

**REQUEST FOR APPLICATIONS FOR**

**Children's Trust Fund**

**ISSUING OFFICE**

**Commonwealth of Pennsylvania Department of Human Services  
Bureau of Procurement and Contract Management Room 832 Health and Welfare Building  
625 Forster Street  
Harrisburg, PA 17120**

**RFA NUMBER RFA # 04-24**

**DATE OF ISSUANCE 05/20/2024**

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## **RIDERS, APPENDIX, and ATTACHMENTS\***

\*Attachments, Appendices, and Riders 4 and 5 may be found on emarketplace

### **Rider 1 – Payment Provisions**

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- Attachment 2 – Applicant Cover Sheet & Summary
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- Submission Directions
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### **Rider 4**

- DHS Standard Grant Terms and Conditions

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### **Appendices**

- Appendix 1 – CTF Board Members
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- Appendix 3 – Strengthening Families Protective Factors Framework

## CALENDAR OF EVENTS

Activity	Responsibility	Date
Deadline to submit Questions via email to <a href="mailto:RA-PWRFAQUESTIONS@PA.GOV">RA- PWRFAQUESTIONS@PA.GOV</a>	Potential Applicants	<b>5/28/2024 12:00pm</b>
Answers to Potential Applicant questions posted to the Department of General Services (“DGS”) website ( <a href="http://www.emarketplace.state.pa.us">http://www.emarketplace.state.pa.us</a> ) no later than this date.	Issuing Office	<b>06/04/2024 12:00pm</b>
Please monitor website for all communications regarding the RFA	Potential Applicants	<b>On-going</b>
Application must be received by the Issuing Office at: <a href="mailto:RA-PWRFAQUESTIONS@PA.GOV">RA-PWRFAQUESTIONS@PA.GOV</a>	Applicants	<b>6/18/2024 1:00pm</b> Please note the CTF Board will vote to approve the number of awards at their meeting on <b>07/18/2024</b>

## 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 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 the effective date of the grant agreement and end on, at latest, June 30<sup>th</sup>, 2027. 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-13**. The maximum CTF grant funded portion of the award is \$50,000 per year for up to three years. Applicants may apply for an amount less than \$50,000 per year if such an amount would be sufficient and reasonable to operate their proposed program(s). Applicants should provide a statement in their responses to the Budget and Work Statement justifying any amount under \$50,000 as reasonable and sufficient to operate the proposed program.

Per [Act 151 of 1988](#), known as the Children's Trust Fund Act, selected Applicants **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. Please note that these are the minimum requirements for matching funds. Matching funds may exceed these numbers when necessary to fully operate the proposed program. **In-Kind services must not exceed 50% of the required match percentage for each year of the grant.** Please refer to **Rider 3 – Budget, Narrative, and Supporting Documentation** for the match definitions.

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 DHS Office of Administration, Bureau of Procurement and Contract Management, on behalf of the Office of Child Development and Early Learning ("OCDEL") and the CTF Board. The Commonwealth's sole point of contact for this RFA shall be **Robin Lease**, [RA-PWRFAQUESTIONS@PA.GOV](mailto:RA-PWRFAQUESTIONS@PA.GOV), the Issuing Officer for this RFA. Please refer all inquiries to the Issuing Officer. 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.

### 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 child abuse and neglect.

Selected Applicants must plan to deliver an Evidence-Based, Evidence-Informed, or Home Grown program that focuses on the parent or primary caregiver and their child, or the whole family. The applicant must provide evidence that the program is effective. This evidence could be from a recognized evidence-based clearinghouse or data gathered locally from the Applicant. The Applicant can propose a “home-grown” program if evidence is available that shows a positive outcome towards child abuse prevention or reduction. The program implemented **MAY NOT** focus solely on the child. The proposed program(s) 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 or Secondary Abuse Prevention program defined in **Part I, Section I-13**. CTF funding for this RFA is intended to assist with providing a new service for families in a community (or county) or an expansion of service to an underserved or underrepresented demographic within a currently served community. **CTF Funding is not intended to be a continuation of prior CTF funds for an already funded model in a community specified in a prior CTF grant award.**

#### **I-5. Type of Grant.**

If DHS, OCDEL and CTF Board award grants as a result of this RFA, they will enter into grant agreements, containing the Riders as attached to this RFA. DHS will use information from selected applications to complete **Riders 1, 2 and 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 the effective date of the grant agreement and will end no later than **June 30<sup>th</sup>, 2027**. The selected Applicants shall not start the performance of any work prior to the effective date of the grant agreement. This round of CTF grant awards will be identified and designated as **Cohort 32** by the CTF Board.

