

ATTACHMENT 5

**REQUEST FOR APPLICATION FOR
CHILDREN'S TRUST FUND
COHORT 31
RFA 13-23
ATTACHMENT 5
WORK STATEMENT AND APPLICANT RESPONSES**

Reminder

The Applicant's proposed program(s):

- a. **SHOULD NOT** focus solely on the child.
- b. Should work with families over a period of time rather than those that provide information or education in a single instance and meet the definitions of a Primary and/or Secondary Abuse Prevention program defined in **Part I, Section I-13.**

Background (Prior CTF Grantees only) (Not included in Evaluation)

Q1) Prior CTF Grantees

Previous CTF grantees should include a description on what their most recent CTF funded program was and how this CTF-funded program contributed to preventing child maltreatment in their community within their response (note that the response to this question is not included in the evaluation, this information has been requested by the CTF Board). Applicants who have never held a prior CTF Grant may respond with N/A.

APPLICANTS RESPONSE

Section 1: Program Vision (10 points)

Q2) Brief Overview and Vision

Briefly describe the program the Applicant is proposing to implement with CTF funding. Describe if the Applicant is planning to implement a new program or target a specific population or different community with an existing program. Briefly describe what the Applicant hopes to achieve for children and families in the community as a result of implementing the proposed program. How does that vision relate to the purpose of this RFA?

APPLICANTS RESPONSE

Section 2: Population Served (30 points)

In this section, the Applicant should describe the geographic area that will be served through the proposed program. Provide both statistical and narrative data that describes the county or community including strengths and assets and gaps and concerns of the proposed geographic area and the population intended to be served. Applicants may include recent data, information, and needs assessment results and sources, although an Applicant must not attach an actual needs assessment to its application.

Q3) County or Community's Socio-economic and Cultural Demographics and Need for Child Abuse and Neglect Prevention Program

Briefly describe the county or community's socio-economic and cultural demographics. Applicants must include county and community names of their proposed project area. Provide information that gives context for the data. Only include statistics relevant to the proposed program(s), based on the intended population to be served. Include the total number of child abuse and neglect cases reported and the total substantiated cases of child abuse and neglect in the area(s) to be served. Describe how these identified stressors or barriers indicate a need for the proposed prevention project? Include the sources for all provided data.

APPLICANTS RESPONSE

Q4) Community Assets

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

APPLICANTS RESPONSE

Q5) Proposed Families to be Served

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

APPLICANTS RESPONSE

Section 3: Services (80 points)

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

Q6) Program Selection

Name the Evidence-Based or Evidence-Informed program that will be implemented. Describe how the Applicant decided to select this program for the community. Describe the following: how will the proposed program address the stressors and barriers detailed above; what input was gathered from the community, including parents, to support the proposed program; in what way has participation in community collaborative groups influenced the decision to apply?

APPLICANTS RESPONSE

Q7) Evidence-Based or Evidence-Informed Program and Service Strategies

Describe the specific service strategies and methods that will provide comprehensive support to identified families. This includes, but is not limited to, details on the service schedule, the number, frequency, and type of contacts that will be made within a particular time period, and the length, content, and location of services to be provided.

APPLICANTS RESPONSE

Q8) Evidence of Program Effectiveness

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

APPLICANTS RESPONSE

Q9) Fidelity

Describe the measures the Applicant will employ to ensure that the chosen model is implemented with fidelity. Include practices that are prescribed by the model as well as those developed by the Applicant to monitor fidelity. If the Applicant plans to implement more than one Evidence-Based, Evidence-Informed Program or plans to use the proposed funding for a supplemental program to an existing Evidence-Based, Evidence-Informed Program it should explain how the programs will interact and how fidelity is or will be maintained for each. Please review the definition of Fidelity in **Attachment 4, Section Y** prior to responding.

APPLICANTS RESPONSE

Q10) Anticipated Goal: Number of Families to be Served

Using the chart below, identify by county the number of families, broken down by parents or primary caregivers and children, who will be served each year of the grant as well as the total for the three-year grant cycle. **Do not use ranges for goals, use only whole numbers.** Parents and primary caregivers listed should be those individuals participating in the program. Although parents or primary caregivers may be the main recipients of services, the number of children affected

by the parents' or primary caregivers' participation in the proposed program must be provided. If the Applicant plans to provide services to the same families for more than one year, state the total number of families served over the three-year period in an unduplicated format. For example, a multi-year home visiting program may carry a caseload of 25 each year, but only serves 35 unique families over a three-year period.

