

Williams County Children's Trust Fund Request for Proposals, SFY 2009

1. General Instructions

1.1 Time Table

RFP Release date	February 25, 2008
Bidder's Conference	March 6, 2008 Four Co. ADAMhs Board 9:00 am
Deadline for Submitting Proposals	April 3, 2008
Notification of Awards	by April 30, 2008
Contract Development	May - June 30, 2008
Project Implementation	July 1, 2008 - June 30, 2009

1.2 Application Guidance

1.2.1 Background

In 1981, the Ohio General Assembly enacted legislation creating the Ohio Children's Trust Fund as the only State dedicated public funding mechanism for primary and secondary child abuse and neglect prevention. The Ohio Children's Trust Fund is governed by a Board of fifteen members and is responsible for overall policy, direction and expenditures from the Ohio Children's Trust Fund. The Ohio Department of Job and Family Services serves as the administrative agent for the Ohio Children's Trust Fund in that it provides budgetary, procurement, accounting and other related management functions.

The mission of the Ohio Children's Trust Fund is implemented at the local level by Local Advisory Boards or Family and Children First Councils. Per Ohio Revised Code 3109.18, the County Commissioners can localize Trust Fund responsibilities within the County's Family and Children First Council or in an independent Local Advisory Board. In Ohio, 81 of the 88 counties localize their prevention efforts within the county's Family and Children First Council.

Ohio Revised Code 3109.17 requires the Ohio Children's Trust Fund Board to develop a comprehensive Biennial State Plan to identify the framework by which funds will be used to meet its purpose during the upcoming biennium. As required, the plan must encourage consistency and coordination of prevention efforts throughout the State, include activities and services with statewide significance and offer the flexibility to address diverse local needs. Moreover, the Biennial State Plan provides the criteria by which the Board will monitor local implementation of prevention programming.

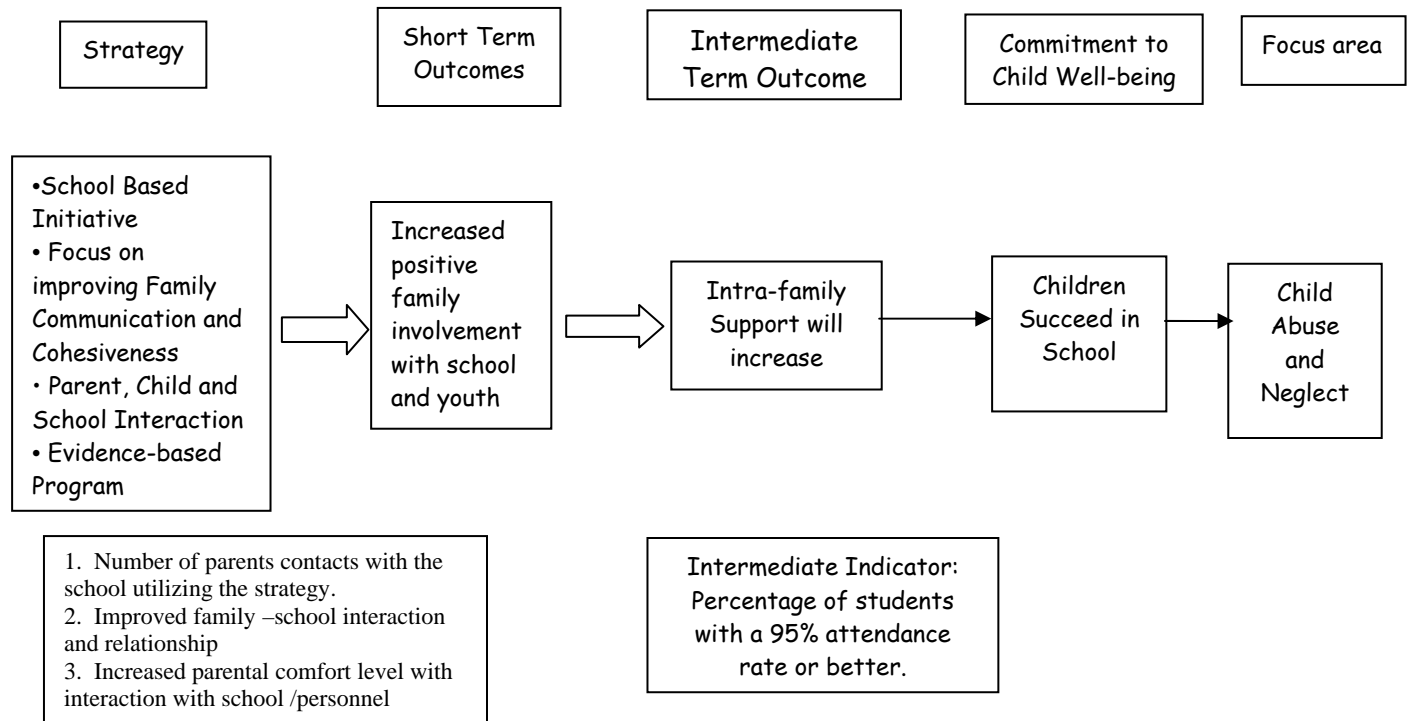
State Special Revenue Dollars

The Ohio Children's Trust Fund earns approximately \$4.8 million annually. These annual revenues originate from a \$3.00 surcharge on birth and death certificates and an \$11.00 fee on all divorce and dissolution filings (Ohio Revised Code 3109.14).

