

Michigan Department of Health and Human Services
Bureau of Grants and Purchasing
GRANT REQUEST FOR PROPOSAL (RFP)

Total Available	\$400,000	Estimated Number of Awards	8	RFP Number:	DS-2022
Maximum Award:	\$50,000	Minimum Award	\$5,000	Department Bureau:	Children's Trust Fund (CTF)
Initial Application Due Date:				Funding Source	Federal, Private
				CFDA#:	93.590
Anticipated Begin and End Dates:			October 1, 2021	through	September 30, 2022

Proposal Submission

To gain access to the application and complete entry and submission, a step-by-step instruction manual is available for your use. Visit the EGrAMS website at <http://egrans-mi.com/mdhhs>, and click the link "About EGrAMS" on the left-side panel to access the manual.

Geographic Area: **State of Michigan**

Title: Direct Services–Child Abuse and Neglect Prevention Program – 2022

Program Summary: This program funds community-based, secondary prevention programs and services designed to promote strong, nurturing families and prevent child abuse and neglect. Grants funded through this program would promote the five protective factors to build resilience and strengthen families. Secondary prevention programs may target services to communities or neighborhoods that have a high incidence of risk factors, and the planned duration of the services should be more than a one-time event. The intent of this funding is to provide seed money for the establishment of a prevention service.

Disqualifying Criteria:

The applicant will be disqualified and the application will not be reviewed if there is failure to:

- Submit a complete application, and a completed 12-month budget if required in the RFP, to the EGrAMS website on or before the bid closing date and time specified.
- Stay at or below the maximum award amount per agreement year, if provided.

Applications from applicants who are current state of Michigan employees are also disqualified and will not be reviewed.

Applications will be disqualified if they are not endorsed by the primary CTF local council representing the county in which services will be provided.

Applications for continuation funding for existing programs will be disqualified.

Pre-Application Conference:

A pre-application conference call and webinar will be held to provide instruction on using the EGrAMS system. The pre-application conference will be held on May 24, 2021, beginning at 1:00 p.m. EDT, and will last approximately 90 minutes. The conference can be accessed at <https://bit.ly/3gGb2cE>.

Additional Information (e.g., applicant eligibility criteria):

Eligibility Criteria: This funding opportunity is open to local or statewide public, private, or nonprofit 501(c)(3) organizations. Organizations currently receiving funding for a direct service program are eligible to apply only if they meet the requirements in Section II.6, Program Requirements. Only applications that establish new programs or add dimensions or components to existing programs are eligible for funding.

Cost Sharing: Recipients of awards will be required to provide a **50%** cost sharing, or matching funds, with a minimum of 20% cash. The remaining cost sharing necessary to reach the 50% level may be provided in the form of in-kind contributions.

Funding Availability: Successful applicants may receive renewed awards of up to \$50,000 annually through September 30, 2025, subject to funding availability and acceptable performance.

Authority: P.A. 2080 of 1939.
Completion: Mandatory.
Penalty: Agreement Invalid

The Michigan Department of Health & Human Services (MDHHS) will not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, sex, sexual orientation, gender identity or expression, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a MDHHS office in your area.

Table of Contents

This Request for Proposal (RFP) provides interested applicants with enough information to prepare and submit applications for consideration by the Michigan Department of Health and Human Services (MDHHS) and contains the following sections:

Section I Request for Proposal Policy

Section II Grant Program Specifications

Section III Evaluation Criteria

Section I

REQUEST FOR PROPOSAL POLICY

1. RFP Timeline and Deadlines

Pre-application conference	May 24, 2021, 1:00 p.m. EDT
Deadline for submitting questions regarding the grant application	May 26, 2021
Q & A Posted on EGrAMS	May 28, 2021
Agency EGrAMS registration, agency profile and project director request deadline to gain access to Application	June 9, 2021
Last day to receive EGrAMS technical assistance	June 15, 2021
Initial application deadline	June 16, 2021, 3:00 p.m. EDT
Final application deadline (submittal by local council)	June 30, 2021, 3:00 p.m. EDT
Notification of Award/Denial	August 17, 2021
Grants Awarded modification deadline	August 31, 2021

2. Application and Submission Information

a. Application Guide

Applicants are responsible for reading and complying with this RFP and Competitive Application Instructions, which can be found by visiting the EGrAMS website at <http://egramps-mi.com/mdhhs> under 'About EGrAMS'.

b. EGrAMS Registration

Applicants are responsible to visit the EGrAMS websites to create a user profile and submit a Project Director Request.

