

Fiscal Year 2020 Request for Applications

Home Visiting Child Abuse & Neglect Prevention Grant Program
(Contract Period July 1, 2019 – June 30, 2020)



The Missouri Children's Trust Fund (CTF) Board of Directors is pleased to announce the availability of home visiting funding for State Fiscal Year 2020. CTF anticipates awarding \$200,000 for FY 2020. This funding opportunity is intended to support eligible agencies/organizations that provide evidence-based home visiting services to families in Missouri to prevent child abuse and neglect. Funding is available for the year of award with an opportunity for three renewal years.

Applications will only be accepted for (a) programs serving counties that have limited state-funded home visiting services, or (b) for projects in any area of the state seeking to build collective impact* across multiple home visiting agencies within a community/service area. See Target Priorities on page 2 for more details.

CTF will accept Letters of Intent (template available at <https://ctf4kids.org/program-partners/ctf-funding-opportunities/>) to apply through April 9, 2019. Full applications will be solicited by invitation only. Invitations to submit a full application will follow the review of Letters of Intent.

BACKGROUND

The Children's Trust Fund (CTF) is Missouri's foundation for child abuse prevention. CTF was created by the Missouri General Assembly in 1983 as a 501(c)(3) non-profit organization whose sole purpose is to prevent the abuse and neglect of children. Located within the Missouri Office of Administration, CTF is governed by a seventeen member Board of Directors.

Our Vision – Strong Families, Safe Kids

The Missouri Children's Trust Fund envisions children and families in a safe, nurturing and healthy environment, free from child abuse and neglect.

Potential applicants are encouraged to read the entire application before submitting a Letter of Intent to ensure understanding of expectations.

*Collective impact collaborations are initiatives that aspire to achieve significant community-wide progress on complex, systemic social issues by enlisting and engaging key sectors to work together toward a common goal (The Bridgestone Group). More on Collective Impact can be found at https://ssir.org/articles/entry/collective_impact

Focus: Preventing the abuse and neglect of children in Missouri through evidence-supported home visiting services

Letter of Intent (LOI) Deadline: Potential Applicants must submit a Letter of Intent by **April 9, 2019**

Full Application Deadline: Applications (by invitation only) are due **May 3, 2019**

Grant Range: \$10,000 - \$200,000 per year, renewable up to three additional years (4 years total)

Contract period: July 1, 2019—June 30, 2020

Eligibility: 501(c)(3) Nonprofit organizations or public agencies that have provided services in the state of Missouri for more than one year, with no overdue reports to or compliance issues with the Children's Trust Fund

Requirements: Primary or secondary prevention, use of evidence-based/informed home visiting model/curriculum, attendance at grantee meetings, site visits, and reporting of prescribed performance metric data, based on MIECHV performance indicators

ELIGIBILITY

CTF is authorized to award grants to schools, public agencies and private, non-profit organizations (must submit verification of 501(c)3 status). Applicants must have provided services in the state of Missouri for more than one year, and have no overdue reports to or compliance issues with the Children's Trust Fund.

Only primary or secondary prevention interventions, as defined in this application, are eligible.

CTF General Child Abuse and Neglect Prevention funds cannot be used to match federal Community Based Child Abuse Prevention (CBCAP) funds.

FUNDING PRIORITIES

CTF seeks to support organizations that serve families through home visiting services. Eligible programs must:

- Focus on families with young children.
- Work to promote positive family functioning and prevent child abuse and neglect by reducing risk factors (<https://www.cdc.gov/violenceprevention/childmaltreatment/riskprotectivefactors.html>).
- Use models or curriculums that are evidence-based, evidence-informed or a promising practice (<https://www.friendsnrc.org/evidence-based-practice-in-cbcap>).
- Provide intensive in-home services, with at least one home visit per month (preferably more frequently than once per month). Services must be provided year-round.
- Participate in the state data collection and evaluation process and report on the Maternal Infant Early Childhood Home Visiting (MIECHV) performance indicators (https://mchb.hrsa.gov/sites/default/files/mchb/MaternalChildHealthInitiatives/HomeVisiting/Federal_Home_Visiting_Program_Performance_Indicators_and_Systems_Outcomes_Summary.pdf).

TARGET PRIORITIES

CTF's goal is to build home visiting capacity in the state of Missouri. Target priorities are:

- a) County or counties where there are currently no or limited state-funded direct home visiting services. State-funded home visiting services include funds already provided through CTF, the Department of Health and Senior Services (DHSS), or the Department of Social Services (DSS)/Children's Division (CD). Please see attached map for reference.
- b) Collective Impact projects. Collective Impact efforts have the potential to enhance services and data collection, reduce duplication, and progress a shared mission or interest. Projects will be considered from any community in the state working to strengthen their home visiting efforts through a collective impact approach. For more information on collective impact: https://ssir.org/articles/entry/collective_impact#

GRANT RANGE

CTF anticipates funding proposals that fall into the \$10,000 - \$200,000 per year range for a four-year grant cycle. Successful applicants will be eligible for contract extensions for three additional years (a total grant cycle of 4 years), contingent upon successful implementation and ongoing progress.

