

Alabama Department of Child Abuse and Neglect Prevention

(The Children's Trust Fund)

Request for Proposal

Program Year 2015-2016
(August 1, 2015 – July 31, 2016)



*Alabama Department of Child Abuse and Neglect Prevention
60 Commerce Street, Suite 1000
Montgomery, Alabama 36104
Telephone: (334) 262-2951*

MISSION STATEMENT

The Alabama Department of Child Abuse and Neglect Prevention (ADCANP) secures resources to fund evidence-based community programs committed to the prevention of child maltreatment. We advocate for children and the strengthening of families.

Each program defines the way ADCANP accomplishes this mission by selecting program objectives. The group (parent/caregiver or child) targeted through programming classifies it in the type of programs funded. Research in the field of child abuse and neglect prevention proves that programs are most effective when they impact the entire family.

Examples include, but are not limited to, two parent families, single parent families, non-custodial families and extended families.

TABLE OF CONTENTS

Introduction	4
Grant Review Process	5
Excerpts from Alabama and Federal Law	7
Timeline	8
ADCANP Program Descriptions	9
Responsibilities of Grantee	11
Program Funding Guidelines	13
Program Eligibility and Requirements	14
Ineligible Programs, Services and Expenses	16
Financial Definitions	17
Parent Focused Program Components and Definitions	18
Child Focused Program Components and Definitions	21
Program Objectives and Target Data	24
Grant Review Scoring Sheet	26
ADCANP Children's Trust Fund Specialty Tag	27
ADCANP Board of Directors	28
US Congressional District Map	30
Risk and Protective Factors	31
Logic Model	33
Definitions of Budget Line Items	34

Grant applications must be submitted ONLINE by 5:00 p.m. CST on Friday, May 8, 2015.
Do not fax or mail applications. There are no exceptions to this deadline.

Late applications will not be considered!

INTRODUCTION

This document contains the Request for Proposal (RFP) for ADCANP programs. The RFP and Grant Application may be downloaded from the Department's website www.ctf.alabama.gov.

Organizations must submit a separate application for each program applying for funding.

Categories for funding programs are developed by the State of Alabama Child Abuse and Neglect Prevention Board. The Board has the discretion to set funding priorities in all program areas. Grants are awarded through a competitive grant application process.

To prepare potential applicants, ADCANP will provide the following training opportunities:

NORTH ALABAMA

Wednesday, February, 25, 2015 (9:00 a.m. – 3:00 p.m.)

The Aerospace Training Center Lecture Hall
Calhoun Community College
6520 Highway 31 North
Tanner, Alabama

CENTRAL ALABAMA

Thursday, February, 26, 2015 (9:00 a.m. – 3:00 p.m.)

Alabama Power Conference Center (Water Course)
Alabama Room
2030 Seventh Street South
Clanton, Alabama

SOUTH ALABAMA

Friday, February, 27, 2015 (9:00 a.m. – 3:00 p.m.)

Red Cross Building
35 North Sage Avenue
Mobile, Alabama

**REQUEST FOR PROPOSAL
CHILD ABUSE AND NEGLECT PREVENTION GRANTS
(Grant Year: August 1, 2015 through July 31, 2016)**

The State of Alabama Department of Child Abuse and Neglect Prevention (The Children's Trust Fund) announces the availability of grant funding for child abuse and neglect prevention programs for program year 2015-2016. Eligible applicants for ADCANP grants are local or statewide public entities or private non-profit organizations meeting the requirements of Section 501(c)(3) of the Internal Revenue Code. Funds will be used for prevention programs encompassing Parenting Education and Support, Home Visiting, School-Based/After School, Non-School Based, Public Awareness, Mentoring, and Respite Care.

GRANT REVIEW PROCESS

Proposals from each Congressional District are reviewed on a local and state level by a three-step process:

1. Staff Level

Alabama Department of Child Abuse and Neglect Prevention staff will review all grant applications meeting criteria as set in the RFP. Staff will indicate any tardy submissions of required data and any Corrective Action that may have been required by the agency if applicant is a current grantee.

2. Local Level

A Local Review Team representing all seven congressional districts will review the grant applications. **This team will make recommendations to the State Board.** *No presentations or videos will be given to the Local Review Team.*

3. Board Level

All grant applications will be submitted to the Department's Board with recommendations from the local grant review team and ADCANP Staff. The Board has the discretion to approve or disapprove funding and will make the final decisions on the funding awards. Board review is based primarily on the grant application, the ADCANP State Plan for Prevention, as needs are indicated, Local Review team recommendations, ADCANP staff recommendations and Evaluation Team's report to the State Board.

NOTICE OF APPROVAL

The ADCANP Executive Director will notify the applicant in writing of an approved competitive application. Grantees will receive a contract specifying the conditions that the applicant must meet in accordance with applicable state and federal regulations. A list of all funding awards will be posted on the ADCANP website (www.ctf.alabama.gov) June 19, 2015.

REQUEST FOR RECONSIDERATION

No reconsiderations will be entertained after the Board of Director's grant awards have been determined.

AVAILABILITY OF FUNDS

Applicants are advised that the ADCANP grant process is competitive and that grants will be awarded in varying amounts, based upon the need and availability of funds. The total of grants awarded will depend upon funds available, as well as review of the grant applications.

GRANT APPLICATION CEILING

Organizations may not apply for more than a total of \$150,000 in competitive grant funds for the program year 2015-2016.

