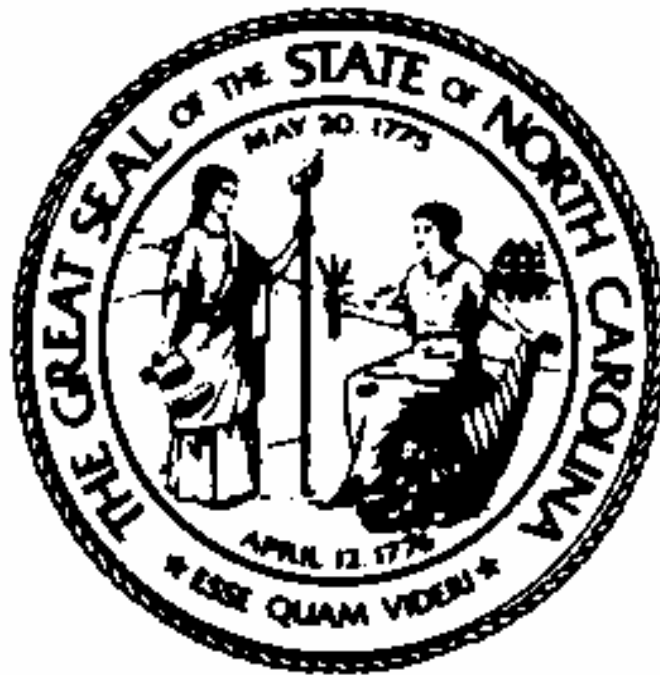


REQUEST FOR APPLICATIONS

2006-2007 GRANT APPLICATION
Intensive Family Preservation Services
Non-Intensive Family Preservation Services
Time-Limited Family Reunification Services



North Carolina Department of Health and Human Services
Division of Social Services

Closing Date: April 17, 2006

NORTH CAROLINA DEPARTMENT OF HEALTH & HUMAN SERVICES DIVISION OF SOCIAL SERVICES

SFY 2006-2007

Announcement of availability of funds and *Request for Applications*

Action: Announcement of the availability of federal and state funds and request for applications under the Public Law 105-89, the federal Adoption and Safe Families Act of 1997 (ASFA), Promoting Safe and Stable Families. This funding for grant awards for the provision of Intensive Family Preservation Services, Non-Intensive Family Preservation Services, and Time-Limited Family Reunification Services.

The Family Support and Child Welfare Services Section of the Division of Social Services:

The *mission* makes our purpose clear and tells everyone who we are. Ensuring safe, permanent, nurturing families for children is our charge, whether we work in Intensive Family Preservation, Child Protective Services, Case Management and Case Planning, Foster Care, or Adoptions. The *vision* is a clear statement of what we believe the child welfare system should look like. It is the ideal; it is what we want the system to look like through the eyes of the families and children whom we serve. A common vision keeps us focused and challenged to always find ways to improve system performance, despite the very real considerations of resource limitations and other constraints. The *values* are what we promise to do, the link between our agencies and the public. They provide a guide for service delivery and staff behavior. Collectively, the mission, vision and values are a strong statement of our advocacy for families and children who come in contact with the child welfare system.

Our Mission

To ensure safe, permanent, nurturing families for children.

Our Vision

- Community-Based Support for All Families . . . promotes a family's ability to cope with difficult situations and resolve family problems.
- One Coordinated Assessment Process . . . involves the family in a comprehensive evaluation of their strengths and needs.
- One Caseworker or Casework Team . . . ensures that everyone is working together toward a permanent plan for the child.
- One Single, Stable Foster Care Placement within the Child's Own Community . . . provides temporary stability until a lifelong home for the child is achieved.
- A Safe and Permanent Home Within One Year . . . for all children for whom a county Department of Social Services has legal custody or placement responsibility.

Our Values

Children's Services is committed to the development, implementation, and evaluation of an outcome-based model of service to children and families that values:

- each child's need for safety, love, care, and the stability of a permanent family;
- the strengths and diversity of families and kinship networks;
- the responsibility of parents, families, and kinship networks to make decisions about children and to care for their children;
- the responsibility of families and service providers to work together to meet children's needs;
- the responsibility of service providers to be proactive and discerning in ensuring positive outcomes for each child served;
- the enrichment of communities that occurs from a diversity of knowledge and experience;
- collaboration among professionals, paraprofessionals, community members, the family and its support systems to ensure that decisions are in the best interests of the child, family and community.

The Community-based Programs Team embraces the *Vision for Children, Families, and Community* developed by the North Carolina Task Force on Child Abuse Prevention:

- Children are nurtured, supported, and protected within safe and stable homes and community environments.
- Families recognize the rewards and responsibilities of raising children and have access to support within their own community to meet those responsibilities.
- Families are able to ask for and receive timely assistance without fear of being punished or blamed.
- Communities are supported in their efforts to meet the diverse needs of families in raising their children.

