

**REQUEST FOR APPLICATIONS FOR
HOME VISITING EXPANSION
RFA #25-17**

Date of Issuance

December 18, 2017

ISSUING OFFICE:

Commonwealth of Pennsylvania
Department of Human Services
Office of Administration
Bureau of Financial Operations
Division of Procurement & 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 #25-17

RFA PROJECT OFFICER:

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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	Potential Applicants	Wednesday January 3 rd , 2018
Deadline to register for pre-proposal webinar	Potential Applicants	Thursday, January 4 th , 2018
Pre-proposal Webinar Registration link: https://attendee.gotowebinar.com/register/6465881924271871235 Webinar ID: 401-898-115	Potential Applicants and DHS	Thursday January 4 th , 2018 1pm to 3pm
Answers to Potential Applicants' questions posted to the DGS website (http://www.dgsweb.state.pa.us/RTA/Search.aspx) no later than this date	Issuing Office	Thursday January 11 th , 2018
Please monitor website for all communications regarding the RFA	Potential Applicants	Ongoing
Applications must be received by the Issuing Office at: Department of Human Services Division of Procurement & Contract Management Room 402 Health and Welfare Building 625 Forster Street Harrisburg, Pennsylvania 17120	Applicants	Monday January 22 nd , 2018

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PART I

GENERAL INFORMATION

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

The Department of Human Services (“Department” or “DHS”), Office of Child Development and Early Learning (“OCDEL”) is offering funds through this Request for Applications (“RFA”), subject to the availability of funds, for the implementation or expansion of evidence-based home visiting programs for the period of February 1, 2018 to June 30, 2019. The Department, in its sole discretion, may extend funding beyond this grant period for three (3) additional one-year periods of July to June. **The maximum grant award is \$250,000 per year, including any option years.** Applicants should submit a budget for the entire fiscal year; Applicants may apply for up to \$250,000 and are not prohibited from applying for smaller amounts, such as funding to increase a part-time home visitor to a full-time home visitor, which would be an expansion.

Pennsylvania’s goal is to have a shared commitment to comprehensive family support services, coordinated voluntary statewide home visiting programs, and effective implementation of high-quality evidence-based practices. The home visiting program is designed to:

1. Improve coordination and integration of services for at-risk communities;
2. Identify and provide comprehensive services to improve outcomes for families who reside in at-risk communities;
3. Work effectively, collaboratively, creatively, and successfully to ensure that all families have access to high-quality programs for their children; and
4. Identify and use key data and research to improve policies and practices.

Selected Applicants must maintain the requisite designation for the funded programs (i.e., affiliate status for Parents as Teachers (“PAT”)), approval from the model developer or both while receiving funding. Please see **Section II-2** of this RFA for a list of eligible evidence-based home visiting programs.

I-2. Issuing Office.

This RFA is issued for the Commonwealth of Pennsylvania by the Department, Office of Administration, Bureau of Financial Operations, Division of Procurement, on behalf of OCDEL’s Bureau of Early Intervention and Family Supports. The RFA Project Officer is the sole point of contact in the Commonwealth for this RFA. The RFA Project Officer is listed on the cover page of this RFA.

I-3. Scope.

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

I-4. RFA Focus Statement.

This grant is intended to focus on at-risk families who are predisposed to infant health and developmental problems and in need of additional supports during pregnancy and through their child's infant and toddler years.

The purpose of the grant is to expand the delivery of voluntary, evidence-based early childhood home visiting program services.

I-5. Type of Grant.

If DHS awards grants as a result of this RFA, it will enter into grant agreements (**Attachment 2**), containing the attached Riders. The Department will use information from selected Applications to complete **Riders 2 through 5** of the agreement. DHS, in its sole discretion, may undertake negotiations with Applicants whose proposals, 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 any awarded grant agreement will commence on **February 1, 2018** and will end no later than **June 30, 2019**. The Commonwealth may extend a grant agreement for three additional one-year periods of July to June, subject to the availability of funding and successful program evaluation. The selected grantees shall not start the performance of any work prior to the effective date of the grant agreement.

