate friends, family members, and neighbors for support and assistance when they need it.		

⁶FRIENDS National Center for Community-Based Child Abuse Prevention, (2016). Indicators. Retrieved from: <https://friendsncr.org/evaluation-toolkit/menu-of-outcomes-and-indicators>

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Concrete Supports in Times of Need	Participating parents or primary caregivers know how to access formal support systems.	Participating parents or primary caregivers know the array of services available to them in the community		
Knowledge of Parenting and Child Development	Participating parents or primary caregivers apply knowledge of child development in selecting activities for their children.	Participating parents or primary caregivers demonstrate knowledge of their children's emerging developmental stages and plan activities accordingly.		
Social and Emotional Competence of Children	Participating parents or primary caregivers know how to manage child behavior in a nurturing and effective manner (behavior management, discipline)	Participating parents or primary caregivers know the importance of spending time interacting positively with their children.		

Q23) Assessment Methods (15 Points)

Detail the assessment tools and methods for tracking each of the indicators listed in the Outcomes and Indicators Chart. How does each of the chosen assessment tools relate directly to the indicator? Describe how assessments will be administered including frequency of administration and who will be responsible.

Q24) Data Analysis and Continuous Quality Improvement (10 Points)

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

Q25) Data Collection (5 Points)

Please describe the following:

- Applicant’s capacity to collect data on participating families, primary caregivers, and children;
- 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.

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Section 7: Community Collaboration (15 Points Total)

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

Q26) Collaboration within the Community (10 Points)

Describe how and with whom the Applicant collaborates. How will this project fit into the continuum of prevention and family support services in the community?

Q27) Example of Collaborative Effort (5 Points)

Give an example of how the Applicant's collaborative work with community partners translated into action or change (i.e., more than receiving vocal support or letters of endorsement from community partners).

Section 8: Sustainability (20 Points Total)

Considering that CTF funding is not renewable, Applicants should describe their plans to sustain the program after CTF funding has expired.

Q28) Strategies (10 Points)

Identify specific short-term strategies, beginning at program inception, and long-term strategies over the duration of the grant that will be used to solicit and obtain continued funding for the proposed program after CTF funding expires.

Q29) Next Steps (10 Points)

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

Section 9: Cost (25 Points Total)

In this section, Applicants will describe the funds necessary to take on the work described, justify the expense, and clearly outline the use of funds, including match requirements. CTF funds may only account for a portion of the project's cost; describe how the funds received from CTF will make this project possible. Please review **Part III** for guidance on completing the budget and budget narrative.

Q30) Justification of Cost (5 Points) – Include in the Work Statement

Justify that the overall cost is sufficient to complete all the services and activities outlined in the Work Statement.

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Rider 3) Accuracy (10 Points) – Completed within the Budget

Complete the budget spreadsheet. Include all expenses for the program and accurately calculate all entries.

Rider 3) Line Item Justification (10 Points) – Completed in the Budget Narrative

Complete the budget narrative such that it describes and justifies the proposed costs for each budget line item. Each line should have a detailed description as to how the dollars will be used. For example, in the description for the wages and salaries line item (110), the Applicant should break out the positions attached to the project. Please see the Notes to the Budget Form for more information (Rider 3).

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**PART III
COST GUIDELINES**

III-1. Cost Guidelines

Complete the budget forms for each of the three years and describe the total cost of the project, including local match, and how it relates to the services proposed within the Work Statement.

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

The maximum amount of CTF funds that will be awarded to any one grantee is \$50,000 for each year for up to three years, for a total of \$150,000. Indirect Costs are limited to up to ten percent (10%) of the requested grant amount. 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). Under the Children's Trust Fund Act:

The organization or agency demonstrates the ability to match, through money or in-kind services, trust fund money received. In-kind services may not exceed 50 percent of the required match. In the first year the organization receives trust fund money, it must be able to match at least 25 percent; in the second year and every year thereafter, it must be able to match 50 percent. The money match may be derived from either private or local government sources.

11 P.S. § 2235(5)(i).

Indirect Costs

Costs incurred for common or joint objectives that cannot be identified readily and specifically with a particular sponsored project.

Salaries

The salaries of administrative and clerical staff are generally treated as indirect costs (i.e. facilities and administrative or 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.

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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

- 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

Direct costs are costs that can be specifically attributed to a particular sponsored project.

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, lobbying, and other forms of public relations.
- 4) Conferences, except those held to conduct the general administration of the agency.

Opportunities for continued professional development are an integral part of program development. All CTF grantees are required to allocate a total of at least \$500 within each budget year, under line item 390, to attend appropriate professional development events. All grantees will be invited to attend a statewide CTF meeting, held annually. At least two people from each program are required to attend. Additionally, first-year grantees will be required to attend a New Grantee Orientation meeting, to be held in the first month of the grant. Grantees will be required to outline their annual staff training plan and report on all professional development opportunities attended within the Quarterly Program Report.

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Sample Match Breakdown

Year One:

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

Applicants must submit a Local Match Verification Letter, attached to Rider 3 Budget, for all match contributions provided in the first year of the grant only. Please use one form for each match contributor. Each Match Letter must be signed by the match contributor, indicate the amount and type of match being contributed, cash or in-kind, and provide a short description of how the match will be used within the proposed program. The total amount of match indicated in the combined first-year match letters must be equal to the total amount of match indicated on the first-year budget form. Match Letters for subsequent grant years will be collected before the start of each grant year during the grant review process, should an Applicant be chosen for funding.

Attached to **Rider 3** is a 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.

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**PART IV
CRITERIA FOR SELECTION**

IV-1. Mandatory Responsiveness Requirements.

To be eligible for selection, an application must be:

- a. received by the due date and time;
- b. properly signed by the Applicant; and
- c. properly signed by the County Children and Youth Agency Administrator or Designee

IV-2. Technical Nonconforming Applications.

DHS may, in its sole discretion, waive technical or immaterial nonconformities in an Applicant's 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 is 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 #24-18**. Additionally, an announcement regarding the availability of the RFA is sent directly to those agencies and organizations already on the CTF mailing list.
- Hard copies of the application packet may be obtained by contacting the RFA Project Officer.
- Applications must be received and date-stamped by the Issuing Office per the time schedule stated in the RFA. DHS and CTF staff will perform a preliminary review of each application to ensure that all mandatory requirements have been met.
- The CTF Evaluation Committee will review all applications that pass the preliminary review. The CTF Evaluation Committee will evaluate and score each application individually, both technical and cost portions, and make a recommendation for funding to the full CTF Board based on this selection process.
- The CTF Board will vote on the Evaluation Committee's recommendation at the next scheduled Board meeting. Grant announcements will be made after the CTF Board and DHS approve the Evaluation Committee's recommendations.
- Applicants will be notified as to whether or not they have received a CTF award. A required orientation meeting will be held for selected Cohort 28 grantees.

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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 nine 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 up to a maximum grant amount of \$150,000 over three years, \$50,000 each year, to achieve their stated goals. The cost of the project will be a selection factor but will not necessarily be the deciding factor in the selection process.

- c. Score Breakdown: A total of 300 points is available.

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

Evaluation of the entire application will be based on the following:		
Att. 1	10	Applicant Information Form
Rider 2	15	Section 1: Organization Information
Work Statement	15	Section 2: Community Description
	30	Section 3: Program Selection
	110	Section 4: Program Description
	20	Section 5: Strengthening Families Protective Factors Framework
	40	Section 6: Program Evaluation
	15	Section 7: Community Collaboration
	20	Section 8: Sustainability
	5	Section 9: Cost
	Rider 3	20
	300	Total Score

- 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**.