

## **APPENDIX 2**

## **ATTACHMENT 3**

**CHILDREN'S TRUST FUND**  
**#25-RFA-13772**  
**Cohort 33**  
**APPENDIX 2 - ATTACHMENT 3**  
**CHILDREN'S TRUST FUND – PROGRAM AND DATA REQUIREMENTS**

**Instructions**

Please review all program requirements and initial below. Please sign the last page of this document. Include these pages as part of the Application Package. **Attachment 3 will not be counted towards the 15-page limit.** Failure to agree and fully implement the program and fiscal terms below may affect award, the renewal of the grant agreement, the ability to compete in the next competitive application process, and may result in the reduction or revocation of the award.

The Office of Child Development and Early Learning (“OCDEL”) may release Announcements as specified in **Section A** of “General” and a Policy and Procedure Manual that further explains the requirements, timelines, and process for submission for the requirements included in this document.

For the purpose of the below requirements, **Evidence-Based Home Visiting (“EBHV”)** is defined as an approved program on the U.S. Department of Health and Human Services, Administration for Children & Families **Home Visiting Evidence of Effectiveness (“HomVEE”)** website ([Model Search | Home Visiting Evidence of Effectiveness](#)). Approved EBHV programs have a checkmark next to the model on the appropriate page. Please be sure to review the descriptions for all models as certain EBHV models are approved with stipulations.

**For CTF Applicants**

Because Children's Trust Fund (“CTF”) grants can fund a broader scope of programs, some OCDEL Family Support Program Requirements may not apply. Those programs that are not on the HomVEE list but traditionally provide home visiting as a primary service delivery strategy will be considered a Family Support Program for program and data collection purposes. Portions of the following list that are not applicable to CTF grantees offering family support services will be noted.

**General**

\_\_\_\_\_ **A.** OCDEL may release Program Announcements that contain pertinent information that may include best practices in service provision as well as clarifications of policies or grant requirements. Issue and effective dates are noted at the top of each Announcement and Grantees will be held accountable for the material presented, when appropriate. Grantees are encouraged to devise a filing system for the Announcements for easy reference. Grantees should also consider other staff within their agency for whom the information may have relevance. Some Announcements may contain attachments or references to resources that will be useful to programs' implementation. Programs are encouraged to use the resources to enhance program operation.

\_\_\_\_\_ **B.** Upon request by the Department or its representatives, the Grantee shall cooperate and participate in periodic management reviews, fiscal reviews, monitoring, pilot, and evaluation activities.

\_\_\_\_\_ **C.** Grantee shall comply with all applicable federal, state, and local statutes, regulations, and policies, including, but not limited to The Children's Trust Fund Act, P.L. 1235, No. 151.

## **Training**

\_\_\_\_\_ **D.** The Grantee or its designee shall attend all mandatory meetings as directed by the Department, including, but not limited to, phone conferences, remote video conferences, statewide meetings, and training sessions arranged by the Department. **CTF Grantees are required to budget \$500.00 per grant year towards these professional development opportunities, including the annual CTF statewide meeting.**

\_\_\_\_\_ **E.** The Grantee shall attend a minimum of one approved professional development opportunity on the Strengthening Families™ Protective Factors Framework during the term of the award.

## **Polices and Procedures**

\_\_\_\_\_ **F.** The Grantee shall comply with all applicable state audit requirements. Grantees must maintain records, documents, and other evidence in sufficient detail to support all claims against the funding for a period of seven years from the end of the grant. The Department will recover or recoup non-allowable costs and undocumented costs. Copies of Audits may be requested during the monitoring process.

\_\_\_\_\_ **G.** The Grantee must develop and implement policies and procedures regarding the equitable and accessible provision of culturally and linguistically responsive services.

\_\_\_\_\_ **H. Use of OCDEL and CTF Logos:** OCDEL requires Pennsylvania Family Support, Family Center, and CTF grantees to acknowledge OCDEL or CTF when describing projects or programs funded in whole or in part with OCDEL or CTF funds. For CTF grantees publicly acknowledging your CTF award helps families, early learning professionals, and community partners better understand CTF and OCDEL's mission to coordinate and facilitate access for families and their young children. OCDEL and CTF logos will be provided to all newly selected grantees.

\_\_\_\_\_ **I.** The Grantee shall complete and submit to the Department monthly enrollment reports using a standard format and method provided by the Department.

\_\_\_\_\_ **J.** The Grantee shall complete and submit to the Department quarterly program narrative reports using a standard format and method provided by the Department.

\_\_\_\_\_ **K.** The Grantee shall complete monitoring assessments, which may include on-site program visits, and additional reports as requested or required by the CTF Board or OCDEL.

## **Enrollment / Goal Number to be Served**

\_\_\_\_\_ **L.** For CTF Programs with a goal number of families to be served each year, the Grantee may be required to participate in improvement activities if 25% of goal numbers of families are not served by the end of each quarter. For the improvement plan, the number of classes offered, attendance, and frequency will be considered prior to placing a Grantee on an improvement plan for enrollment. Failure to improve enrollment or reach the goal number of families by the next renewal process may result in reduction of award.

