

# REQUEST FOR APPLICATIONS

## Home Visiting Collective Impact Funding



The Missouri Children's Trust Fund (CTF) is pleased to announce the availability of up to \$500,000 in federal Community Based Child Abuse Prevention (CBCAP) funds to support home visiting collective impact initiatives in Missouri.

### CTF'S APPROACH TO HOME VISITING AND THE ROLE OF COLLECTIVE IMPACT

CTF seeks to improve the home visiting system in Missouri by fostering collaboration/coordination at the state and local levels, advocating for sufficient and equitably distributed funding for services, and promoting an emphasis on key outcomes over service models. When applied to home visiting, the Collective Impact model helps local service providers to center families' needs through a shared agenda, better meet families' needs through mutually reinforcing activities and continuous communication, and better understand the impact of their collective services through the use of shared measurements.

### PURPOSE OF FUNDING

This funding is intended for the maintenance and improvement of infrastructure and operations that support home visiting collective impact initiatives in Missouri, and is not intended to support direct home visiting services.

### ELIGIBILITY TO APPLY AND PROJECT REQUIREMENTS

In order to be considered for this funding, applicants must be a coordinating or "backbone" agency representing a home visiting collective impact project that meets, or is working toward, the following criteria:

- Project design addresses the [five conditions of collective success identified in the Stanford Social Innovation Review's Essentials of Social Innovation](#) in the context of providing home visiting services. These conditions include a common agenda, shared measurement systems, mutually reinforcing activities, continuous communication, and a backbone support organization;
- Project has clearly-defined outcomes that relate to its common agenda, and a plan for evaluating these outcomes;
- Project includes a shared process for continuous quality improvement that 1) engages parents that have previously, or are currently, receiving services through the project, and 2) strives for greater health and social equity;
- Project includes a shared process for identifying and offering services to high-risk populations;
- Project includes a shared process for intake and referral within the catchment area, and is actively enrolling families in services through this process;
- Home visiting agencies participating in the project agree to track all [MIECHV performance indicators and systems outcomes](#) and report them to CTF on an annual basis;
- All home visiting agencies participating in the project offer completely voluntary services for families that are not actively involved in a child welfare investigation and/or court case at the time of referral (i.e. offer non-mandatory, primary and/or secondary prevention services).

### USE OF FUNDS

Awarded funds may only be used for expenses related to home visiting collective impact infrastructure and activities. Eligible expenses include, but are not limited to:

- Staff time and travel expenses related to administering, performing, and/or participating in collective impact activities;

- Information technology hardware, software, and technical support related to administering, performing, and/or participating in collective impact activities (e.g. data collection systems, intake and referral systems, virtual meeting platforms, project management tools, etc.);
- Assessment to identify high-risk populations and available services within the project's catchment area;
- Strategic marketing and outreach to facilitate access to services for high-risk populations;
- Strategic planning for the project;
- Professional development for participating agencies;
- Continuous quality improvement activities and reasonable compensation for parents participating in these activities;
- Indirect costs necessary to the performance of the project, not to exceed 5% of the total contract amount.

### **APPLICATION PROCESS AND REQUIREMENTS**

The application period for this funding opportunity begins at 9:00 am on March 14, 2022, and ends at 9:00 am on April 25, 2022. To successfully apply, the following components must be completed and emailed to [CTF@oa.mo.gov](mailto:CTF@oa.mo.gov) as a single PDF document before the deadline stated above:

- Cover letter;
- Letter of support from agencies participating in the home visiting collective impact project (one letter signed by all agencies is acceptable);
- CTF application form (must use template provided);
- Project budget (must use template provided) detailing total project costs, requested CTF allocation of total project costs, and applicant allocation of total project costs. ***Applicants may request up to \$150,000 in CTF funds to cover 90% of total project costs, and must use non-federal funding to cover no less than 10% of total project costs (i.e. grantees will be responsible for 10% local matching funds);***
- Application narrative (must respond to the prompts/questions provided);
- Signed certifications form (must use template provided);
- IRS 501(c)(3) certification letter, if applicable;
- Applying agency's most recent financial audit or financial statement;
- Applying agency's current operating budget, including income and expenses;
- Applying agency's current list of Board of Directors and their affiliations to demonstrate organizational leadership and community representation.