EXCERPTS FROM ALABAMA AND FEDERAL LAWS

The State of Alabama Department of Child Abuse and Neglect Prevention (*The Children's Trust Fund*), under authority of Acts No. 83-735 and 83-736 is accepting applications for the establishment or maintenance of community-based child abuse and neglect prevention programs. Grant funds from ADCANP must be used solely for the purpose of child abuse and/or neglect prevention services to residents of Alabama and may not be expended for treatment.

Programs approved for funding will have a strong component of local support including utilization of community resources, collaboration among existing prevention programs, use of community volunteers, and a percentage match of local funding and in-kind contributions.

Prevention Program, Act-83-736, Sec. 2(a)6 - a system of direct provision of child abuse and neglect prevention services to a child, parent, or guardian.

Child Abuse, Act 83-736, Sec. 2(a)2 - harm or threatened harm to a child's health or welfare by a person responsible for the child's health or welfare, which harm occurs or is threatened through non-accidental physical or mental injury; sexual abuse, which includes a violation of any provision of Chapter 6, Article 4, Title 13A.

Child Neglect, Act 83-736, Sec. 2(a)4 - harm to a child's health or welfare by a person responsible for the child's health or welfare which occurs through negligent treatment, including the failure to provide adequate food, clothing, shelter, or medical care.

Children First Programs, Federal Tobacco Settlement under Section 3 of Act 99-441 of tobacco revenues to be allocated pursuant to Act 99-390 as codified in Section 41-15B-2.2, Code of Alabama 1975.

Community Based Child Abuse Prevention (CBCAP), Federal grant awarded to ADCANP under Section 201 of Title II of the Child Abuse Prevention and Treatment Act (CAPTA).

**TIMELINE FOR ADCANP PROGRAM YEAR 2015-2016
GRANTEES AND APPLICANTS**

RFP Training in Tanner, AL	Wednesday, February 25, 2015
RFP Training in Clanton, AL	Thursday, February, 26, 2015
RFP Training in Mobile, AL	Friday, February 27, 2015
Grant Application Available Online	Wednesday, April 1, 2015
Grant Application Deadline	Friday, May 8, 2015
Local Grant Review	Wednesday, June 3 – Thursday, June 4, 2015
Board Review	Monday, June 15 – Wednesday, June 17, 2015
Grant Recipients Posted on Website	Friday, June 19, 2015
Mandatory Grantee Training	Monday, August 3, 2015 – Tuesday, August 4, 2015

Financial Reporting Due Dates

New Programs (Required to Submit Quarterly Reports)	Due Date	Continued Programs (Required to submit Bi- Annual Reports)	Due Date
August 1 - October 31	November 16, 2015	August 1 - January 31	February 16, 2016
November 1 - January 31	February 16, 2016	February 1 - July 31	August 15, 2016
February 1 - April 30	May 16, 2016		
May 1 - July 31	August 15, 2016		

Evaluation Team Data Reports are due monthly or quarterly based on dates assigned by the Program Evaluation Team.

All contracts must be signed and returned by July 15, 2015 to receive funding. The funding period will begin August 1, 2015 and end July 31, 2016. All funds must be expended by July 31, 2016. No budget revisions are allowed after June 30, 2016.

ADCANP PROGRAM DESCRIPTIONS

Required Background Checks

All employees and volunteers having direct contact, care/treatment, or custodial responsibility with children eighteen years of age or younger, as per Alabama Department of Child Abuse and Neglect Prevention (ADCANP), *The Children's Trust Fund* policy, must have a national criminal background investigation completed prior to employment and working directly with children eighteen years of age or younger.

Minimum requirements include:

- National Criminal Search
- National Sex Offender Report
- Alabama Statewide Search
- Social Security
- E-Verify
- DHR Central Registry

The **estimated** fee is \$21 per individual. A grant applicant will include funding for each background check in the proposed budget under the line of "Background Check".

Monitoring/Site Visits

All grantees will consent to monitoring/evaluation reporting requirements as established by the Department, including compliance reviews/audits to ensure financial and programmatic data accuracy. ADCANP will conduct site visits annually and/or as needed or requested. If ADCANP determines that the program is not progressing as planned, the Program Manager may call for technical assistance in assessing or redirecting the program. *A Corrective Action plan approved by the grantee Board of Directors may be required.*

Contracting

Agencies will not start activities prior to receipt of a signed contract from ADCANP. No funds will be made available to programs without a signed, executed contract. **Contracts must be signed and returned to ADCANP on the date specified in the contract to receive funds. Current grantees (program year 2014-2015) must submit an approved Final Financial Report by August 14, 2015 to receive funds.** Grant funds shall not be obligated prior to start date or after the termination date. All program year 2014-2015 grant funds must be spent by July 31, 2015. **Unexpended program year 2014-2015 funds will be returned to ADCANP by September 10, 2015.**

Program Start Up

All programs must begin within 30 days after the execution of a contract unless an alternate starting date is approved in writing by ADCANP. Failure to begin the program within the required time frame may result in agency review and termination of funding.

Budget Revisions

All programs must adhere to the program budget approved by the Board. Programs may make budget revisions of up to 25% (Personnel – 10%) from any existing budget category to another. Budget revisions from any budget category, or adding new line items, must be submitted in writing and approved by ADCANP **prior** to implementation. If awarded a grant, no budget revisions are allowed after June 30, 2016, unless specified in the Grant Award Contract.