#### **I-7. Incurring Costs.**

The Commonwealth is not liable for any costs incurred by an 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. Questions and Answers.**

If an Applicant has any questions regarding this RFA, the Applicant must submit those questions via email, with the subject line **“RFA #04-24 Question,”** to the RFA Issuing Officer named in **Part I, Section I-2** of this RFA. Applicants must submit questions as they arise, but **no later than** the date specified in the Calendar of Events.

An Applicant who submits a question after the deadline date for receipt of questions provided in the Calendar of Events assumes the risk that its application will not be responsive or competitive because the Department is not able to respond before the application receipt date or in sufficient time for the Applicant to prepare a responsive or competitive application. When submitted after the deadline date for receipt of questions provided in the **Calendar of Events**, the Issuing Officer may respond to questions of an administrative nature by directing the questioning Applicant to specific provisions in this RFA. To the

extent that DHS decides to respond to a non-administrative question after the deadline date for receipt of questions provided in the **Calendar of Events**, DHS will provide the answer to all Applicants through an addendum.

Applicants shall not attempt to contact the RFA Issuing Officer by any other means. From the issue date of this RFA until DHS selects the applications for grant awards, the RFA Issuing Officer shall be the sole point of contact concerning this RFA. Applicants may not contact the Center for Schools and Communities or OCDEL, unless otherwise noted in the directions, regarding this RFA.

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 #04-24, as an addendum to this RFA.

#### **I-9. Addenda to this 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 this 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 neither contained within this RFA nor formally issued as an addendum by the Issuing Office.

#### **I-10. Vendor Registration.**

To do business with the Commonwealth of Pennsylvania ("Commonwealth"), 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/](http://www.vendorregistration.state.pa.us/) or by calling toll-free at 1-877-435-7363 or locally at 717-346-2676. ***This process should be completed during the application process.***

#### **I-11. Response Date and Grounds for Disqualification.**

To be considered for selection, each Applicant must submit an electronic copy of its application to the Issuing Office at [RA-PWRFAQUESTIONS@PA.GOV](mailto:RA-PWRFAQUESTIONS@PA.GOV) no later than the date and time specified in the **Calendar of Events, page 3**. Hard copy applications will not be accepted. The Department will reject late applications. All Applicants must confirm with the mandatory requirements provided in **Part II, Section II-2**.

#### **I-12. Submission Instructions.**

To be considered for selection, Applicants must submit a complete response to this RFA, using the checklist included as **Attachment 1** to ensure that all required items requested within this RFA are completed and submitted as part of the application package.

Each Applicant must submit one complete copy of the Submittal, along with all the requested documents via email to [RA-PWRFAQUESTIONS@PA.GOV](mailto:RA-PWRFAQUESTIONS@PA.GOV). The subject line of the email must indicate "RFA **04-24** Application". Email attachments are limited to 10MB, cumulatively, per email, and files may not be sent in any compressed format. Any attachments over that limit must be sent via separate emails, with each labeled "RFA # **04-24** Application Part 1 of X" (where X is the total number of emails). Each Applicant must submit one budget for each year of the award (total of up to 3 budgets) through the **Pennsylvania Family Support Data System**, directions for submissions are included in **Rider 3** The budget responses will be shared with the Issuing Officer for the evaluation process.

The Applicant shall make no other distribution of its application to any other Applicant or Commonwealth official or Commonwealth consultant.