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-Proposal Webinar.

The Department will conduct a pre-proposal webinar as specified in the Calendar of Events.

Attendance at the pre-proposal webinar is optional. DHS will coordinate the webinar and will provide a registration link. The deadline for registration is specified in the Calendar of Events.

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I-9. Questions & 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 #25-17 Question(s)") 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.

The Applicant may also ask questions during the pre-proposal webinar. Any answers furnished during the webinar will not be official until they have been verified, in writing, by DHS. 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 #25-17, as an attachment to the RFA. No questions will be accepted, either verbally or in writing, after the end of the pre-proposal webinar.

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.

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. Response Date and Grounds for Disqualification.

To be considered for selection, Applicants must submit hard copies of their Applications, with original signatures so that the Application is received and date-stamped by the Issuing Office by 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 be disqualified and will not be opened for review. Applicants who send proposals by mail or other delivery service should allow sufficient delivery time to ensure timely receipt of their Application. 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-12. Submission Instructions.

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To be considered for selection, Applicants must submit a complete response to this RFA, using the checklist included as **Attachment 3** 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 four (4) binder-clipped copies of the entire Application (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 Flash drive should clearly identify the Applicant and include the name and version number of the virus scanning software that was used to scan the Flash drive 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 its Application by written notice received at the Issuing Office's address for Application delivery prior to the exact hour and date specified for Application receipt. An Applicant or its authorized representative may withdraw its Application in person prior to the exact hour and date set for Application receipt, provided the withdrawing person provides appropriate identification and signs a receipt for the Application. An Applicant may modify its submitted Application prior to the exact hour and date set for Application receipt only by submitting a new sealed Application or sealed modification, which complies with the RFA requirements.

I-13. Economy of Preparation.

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

I-14. 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.

I-15. 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 will not accept alternate Applications.

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I-16. 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-17. Discussions for Clarification.

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

In addition, DHS may request additional information, which, in the DHS'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-18. Notification of Selection.

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

I-20. Rejection of Applications.

DHS may, in its sole and complete discretion, reject any Application received in response to this RFA.

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I-21. 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-22. 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-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 the Application are material and important, and DHS may 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 Applicant.
- c. The Applicant has not disclosed the price(s), the amount of the Application, nor the approximate price(s) or amount(s) of its Application 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 respect to bidding, applying, or proposing on any public

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contract or agreement, except as the Applicant has disclosed in its Application.

- 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 or agreement 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 its Application.

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PART II

APPLICATION REQUIREMENTS AND RIDER 2 WORK STATEMENT

II-1. General Eligibility Criteria.

Applicants must submit their Applications by the due date and time specified, in the format outlined in **Attachment 3**. The Application must be signed by an individual(s) who is (are) authorized to bind the Applicant to the grant provisions.

II-2. Eligible Applicants

Applicants **may be, but are not limited to**, the following types of agencies:

- County/municipal health departments;
- Public health programs;
- Community-based organizations; and
- Community, family, or women’s health departments of local hospitals.

Applicants may apply for one grant as either:

1) A new home visiting program, which uses an existing evidence-based home visiting model as listed on the HRSA

website: https://homvee.acf.hhs.gov/HRSA/11/Models_Eligible_MIECHV_Grantees/69/ and utilizes the chosen program training requirements, program protocols, program management information systems, and program evaluation requirements established by the national model organizations. Applicants applying as “new” are those agencies that are not currently implementing a state-funded Nurse-Family Partnership, state-funded Family Center, or Maternal, Infant & Early Childhood Home Visiting (“MIECHV”)-funded grant. Agencies applying as “new” home visiting programs must already be implementing the approved model through other funding sources and are seeking to expand those services to meet community needs.