### **Dual Enrollment (enrolling a family in more than one EBHV model)**

To support responsible fiscal stewardship and to maintain Model fidelity, Grantees shall develop and implement policies and procedures to avoid dual enrollment. **Families may be enrolled in an**

**EBHV Model and Enhancement(s), such as a positive parenting class, concurrently as appropriate for the family or caregiver.**

Grantees implementing more than one EBHV Model, particularly in the same community, should, with fidelity to the model, develop policies and procedures to screen and enroll eligible families in the Model that best meets their needs. Avoiding dual enrollment maximizes the availability of limited resources for EBHV services for eligible families and prevents duplicative collection and reporting of demographic and performance measure data.

**Program Revisions**

\_\_\_\_\_ **M.** Grantees are required to submit program revisions through a method and format determined by the Department when the following events occur:

1. Major program revisions requiring CTF Board and OCDEL approval:
  - a. A 25 percent increase or decrease in the population to be served through the grant;
  - b. A major change in the originally-approved design of the program, which could potentially alter the program's objectives; or
  - c. A change in the entity responsible for administering the grant agreement.
2. Minor program revisions requiring CTF Board review and OCDEL approval:
  - a. A redefinition of the population to be served, including geographic territory and other similar changes;
  - b. An increase or decrease of under 25 percent in the population to be served through the grant;
  - c. A change in a subcontractor responsible for completion of components of the grant program; or
  - d. A change in curriculum or model used that does not alter the program's objectives or deviate from a model program's requirements.

**Data Collection**

\_\_\_\_\_ **N.** The Grantee shall participate in and use the Pennsylvania Family Support Data Collection system developed by the Department.

\_\_\_\_\_ **O.** The Grantee shall collect demographic data on all families, caregivers, and children enrolled in the program being funded by the Department through this grant award.

\_\_\_\_\_ **P.** The Grantee shall implement a chosen Model(s) according to Model developer guidelines, with fidelity to the Model(s).

1. Fidelity is defined as a Grantees' adherence to Model developer requirements for high-quality implementation as well as any affiliation, certification, or accreditation required by the Model developer, if applicable. These requirements include all aspects of initiating and implementing a program.
2. Changes to an evidence-based program, or practice that alter the core components related to program outcomes are not permissible, as they could impair fidelity and undermine the program's effectiveness.
3. Grantees must implement programs with fidelity to the Model, which may include development of policies and procedures to recruit, enroll, disengage, and re-enroll family participants. Enrollment policies should strive to balance continuity of services to eligible families and availability of slots to unserved families.
4. The Grantee shall participate in existing local collaborative groups to coordinate home

visiting, family support, youth services, or other initiatives as appropriate and available in the communities they serve. Through this participation, the Grantee must develop shared resources and referral strategies between their program and other community service providers. Participation will help Grantees actively work to best meet the needs of families receiving services.

5. Consistent with Model fidelity, Grantees must develop policies and procedures in collaboration with other home visiting, family support, and early childhood partners as appropriate to transition families into other home visiting, family support, or early childhood services to sustain services to eligible families of children through kindergarten entry and beyond.

#### **Fiscal**

\_\_\_\_\_ Q. The Grantee shall develop fiscal policies on the following:

1. Procurement;
2. Conflict of Interest;
3. Purchasing Process;
4. Record Retention & Destruction;
5. Inventory;
6. Proof of Insurances;
7. Security & Storage of Fiscal Records; and
8. Cost Allocation Plan.

Information on these policies is available at: <http://www.pa-home-visiting.org/fiscal-guide/>

\_\_\_\_\_ R. The Grantee will be asked to prepare and submit a line-item budget, for each year of the grant award using the Pennsylvania Family Support Data System. Grantees are strongly encouraged to include sufficient program, fiscal and data operations staff in their respective budgets. With each budget the Grantee will be asked to prepare a budget justification. The narrative budget justification will align with the line-item budget; provide a detailed description of the planned activities and associated cost. Grantees will also be required to provide updated match verification letters if matches are required as a term of the grant award.

CTF Grantees are required to submit General Ledger ("GL") reports from their accounting system through a method determined by the Department when requested. Grantees shall reconcile them to their submitted Final Expenditure report each year of the grant award. The Department is aware that GL reports often account for much more than the yearly Grant award. With this being the case for many Grantees, the Department will allow for tracking spreadsheets to be submitted with the GL reports to reconcile the amounts that are reported to OCDEL.

#### **Data Collection Supplemental**

\_\_\_\_\_ S. The Grantee will collect all required data based on the requirements of the evidence-based model or at minimum, demographics for the families and children they serve.

A data dictionary for all demographics and performance measures with FAQ's is available at: [Data System Guide – Pennsylvania Family Support Programs](#)

**Due to changing federal and state requirements, the Department may add, modify, or remove any data collection requirement at any time during the agreement term.**

**The Grantee has read and agrees to comply with the requirements listed above:**

APPLICANT AGENCY NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

PRINTED NAME \_\_\_\_\_

DATE \_\_\_\_\_