1) Registering an agency and creating a user profile through the EGrAMS PORTAL at <http://egramps-mi.com/portal>.

- Applicants **NEW** to EGrAMS must register their agency on or before June 9, 2021 by going to the EGrAMS portal website.
 - a) Applicants must also have a DUNS number.
- Applicants **NEW** to EGrAMS are required to create a user profile by going to the EGrAMS portal website.

2) Submitting a Project Director Request through the EGrAMS website.

- **ALL** applicants are required to submit a Project Director Request on or before June 9, 2021.
- Requests will be processed within two business days.

c. Application Submission

Only one application will be accepted from each applicant. The application and any related materials and attachments must be submitted by the applicant's Authorized Official electronically using the EGrAMS website. For technical assistance when

entering the application, contact the EGrAMS Help Desk at MDHHS-EGrAMS-HELP@michigan.gov. Technical assistance related to the submittal of the proposal and all attachments will not be available on the day of the proposal deadline. This ensures equal access to technical assistance by preventing a first-come, first-served process for technical assistance. Responsibility for a complete submission lies with the applicant.

Applicants are encouraged to complete the grant application in advance of the grant application deadline to allow enough time to complete the application process and to receive technical assistance if necessary. The EGrAMS system will not permit applicants to submit applications that contain validation errors. Applicants must correct all errors before the system will allow submission of the application. Failure to correct all errors is not justification for a deadline extension.

To gain access to the application and complete entry and submission, a step-by-step instruction manual is available for your use. Visit the [EGrAMS website](#) and click the link "About EGrAMS" on the left-side panel to access Grantee Competitive Application Instructions.

d. Pre-Application Conference

A pre-application conference call and webinar will be held to provide instruction on using the EGrAMS system. The pre-application conference will be held on May 24, 2021, beginning at 1:00 p.m. EDT, and will last approximately 90 minutes. The webinar can be accessed at <https://bit.ly/3gGb2cE>.

3. Questions/Inquiries

This solicitation is competitive; therefore, staff cannot have individual conversations with prospective applicants. Any questions concerning the content of this RFP must be sent via email to MDHHS-CTFInfo@michigan.gov on or before May 26, 2021. Questions may be discussed verbally at the pre-application conference. MDHHS will compile all relevant questions and answers and post these as well as any other clarifications or revisions to the initial RFP by May 28, 2021 on the [EGrAMS website](#).

4. Incurring Costs

The State of Michigan is not liable for any cost incurred by the applicants prior to issuance of an agreement.

5. News Releases

News releases pertaining to this RFP on the service, study, or project to which it relates may not be made without prior MDHHS approval.

6. Disclosure of Proposal Contents

Proposals are subject to disclosure under the Michigan Freedom of Information Act (PA No. 442 of 1976).

7. Subcontracting

Subcontractors shall be subject to all conditions and provisions of any resulting agreement.

If subcontracting, the Grantee must obligate the subcontractors to maintain the confidentiality of MDHHS' client information in conformance with state and federal requirements.

If portions of the services are being subcontracted, the applicant must identify the services the subcontractor will perform and provide all information requested, as it applies to both the applicant and the subcontractor(s). A subcontractor budget and statement of work must be provided for subcontractor services for \$50,000 or more. If the subcontractor's price is based on a fee schedule, the fee schedule must be included.

MDHHS may, at its discretion, require information on the process of an awarded subcontractor application.

A Grantee is responsible for the performance of any subcontractors. Subcontractors shall be held to the same standard of quality and performance as the Grantee. Evaluators of applications will consider the qualifications of both the Applicant and subcontractor when making agreement award recommendations.

8. Evaluation Process

Only applications receiving a minimum of **85** points are eligible to receive funding through the grant program. An application will be evaluated based on the evaluation criteria identified in the RFP.

- A committee will review, evaluate and score the applications against the RFP requirements.
- All awards must be approved by the Children's Trust Fund Board of Directors.
- The applications are ranked by scores.
- MDHHS reserves the right to establish the criteria by which it will evaluate each applicant's response, and by which it will determine the most responsive, capable, and qualified applicants. In addition to cost, other principal factors may be considered in evaluating applications relative to:
 - Reliability
 - Applicant's past performance
 - Applicant's ability to respond to all requirements outlined in the RFP
 - Applicant's ability to maintain a presence in providing services
 - Financial stability
 - Continuity and stability in provision of service
 - Knowledge transfer activities

If MDHHS determines in its sole discretion that contracting with or awarding a grant to an applicant presents an unacceptable financial risk to MDHHS, MDHHS reserves the right to not award an agreement to that applicant.