LOCAL MATCH REQUIREMENT

Twenty percent (20%) of the annual total project costs will be the responsibility of the applicant organization. For example, for a total project cost of \$62,500, \$50,000 may be requested from CTF, while the other \$12,500 would be the required local match.

GRANT REQUIREMENTS

Background Checks

All employees and volunteers having direct contact, care/treatment or custodial responsibility with/for children younger than eighteen years in age are required to have criminal background checks prior to employment. Other CTF funded employees who may not have direct contact with families must also have background checks.

Minimum requirements for CTF grantees:

- Grantee personnel must register with and undergo child abuse/neglect and criminal background screenings prior to providing services, using the Family Safety Care Registry (FCSR). Thereafter, FCSR screenings must be completed annually. Refer to www.health.mo.gov/safety/fcsr/about.php for information on the FCSR.
- In addition to the FCSR, a criminal background check must be conducted upon hire that includes completing and submitting two (2) sets of fingerprints, one to the Missouri State Highway Patrol (MSHP) and one to the national Federal Bureau of Investigation (FBI). Grantee agencies will need to register their agency with the Missouri Volunteer and Employee Criminal History Services (MOVECHS) by following the instructions posted at: <https://mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/CRID/MoVECHSProgram.html>. Once registered through MOVECHS, agencies will access the Missouri Automated Criminal History System (MACHS) at: <https://www.machs.mshp.dps.mo.gov/MACHSFP/home.html> and follow the instructions posted there to obtain both a MSHP and a national FBI criminal record check by registering with the Fingerprint Portal.

Monitoring/Site Visits, Program Reporting and Evaluation

All grantees will consent to monitoring and reporting requirements as established by CTF. This includes on-site reviews to ensure financial and programmatic compliance, conducted at least twice during the 4-year grant cycle. CTF will require corrective action planning to address any noted compliance issues.

All grantees are required to submit a final program report for each year of the grant cycle. Annual reports are due July 31. CTF will provide guidance and applicable annual report forms to successful bidders.

CTF requires that funded programs either use the Department of Health and Senior Services (DHSS) database to collect Maternal Infant Early Childhood Home Visiting (MIECHV) performance indicators data or provide the MIECHV data to CTF in a manner that corresponds to the DHSS database.

For more on the MIECHV indicators:

(https://mchb.hrsa.gov/sites/default/files/mchb/MaternalChildHealthInitiatives/HomeVisiting/Federal_Home_Visiting_Program_Performance_Indicators_and_Systems_Outcomes_Summary.pdf).

Contracting/Grant Funding

Successful applicants are required to attend a compliance meeting. The compliance meeting will be held in Jefferson City. Applicants may include estimated travel costs for the meeting as part of the project budget (currently, the state mileage rate is capped at 37 cents per mile).

Only expenses incurred during the contract period will be reimbursable. Funds will not be available to grantees without a signed, fully executed contract. Contracts must be signed and returned to CTF by the date noted in the award letter. Funds are paid on a reimbursement basis.

Programs will invoice for contract-related expenses on the CTF Program invoice form. Invoices are due by the fifteenth (or next working day if on a weekend) of the month following the month in which expenses are incurred.

Successful applicants must be registered vendors through Missouri BUYS (<https://missouribuys.mo.gov/>) and must participate in E-Verify (<https://www.e-verify.gov/>), have no taxes due to the State of Missouri and must be in good standing with the federal government.

CRITERIA FOR SELECTION

CTF considers the following criteria in its award process:

- Evidence-base: Programs/modalities that demonstrate a capacity to reduce child maltreatment across multiple studies (demonstrated results) and locations (successfully replicated)
- Population-risk: Projects that target zip codes or counties with high rates of child maltreatment, poverty or infant mortality
- Racial equity or disparities: Projects that target zip codes, counties or communities with high populations of racial minorities or populations with documented disparities in child maltreatment, poverty or infant mortality
- Capacity of organization: Agencies with a demonstrated ability to effect change in their community, including organizations with high-functioning leadership, operations, programs and fiscal systems
- Collaboration within community: Agencies with long-standing effective partnerships with other service providers, including collaborations on current and past projects and Memorandums of Understanding (MOUs) documenting those collaborations. Additionally, if applicable, agencies that collaborate with other agencies performing the same or similar interventions in the same service area.
- Budget: Budgets that are easy to understand, feasible and reasonable given the scope of the project

Proposals will be scored with a maximum of 100 points available. Weighted elements of the proposal include the Narrative sections. Specific points are noted in the Application Instructions.

DEADLINE

Letter of Intent - To reiterate, the deadline to submit the Letter of Intent to apply is due **April 9, 2019**.

Full Application - For organizations that are then invited to submit a full application, the application submission deadline is **May 3, 2019**. Applications must be emailed to laura.malzner@oa.mo.gov by midnight on May 3.

APPLICATION INSTRUCTIONS

Complete applications from invited organizations must include responses to all Narrative questions along with a year 1 budget (see attachment 1) and all other required documents noted below. Complete applications must be received by CTF no later than midnight on May 3, 2019. Applications must be emailed to laura.malzner@oa.mo.gov.