The chart below must be included in the page limit. Rows may be added to the chart if needed. **This chart should match the information provided on the Applicant Information Summary form, Attachment 3.**

Year One			
County	Families (Whole Numbers Only)	Parents/Caregivers (Whole Numbers Only)	Children (Whole Numbers Only)
Year Two			
County	Families (Whole Numbers Only)	Parents/Caregivers (Whole Numbers Only)	Children (Whole Numbers Only)
Year Three			
County	Families (Whole Numbers Only)	Parents/Caregivers (Whole Numbers Only)	Children (Whole Numbers Only)

Q11) Rationale

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

APPLICANTS RESPONSE

Q12) Equitable Service Delivery

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

APPLICANTS RESPONSE

Q13) Connection with Strengthening Families™ Protective Factors Framework

The CTF Board recognizes that when the five protective factors of the Strengthening Families™ Protective Factors Framework, **Attachment 7**, are robust in a family, it reduces the likelihood of child maltreatment and creates an environment where children thrive. How does or will the Evidence-Based or Informed Program and organizational service strategies integrate the Strengthening Families™ and protective factors approach and tools into program delivery with families?

APPLICANTS RESPONSE

Section 4: Resources (70 points)

Q14) Staffing

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

- Describe program staffing, including direct service and supervisory staff. Descriptions should include education, experience, time to be devoted to the program, and responsibilities.
- If staff will be hired to implement the CTF funded program, describe the timeline for hiring.
- Identify direct service subcontractors, if any, their education, experience, time devoted, and plans to ensure the quality of their work. Subcontractors are entities that are responsible for direct services.
- Describe the supervision and professional development plan to ensure high-quality services to families. Describe how and when staff will receive instruction (or certification) in program implemented. Please include information on the plan to implement Reflective Supervision as noted in **Attachment 4** if providing an EBHV program.

APPLICANTS RESPONSE

Q15) Collaboration within the Community

Community collaboration is an important aspect of successful CTF-funded programs. List the community partners to be involved with the proposed program and describe the role each will play in the design, implementation, and evaluation of the program.

APPLICANTS RESPONSE

Q16) Children and Youth Agency

Describe how the county children and youth agency or agencies were involved in the planning, design, and selection of the proposed program. What role will the children and youth agency or agencies have in the implementation of the program if awarded?

APPLICANTS RESPONSE

Q17) Parent and Caregiver Involvement

Describe how parents and primary caregivers are involved in the design, implementation, and evaluation of the program. How will parents and primary caregivers continue to be involved in program implementation if awarded?

APPLICANTS RESPONSE

Q18) Sustainability

Considering that CTF funding is not intended to be a renewable source of funding, 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.

APPLICANTS RESPONSE

Q19) Match Requirement

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

APPLICANTS RESPONSE

Q20) Justification of Cost

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

APPLICANTS RESPONSE

Section 5: Logic Model Narrative, Outcomes and Indicators, and Measurement Tools (30 points)

Q22) Logic Model

Complete the Logic Model in **Attachment 6**.

APPLICANTS RESPONSE: Please see **Attachment 6, Logic Model** for directions to complete the Logic Model.

Q21) Logic Model Narrative

Describe how the selected outcomes and indicators relate to the Evidence-Based or Evidence-Informed program and the prevention of child maltreatment. Describe how the measurement tools selected will measure the outcomes and indicators. Explain the performance targets.

APPLICANTS RESPONSE

Section 6: Data Analysis and Collection (30 points)

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

Q23) Data Analysis and Continuous Quality Improvement

Describe how the data from assessment tools and methods will be analyzed to demonstrate that services offered to families are aligned with the outcomes listed in the logic model. Describe methods for continued quality improvement of services offered.

APPLICANTS RESPONSE

Q24) Data Collection

Please describe the following:

- Applicant's capacity to collect data on participating families, primary caregivers, and children;
 - If implementing an Evidence-Based Home Visiting program, include the ability to collect demographic and performance data as described in **Attachment 4** for Families enrolled in Evidence-Based Home Visiting programs as defined in **Attachment 4**.
 - If implementing a Family Support Program (all other programs not defined as an Evidence- Based Home Visiting program within **Attachment 4**), include the ability to collect demographic data as described in **Attachment 4** for Families enrolled in services.
- Applicant's current frequency of data collection and analysis; and
- Applicant's data safety and security processes including protection of data privacy and informed consent policies and procedures.

APPLICANTS RESPONSE