Clarifications

MDHHS may request clarifications from one or more applicants. MDHHS will document, in writing, clarifications being requested and forward to the applicants affected. This

request may include any changes to the original application and will provide an opportunity to clarify the application submitted.

After reviewing the clarification responses, MDHHS will re-evaluate the applications using the original evaluation method.

9. Reservations

MDHHS reserves the right to:

- a. Discontinue the RFP process at any time for any or no reason. The issuance of an RFP, preparation and submission of an application, and MDHHS's subsequent receipt and evaluation of an application does not commit MDHHS to award an agreement, even if all the requirements in the RFP are met.
- b. Consider late applications if: (i) no other applications are received or (ii) no complete applications are received.
- c. Consider an otherwise disqualified application, if no other qualified applications are received.
- d. Disqualify an application if it is determined that an applicant purposely or willfully submitted false information in response to the RFP. The applicant will not be considered for award, the State may pursue debarment of the applicant, and any resulting agreement that may have been established may be terminated.
- e. Consider prior performance with the State in making its award decision.
- f. Consider overall economic impact to the State when evaluating the application pricing and in the final award recommendation. This includes but is not limited to considering principal place of performance, number of Michigan citizens employed or potentially employed, dollars paid to Michigan residents, Michigan capital investments, job creation, tax revenue implications, economically disadvantaged businesses.
- g. Consider total cost of ownership factors (e.g., transition and training costs) in the final award recommendation.
- h. Refuse to award an agreement to any applicant that has failed to pay State taxes or has outstanding debt with the State of Michigan.
- i. Enter into negotiations with one or more applicants on price, terms, technical requirements, or other deliverables.
- j. Award multiple agreements, or award by agreement activity.
- k. Evaluate the application outside the scope identified in Section 1.8, Evaluation Process, if MDHHS receives only one application.
- l. Evaluate applications using a method that establishes the relative importance of each deliverable.

10. Award Procedure

MDHHS will notify applicants recommended for funding via the EGrAMS system. Applications selected for funding will either be approved as submitted or approved with revisions required.

For any applications approved as submitted, the applicant will be notified that the agreement document is available for signature in the EGrAMS system.

For any applications approved with revisions required, the applicant will be notified that the application is ready for revisions in the EGrAMS system. After successful completion of required revisions and subsequent review, the applicant will be notified that the agreement document is available for signature in the EGrAMS system.

The Authorized Official for the applicant must electronically sign the agreement in the EGrAMS system.

11. Protests

Award decisions are discretionary and are not subject to protest or appeal.

12. Acceptance of Proposal Content

The contents of the application of the successful applicant may become contractual obligations if an agreement ensues. Failure of the successful applicant to accept these obligations may result in cancellation of the award.

13. Standard Terms

Awards made as a result of this RFP will require execution of an agreement with MDHHS. A copy of the boilerplate agreement language for this program is available on the [EGrAMS website](#) for reference. All rights and responsibilities noted in the boilerplate agreement language will become the rights and responsibilities of the indicated parties if the application is approved for funding. Applicants should review this agreement in advance of submitting an application.

14. Options to Renew

At the discretion of MDHHS, an awarded agreement may be renewed in writing by an award notification not less than 30 days before its expiration.

15. Registering on the SIGMA Vendor Self Service Website

To receive payment from the State of Michigan, a Grantee must be registered on the [SIGMA Vendor Self Service website](#), which links to the Statewide Integrated Governmental Management Application system (SIGMA).

16. State of Michigan Employees

State of Michigan employees may not act as applicants. Proposals from applicants who are current State of Michigan employees will be disqualified and will not be reviewed.

Policy in Civil Service Rule 2-8, Ethical Standards and Conduct, states an employee cannot represent or act as an agent for any private interests, whether for compensation or otherwise, in any transaction in which the State has a direct and substantial interest and which could reasonably be expected to result in a conflict between the employee's private interests and official State responsibilities.

Section II

GRANT PROGRAM SPECIFICATIONS

Introduction

This Request for Proposal (RFP) provides the information necessary to submit an application to the Direct Services–Child Abuse and Neglect Prevention Program as described in this RFP. The specifications described in this RFP and documents uploaded to the [EGrAMS website](#) provide helpful information for developing the application. The documents required for the completion of this application are available on the [EGrAMS website](#) and the documents listed in the Reference Documents part of this RFP.