2) An existing home visiting program, which is a program that currently provides evidence-based home visits using state-funded Nurse-Family Partnership (“NFP”), state-funded Family Center, or MIECHV-grant funding.

While this is a competitive grant, DHS/OCDEL will give priority to programs that:

- Do not have a current OCDEL supported evidence-based home visiting program in their area of the state in operation;
- Have coordinated efforts with the Centers of Excellence;
 - More Information on Centers of Excellent can be found at:
<http://www.dhs.pa.gov/citizens/substanceabuseservices/centersofexcellence/>
- Have coordinated efforts with their local Domestic/Intimate Partner Violence Community Agency;
- Are engaging fathers beyond model requirements;

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- Are a former Parent-Child Home Program grantee that received funds through the 16-17 fiscal year, intending to implement one of the approved evidence-based home visiting programs as listed on the Health Resources & Services Administration website (https://homvee.acf.hhs.gov/HRSA/11/Models_Eligible_MIECHV_Grantees/69/); or
- Are a current MIECHV, NFP, and/or state-funded Family Center grantee seeking to expand an approved evidence-based model in a new community or implement an additional evidence-based home visiting model.

The following counties not receiving current OCDEL evidence-based home visiting funding will be targeted for implementation under this RFA:

Beaver

Juniata

Warren

Washington

Eligible Applicants that receive funding from this initiative must complete and submit designated reports to DHS/OCDEL and cooperate with and participate in periodic management reviews, monitoring, and evaluation activities, as outlined in **Part II Work Statement** below.

Eligible Applicants must implement one or more of the evidence-based home visiting model(s) according to national program guidelines, with fidelity to the evidence-based model.

Ineligible Programs:

Evidence-based home visiting programs not specified within the RFA are ineligible for funding. “Promising practice” or “innovative” approach home visiting programs are also ineligible for funding.

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WORK STATEMENT

Please provide specific answers to the following questions, labeling the document as **Rider 2**. Please be sure to answer all parts of every question. Do not provide any cost information or dollar amounts within the Work Statement. *For existing sites applying for expansion, please answer the questions in terms of the new geographic area you are proposing to target when appropriate.*

General Requirements - Initial in the spaces provided.

Please initial Pages 13 and 14 of this RFA and included them as part of your Application package. These pages will not be counted towards the 20-page limit.

1. The Grantee shall complete and submit to the Department a quarterly expenditures report using a standard format provided by the Department (Approved Budget and Quarterly Expenditures Report) as specified in the Payment Provisions, **Rider 1**.

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

2. The Grantee shall complete and submit to the Department a quarterly program report using a standard format provided by the Department (Quarterly Grant Program Management Report) as specified in the Payment Provisions, **Rider 1**.

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

3. Upon request by the Department or its representatives, the Grantee shall cooperate and participate in periodic management reviews, monitoring, and evaluation activities.

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

4. 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)

5. The Grantee shall participate in professional trainings as required by the national model developer.

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

6. The Grantee shall complete and submit to the Department a monthly enrollment report using a standard format provided by the Department.

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

7. The Grantee shall complete and submit to the Department requested data using methods and time points prescribed by the Department. **Please see Appendix B.**

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

8. The Grantee agrees to implement its chosen program model or models according to national program guidelines, with fidelity to the evidence-based model(s).

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

9. The Grantee has received approval from the State or National Model Office for expansion, if applicable.

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

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Instructions:

Please respond to each question under each of the **seven** sections of the Work Statement. Please refer to this document for instructions and details about each section. Please label the work statement as Rider 2. The total technical score will be based on **140** points, with each subsection carrying its own point value. Applicants should completely respond to each question in sections I through VI of the Work Statement. Applicants may be awarded up to **7** additional Priority Points by completing section VII. The questions in section VII do not need to be answered if they are not applicable to the Applicant's project. Applicants may score up to a total of 147 out of 140 points if they meet all priority areas. Each Work Statement section is described below and the point value for each section is listed. Please refer to **Section IV-4** of the RFA for a complete scoring breakdown for all Application sections.