Summary: The North Carolina Department of Health and Human Services' Division of Social Services (DSS) announces funding for grants to implement the above referenced models of services in North Carolina for State Fiscal Year 2006-2007. Applicants should note that the award of grants under this program announcement is subject to the availability of funds. This announcement contains all forms and instructions for submitting an application. All forms to be completed by and/or signed by applicants are located on the web:

<http://coe:dhhs.state.nc.us>

Closing Date: The closing date for submission of applications is **April 3, 2006 at 5:00 pm**. **Applications received after 5:00 p.m. will be classified as late and will not be considered for funding.** (Applicants should be aware that certain conditions influence the submission of

applications, i.e. traffic congestion, available parking, highway construction, weather conditions, faulty driving directions, etc.) Applicants are cautioned to request a legibly dated United States Postal Services postmark or to obtain a legibly dated receipt from a commercial carrier or United States Postal Service. Applicants should allow adequate time (approximately 7 days) for application packages to arrive at the Albemarle Building on or before **April 17, 2006**. Detailed application submission instructions, including the address where applications must be received is contained below and on pages 2 and 8 of this announcement. **No faxes or emailed applications will be accepted.**

US Postal Service Mailing Address: Applications should be delivered or mailed to:

Charisse Johnson, Program Manager
Community Based Programs
Family Support and Child Welfare Services Section
North Carolina Division of Social Services
325 N. Salisbury Street
2410 Mail Service Center
Raleigh, NC 27699-2410

Delivered by any other means (FedEx, UPS, Hand Delivered):

Charisse Johnson, Program Manager
Community Based Programs
Family Support and Child Welfare Services Section
North Carolina Division of Social Services
325 N. Salisbury Street, Room 779
Raleigh, NC 27603

Number of Copies Required: **One original** application **signed in blue ink** and **7 copies** are required at the time of initial submission.

Acknowledgement of Receipt: An acknowledgement will be mailed to all applicants with an identification number that will be noted on the acknowledgement. This number must be referenced in all subsequent communications with the Division concerning the application. If an acknowledgement is not received within three weeks after the application deadline, applicants must notify the Division of Social Services' Community Based Programs office by telephone at (919) 733-2279.

Grant Award Period: 07-01-06 through 06-30-09

Inquiries are to be directed to Charisse Johnson, (919) 733-2279; Fax: (919) 733-4756

General Guidelines

1. Eligible Applicants

Any tribal government, community-based, public or private non-profit, or government organization that is duly incorporated and registered under North Carolina statutes is eligible to

apply for funding under this program. Applicants must have the capacity to plan and provide services in multi-county areas. Faith-based and grass root community-based organizations are encouraged to respond to this Request for Applications.

2. Anticipated Number of Projects to be Funded

The number of projects that will be funded will depend upon the number of requests received and the funding allocated per program type. It is anticipated that several grants will not be allocated in each county and/or region. While we are not limiting the number of applications per county or region, we anticipate that strong collaboration among agencies and organizations will affect the number of applications submitted. **(See Attachments Section – Listing of Eligible Counties, Regional Map.)**

3. Activity Plan Implementation Requirement

Communities with the highest incidence of need as evidenced by the submission of a current needs assessment and supporting data will be given greater priority. **Proposals must include as critical components of the plan, a set of measurable and achievable objectives, and indicators which will be used to measure individual progress as well as the overall effectiveness of the program. The proposal must also include descriptions of the area's population, the population to be served and the relevant geographical area.**

It is important that all proposals reflect prevention of child abuse and neglect as a means “to ensure safe, permanent, nurturing families for children,” the mission of the Family Support and Child Welfare Services Section of the Division of Social Services. Each application will be reviewed to determine the quality of the program design and plan of operation, including the extent to which the program is comprehensive. The cost per unit of the provision of services will be evaluated for each application. The program design should be easily understood, with clear descriptions of the proposed project and area to be served. The program plan should be family centered. Awardees are expected to implement and satisfy all requirements of the detailed activity plan. The awardee shall perform those requirements assigned and shall manage all other requirements of the program plan and policy to insure that all requirements as approved by the Division are performed or accomplished.

4. Duration of the Program

Grant Award Period: July 1, 2006 to June 30, 2009

Proposed Contract Period: July 1, 2006 through June 30, 2007.