1. Cost Sharing Requirements

- a. Recipients of awards will be required to provide **50%** cost sharing, or matching of funds, with a minimum of 20% cash. The remaining cost sharing necessary to reach the 50% level may be provided in the form of in-kind contributions. For example, a \$50,000 grant would require a \$25,000 matching of funds; of that, minimally \$10,000 (20%) must be cash. The remaining \$15,000 of match necessary to reach \$25,000 may come from in-kind contributions.
- b. Cash match is defined as a new expenditure of cash from any source that has been specifically designated for the service. In-kind contributions may include but is not limited to the value of contributed space and equipment, volunteer services, and administrative overhead services. Per Title 2 of the Code of Federal Regulations (CFR), Section 200.306, federal awards are not to be used to meet any cost sharing or matching requirements for any federal awards except as specifically provided by federal law or regulation. Applicants may use other federal funds to match the private funds that are part of this program. Children’s Trust Fund (CTF) staff will monitor the sources of match funding used by successful applicants to ensure that it meets eligibility and is used in conjunction with other cash as needed to meet the 20% cash match requirement.

2. Purpose of the Direct Services –Child Abuse and Neglect Prevention Program

This program funds community-based, secondary prevention programs and services designed to promote strong, nurturing families and prevent child abuse and neglect. Grants funded through this program must promote the five protective factors to build resilience and strengthen families. Secondary prevention programs may target services to communities or neighborhoods that have a high incidence of risk factors, and the planned duration of the services must be more than a one-time event. This funding opportunity is limited to new programs or existing programs that are adding a new element or component; The intent of this funding is to provide seed money for the establishment of, not the ongoing operation of, a prevention service.

This funding opportunity supports implementation of innovative, evidence-based services and supports. Some examples are as follows:

- Kinship care programs such as KEEP® and KEEP SAFE™
- Family Resource Centers
- Programs to strengthen parenting skills using the Strengthening Families Protective Factors Framework such as Making Parenting a Pleasure®, The Incredible Years®, or Triple P® - Positive Parenting Program.

- Programs that support behavior change in parents, such as Motivational Interviewing
- Fatherhood programs such as 24/7 Dad® or Inside Out Dad®
- Crisis nurseries/respice programs

While the focus of this funding opportunity is secondary prevention, service providers with a delivery strategy that is open to all families may apply. Applicants with a universal model must describe their continuum of services and how, within that context, this funding would be used to serve the intended population for Special Protective Services, as described below.

Successful applicants may receive up to \$50,000 a year through September 30, 2025 for this work. Future awards are subject to the continued availability of funding and acceptable performance.

3. Definitions

Continuation Funding: Replacement funding for a currently operating program.

Culturally Relevant The ability of individuals and systems to respond respectfully and effectively to people of all cultures, classes, races, ethnic backgrounds, sexual orientations, ability statuses, and faiths or religions. The responses must be in a manner that recognizes, affirms, and values the worth of individuals, families, tribes, and communities, and protects and preserves the dignity of each. Cultural relevance is a continuous process of learning about the differences of others and integrating their unique strengths and perspectives into our lives. (Child Welfare League of America)

Family Resource Information, Education, and Network Development Services (FRIENDS), Protective Factor Survey, 2nd Edition (PFS-2): An evaluation tool for use with caregivers receiving child maltreatment prevention services. It is a self-administered pre/post or retrospective survey that measures protective factors in five areas: family functioning and resilience, social supports, concrete supports, nurturing and attachment, and caregiver/practitioner relationship.

Logic Model: A systematic and visual way to describe how a program should work. A logic model presents the planned activities for the program and articulates anticipated outcomes. Logic models present a theory about the expected program outcome; however, they do not demonstrate whether the program caused the observed outcome. Diagrams or pictures that illustrate the logical relationship among key program elements through a sequence of "if-then" statements are often used when presenting logic models.

Presence: At minimum, presence in a county requires having an existing office with staff currently providing services in a county.

Program Enhancement: Adding new services or supports to an existing program, such as adding a parent support group(s) to an existing in-home visiting program.

Program Expansion: Providing an existing program or service in a new geographic area or increasing the target population.

Protective Factors: Attributes that serve as buffers, helping parents who might otherwise be at risk of abusing their children to find resources, supports, or coping strategies that allow them to parent effectively, even under stress. They are conditions in families and communities that, when present, increase the health and well-being of children and families and decrease the risk of

child maltreatment. For the purpose of this RFP, the primary protective factors for promoting optimal child development and reducing the likelihood of child maltreatment are parental resilience; knowledge of parenting and child development; concrete support in times of need; social connections; and social emotional competence of children.