CTF CONTACT

For questions regarding this Request for Proposals, please contact Program Director Laura K. Malzner at laura.malzner@oa.mo.gov or 573-751-6511 or Fiscal and Program Coordinator Alicia Whitson alicia.whitson@oa.mo.gov or 573-751-2030.

NARRATIVE SECTIONS

Applicants are required to respond to the following sections. Section responses should be complete and include all elements requested. Applicants should also use examples and data when available. Responses should be single-spaced with a font of no smaller than 11, and adhere to the noted page maximums.

1) Summary (1/2 page) – 5 points

Provide a brief, but concise, summary of the project.

2) Program Description and Evidence (1 page) – 25 points

Describe the proposed home visiting program, including eligibility criteria, core tenets of the model/curriculum, and frequency and duration home visits.

What is the rationale for the proposed model/curriculum? Has the proposed model/curriculum demonstrated capacity to reduce child maltreatment across multiple studies (please cite)? Has the model/curriculum been successfully replicated in other locations?

3) Community or Population to be Served (1 page) – 20 points

Describe the geographic (include counties and zip codes) and demographic make-up of the population to be served.

Describe the risk of child abuse and/or neglect within the target population/community. Are there high rates of child maltreatment, poverty or infant mortality in the target population/community?

Describe racial disparities that exist within the targeted population/demographic.

4) Capacity of Organization (1 page) – 20 points

State the mission of your organization. Describe any experience or accomplishments in the area of child abuse and neglect prevention, including applicant history of providing home visiting services. Discuss why your organization is qualified to implement the proposed home visiting services, including qualifications of staff. Discuss how your organization works with the community to be served.

5) Collaboration within Community (1 page) – 20 points

Describe at least two long-standing effective partnerships with other service providers, including collaborations on current or past projects within the targeted community. Please attach MOUs and/or Letters of Support, or other documentation of long-standing, effective partnerships with at least two other service providers.

Describe, if applicable, any collaborations with other agencies that provide home visiting services within the target population/community.

6) Program Budget Description and Justification (1 page) – 10 points

Detail the expenses requested on the Program Budget Form (attached) including the basis for cost (e.g. salary per month x % of time on grant x 12 months) and why the request is important to the implementation of the project. Also include the sources of local match (which may be cash or in-kind).

REQUIRED DOCUMENTS

Please include the following documents with your application:

- 1) Original Letter of Intent will serve as application cover page
- 2) IRS 501 (c) 3 certification letter if applicable
- 3) Program Budget (must use CTF budget template – Attachment 1)
- 4) Most recently audited financials (if applicable) or most recently completed financial statement for the organization
- 5) Current year's operating budget, including income and expenses
- 6) Current list of the organization's Board of Directors and their affiliations to demonstrate organizational leadership and community representation
- 7) Assurances/Certification signature page (attachment 2)

*Narrative questions and required CTF forms (budget, action plan) may not be altered. Any applications altering RFA content will be excluded from consideration.

**CHILDREN'S TRUST FUND GRANT APPLICATION
PROJECT BUDGET**

Attachment 1

This budget sheet is for the proposed project only. Do not provide the total agency budget on this sheet.

SECTION I. - EXPENSES	CTF FUNDS REQUESTED Year 1	LOCAL MATCH Year 1	TOTAL PROJECT BUDGET Year 1
1. Salaries and Wages (Staff positions)			
2. Fringe Benefits (Aggregate amount – not to exceed 30% of salary costs)			
3. Consultant & Contractual Services (Fees x hours)			
4. Space Costs (Example: Rent, utilities & maintenance)			
5. Consumable Supplies (Example: Desk Top & paper supplies, postage)			
6. Travel (Example: mileage, meals, lodging)			
7. Communications (Example: basic & long distance service fees, Cell phone costs)			
8. Non-consumable Supplies (Example: desks, computers, etc.)			
9. Program Related Expenses (Example: Materials, meeting space, conference registration)			
10. Other Costs (Example: Background Check fees)			
TOTAL PROGRAM BUDGET (total of 1-10)			

BUDGET LINE-ITEM REQUEST MUST CORRESPOND TO SECTION 7 OF NARRATIVE

**CHILDREN'S TRUST FUND
GRANT APPLICATION
ASSURANCE/CERTIFICATION SIGNATURE PAGE**

I, the undersigned, certify that the statements in this grant application are true and complete to the best of my knowledge and accept, as to any grant awarded, the obligations to comply with all Children's Trust Fund requirements specified in the grant award and contract.

I, the undersigned, certify the use of accepted accounting procedures to provide for accurate and timely recording or receipt of fund (by source), expenditures (by items made from such funds) and of unexpended balances. I will establish controls, which are adequate to ensure that expenditures charged to grant activities are for allowable purposes, and that documentation is readily available to verify that such charges/expenses are accurate.

Name:

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Authorized Official

Title

Signature:

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Authorized Official

Date

 ELIGIBLE
 NOT ELIGIBLE