Applicants must respond to each question and include the **title** of the question as part of the **20-page** limit. Any information provided outside of the **20-page** limit will not be reviewed and will affect your total score (with the exception of permissible attachments, refer to **Attachment 3**).

A font size of 12 points (Calibri, Arial or Times New Roman) in normal font (not bold or italics) must be used. Right and left margins may not be less than one inch. Top and bottom margins may not be less than a half inch.

Rider 2

Section I: Organization Information (Attachment 1) | 5 Points Total

Please complete **Attachment 1**, this attachment will not be counted towards the 20-page limit.

Attachment 1: Applicant Information Form (5 points)

- Full Legal Name of Applicant Agency;
- Legal Address;
- County where Applicant Agency is located;
- County or Counties where Applicant Agency plans to provide services;
- Number of Families to be served in each county;
- Applicant's Commonwealth SAP Vendor Number, if currently enrolled; and
- Evidence-based home visiting model or model(s) to be used, broken down by county and number of families anticipated to be served.

Program and Fiscal Contact

Program Contact

- Name, Title, Phone, Fax, Address, and Email

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Fiscal Contact

- Name, Title, Phone, Fax, Address, Email

Rider 2

Section II: Organization History | 10 points Total

Questions answered in this section will count towards the 20-page limit unless otherwise indicated.

Q1) Mission

Briefly describe the mission of the Applicant and current services offered.

Q2) History and Experience

Briefly summarize the Applicant's history related to evidence-based home visiting and, if applicable, any experience implementing an evidence-based home visiting model or models.

Q3) History of Addressing Unmet Needs

Provide examples of situations where the Applicant identified unmet needs in the community and then implemented a program to address those needs. Include a description of how the program(s) were successful and how the Applicant was successful in keeping the program(s) funded and running.

Section III: Community Description & Coordination | 25 Points Total

Questions answered in this section will count towards the 20-page limit unless otherwise indicated.

Q4) Implementation of Programs Within the Community

Discuss how implementation or expansion of the evidence-based home visiting model(s) will enhance and be integrated into your community and local early childhood system.

Q5) Community Risk Factors

Describe the community or community's risk factors. The Applicant must identify its data source. For all communities the Applicant intends to serve, include statistics based on the percentage of:

- maternal risk;
- health care risk;
- birth outcome risk;
- health risk;
- economic risk;
- academic risk; and
- behavioral risk.

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Q6) Population Needs

Briefly describe the target population in terms of the socio-demographic and health characteristics that justify the need for the program.

Q7) Community Assets

Describe assets available in the community that will be utilized to ensure the proposed program's success. Describe linkages that exist between the lead implementing organization and other social service organizations that provide Early Intervention, workforce preparation, education, substance use treatment, mental health care, general health care, child care, and other necessary services that families might require. Describe the experience the lead organization has working in partnership with these other providers (e.g., how long a linkage has existed, how formal it is, the results it has produced, etc.).

Q8) Community Support

Given that community support for the implementing organization's efforts is important to the success of the home visiting program, describe how the Applicant has received such support in the past. How did Applicant translate that support into actual action or change (i.e., more than just vocal support and letters of endorsement)?

Section IV: Program Description | 50 Points Total

Questions answered in this section will count towards the 20-page limit unless otherwise indicated.

Q9) Project Summary

Provide a summary of the proposed project. Include the following in the summary:

- evidence-based home visiting model(s);
- anticipated county or counties to be served;
- the number of families to be served in each county;
- target population;
 - any needs assessment that was completed by the Applicant independently or in collaboration with other community partners, including any results or information from any planning process or tool such as the Zero to Three Home Visiting Community Planning Tool, **Appendix A**, that were used to determine the need and capacity for the proposed implementation or expansion of the evidence-based home visiting model(s) in the community.
- If there is current a waiting list (including the number of families) for sites considering expansion.