Risk Factors: Characteristics, variables and/or conditions present in individuals or groups that increase the likelihood of that individual or group developing a disorder or adverse outcome. Examples of risk factors include parental substance abuse, parental stress or mental health issues, and community violence.

Secondary Prevention Services: Services provided to individuals or families with one or more risk factors associated with child maltreatment, such as poverty, parental substance abuse, young parental age, parental mental health concerns, domestic violence, and parental or child disabilities. Evidence-based examples of prevention services include, but are not limited to, crisis nurseries/respite programs, evidence-based curriculum, family resource centers, fatherhood engagement, hands-on positive parenting skills, kinship care support, parenting support/education, and voluntary home visiting programs.

Service Coordination: Increasing access to family support services through activities such as information and referral, linkages to programs, services within the community, and transportation support.

Special Populations: Underserved or underrepresented groups, including but not limited to racial and ethnic minorities, children and adults with disabilities, fathers, unaccompanied homeless youth, and adult former victims of domestic violence or child abuse and neglect.

Strengthening Families Protective Factors Framework: A research-informed approach to increase family strengths, enhance child development, and reduce the likelihood of child abuse and neglect. It is based on engaging families, programs, and communities in building five key Protective Factors:

- Parental resilience
- Social connections
- Knowledge of parenting and child development
- Concrete support in times of need
- Social and emotional competence of children

4. Funding Priorities

Priority will be given to applications that propose one or more of the following:

- Replicating secondary prevention programs that have been shown to be effective in the prevention of child abuse and neglect.
- Establishing parent/guardian skills training and support programs designed to educate and/or provide peer support in areas of child development, childcare skills, stress management, and general advocacy and support.
- Implementing evidenced-based programs such as parent education and support groups, fatherhood programs, home visitation programs, family resource and support centers, early care and education, and positive youth development to prevent child abuse.

5. Unallowable Expenses

Funds may not be used for the following purposes:

- Programs that serve children and families in open cases where either child abuse or neglect has been substantiated.
- Continuation funding for existing programming.
- Service provision at a rate higher than the applicant charges other entities for service provision.
- Any other costs determined by MDHHS to be unallowable.

6. Program Requirements

In addition to the boilerplate agreement, successful applicants are required to comply with all requirements contained in Attachment E, Program Specific Requirements.

Currently funded agencies are ineligible to apply except under the following circumstances:

- The current direct service grant is in its final year of funding, or
- Each of the following applies:
 - The agency has a presence in two or more counties,
 - The current agreement does not cover the agency's entire service area,
 - The proposed services would cover one or more counties not served by the current funding, and
 - The proposed services will be delivered out of a different office than the one providing services through the existing agreement.

Applicants should note the following requirements in preparing their applications:

- Funds must be used to establish new programs or to add new elements or components to existing programs.
- Services must be voluntary and seek to prevent child abuse and neglect and to build protective factors.
- Applicants must develop a logic model that illustrates program objectives, outcomes, measurement tools, and any other elements directly related to the work plan.
- Applicants must include an organizational chart that includes the name of staff and supervisor and notify CTF within 10 days of any staff changes.
- Applicants must include a minimum of two parents in program planning, implementation, and evaluation.
- Applicants must demonstrate collaboration and coordination of efforts as part of a local comprehensive plan and offer participants referral services.
- Successful applicants must promote community awareness of and support for CTF activities and demonstrate how the promotion advances their work, including the following:
 - Send at least one representative to Child Abuse Prevention Awareness Day at the state capitol.
 - Actively participate in all CTF public awareness campaigns, including the state income tax refund donation campaign, the fundraising license plate campaign, and Child Abuse Prevention (CAP) Month.
- Programs must adhere to culturally relevant guiding values and principles, including equal access and non-discriminatory practices in service delivery.
- Programs must provide high quality, equitable services that meet the standards of the model chosen and serve special populations as defined in this RFP.

- Programs must be evidence-based, and/or utilize evidenced-informed curriculum to provide services.
- Successful applicants must train at least 2 staff in the Strengthening Families Protective Factors Framework by January 1, 2022.
- Successful applicants must send at least one staff person to the annual Child Abuse and Neglect Conference.
- Programs must identify strategies to build protective factors with families. Programs should refer to and utilize the protective factors identified by Strengthening Families Protective Factors Framework.
- Proposed home visitation services must comply with the provisions of 2012 PA 291.
- Programs must include an evaluation component with measurable participant outcomes. Up to 10% of the funds requested through this RFP may be budgeted for evaluation. At minimum, evaluation plans must complete the following:
 - Programs must document outcomes on meaningful parent leadership opportunities in their workplan.
 - Programs must administer the FRIENDS PFS-2 survey to participating families.
- Programs must participate in evaluation activities as requested by MDHHS, including visits by MDHHS or its designee.
- Successful applicants must ensure fidelity to the selected program model and may be asked for documentation.
- Successful applicants must provide staff with professional development based on identified needs.