RESPONSIBILITIES OF THE GRANTEE

Complete responsibilities of the grantee will be outlined in the contractual agreement. These responsibilities include, but are not limited to:

- Implement the funded program in accordance with the contract and the 2015-2016 Request for Proposal.
- Demonstrate an impact upon the population served by data collection.
- Maintain accepted accounting methods – Best Practices standards.
- Publicize the income tax check-off, ADCANP Children’s Trust Fund car tags, and public awareness for ADCANP.
- Acknowledge ADCANP as a source of funding in **all** printed or electronic materials related to the ADCANP funded program.
- Participate in the ADCANP state-level evaluation process by collecting and submitting programmatic data on a monthly basis.
- Provide technical assistance to other communities in replicating the program model as requested.
- Attend Grantee Training on August 3-4, 2015.
- Work with assigned ADCANP field staff to coordinate site visits.
- Strongly encourage participation in local Children’s Policy Council within grantee’s county.
- Conduct background checks in accordance with ADCANP Board Policy (**expenses necessary to conduct background checks may be included in budget**).
- Conduct background checks on new volunteers in accordance with ADCANP Board Policy (**expenses necessary to conduct background checks may be included in budget**).
- Notify the ADCANP Executive Director of special incidents and reports of suspected child abuse or neglect within 24 hours of event.
- Notify the assigned field staff of any new program staff.
- Must utilize a system of internal controls to protect and ensure the integrity and reliability of its financial information and data. It is the responsibility of the employees to understand the established internal controls and ensure they are implemented and effective.
- Must maintain compliance and oversight concerning the programmatic requirements, staff oversight and training, financial management and evaluation requirements as required by ADCANP.
- Must comply with the Risk Management requirements of ADCANP when reporting unplanned incidents that concern any of the following:
 - Serious complaints concerning harassment, discrimination or violence related to the ADCANP funded program;
 - Unplanned law enforcement response to the program;
 - Serious violation of policy and procedure by program staff;
 - Misuse of funds;
 - Any incident of a serious nature as determined by the program director.
- Will not discriminate in the provision of services to any eligible applicant on the basis of race, gender, age, disability, religion or sexual orientation.
- Will not expend any ADCANP funds on the purchase of legal services.
- Must maintain an up-to-date and accurate Organization Chart that reflects the staff of the ADCANP funded program.

- Must ensure the curriculum as established in the grant application is evidence-based. All staff members related to the project will be trained on the established curriculum and evaluated on their delivery of that curriculum.
- Must complete the online curriculum training **Bringing the Protective Factors Framework to Life in Your Work**, available through the National Alliance of Children's Trust and Prevention Funds (www.ctfalliance.org) and maintain documentation of completion in personnel file or training file. This training must be completed only once and agency must maintain copies of completion certificates.
- **Agency's Mandatory Reporting Policy must be updated to reflect new legislation.**

PROGRAM FUNDING GUIDELINES

ADCANP funds primary and secondary child abuse and neglect prevention programs.

Primary Prevention in child abuse refers to efforts aimed at positively influencing parents/guardians/caregivers, and/or children **before abuse or neglect occurs**.

Primary Prevention Services:

- Are offered to all members of a population;
- Are voluntary;
- Attempt to influence societal forces that impact parents and children.

Examples of primary prevention programs include educational programs, hospital based programs offered to all birth parents, parenting and prenatal support classes, “awareness” announcements in the media, etc.

Secondary Prevention of child abuse and neglect refers to those supportive services targeted toward populations who are considered to be “at risk” because of their life situation. While child abuse or neglect may not have taken place within these groups, the probability that it will occur is presumed greater than in the general population.

Secondary Prevention Services:

- Target a pre-defined group of “vulnerable” individuals;
- Seek to prevent future problems by focusing on the particular stresses of parents/caregivers, and youth identified at risk (teen parents).

Examples of secondary prevention programs include support programs for teenage parents, programs for families, youth or children with identifiable stresses.

PROGRAM ELIGIBILITY AND REQUIREMENTS

ADCANP Programs must be in compliance with the following requirements to be eligible for funding:

1. Establish or continue a community-based child abuse and neglect prevention program serving residents of Alabama. Funds may not be used for treatment.
2. Demonstrate changes in knowledge, behavior and attitudes of program participants, which lead to the prevention of child abuse and neglect.
3. If the program utilizes volunteers, there must be a training and documentation component.
4. Training, staff development, and conferences must support the prevention activities outlined in the grant. To be paid for by ADCANP grant funds, a specific training activity must have prior approval from ADCANP.
5. Three (3) current support letters or memorandums of understanding that guarantee the cooperation of any system/organization in which the program will be conducted are required, i.e. letters from a school system, court system or hospital, etc. Letters of support from other community organizations are also appropriate.
6. ADCANP will contract with only one organization per program. When a program is a collaborative project or co-sponsored effort, the primary organization may sub-contract with the other organization and submit the agreement for ADCANP review.
7. The grant application must include a current list of governing board members of the applicant organization for the purpose of keeping them informed about ADCANP. The list will not be used for solicitation of funds and will also not be shared without expressed written consent of the grantee. (Include contact information, including a current email address, and related professional status.)
8. No person shall be discriminated against on the grounds of race, color, national origin, sex, age, disability, or sexual orientation in receipt of services funded with this grant. The program will be in compliance with the Americans with Disabilities Act of 1990.
9. Organizations receiving state funds for programming will be required to provide assurance to ADCANP that those funds are not used in a duplicative manner.
10. Applicants must be able to provide the required 50% local funds match. A minimum of one-half of the match (25%) must be in cash, with the remainder (25%) allowed as in-kind contributions. All match may be cash.
11. Programs that serve families and children must encourage strong collaboration with other public/private agencies in the community. (Provide copies of Support Letters, Memorandums of Understanding or Cooperative Agreements).
12. Grantees must not supplant funds.
13. All Grantees will be monitored by the Alabama Department of Child Abuse and Neglect Prevention staff or their contractors, for compliance in the following areas (to include but not limited to):
 - All state and federal regulations as they may relate to individual funding streams;
 - Programmatic content and delivery;
 - Financial compliance with best practice standards;
 - Staffing credentials;
 - Contracted services.