Each Application page should be numbered for ease of reference. An official authorized to bind the Applicant to its provisions must sign the application signature page. If the official signs the **Application Cover Sheet & Summary (Attachment 2)** and the **Application Cover Sheet & Summary** is attached to the Applicant's application, this requirement will be deemed met. For this RFA, the application must remain valid for 120 days or until a resulting grant agreement is fully executed. If DHS selects an Applicant's application for award, the contents of the selected Applicant's application will become obligations of the grant, except to the extent those contents are changed through negotiations.

By submitting an application, each Applicant specifically waives any right to withdraw or modify it, except as follows. An Applicant may withdraw its application by written notice received at the Issuing Office's email address specified in **Part I, Section I-2** for application delivery prior to the exact hour and date specified for application receipt. An Applicant may modify its submitted application prior to the exact hour and date set for application receipt only by submitting a new application or modification that complies with this RFA's requirements.

#### **I-13. General Eligibility Criteria.**

Any organization or agency located and operating in Pennsylvania may apply for CTF funding to implement the requirements outlined in this RFA. Each Applicant 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 within this RFA. Current CTF grantees may apply for a new grant during the third or final year of their current grants if the start date of the new grant cycle does not fall within their existing grant year. The CTF Board has chosen to allow those currently in Cohort 29 to be awarded more than one grant at a time through this funding opportunity for **Cohort 32**.

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 Applicant and contact point. The primary Applicant's SAP identification information must be included on the **Applicant Cover Sheet & Summary, Attachment 2**.

If an Applicant is currently subcontracting with a CTF grantee, the Applicant must receive 25 percent or less of the current Applicant'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 understanding of child development and parenting options and access to community resources. Primary prevention services are available to the public and there is no screening for child abuse risk.

**Secondary prevention:** includes services that identify children and families who are in circumstances in which an increased risk for child abuse and neglect exists. Although these families are thought to be at greater risk, the provision of family strengthening services is still intended to prevent the occurrence of child abuse and neglect.

CTF grants are **not** to be used to fund program services that focus on symptomatic behaviors that are the result of specific incidences of child abuse and neglect as they are considered tertiary services. CTF grants should focus on preventing the first instance of child abuse and neglect before it occurs. Services should not focus on treatment or intervention after maltreatment has already occurred.

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 revise their program work statements, as part of the grant negotiation process, at the discretion of the CTF Board or its designees.

**I-14. 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 shall recuse himself or herself from any discussion or deliberation regarding that organization's application or funding. Please refer to **Appendix 1** 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 this RFA, Applicants should fully address each question presented in a detailed but concise manner.

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

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

**I-17. Alternate Applications.**

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

**1-18. Application Contents**

- A. Confidential Information.** The Commonwealth is not requesting, and does not require, confidential proprietary information or trade secrets to be included as part of Applicants' submissions in order to evaluate applications submitted in response to this RFA. Accordingly, except as provided herein, Applicants should not label application submissions as confidential or proprietary or trade secret protected. Any Applicant who determines that it must divulge such information as part of its application must submit the signed written statement described in **Subsection C** below 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.
- B. Commonwealth Use.** All material submitted with the application shall be considered the property of the Commonwealth. The Commonwealth has the right to use any or all ideas not protected by intellectual property rights that are presented in any application regardless of



whether the application becomes part of an agreement. Notwithstanding any Applicant copyright designations contained on applications, the Commonwealth shall have the right to make copies and distribute applications internally and to comply with public record or other disclosure requirements under the provisions of any Commonwealth or United States statute or regulation, or rule or order of any court of competent jurisdiction.

- C. Public Disclosure.** After the award of a grant pursuant to this RFA, all application submissions are subject to disclosure in response to a request for public records made under the Pennsylvania Right-to-Know-Law, 65 P.S. § 67.101, et seq. If an application submission contains confidential proprietary information or trade secrets, a signed written statement to this effect must be provided with the submission in accordance with 65 P.S. § 67.707(b) for the information to be considered exempt under 65 P.S. § 67.708(b)(11) from public records requests. Refer to **Attachment 5** of the RFA for a **Trade Secret Confidential Proprietary Information Notice Form** that may be utilized as the signed written statement, if applicable.

**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 any requests for clarification. Clarifications may occur at any stage of the evaluation and selection process prior to agreement execution.