7. Credentials

The Grantee shall assure that appropriately credentialed or trained staff under its control, including Grantee employees and/or subcontractors, shall perform functions under this Agreement.

8. Initial Application for Local Council Review

Applicants must submit their applications for local council review by June 16, 2020, at 3:00 p.m. EDT. Once applications are submitted to the local council for endorsement, applicants may make no further revisions to the applications. The local council may suggest revisions to applications; those may be incorporated into the final application and grant agreement for successful applicants.

Local councils will review each application and determine whether to endorse it. The local councils will submit endorsed applications for consideration by MDHHS by the final application deadline of June 30, 2020 at 3:00 p.m. EDT. Applications not endorsed by the local council will not be scored by MDHHS and will not be considered for funding.

When agencies begin their applications, they should notify the local council in their area; if multiple local councils cover the proposed service area, all appropriate councils should be informed of the intent to apply. Applications require only one local council endorsement to move forward for MDHHS review. Applicants must review the unmet community needs as identified by the applicable local council.

If the proposed service area is not covered by a local council, or if the applicant entity is an umbrella organization that includes the relevant local council, please contact MDHHS-CTFInfo@michigan.gov to solicit guidance. Only questions related to identifying the proper local

council for application endorsement will be answered after the May 28, 2020 deadline for questions about the content of the RFP.

9. Expected Performance Outcomes

Performance outcomes must be included in the work plan section of the application. During the Agreement, the Grantee shall demonstrate measurable progress toward the achievement of the outcomes. Applicants should use SMART goals in developing their work plans.

10. Reporting Requirements

In addition to the boilerplate agreement, successful applicants are required to comply with all requirements contained in Attachment C Reporting Requirements.

Successful applicants must report on, at minimum, the following information:

- Number of families served
- Special populations served
- Types of services provided to families
- Types of referrals provided to families
- How parent leadership involvement was implemented or achieved
- CTF-hosted trainings and technical assistance
- Cultural competency training provided
- PFS-2 survey results

11. Reference Documents

Reference documents for this RFP include:

- 2 CFR 200.306:
<https://bit.ly/2XWazcT>
- 2012 PA 291
<http://www.legislature.mi.gov/documents/2011-2012/publicact/htm/2012-PA-0291.htm>
- Center for the Study of Social Policy Strengthening Families webpage:
<https://cssp.org/our-work/project/strengthening-families/>
- Child Abuse Prevention and Treatment Act:
<https://www.acf.hhs.gov/sites/default/files/cb/capta.pdf>
- Secondary prevention services guidance
Included in documents uploaded to EGrAMS
- FRIENDS National Center for Community-Based Child Abuse Prevention (CBCAP) resources on evidence-based practice in CBCAP:
<https://friendsnrc.org/evaluation/matrix-of-evidence-based-practice/>
- FRIENDS National Center for CBCAP resources on protective factors:
<https://friendsnrc.org/prevention/protective-factors/>
- FRIENDS National Center for CBCAP general resources:
<https://friendsnrc.org/index-of-topics/>
- FRIENDS PFS-2 sample:
https://friendsnrc.org/wp-content/uploads/2020/02/PFS-2-Traditional_fillable.pdf
- United States Department of Health and Human Services Administration for Children and Families, Children's Bureau, "Promoting Protective Factors for In-Risk Families and Youth: A Guide for Practitioners:
https://www.childwelfare.gov/pubPDFs/in_risk.pdf

Section III**EVALUATION CRITERIA**

The total maximum number of points that an application can receive equals 100 points. Only those applications receiving a score of **85** points or more will be considered for award. The maximum number of points for each of the categories is as follows:

Category	Total Points Possible
Narrative	
Experience and Past Performance	10
Target Population	15
Staffing and Training	10
Program Implementation	25
Budget Narrative	15
Work Plan	20
Budget	5
Total	100

Questions to be answered by the applicant, along with the criteria reviewers will use to evaluate the responses, are below. Where applicable, character limits for applicant responses are specified below.