**Applications submitted after 9:00 am on April 25, 2022, will not be considered.**

### **AWARDS AND GRANT REQUIREMENTS**

Award announcements are expected to be made the week of June 6, 2022. Initial contracts will have a term of one year, effective on July 1, 2022, with the option to renew annually for three (3) additional years. Award amounts are based on need and funds available, and therefore subject to change from year to year. All grantees will be subject to the following contract requirements:

#### Local Match Requirement

Grantees will be responsible for ten percent (10%) of total project costs, annually. Matching funds must come from non-federal sources (e.g. local fundraising, state funds that are not used as match for other federal awards, etc.). For example, if annual project costs total \$100,000, \$90,000 may be requested from CTF and \$10,000 is required by the grantee in matching funds.

### Background Checks

CTF grantees must ensure that all employees and volunteers, having direct contact with children younger than eighteen years of age through their CTF-funded program, complete the following requirements:

- Register with the Family Care Safety Registry (FCSR) and provide FCSR screening results to employer, prior to working with children. FCSR screenings must be completed annually after initial registration/screening. Fees to meet this requirement may be included in the grantee's project budget. More information about the FCSR program is available at [www.health.mo.gov/safety/fcsr/about.php](http://www.health.mo.gov/safety/fcsr/about.php).
- Complete a state and national, fingerprint-based, criminal background check as part of the hiring process through the Missouri Volunteer and Employee Criminal History Services (MOVECHS) program <https://mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/CRID/MoVECHSProgram.html>. If these background checks were not completed upon hire, they must be initiated within thirty (30) days of receiving a CTF grant award.

### Monitoring and Reporting

All grantees must consent to monitoring requirements as established by CTF, which may include on-site and/or virtual reviews to ensure financial and programmatic compliance. Grantees will also be required to submit an annual program report.

### Contracting and Payment

Contracts must be signed and returned to CTF by the date noted in the award letter. Payment is reimbursement-based and will only be issued for expenses incurred during the contract period, which begins on July 1, 2022. In order to receive payment, grantees must register as a vendor with the State of Missouri through the MissouriBUYS eProcurement System (<https://missouribuys.mo.gov/registration>). Additionally, all CTF grantees must participate in the E-Verify program (<https://www.e-verify.gov/>), have no taxes due to the State of Missouri, and be in good standing with the federal government.

## **RESOURCES**

Collective Impact article in *Essentials for Social Innovation*

[https://ssir.org/articles/entry/collective\\_impact#](https://ssir.org/articles/entry/collective_impact#)

Collective Impact Forum YouTube Channel

<https://www.youtube.com/channel/UChr0dK18-9X3Xn4BtVOY6fg>

Every Child Succeeds

<https://www.everychildsucceeds.org/>

DESE Office of Childhood Home Visiting Site

<https://dese.mo.gov/childhood/home-visiting>

MIECHV Performance Indicators and Systems Outcomes

<https://mchb.hrsa.gov/sites/default/files/mchb/programs-impact/performance-indicators-sys-outcomes-summary.pdf>

Home Visiting Collaborative Improvement and Innovation Network 2.0: Toolkit to Build Parent Leadership in Continuous Quality Improvement

<https://uwm.edu/mcwp/wp-content/uploads/sites/337/2019/08/Parent-Leadership-Toolkit.pdf>

Child Welfare Information Gateway's *Racial Equity Resources for Child Welfare Professionals*

<https://www.childwelfare.gov/topics/systemwide/diverse-populations/racialequity/>

**CONTACT INFORMATION**

If you have questions about this funding opportunity and/or any related processes, please contact:

Jennifer Sommerfeld

Program Director

(573) 751-6511

[jennifer.sommerfeld@oa.mo.gov](mailto:jennifer.sommerfeld@oa.mo.gov)

# CTF APPLICATION FORM

Home Visiting Collective Impact Funding

Name of Applicant Agency	
Address	
City, State, Zip Code	
Telephone Number	
Website Address	
Federal Tax ID#	

<p><b>Tax Status of Applicant Agency:</b></p> <p><input type="checkbox"/> Exempt under sec 501(c)3 of the IRS Code</p> <p><input type="checkbox"/> Exempt governmental Unit</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p><b>NOTE: Incorporated or governmental tax-exempt agencies applying as the sponsoring agency for an unincorporated association or coalition must attach a memorandum of understanding indicating its willingness to be responsible for the fiscal and programmatic requirements.</b></p>
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<b>Primary Contact:</b>	<b>Email:</b>
<b>Exec Director/CEO:</b>	<b>Email:</b>

<b>Dollar Amount Requested from CTF: \$ _____</b>
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## PROJECT BUDGET

Please detail the project expenses for which you are requesting CTF funding under the appropriate budget category, below.