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Q10) Home Visiting Model(s) and Target Caseload

Identify the model(s) the Applicant proposes to implement or expand. Identify the target caseload for each proposed evidence-based model that will be achieved and maintained at a capacity of 95% or higher under this proposed Application, and how the target caseload was determined.

Q11) Model Developers

Describe interactions with model developer(s) related to the proposed activities outlined in this Application, including any documents that may have been submitted to a model developer as part of their recommended or required process for implementation or expansion, and any feedback that was received from the model developer. **Attachments related to this question will not count towards the 20-page limit.**

Q12) Capacity

Describe how the Applicant determined that it has the capacity to serve the number of families chosen per county.

Q13) Recruitment of Participants

Describe how you will recruit participants and list anticipated referral sources. Indicate the number of monthly referrals expected from each source explaining why you have these expectations.

Q14) Referrals Not Meeting Enrollment Requirements

Describe how referrals that do not meet program requirements or that cannot be accommodated will be handled.

Q15) Transition Plans

Describe the program's transition plan for families upon completion of the home visiting program.

Section V: Staffing and Professional Development | 25 Points Total

Questions answered in this section will count towards the 20-page limit unless otherwise indicated.

Q16) Staffing Recruitment, Hiring, and Retention

Describe staff recruitment, hiring, and retention for all positions, including contracted staff. Briefly discuss any difficulty with staff recruitment, hiring, or retention. Applicants should also include the following information:

- Training efforts to result in a well-trained, competent staff;

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- Steps taken to provide high-quality supervision, including reflective supervision when required by the model developer; and
- Staff access to infant/early childhood mental health consultation, if applicable.

Q17) Timeline for Hiring

What is the length of time anticipated to complete the hiring process?

Q18) Professional Development

Describe ongoing training and professional development activities planned.

Q19) Subcontracting Staff

Are your staff employed by the Applicant or a subcontracting agency? If employed by a subcontracting agency, identify the name of the agency.

Q20) Subcontracting Agency Experience

What is the history and experience of the subcontracting agency in providing home visiting services?

Q21) Stable Operating Environment

What are the Applicant's plans for promoting a stable operating environment for the program and preventing staff turnover?

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Section VI: Data | 10 Points Total

Q22) Data Collection

What is the lead organization's capacity to collect data on participating families and their needs, services provided, progress, and outcomes? Please include a statement on the capacity to collect all data located within **Appendix B**.

Q23) Current Data Collection Frequency

What is the Applicant's current frequency of data collection and analysis?

Q24) Quality Data

Describe the Applicant's experience ensuring the quality of data collection, and with data management and analysis.

Q25) Data Safety and Security

Describe the Applicant's data safety and security processes including protection of data privacy and informed consent policies and procedures.

Section VII: Priority Populations | 7 Points Total

Questions answered in this section will **not** count towards the 20-page limit unless otherwise indicated. Applicants do not have to answer these questions if not applicable.

Q26) No Evidence-Based Home Visiting Program in Operation

Does the county or counties to be served have a current evidence-based home visiting program in operation?

Q27) Former PCHP Grantees

Is the Applicant a former Parent-Child Home Program grantee that received funds through the 16-17 fiscal year, applying to implement one of the approved evidence-based home visiting models?

Q28) Current MIECHV, NFP, and/or state-funded Family Center Grantee

Is the Application a current MIECHV, NFP, or state-funded Family Center Grantee seeking to expand in a new community or implement an additional evidence-based model?

Q29) Plan to Engage Fathers

Describe the plan to engage fathers within the home visiting program beyond the requirements of the model or model(s) chosen.

Q30) Coordination with Centers of Excellence

Describe the current linkage between the Applicant and the local Center of Excellence. Describe the experience the Applicant has working in partnership with this agency. Describe if a current

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process for referrals is in place. Please attach a Memorandum of Agreement/Understanding (MOA/MOU), if applicable.