Narrative**Experience and Past Performance (Maximum 10 points)**

- (10 points, response limited to 2,800 characters) Describe experience in providing secondary prevention services similar to those described in this RFP. Include current or previously held grants if applicable. Describe the model(s) and/or research on which those secondary prevention services were based and how they addressed the needs of the target population. Identify the performance outcomes measured to ensure service provided was successful and discuss whether the performance outcomes were met, using relevant data.

Review Criteria:

Are the model(s) and/or research on which previous work was based clearly described, and does the applicant explain how the work addressed the needs of the target population?	4
Were performance outcomes described and supported with relevant data?	3
Were the performance outcomes met?	3

Target Population (Maximum 15 points)

- (3 points, response limited to 2,800 characters) Describe the principal characteristics for the target population(s) for whom services will be provided, ensuring they fall within the definition

of special populations in this RFP. Discuss how the target population meets the criteria for provision of secondary prevention services.

2. (3 points, response limited to 1,300 characters) Describe your process for identifying and engaging the families to be served. Describe the risk factors associated with the identified population.
3. (3 points, response limited to 1,300 characters) Describe the methods you used to determine the appropriate target population and to identify and engage the families to be served. Describe the risk factors associated with the identified population and how you ensured that the results accurately reflect the demographics of the service area.
4. (2 points, response limited to 1,800 characters) Describe the needs of the target population to be served with regard to barriers such as language, culture, physical and mental disabilities and transportation needs. Discuss how services provided in this RFP will maintain cultural relevance and overcome barriers to address the needs of the target population.
5. (2 points, response limited to 1,800 characters) Describe how your organization will deliver the proposed services to the target population in a diverse, equitable and inclusive manner that serves clients without regard for, and that does not discriminate based upon, race, sex, religion, age, national origin, color, height, weight, marital status, gender identification or expression, sexual orientation, partisan considerations, disability, or genetic information.
6. (2 points, response limited to 1,800 characters) Describe your ability to access the target population identified. If referrals are being provided by other partners, attached copies of written agreements that explain the partnership in the Miscellaneous section of the application.

Review Criteria:

Is the proposed target population clearly described? Does it meet the definition of special populations in the RFP?	3
Did the applicant describe the risk factors associated with the identified population? Does the applicant thoroughly describe how they will identify and engage families to be served? Did the applicant specify the risk factors associated with child maltreatment, as described under the Secondary Prevention Services definition, present in the identified population?	3
Does the applicant describe how the target population was determined? Is there a thorough description of how the applicant ensured the results reflect the demographics of the service area?	3
Are barriers that prevent target population from accessing services listed? Are the solutions proposed to overcome these barriers in service delivery realistic? Did the applicant discuss how they intend to maintain cultural relevance in service delivery?	2
Did the applicant thoroughly describe how they will deliver the proposed services to the target population in a diverse, equitable and inclusive manner that serves clients without regard for, and that does not discriminate based upon, race, sex, religion, age, national origin, color, height, weight, marital status, gender identification or expression, sexual orientation, partisan considerations, disability or genetic information?	2
Is there evidence of accessibility to the target population? If referrals are to be provided by partners, did the applicant provide documentation of the agreements that outline the partnership?	2

Staffing and Training (Maximum 10 points)

1. (10 points, response limited to 2,800 characters) Describe the staff qualifications and job duties, including a training plan for new and existing direct service staff, including the minimum of two staff to be trained in the Strengthening Families Protective Factors Framework by January 1, 2022, and the minimum of one staff to attend the annual Child Abuse and Neglect Conference. Describe your plan to continue services if staff turnover occurs. Attach an organization chart that includes key staff who will be responsible for oversight and service delivery. All staff listed in the Salary and Wages section of the budget must be included in the organization chart, along with the people who supervise each of those staff members.

Review Criteria:

Are the staff qualifications and job duties clearly explained?	3
Did the applicant detail a thorough training plan for new and existing direct service staff? Did the training plan include the requirement to have two staff trained in the Strengthening Families Protective Factors Framework within 90 days of award? Did the applicant agree to have one staff attend the annual Child Abuse and Neglect Conference?	3
Has the applicant described how they will continue to provide services if staff turnover occurs?	3
Did the applicant include an organization chart that shows key agency staff, the staff listed in the budget, and supervisors for all staff listed in the budget?	1

Program Implementation (Maximum 25 points)