FINANCIAL REPORTING POLICY

Agencies whose annual revenue meets the following criteria must submit a financial report as shown below:

- Less than \$50,000 – Must submit one of the following:
 - Internally prepared financial statements
 - Compilation
 - Review
 - Audit Report

- \$50,000 to less than \$100,000 – Must submit one of the following:
 - Compilation
 - Review
 - Audit Report

- \$100,000 to less than \$300,000 – Must submit one of the following:
 - Review
 - Audit Report

- \$300,000 and over – Must submit an Audit Report.

INELIGIBLE PROGRAMS, SERVICES AND EXPENSES

The following list, while not all inclusive, specifies other exclusionary criteria that the ADCANP Board will not consider for funding in Program Year 2015-2016:

Ineligible Programs -

1. Economic approaches to prevention (i.e., child support, divorce equity, or income maintenance programs)
2. Domestic violence (spouse abuse) prevention or shelter-based treatment programs
3. Crime prevention programs
4. Teen pregnancy prevention programs
5. Drug, alcohol or other substance abuse prevention or treatment programs
6. Communicable disease prevention programs
7. Stranger Awareness Programs
8. Boot Camps
9. Tertiary Programs
10. Suicide Prevention Programs
11. Tutoring

Ineligible Services/Expenses -

1. Purchase of fund-raising services or items
2. "Indirect costs" or any costs that cannot be itemized in the ADCANP Budget
3. Equipment purchases exceeding \$499 for one item
4. Per Diem or gasoline purchases (only actual travel expenses are reimbursable. Mileage rate may not exceed current state rate)
5. Percentage of personnel benefits over the amount specified in the ADCANP budget
6. Duplicating any portion of a salary of any current government employee (supplanting)
7. Promotional items (t-shirts, caps, cups, etc.)
8. Payment for services currently being funded by ADCANP
9. Fees to consultants who write the ADCANP grant
10. Food and beverages (State funds may not be used to purchase food or beverages)
11. Computer leases
12. Grantees may not charge salaries and/or benefits to the ADCANP grant during leave without pay (LWOP), sabbaticals, or extended "holidays", i.e. Spring and Christmas breaks (other than vacation or annual leave). The only holidays chargeable to the ADCANP grant are those approved by the Governor's Office and applicable to all state agencies.
13. Legal expenses/fees

Contact your ADCANP Field Director if you have any questions concerning budget expenditures.

FINANCIAL DEFINITIONS

ADCANP Required Match

There is a 50% match required of all applicants. At least one half of the required match must be in cash. All of the match may be in cash. (Ref: Code of Alabama, 1975, § 26-16-9 (a) (1) b.)

EXAMPLE:	Grant Amount Awarded	Total Match Required	Cash Match	In-Kind Match
	\$40,000	\$20,000 (50% of grant)	\$10,000 (25% of grant)	\$10,000 (25% of grant)

Note: The above figures are examples of minimum requirements.

Cash Match

Any cash outlay allocated to the ADCANP prevention program by the grantee's budget. Cash contributed by other agencies and institutions, or private organizations and individuals may also be applied to cash match provided the contribution goes into the grantee's budget and is allocated to the ADCANP prevention program.

Cash match contributions must be used for the ADCANP grant program, but not other organization programs, i.e. cash used as match for ADCANP funds may not be used for cash match for any other State or Federal grant funds. Required cash match requires the same financial documentation as do ADCANP funds. Match documentation remains on-site and is reviewed by ADCANP Staff during monitoring/site visits. Cash match funds must flow through the organization's own budget and documented as allocated toward the ADCANP grant prevention program. Cash match requirements for ADCANP, as outlined in the enabling legislation, specify that the match will consist of local funds/resources.

In-Kind Match

In kind contributions are contributions other than actual dollars by the grantee's own organization, other agencies and institutions, or by private organizations and individuals.

In-kind contributions may include, but are not limited to: volunteer services, the value of contributed space, equipment, materials, etc. (Use of office space, utilities, phone, etc. valued on the percentage of its value equal to the percentage that is being utilized by the ADCANP program.) In-kind services require explanation of source and amount. A detailed explanation from the provider with calculations shown for claimed amounts is sufficient documentation for in-kind match.

Volunteer services are considered to be in-kind contributions. In the case of volunteer time, \$22.55 per hour is the set value. Professionals volunteering in their professional capacity contribute time valued at their local market rate. (Ex: Psychologist at \$80/hr.)