Q31) Coordination with other local Home Visiting Programs

Describe the Applicant's understanding of and coordination with other ongoing home visitation programs or activities. How clear are the boundaries and coordinating efforts among these other programs, and how will your home visiting program fit in and complement the community's efforts to meet the needs of the target population? Describe if a current process for referrals is in place. Please attach a Memorandum of Agreement/Understanding (MOA/MOU), if applicable.

Q32) Coordination with local Domestic Violence/ Intimate Partner Violence Agency

Describe the Applicant's understanding of and coordination with the local domestic violence or intimate partner violence agency or agencies. Describe the experience the Applicant has working in partnership with this agency. Describe if a current process for referrals is in place. Please attach a Memorandum of Agreement/Understanding (MOA/MOU), if applicable.

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PART III

COST GUIDELINES

Applicants must complete the Cost Portion of the Application, which consists of the following:

- **Rider 3 | 15 Points Total**
 - Budget and Narrative;

When planning the annual budget, Applicants must determine the total cost for implementing the program in the proposed service area(s) for the one-year grant period. The total budget is based on the total number of families you plan to serve for the proposed service area.

Applicants must complete the Budget Form and Narrative, included as **Rider 3** in this RFA, indicating the total award amount being requested for the period of February 1, 2018 to June 30, 2018, and a separate Rider 3 for the period of July 1, 2018 to June 30, 2019. A detailed narrative must accompany the budget form, which identifies grant expenses included under each budget line item. Applicants may apply for up to \$250,000. If applying for the full amount available the \$250,000 maximum should be allocated across the 17 months of the first year (two budgets as indicated above) of February 2018 through June 30th, 2019. All Applicants should allocate the total award they are applying for over the 17th months of the grant for the first year. Applicants will be eligible for the full award they applied for during grant renewal period following the first 17-month cycle of the grant. Renewals will occur on the state fiscal year of July to June.

Applicants must include staff time, such as community meetings, referral follow-up, and other staff member responsibilities, within the cost per family. DHS may negotiate with applicants in regards to the final grant allocation.

Opportunities for continued professional development are an integral part of program development. Therefore, all chosen 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 selected Applicants must attend a statewide grantee meeting, held annually. Additionally, first-year grantees will be required to attend a New Grantee Orientation meeting held in the first month after the grant is awarded.

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 completed and signed by the applicant.

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IV-2. Technical Nonconforming Applications.

DHS may, in its sole discretion, waive other nonconformities in an applicant’s application.

IV-3. Application Review and Evaluation.

All responsive applications received will be reviewed and evaluated by a committee of qualified personnel. This committee will recommend for selection the Applications that it determines are the most advantageous to the Commonwealth after taking into consideration cost and all evaluation factors. An award will only be made to an applicant(s) determined to be responsible in accordance with Commonwealth Management Directive 215.9, Contractor Responsibility Program.

IV-4. Criteria for Selection.

The following criteria will be used in evaluating each application:

- a. Refer to the checklist in **Attachment 3** for all items that must be submitted as part of the technical and cost portions of the application. Applicants must address the **seven** sections of the Work Statement. 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. Score Breakdown: A total of **147** points are available.

Attachment 1	5	Section I: Applicant Organization Information Attachment
Rider 2 Work Statement	10	Section II: Organization History
	25	Section III: Community Description & Coordination
	50	Section IV: Program Description
	25	Section V: Staffing and Professional Development
	10	Section VI: Data
Rider 3	15	Budget/ Budget Narrative
	140	Total Technical Score
Priority Populations	7	Section VII: Priority Populations
	147	Total Technical and Priority Score

- c. Equitable Distribution of Funds: To assure an equitable distribution of funds, the RFA review committee will award Applicants based on their total Technical and Priority Scores. Awards will be distributed to highest scoring Applicants first until all funds have been expended.