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 this 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 this RFA and to complete the grant as specified.

**I-20. Notification of Selection.**

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

**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 Applicant Responsibilities.**

Each selected Applicant shall 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 for program matters with respect to any grant agreement.

**I-23. News Releases.**

Applicants shall not issue news releases, Internet postings, advertisements, or any other public communications pertaining to this Project without prior written approval of by DHS, and then only after the grant is executed, in coordination with DHS. Once the Applicant has been selected directions will be

provided regarding when to communicate and how to acknowledge OCDEL and CTF where and when appropriate.

**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 its application are material and important, and the Department will rely upon the contents of the application in making awards. The Commonwealth may treat any misstatement, omission, or misrepresentation as fraudulent concealment of the true facts relating to the application, punishable pursuant to 18 Pa. C.S. § 4904.
- 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 proposal, or 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 its 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 or proposing on any public contract, except as the Applicant has disclosed in its application.
- G. To the best 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.
- 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 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 application.

**I-25. Department Participation.**

Applicants shall provide all services, supplies, facilities, and other support necessary to complete the identified work. The Commonwealth will assign a Grant Administrator to manage the administration and monitoring of any agreements resulting from this RFA. The Department will also provide selected Applicants with full access to the Family Support Data System. Selected Applicants must collect and enter the required data into the system as specified in **Attachment 3**.

**I-26 Application Format.**

Applicants must use a font size of 12-14 points (Calibri, Arial, or Times New Roman) in normal font (e.g., not bold or italics) for their responses to each question. The Work Statement's 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 subsection titles. The Work Statement must be double-spaced. All pages within the Work Statement or any other pages that are specified as counting towards the page limits must be numbered. The Work Statement should not exceed 10 pages, not including any mandatory or required attachments. **Reviewers will not read or score any application materials outside of these requirements.**

## PART II CRITERIA FOR SELECTION

### II-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;
- C. Properly signed by the Administrator or Designee for each County Children and Youth Agency for each county intended to be served;
- D. Submitted by an Applicant that is not a current CTF grantee with a CTF grant that will expire after June 30, 2024, except for those in Cohort 29 who have been deemed eligible to apply by the CTF Board; and
- E. Submitted in the appropriate format per **Part I, Section I-26**.
- F. The Applicant's proposed program(s):
  - 1. **MAY NOT** focus solely on the child.
  - 2. 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**.

### II-2. Technically Nonconforming Applications.

The six Mandatory Responsiveness Requirements set forth in **Section II-1** above are the only RFA requirements that the Commonwealth will consider to be non-waivable. DHS may, in its sole discretion:

- A. waive other technical or immaterial nonconformities in an Applicant's application;
- B. allow the Applicant to cure the nonconformity; or
- C. consider the nonconformity in the scoring of the application.

### II-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 will be reviewed and scored on its own merits. The process for soliciting and reviewing applications and recommending CTF awards will be as follows:

- A. The entire application packet is available on the DGS website at, <http://www.emarketplace.state.pa.us/Search.aspx>, Solicitation **#04-24**. Additionally, an announcement regarding the availability of this RFA is sent directly to those agencies and organizations already on the CTF mailing list.
- B. Applications must be received by the Issuing Office per the **Calendar of Events** in this RFA. DHS staff will perform a preliminary review of each application to verify that all mandatory requirements have been met.
- C. 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.
- D. The CTF Board will vote on the Evaluation Committee's recommendation at the next scheduled Board meeting after review has concluded.
- E. Grant announcements will be made after the CTF Board and DHS approve the Evaluation Committee's recommendations.

- F. Applicants will be notified as to whether or not they have received a CTF award.
- G. A required virtual or in-person orientation meeting will be held for selected Cohort 32 Applicants (“Grantees”).

#### II-4. Criteria for Selection.

- A. **Technical:** Refer to the checklist in **Attachment 1** for all items that must be submitted as part of the technical portion of the application. Applicants must address the sections of the Work Statement (refer to **Part II** for further guidance). Applicants must also complete the Applicant Information Form (**Attachment 2**) 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 1** for all items that must be submitted as part of the cost portion of the application. Applicants may apply to develop projects with a maximum grant amount of \$150,000 over three years, \$50,000 of Children’s Trust Fund funding for each year, to achieve their stated goals. Applicants may apply for an amount less than \$50,000 per year if such an amount would be sufficient and reasonable to operate their proposed program(s). 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 180 points is available.