PARENT FOCUSED PROGRAM COMPONENTS AND DEFINITIONS

I. Parenting Education and Support Programs

A. *A Parent Education and Support Program must include and demonstrate compliance with all of the following:*

1. *The primary purpose of the program must be child abuse and neglect prevention.*
2. *Use a set curriculum that is evidence/research-based and age appropriate (the Curriculum Guide may be viewed at www.ctf.alabama.gov).*
3. *Offer opportunities for practice and modeling of appropriate parenting behavior and skills.*
4. *Increase knowledge and skills in the area of child rearing, behavior management, child development and communication and demonstrated with outcome data.*
5. *Offer social support, information and referrals to assist parents/caregivers.*
6. *Deliver in an individual or group setting.*
7. *Provide the required data for the Evaluation Team state-level program evaluation.*
8. *Include the “Protective Factors” in all programming.*
9. *Provide education on Shaken Baby (Abusive Head Trauma) Prevention and Safe Sleeping environments.*

B. *Types of Parent Education and Support Programs include, but are not limited to:*

1. *Programs for pregnant or parenting teen mothers (may be implemented in classroom setting, hospital, etc.);*
2. *Programs for adult and teen fathers and adolescent males;*
3. *Programs for new parents (provides set curriculum on child development, parenting skills, and support systems); this type of program should provide follow-up contacts.*
4. *Programs for parents of special needs children (provides support and education for parents’ of children with special needs);*
5. *Parenting program around specific need issues (programs that focus on specific age issues, such as parenting a teenager, parents going through divorce, etc.);*
6. *Parenting programs that address at-risk youth ages 8 - 17 (Children First Programs);*
7. *Programs that require a parent to attend parenting or coping skills classes that run in conjunction with programs provided to their children brought before the court (Children First Programs);*
8. *Programs that provide early, comprehensive support for parents;*
9. *Programs that increase family stability and promote the early development of parenting skills, especially in young parents and parents with very young children;*
10. *Programs that improve family access to other formal and informal resources and opportunities for assistance available within communities;*
11. *Programs that support the additional needs of families with children with disabilities through respite care and other services;*
12. *Programs that offer short-term assistance in times of stress (e.g. resource libraries, support groups);*
13. *Programs that promote the five protective factors.*

II. Home Visiting Programs

A Home Visiting Program must include and demonstrate compliance with all of the following:

1. *The primary purpose of the program must be child abuse and neglect prevention.*
2. Service delivery takes place in the home of the participant or another setting such as a daycare.
3. Use a research/evidence-based/evidence supported curriculum that is designed to individualize the sessions for the needs of the parent and child.
4. Provision of the required data for the Evaluation Team state-level program evaluation.
5. Documented visits will last a minimum of one hour.
6. Visits that target an at-risk population which will include plans for extended support and education and referral and linkage to community supports;
7. Interaction with the parent and child together in a modeling situation with the home visitor;
8. Program may be delivered by professionals, paraprofessionals and/or trained volunteers;
9. Provide comprehensive training to any staff or volunteer prior to conducting home visits; training must be continuous throughout the grant year. (Most programs require a minimum of 16 hours of training.)
10. Refer home visiting clients to other social service organizations as necessary. (Grantees are required to track referral sources.)
11. Include the "Protective Factors" in all programming;
12. Education on Shaken Baby (Abusive Head Trauma) Prevention and Safe Sleeping environments.

III. Public Awareness and Training Programs

The primary purpose of the program must be child abuse and neglect prevention.

- A. *A Public Awareness Program must include and demonstrate compliance with one of the following:*
 1. Focus on making the general population aware of child abuse and neglect and how to prevent it.
 2. Help parents and caregivers connect with resources in the community that will strengthen the family and enhance parenting education.
- B. *Types of Public Awareness and Training Programs include, but are not limited to:*
 1. Abusive Head Injury Prevention/Education
 2. Mandatory Reporter Training
 3. Internet/On-line Safety Training
 4. Safe Sleep Training/Education

Participate in the Evaluation Team state-level program evaluation.

IV. Respite Care Programs

The primary purpose of the program must be child abuse and neglect prevention.

Respite Care Programs support the stability of families that provide long-term care to individuals or family members with special needs.

Respite Care Programs also reduce the following:

- Social isolation
- Stress-related health problems
- Reduced likelihood of institutionalization of the person with special needs
- Reduces the likelihood of divorce and helps sustains marriages

(Source: FRIENDS National Resource Center)

Respite care can be provided in a variety of settings including, but not limited to:

- The family home
- A relative's home
- A community setting
- A day care center
- Church respite programs

Participate in the Evaluation Team state-level program evaluation.

CHILD FOCUSED PROGRAM COMPONENTS AND DEFINITIONS

I. School-Based/After School Programs:

- A. *School-Based/After School programs must include and demonstrate compliance with all of the following:*
1. *The primary purpose of the program must be child abuse and neglect prevention.*
 2. Conduct a minimum of three presentations by the program staff/volunteers with the same participants;
 3. Must include experiential learning;
 4. Leave follow-up materials with teachers or counselors to use that are consistent with program objectives and current research;
 5. Use a set curriculum that is evidence/research-based and age appropriate with measureable outcomes;
 6. All programs funded with Children First Trust Fund dollars must include information/education on prevention/cessation of tobacco products. **ADCANP endorses Tar Wars®;**
 7. Provision of the required data for the Evaluation Team state-level program evaluation.
- B. *School-Based/After School Programs must focus on the following:*
1. Personal Safety*
 - **Body safety (Body safety can be taught through Grade 3. After 3rd grade, the focus should be child maltreatment prevention.)**
 - Must have research-based positive outcomes that prevent child abuse and neglect.