Approximately \$2.9 million of this annual revenue is allocated to Local Advisory Boards/Family and Children First Councils for local prevention programming efforts. Each county is eligible to receive an allocation based on the child population in their geographic area compared against the statewide child population as defined in the most recent federal decennial census. By law, at a minimum and subject to availability of funds, each county is allocated \$10,000 annually to implement local child abuse and neglect prevention plans. Over the past biennium, the Board voted to increase the minimum allocation to \$15,000 – subject to the availability of funds - although this is not required.

1.2.2 Scope of Service

Ohio Children’s Trust Fund dollars are to be used to conduct child abuse and neglect prevention programming in each of Ohio’s 88 counties. Each county went through a comprehensive planning process to determine a prioritized strategy with measurable short term program outcomes and intermediate term outcomes within the focus area of child abuse and neglect. This Request for Proposal (RFP) seeks bids to provide programming which will align with the following strategy and program outcomes in Williams County:



1.2.3 Target Population

Per Ohio Revised Code 3109.13, Ohio Children's Trust Fund monies are dedicated exclusively to primary and secondary child abuse and neglect prevention programs and services. Primary and secondary prevention includes a variety of services, which support and strengthen families, promote protective factors and reduce or eliminate risk factors that can lead to child maltreatment prior to the occurrence of abuse or neglect.

Primary Prevention Strategies are activities and services provided to the public designed to prevent or reduce the prevalence of child abuse and neglect before signs of abuse or neglect can be observed. Primary prevention services are voluntary, targeted to the general public, and include such activities as public awareness materials and events to inform and educate people about child abuse, neglect and the importance of prevention, parenting classes and support groups, child development screening, information and referral services, child safety training and family strengthening activities.

Secondary Prevention Strategies are activities and services that are provided to a specific population identified as having risk factors for child abuse and child neglect and are designed to intervene at the earliest warning signs of child abuse or child neglect, or whenever a child can be identified as being at risk of abuse or neglect. Typical secondary prevention services include home visitation, case management/service coordination, respite care, crisis stabilization and mentoring programs.

Tertiary Prevention Strategies includes activities and services which take place after abuse/neglect have occurred including but not limited to protective intervention, remedial social services or treatment/therapy which are intended to prevent the re-occurrence of abuse or neglect. OCTF monies shall not be used to support tertiary prevention activities and services. Tertiary prevention is usually referred to as intervention, protective services or treatment.

1.2.4 Funds Available, Program, and Budget Period

The Council is requesting proposals for the Ohio Children's Trust Fund from eligible service providers of Williams County for the period of July 1, 2008 through June 30, 2009. A renewal option may be exercised at the sole discretion of the County Family and Children First Council. No funding commitment is available to service providers for more than one year of funding at a time as the amount of funding received by each county is determined annually by the Ohio Children's Trust Fund Board. Renewal options may also be based upon satisfactory performance in the prior year. Funding for renewals may be at a different level than funding for the initial period.

Total funding of \$14,250 for programming which aligns itself with the logic model in 1.2.2 and fulfills the definition of primary or secondary prevention of child abuse and neglect as described in Section 1.2.3 may be available contingent upon the receipt of funds from the Ohio Children's Trust Fund. Awards will be based on state funding allocation and approval of the Local Allocation Plan. The Council reserves the right to establish evaluation and reporting requirements, County Council meeting attendance requirements, and final award amounts.

1.3 Submission Requirements

Proposals must be submitted using the following guidelines:

1. Proposed strategy must align with county priority and measure the identified short term indicators.
2. Printed by computer or typewriter. No handwritten proposals will be accepted.
3. Budget figures are to be in whole dollars only (no cents).
4. One original plus 3 copies of the complete proposal must be submitted along with an electronic copy emailed to: mrupp@wmsco.org or submitted on disk. No staples please.

5. The cover page of the proposal must be signed by an individual who is authorized to contractually bind the proposer's organization.
6. Completed proposals must be received no later than **4:00 pm on April 3, 2008** to: ***Williams County Family & Children First Council, One Courthouse Square, Fourth Floor, Bryan, OH 43506.*** Faxed proposals will not be accepted.