Section	Name	Point Value	Percentage
Section 1	History	0	0%
Section 2	Description of Project	30	15%
Section 3	Applicant Experience	15	8%
Section 4	Project Number of Families to be Served	20	10%
Section 5	Fidelity	10	5%
Section 6	Community Collaboration	20	10%
Section 7	Connection with Strengthening Families™ Protective Factors	15	8%
Section 8	Staffing Plan	15	8%
Section 9	Data, Outcomes, and Success	20	10%
Section 10	Sustainability, Cost, and Match	20	10%
Rider 3	Budget, Narrative, and Supporting Documentation	15	18%
<b>TOTAL</b>		<b>180</b>	<b>100%</b>

- 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 2**.

## SAMPLE GRANT AGREEMENT

This GRANT AGREEMENT is made between the COMMONWEALTH OF PENNSYLVANIA, DEPARTMENT OF HUMAN SERVICES ("Department"), and \_\_\_\_\_ ("Grantee").

WITNESSETH:

WHEREAS, the Department, created by Act 390, approved July 13, 1957, P.L. 852, is responsible for the support of the Children's Trust Fund's efforts to prevent child abuse and neglect in the Commonwealth (23 P.S. §§ 2231-2238);

WHEREAS, Section 205 of the Human Services Code, 62 P.S. §205, authorizes the Department to make grants of appropriated funds to programs in fields in which the Department has responsibility;

WHEREAS, the Department expects to allocate \$\_\_\_\_\_ from funds expected to be appropriated for the Children's Trust Fund Program;

WHEREAS, the Grantee will operate the program described in detail in Rider 2 to this grant, which program meets the Department's standards; and

WHEREAS, the Grantee was selected to receive this grant in accordance with the Department's established grant policy and procedure.

NOW, THEREFORE, the parties hereto, intending to be legally bound, hereby agree as follows:

1. The term of the grant shall be from July 1<sup>st</sup>, 2024, to June 30<sup>th</sup>, 2027.
2. The Grantee shall use the funds granted hereunder to faithfully implement the conditions of this grant and operate the program described in Rider 2, subject to the terms and conditions contained herein.
3. The services described in Paragraph 2 above shall be provided in conformity with:

Rider 1	Payment Provisions
Rider 2	Work Statement (including Attachments 1–7)
Rider 3	Budget, Budget Narrative and Supporting Documentation (including attachments 8-9)
Rider 4	Standard Grant Terms and Conditions and DHS Addendum to Standard Terms and Conditions
Rider 5	Audit Clause
Appendix 1	CTF Regional Map
Appendix 2	CTF Board Members

4. The Riders and Attachments listed above, as they may be applicable to this grant, are attached and made a part of this Grant Agreement.
5. Subject to the availability of State and Federal funds, the Department will pay the Grantee, in accordance with the terms of Rider 1, as soon as is practical after the Grant Agreement has received final approval from all necessary parties. The total amount of this grant is \$\_\_\_\_\_ and no payments shall be made under this agreement in excess of that amount. At its discretion, the Department may increase or decrease this total grant amount through a Funding Adjustment as a result of changes in applicable appropriations, allocations, or certifications of available funds.
6. This Grant Agreement may be cancelled by the Department, in accordance with Paragraph 18 of Rider 4, upon 30 days prior written notice.

7. This Grant Agreement contains all the terms and conditions agreed on by the parties. Any modifications or waivers of this agreement shall only be valid when they have been reduced to writing, duly signed, and attached to the original of this agreement. No other agreements, oral or otherwise, regarding the subject matter of this agreement, shall be deemed to exist or to bind any of the parties hereto.

**GRANT AGREEMENT  
SIGNATURE PAGE  
WILL BE ADDED DURING THE NEGOTIATION OR SELECTION PROCESS**