**If using a curriculum that focuses on Personal Safety, the program must incorporate identifying, managing and communicating feelings.*

2. Child Maltreatment Prevention
 - Internet Safety (including “sexting”, and internet exploitation prevention)
 - Identifying and Managing Feelings
 - Violence Prevention
 - Empathy Training
 - Impulse Control
 - Anger Management
 - Stress Management
 - Problem Solving/Decision Making
 - Peer Relationships
 - Conflict Resolution
 - Self-Control
 - Assertive Behavior
 - Communicating Feelings
 - Identification and Maintenance of Healthy Relationships
 - Development of Personal Resources
 - Parenting for Teen Parents

II. Non-School Based Programs:

A. *All non-school based programs must include and demonstrate compliance with:*

1. *The primary purpose of the program must be child abuse and neglect prevention.*
2. Curriculum must be evidence/research-based and age appropriate with measurable outcomes.
3. Communicate with parents/caregivers on a periodic basis.
4. Spend 25% of program time per session on life skills.
5. All programs funded with Children First Trust Fund dollars include information/education on prevention/cessation of tobacco products. ADCANP endorses Tar Wars®.
6. Provision of the required data for the Evaluation Team state-level program evaluation.

B. *Types of non-school based programs include but are not limited to:*

1. Programs that address high truancy rates and other school issues (i.e. school dropout issues).
2. Programs that support juvenile probation personnel and after care programs for children and youth (i.e. after-school, weekend, summer, mentoring, etc.).
3. All programs funded with Children First Trust Fund dollars include information/education on prevention/cessation of tobacco products. ***Tar Wars® is an approved curriculum to supplement the applicant's primary child maltreatment prevention curriculum. Please visit www.tarwars.org for more information.***
4. Programs that address alcohol and substance abuse issues with at-risk youth (age 8-17).
5. Programs that specifically address at-risk females that have been brought before the court (excluding boot camps).
6. Programs that include the teaching of parenting and/or family strengthening skills to the parents of the program participants.

C. *Types of non-school based programs that work with children and adolescents in a community-based setting. Examples include, but are not limited to:*

1. Boys and Girls Clubs, YMCA, YWCA
2. Faith-Based Organizations
3. Community Centers

III. Mentoring Programs:

A. *All mentoring programs must include and demonstrate compliance with:*

1. *The primary purpose of the program must be child abuse and neglect prevention.*
2. Conduct individual meetings with mentor and mentee (child or adolescent up to age 19).
3. Conduct group meetings with other mentees.

4. Use a set curriculum that is evidence/research-based and age appropriate with measureable outcomes.
5. Mentor must have a minimum of 4 contacts per month with mentee and contacts must be at least one hour in duration.
6. Provision of the required data for the Evaluation Team state-level program evaluation.

B. Types of mentoring programs include, but are not limited to:

1. Programs that include male and/or female mentoring.
2. Programs that improve family access to formal and informal resources and opportunities for assistance available within communities.
3. Programs that include mentoring new or expecting teen mothers.

**PROGRAM YEAR 2015-2016 PROGRAM OBJECTIVES AND TARGET DATA
EVALUATION TEAM**

ADCANP/CTF Programs' Overall Goal: Programs will work to decrease risk factors and increase protective factors related to child maltreatment.

Evaluation Aim: Grantees will demonstrate through the evaluation process how their programs achieve the objectives for each of the program types for which funding is awarded.

2015-2016 TARGET DATA FORM Program Services and Participants

This form will be submitted as part of each proposal documenting the respective programs' annual estimates of these process-oriented program activities (thereby applicants will be setting their own benchmarks for evaluation of process), and the data will also be collected on a monthly basis (to ascertain progress towards the benchmark set by each program for itself relative to each of the activities).

Program Services to Be Conducted

Average # of contact hours per participant:
Average # of contact sessions per participant:

2014-2015		2015-2016
Projected	Served	Projected

Adult/Parent Participants to Be Served

of adults/parents to be served (age 19 and over):
of teen parents to be served (18 and under):

Child/Youth Participants to Be Served

of children to be served pre-K (0-5):
of children to be served K-5th grade:
of youth to be served 6th-12th grade:
of children/youth with special needs:

Ethnicity of Participants to Be Served

of Hispanics, Latino or Spanish
Not Hispanic, Latino or Spanish

Race of Participants to Be Served

of Caucasians:
of African-Americans:
of Asian-Americans:
of Native Americans:
of Multi-Racial:
of Other Race:

Gender of Participants to Be Served

of Males:
of Females:

Public Awareness Activities

	Served 2014-2015		Projected 2015-2016	
	Number of Presentations	Number Served	Number of Presentations	Number to be served
Trainings				
Community Events				
School Events				
PSA's				
Media Events				
T.V. Shows				
Child Abuse Prevention Month				
Brochures/Flyers				
Speaking Engagements				
Information Packets				
Other:				

Grant Scoring Sheet (Program Year 2015-2016)

***This form is for informational purposes only.*

Problems and Needs Assessment (15 points)

Purpose of the Program (10 points)

Program Management and Organization (10 points)

Implementation Plan (15 points)

Curricula (10 points)

Use of Volunteers (5 points)

Promotion of ADCANP funded Prevention Programs (5 points)

Logic Model (10 Points)

Budget (10 points)

Budget Narrative (10 points)

Program/Evaluation Objectives Information (Current Grantees Only - 5 points)

STANDARD DEDUCTIONS:

1. Late Financial Report(s) 5 points (each occurrence)
2. Late Evaluation/Data Report(s) 5 points (each occurrence)
3. Not adhering to corrective action plan 20 points

PRIORITY POINTS

1. Timely Reports Submitted (current grantees only) 10 points
2. Program Administered in Underserved Area 10 points

ADCANP Children's Trust Fund Specialty Car Tag

Child Abuse and Neglect Prevention programs are funded by proceeds from the purchase of the ADCANP Children's Trust Fund Specialty car tag. To demonstrate your efforts to prevent child abuse and neglect, please purchase or renew your tax-deductible tag today.