1.4 Limitations

- a. This RFP does not commit the Council to award an agreement or pay any costs incurred in the preparation of a proposal.
- b. Trust Fund monies are dedicated to primary and secondary child abuse and neglect prevention (see section 1.2.3 for more details)
- c. Trust Fund dollars shall not be used to supplant existing funding or for programs that target individuals or families with open cases with the public children services agency or its contracted case management providers.
- d. Funding is only committed for a one year funding cycle. Trust Fund monies awarded must be used for services provided July 1, 2008 through June 30, 2009.
- e. Trust Fund dollars distributed that are not encumbered or expended by the service provider within the period specified shall be returned to the County Treasurer who will return the funds to the Treasurer of State for deposit in the Ohio Children's Trust Fund.
- f. Proposed services shall be provided by the contracted agency and no part shall be sub-contract to a third party.

1.5 Proposal Review

All proposals meeting the requirements of the RFP will be evaluated and rated by the Review Committee. The Review Committee will include Council staff and Council members or their designees. The Review Committee will not include employees of proposing agencies. Each proposal will be reviewed with the scoring guidelines listed in Attachment B. County recommendations for funding will be awarded by April 30, 2008. All funding decisions of the Council will be final. Receipt of funding by the Local Allocation Board will be subject to approval of the local county allocation plan by the Ohio Children's Trust Fund.

2 Proposal Format

2.1 Proposal Cover Page

Please complete the Cover Page (Attachment A) to clearly identify your agency/organization. If the proposal includes two or more agencies submitting a joint request, list the lead organization first and label as such. Other organizations names must be listed. Other information requested for the Lead Organization only. Please be sure that organization relationships and roles/services to be provided are described clearly throughout the proposal. Proposals are limited to 5 pages, not inclusive of attachments.

2.2 Narrative Regarding Proposed Services

- a. State if you are applying as a current contracted provider or as a new proposer.
- b. Describe your proposed strategy and how you will accomplish the identified county short term outcomes including number of anticipated contacts. (Scope of time, frequency and duration as applicable to your program.) If using an Evidence Based program, please include a program description.
- c. Explain how you will carry out the scope of services as described in section 1.2.2. Include location of services, target populations, referral sources and marketing plans.
- d. Delineate all personnel who will be directly involved in Children's Trust Fund activities in your organization, including their relevant qualifications and any plans for hiring if necessary.
- e. Briefly describe your organization's current services and how your OCTF proposal compliments your existing mission.
- f. The short-term outcomes of your proposed services must match those listed in Section 1.2.2. Explain how you will evaluate the proposed services and measure the short term indicators as outlined in section 1.2.2. Attach your measurement tools for the short term indicators.
- g. If your proposal is dependent on additional funding, including, but not limited to, OCTF funding in any other county, please explain how your program will be impacted if all funding applied for is not received.
- h. Include a letter of support with an authorizing agent signature if you are partnering your proposed strategy with an existing Williams County Program.

2.3 Budget and Budget Narrative

Include a budget with narrative details that describes the costs for providing the proposed program (Attachment C). Children's Trust Fund funding may be used to support personnel, their training and travel, and to purchase equipment and supplies directly related to planning, organizing and providing service delivery to satisfy the program components which are the subject of this proposal. Indirect costs shall not exceed 10% of actual expenditures.

2.4 Required Attachments/Documentation

The original proposal and each copy of the proposal must contain all requested attachments/documentation outlined below:

- a. Signed cover page (Attachment A)
- b. Narrative of proposed services, including attachment of program description if an Evidenced Based Service
- c. Evaluation tool being used to measure the short term indicators in the proposed services
- d. Budget with justifications (Attachment C)
- e. Letter of support from partnering program if applicable

Williams County Family & Children First Ohio Children's Trust Fund Request for Proposals

Proposal Cover Page

Applicant Organization (Funds sent here):

Address:

Agency Type: (Check One)

Government _____

For-Profit _____

Not-for Profit (501c3) _____

Employer Identification Number (EIN):

Partnering Organization (if applicable):

Address:

Name of individual authorized to contractually bind the proposer's organization:

Telephone:

Fax:

Email:

Name of Program/Service Supervisor:

Address (if different):

Telephone:

Fax:

Email:

Amount Requested: \$

Projected Number to be served:

We certify to the best of our knowledge that data in this application is correct and this document has been duly authorized by the Executive Management of the Applicant. We further certify that if this application is approved, that said program/service will be carried out in accordance with the contractual requirements presented by the Williams County Family and Children First Council and the Williams County Health Department.

Signature _____

Individual authorized to contractually
bind the organization

Signature _____

Program/Service Director

Date: _____

Date: _____