1. (10 points, response limited to 2,800 characters) Provide a description of the evidence-based secondary prevention service(s) that will be provided. Include each step of the process, or each activity that the applicant will perform to initiate and maintain the services identified in this RFP, including how at least two parents will be involved in planning, implementation, and evaluation. Identify if the proposed services replicate programming demonstrated elsewhere to be effective. Discuss how you will apply the five protective factors identified by the Strengthening Families Protective Factors Framework in programming that builds protective factors in families receiving services.
2. (5 points, response limited to 1,500 characters) Describe the implementation and evaluation components of the program using the logic model. Attach a copy of the logic model.
3. (3 points, response limited to 1,300 characters) Describe how it will be determined whether the program is successful in meeting the expected performance outcomes, including outcomes on parent leadership. Describe the steps that will be taken if the program is not initially successful.
4. (7 points, response limited to 1,500 characters) Describe how collaboration will be developed and maintained with relevant organizations and resources within the community that will assist with successful implementation of this service. Include in your response the following items:
 - a. How you will identify specific resources within the identified service area(s) that are available to assist the family.
 - b. Your process for connecting the family to identified resources.
 - c. Plans to advocate for families for needed services or resources.

- d. How you will create and maintain formal and informal working relationships with relevant community agencies.
- e. How you will coordinate services for families served by multiple systems.

For those agencies without a current presence in the community, applicant's response should thoroughly describe the plan to collaborate and develop relationships with relevant organizations and resources within the local community.

Review Criteria:

Are the proposed services evidence-based, secondary prevention services? Did the applicant thoroughly describe each step of the process How well has the applicant demonstrated their ability to fully implement and maintain the services(s) within the RFP? Did the applicant discuss how at least two parents will be involved in service planning, implementation, and evaluation?	5
Did the applicant identify whether the proposed services replicate services that have been successful elsewhere? Did the applicant identify how they are applying all five protective factors of the Strengthening Families Protective Factors Framework in programming that builds the protective factors in families receiving services?	5
Did the applicant clearly describe the program's implementation and evaluation components using the logic model? Did the applicant attach a copy of the logic model?	5
Is the applicant's evaluation plan to evaluate program success reasonable? Did the applicant include evaluation of outcomes on parent leadership? Are the proposed steps to take if the program is not initially successful appropriate?	3
Does the applicant currently have a presence in the local community where services will be provided? If not, did they describe a plan to collaborate and build relationships?	3
Did the applicant thoroughly describe the plan to collaborate and maintained with relevant organizations and resources within the community?	4

Budget Narrative (Maximum 15 points)

1. (15 points, response limited to 2,800 characters) Provide a budget narrative that describes the uses, need and purpose for the resources and costs included in the project budget. Please explain why each of the requested items is necessary to accomplish the supported project activities. Ensure that the resources and costs are allowable, reasonable and necessary to accomplish the work plan and meet the terms of the agreement. Provide information regarding plans to meet match requirements.

Review Criteria:

Is the project budget reasonable and necessary for the proposed project/service?	3
Do the budgeted costs include funding for the adequate staff to provide the volume of services indicated in the proposal?	1
Does the budget outline expenditures for the proposed CTF funded project only?	2
Does the budget identify not more than 10% of the funds requested through this RFP for evaluation?	1
Does the budget include the 50% match, with a minimum of 20% cash, requirement?	2
Is the budget line item clearly defined in the budget plan and consistent with narrative?	1

Are the sources, status, and amounts of local cash and in-kind match clearly described, and reasonable and do they match the requirements for the RFP?	1
Are all items listed allowable costs in the budget?	1
Are the resources (budgeted details such as occupancy, communication, supplies and equipment, transportation, contracted services and miscellaneous) reasonable to accomplish applicant's work plan, and reasonably adequate to provide a consistent level of service throughout the term of the agreement?	1
Did the applicant explain how they plan to meet match requirements?	2

Work Plan (Maximum 20 points)

Describe objectives and activities to achieve listed objectives. List staff responsible to meet respective objectives. Describe how CTF will be promoted and supported in your area. Identify how parent leadership and/or involvement will be implemented or achieved.

Review Criteria:

Are the objectives consistent with the program goals?	5
Do the activities clearly describe what actions or steps will be taken to accomplish each objective?	4
Are the responsible staff listed consistent with the project contacts and/or budgeted staff?	2
Does at least one activity extend across the full project period?	2
Are objectives listed to support and collaborate with CTF, including CAP Month?	3
Parent leadership and/or involvement is clearly stated.	4

Budget (5 points)

In the Salary and Wages portion of the budget, use the Notes tool to add a name for each staff person you list in the budget.

Review Criteria:

Do the expenses in the budget match those described in the budget narrative?	2
Are the expense reasonable and appropriate for delivering the work proposed in the work plan?	2
Is funding proposed only for new programming, program enhancement or program expansion as defined above?	1