**STATE OF ALABAMA
DEPARTMENT OF CHILD ABUSE AND NEGLECT PREVENTION
BOARD OF DIRECTORS
2015-2016**

District 1

Rev. Clinton L. Johnson
Mobile, AL

District 2

Ms. Anita L. Archie, **Chair**
Montgomery, AL

District 3

Dr. Margaret Mitchell Brown
Auburn, AL

District 4

Mr. Myron Gargis
Guntersville, AL

District 5

Senator Arthur Orr
Decatur, AL

District 6

Senator Cam Ward
Alabaster, AL

District 7

Ms. Nancy Sewell
Selma, AL

At Large Members

Ms. Margaret Whatley
Montgomery, AL

Ms. Mary B. Ashcraft
Sylacauga, AL

Department Heads**Department Head Representatives**

Dr. Don Williamson
State Health Officer
Department of Public Health
Post Office Box 303017
Montgomery, AL 36130-3017
(334) 206-5200
pvinson@adph.state.al.us

Commissioner Nancy Buckner
Department of Human Resources
P.O. Box 304000
Montgomery, AL 36130-4000
(334) 242-1160
nancy.buckner@dhr.alabama.gov

Commissioner Jim Reddoch,
Department of Mental Health
RSA Union Building
P.O. Box 301410
Montgomery, AL 36130-1410
(334) 242-3107
jim.reddoch@mh.alabama.gov

Col. John E. Richardson - Director
Alabama Law Enforcement Agency
201 S. Union Street, Suite 300
Montgomery, AL 36130
(334) 242-4394
john.richardson@alea.gov

Superintendent Thomas R. Bice, Ed.D.
Department of Education
Gordon Persons Building
P.O. Box 302101
Montgomery, AL 36130
(334) 242-9700 or 242-9950
tbice@alsde.edu

Mr. Jamey Durham
Department of Public Health
Post Office Box 30317
RSA Tower, 201 Monroe Street
Montgomery, AL 36130
(334) 206-3383
jamey.durham@adph.state.al.us

Mr. James Slaughter
Department of Human Resources
P.O. Box 30400
Montgomery, AL 36130-4000
(334) 242-9277
james.slaughter@dhr.alabama.gov

Dr. Maranda Brown
Department of Mental Health
Office of Prevention
P.O. Box 301410
Montgomery, AL 36130-1410
(334) 353-7411
maranda.brown@mh.alabama.gov

Capt. Keith Jackson
Department of Public Safety
301 South Ripley Street
Montgomery, AL 36104
(334) 242-4428
vincent.jackson@dps.alabama.gov

Ms. Karen Porter
Department of Education
Gordon Persons Building
P.O. Box 302101
Montgomery, AL 36130
kporter@alsde.edu

**Alabama Counties Divided Among
U.S. Congressional Districts**



District 1

Baldwin
Clarke
Escambia
Mobile
Washington
Monroe

District 2

Autauga
Barbour
Bullock
Butler
Coffee
Conecuh
Covington
Crenshaw
Dale
Elmore
Geneva
Henry
Houston
Lowndes
Montgomery
Pike

District 3

Calhoun
Chambers
Cherokee
Clay
Cleburne
Coosa
Lee
Macon
Randolph
Russell
Talladega
Tallapoosa

District 4

Blount
Cullman
DeKalb
Etowah
Fayette
Franklin
Lamar
Marion
Marshall
Walker
Winston

District 5

Colbert
Jackson
Lauderdale
Lawrence
Limestone
Madison
Morgan

District 6

Bibb
Chilton
Jefferson
Shelby
St. Clair

District 7

Choctaw
Dallas
Greene
Hale
Marengo
Perry
Pickens
Sumter
Tuscaloosa
Wilcox

Child Maltreatment: Risk and Protective Factors

Risk Factors for Child Maltreatment

Research has uncovered a number of risk factors or attributes commonly associated with maltreatment. Children in families and environments where these factors exist have a higher probability of experiencing maltreatment.

A greater understanding of risk factors can help professionals working with children and families identify maltreatment and high-risk situations so they can intervene appropriately. It must be emphasized, however, that while certain factors often are present among families where maltreatment occurs, this does not mean that the presence of these factors necessarily lead to child abuse and neglect.

Common factors associated with increased risk of child maltreatment are often categorized as follows:

Parent or Caregiver Factors

- Individual characteristics
- Substance Abuse
- Teen Parenting

Child Factors

- Age
- Health
- Disabilities

Family Risk Factors

- Caregiving and household structure
- Domestic/intimate partner violence

Community Risk Factors

- Neighborhoods
- Poverty and economic conditions

Risk Factors for Recurrence of Child Abuse and Neglect

Co-Occurring Risk Factors

Source: Child Welfare Information Gateway
<http://www.childwelfare.gov/can/factors/contribute.cfm>

Protective Factors for Child Maltreatment

Protective factors are conditions in families and communities, when present, increase the health and well-being of children and families. They serve, as buffers, helping parents to find resources, supports, or coping strategies that allow them to parent effectively, even under stress.