BUDGET CATEGORY	DESCRIPTION OF EXPENSE(S)	CTF FUNDS REQUESTED (90%)	REQUIRED MATCH (10%)	TOTAL PROJECT COSTS (100%) <i>Funds requested plus matching funds</i>
<b>Salaries and Wages</b>		\$	\$	\$
<b>Fringe Benefits</b> <i>Not to exceed 30% of salary costs</i>		\$	\$	\$
<b>Consultant &amp; Contractual Services</b> <i>Hourly fee x hours</i>		\$	\$	\$
<b>Travel</b> <i>Mileage not to exceed \$.49/mile</i>		\$	\$	\$
<b>Equipment</b>		\$	\$	\$
<b>Materials and Supplies</b>		\$	\$	\$
<b>Program Related Expenses</b>		\$	\$	\$
<b>Indirect Costs</b> <i>Not to exceed 5% of total funds requested</i>		\$	\$	\$
<b>Other Costs</b>		\$	\$	\$
<b>GRAND TOTAL</b>		\$	\$	\$

## APPLICATION NARRATIVE

Respond to each of the following prompts/questions on a separate document. Total narrative should not exceed ten (10) pages in length using a minimum font size of 11pt. Additional documents may be referenced in the narrative response and attached to the application. Any attachments will not be counted against the page limit.

- 1) Briefly summarize the current status of your home visiting collective impact project, including the area served, and the agencies/entities participating in the collaborative.
- 2) Describe how your project addresses, or is working to address, each of the following project requirements:
  - a. Project design addresses the [five conditions of collective success identified in the Stanford Social Innovation Review's Essentials of Social Innovation](#) in the context of providing home visiting services. These conditions include a common agenda, shared measurement systems, mutually reinforcing activities, continuous communication, and a backbone support organization;
  - b. Project has clearly-defined outcomes that relate to its common agenda, and a plan for evaluating these outcomes;
  - c. Project includes a shared process for continuous quality improvement that 1) engages parents that have previously, or are currently, receiving services through the project, and 2) strives for greater health and social equity;
  - d. Project includes a shared process for identifying and offering services to high-risk populations;
  - e. Project includes a shared process for intake and referral within the catchment area, and is actively enrolling families in services through this process;
  - f. Home visiting agencies participating in the project agree to track all [MIECHV performance indicators and systems outcomes](#) and report them to CTF on an annual basis;
  - g. All home visiting agencies participating in the project offer completely voluntary services for families that are not actively involved in a child welfare investigation and/or court case at the time of referral (i.e. offer non-mandatory, primary and/or secondary prevention services).For any components that are in development, please provide a target date for implementation. For any components that have not yet been started, please describe your capacity to take these on.
- 3) How does your project define high-risk populations?
- 4) Provide a detailed description of how this project would operate between July 1, 2022, and June 30, 2023. Your description should include a logic model (aka "action plan") demonstrating how the project will be structured to achieve its goals, using the template provided below. Complete one (1) logic model table per project goal.
- 5) Describe how the funds being requested through this application would be used to implement your project, as described above.
- 6) Please explain why the funds requested through this application are needed. Your description should include the total operating budget for your home visiting collective impact project, the amount and source of any revenue that is currently being used to support the project, and any additional documentation that helps to demonstrate the project's need for additional funding.





## CERTIFICATIONS

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 any Children's Trust Fund special conditions specified in the grant award and contract.

I, the undersigned, certify that program information will be collected and conveyed to the Children's Trust Fund by submission of a final project report.

I, the undersigned, certify that in addition to the conditions mentioned before, will maintain accepted accounting procedures to provide for accurate and timely recording or receipt of funds (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:**

**Authorized Official, Title**

**Signature:**

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**Authorized Official**

**Date**