Research has shown that the following protective factors are linked to a lower incidence of child abuse and neglect:

- Nurturing and attachment – Building a close bond with their children helps parents better understand, respond to and communicate with their children.
- Knowledge of parenting and of child and youth development – Parents who know what to look for and how to respond at each age help their children reach their full potential.
- Parental resilience – Recognizing the signs of stress and enhancing problem-solving skills can help parents build their capacity to cope.
- Social connections – Parents with an extensive network of family, friends and neighbors have better support in times of need.
- Concrete supports for parents – Access to housing, financial and other concrete resources and services helps parents meet basic needs and better attend to the needs of their children..

Program Strategies that Build Protective Factors

Most people who work with children and families are already doing things to help build protective factors. Field research behind Strengthening Families identified seven key strategies that exemplary programs use in their work to build protective factors with families. These same strategies often help build more than one protective factor. While the programs implemented are adapted to the culture, concerns, values and traditions of the particular families they serve, people working in community programs, early care and education, child welfare, family support and the many other places can adapt these strategies to support the families and children they encounter.

The Seven Program Strategies are:

1. Facilitate Friendships and Mutual Support
2. Strengthen Parenting
3. Respond to Family Crises
4. Link Families to Services and Opportunities
5. Value and Support Parents
6. Facilitate Children's Social and Emotional Development
7. Observe and Respond to Early Warning Signs of Abuse and Neglect

Logic Model

Applicants must include a Logic Model for their child abuse and neglect prevention program. A logic model builder is available from FRIENDS National Resource Center (Child Welfare Information Gateway) at <http://friendsnrc.org/evaluation-toolkit>. You must submit your logic model with your Grant Application.

According to FRIENDS, “The Logic Model Builder helps programs identify anticipated outcomes, indicators of success, and evaluation instruments that may be appropriate to measure success. The logic model will help you get started in planning an evaluation of your program”.

**FRIENDS National Resource Center for Community-Based Child Abuse Prevention (CBCAP) is a service of the U.S. Department of Health and Human Services, Administration for Children and Families, Children's Bureau.*

DEFINITIONS OF ADCANP BUDGET LINE ITEMS

(Please call an ADCANP Field Director or Auditor if you have any questions at (334) 262-2951.)

1. **Personnel/Salaries**: Salary/wages for employees of the organization receiving compensation from the ADCANP funded program. Employees are defined as personnel of the organization who have taxes deducted from their paycheck and/or receive any employee benefits from the organization.
2. **Personnel/Benefits**: The employer's benefit expense for the ADCANP funded program. Allowable expenses include: FICA (Social Security and Medicare taxes), retirement, State unemployment Insurance, annual leave/vacation for full-time employees, and health/dental insurance. A maximum of 30% of employees' salaries may be allocated.
3. **Accounting/CPA**: Financial reporting, management, examination or verification of financial records, accounts and expenditures.
4. **Background Checks**: Payments to law enforcement/public agencies or private entities for criminal background checks on employees, volunteers, or other individuals required to have a background check in accordance with ADCANP policy.
5. **Cellular Phones**: Cellular phones can be charged to the ADCANP grant at a maximum of \$40 per month, per field staff working on the ADCANP funded program.
6. **Consultants**: Contracted professionals who provide services to the organization for the ADCANP funded program. Charges to the ADCANP grant for consultants must have prior written approval from the ADCANP Executive Director unless included in the original grant application and approved by the ADCANP Board of Directors. A contract for the consultant and his/her services is required.
7. **Curriculum**: Evidence/Research-based curriculum utilized to educate and provide knowledge to program participants. Curriculum must demonstrate impact and effectiveness for the population served.
8. **Equipment**: The purchase and/or lease of non-consumable items (i.e. copiers, fax machines, postage machines, cameras, video cameras, VCRs, overhead projectors, furniture, etc.) Equipment purchases may not exceed \$499.00 per item (including tax).
9. **Office Supplies**: Consumable items used in offices to include copy paper, toner, and other miscellaneous office supplies.
10. **Postage**: Cost to mail or ship items related to the ADCANP program. Note: Be sure to include the cost of submitting monthly evaluation data.
11. **Printing**: Cost to have programs, brochures, handouts, stationery, or other materials that support ADCANP funded programs printed.
12. **Program Materials**: Program specific materials that may include but are not limited to curriculum, educational materials, and handouts.

13. **Space Rental:** Administrative office space or meeting space where the ADCANP funded program is conducted.
14. **Staff Development:** Cost to register for seminars, conferences and customized training services. **ADCANP does not require any staff development training that incurs cost other than the annual Grantee Training conducted by ADCANP.**
15. **Transportation/Travel/Mileage:** Overnight stay and actual cost for meals consistent with the State of Alabama reimbursement rate necessary to support the ADCANP funded program.
16. **Utilities:** Electricity, water, gas, internet, telephone and cable services that support the ADCANP funded program. Expenses related to utilities costs are based on actual costs in support of the ADCANP funded program or a reasonable allocation percentage.
17. **Volunteer In-Kind:** Professional or non-professional who volunteers for the ADCANP funded program. Each non-professional volunteer hour may be charged at \$22.55 an hour. The exceptions to this are licensed/recognized professionals volunteering in their professional capacity may charge at the market rate. For example: A nurse teaching a parenting class or an accountant preparing the organization's books.
18. **Other:** Fully explain any item not listed as a line item in the Budget Narrative.

End of Document
(Program Year 2015-2016 Request for Proposal)