5. Community Planning and Collaboration

To qualify for funding consideration, each identified applicant must assemble a planning and application team. Each application must demonstrate strong collaboration among public and private human services agencies and organizations, non-profit and community-based organizations, and consumer/parents who will use and benefit from the services. Additionally, the application must demonstrate the involvement of families and the community in the ongoing programmatic and policy decision-making and how the program will adhere to the principles and premises of family centered practice. The planning/application team must conduct a needs assessment or utilize a current needs assessment completed by another agency or organization

(i.e., United Way, the local Partnership, etc.) to identify gaps in services, assess the needs of the target population, prioritize the services based upon needs, and structure a program that best meets those needs while adhering to DSS program policies. This team should reflect the socio-demographic composition of the county/region and, at a minimum, include diverse representation from:

- County Department of Social Services (**mandatory representation**)
- All Family Preservation, Family Support, Family Resource Center, Reunification, and Respite programs currently funded through the NC Division of Social Services within the county and/or region of the application
- Department of Juvenile Justice and Delinquency Prevention
- Public Schools
- Mental Health Local Management Entities
- Local Health Department
- Local Community-based Organizations (YMCA, 4-H, etc.)
- Local Community Partnerships and Relevant Stakeholders
- Families and Potential Consumers

This planning/application team must select an applicant agency to manage the program. Due to the nature of the services to be provided, the applicant agency must be a public human service agency or a private, non-profit organization with designation under section 501 c (3) of the federal tax code. The applicant agency must have the capacity to plan, provide, and effectively manage programs in a multi-county and/or regional area. The applicant agency must also demonstrate a financial stability that will enable it to receive state and/or federal funding on a reimbursement basis.

A mandatory interagency memorandum of agreement is to be submitted between the Applicant Agency and the County Department(s) of Social Services within the region to be served. Applications will be strengthened by letters of support from the Mental Health Local Management Entities, Juvenile Court Counselor staff, school system representatives, and community-based service organizations that work with families to be served (e.g., local housing authority, health department(s), family preservation, family support and family resource center programs).

The “Applicant Agency” is defined as the legal entity that assumes the liability for the administration of funds and is responsible to the Division of Social Services’ Community-based Programs Team for the performance of program activities. The “Applicant Agency” is the lead agency for the proposal.

6. Funds Available

The Division of Social Services is committed to providing stable, base-level funding. However, funding is contingent upon the availability of funds, a satisfactory continued funding application, acceptable program performance, and the review and monitoring of the program by the Division’s Community-Based Programs Team.

An applicant may submit an application for up to the amount allocated for the county and/or region to be served and may apply to serve more than one identified county and/or region.

The funds do not require a local match. **NOTE: ALL funds are distributed on a reimbursement after expenditure basis. Therefore, NO funds are advanced to programs. (See Attachment Section – Levels of Funding.)**

7. Selection Criteria:

Each of the following selection criteria will be weighed equally in evaluating applications.

- **Soundness of Approach:**

The overall quality and feasibility of the proposed program is to be comprehensive in its approach. In addressing the application requirements, applicants should insure that their applications:

- Clearly identify the goals, objectives and outcomes of the program and activities to be undertaken to insure goals are met.
- Identify the services to be provided and the linkages between those services and program outcomes.
- Indicate measurable criteria that will demonstrate program success

Applications will be reviewed to determine the quality of the plan of operation for the program, including the extent to which the program will serve the target population as well as the cost effectiveness of the program. The applicant, at a minimum, should consider the following:

- Provision of family centered practices and activities that are utilized at no cost to the child/family.
- Provision of regular and systematic evaluation in qualitative and quantitative terms addressing the success of the program in achieving its goals and objectives. This section should describe how the attainment or degree of attainment of each objective is to be measured.

The application will be evaluated on the description of the management information system(s) that the applicant will utilize to report participant progress and outcomes in order to monitor program performance and cost effectiveness. Applicants must indicate how the program will utilize data to improve/enhance program performance.

- **Capacity and Organizational Experience of the Applicants and its Partners:**

The administrative capacity of the applicant must demonstrate the ability to implement the proposed program. Applicants should consider the extent to which they can demonstrate prior experience relevant to the proposed program and success in meeting the goals in similar projects. Applicants must demonstrate the connection between the identified needs and strengths of families and children in the neighborhood/community to be served and how the goals, objectives, and activities of the program will address those needs and build on existing strengths.

- **Ability to Evaluate:**

Applicants must describe a data collection method or system that will be used to evaluate the progress of the program in meeting its goals, objectives and overall outcomes for families and children in addition to completing all required state databases in a timely and accurate manner (**Internet access mandatory**). The application must include:

- Criteria for selecting participants
- Design for progress measurements for each participant
- Specific, measurable outcomes for each program

At a minimum, each program should collect information on the families and children served, including name, age, address and Child Protective Services status, if any. Information also should be collected on the services provided to each individual (e.g. hours spent in programs). In addition, information should be collected on outcomes of the program at the individual level. This information must be available/accessible for review at all times and available as requested and mandated by the Division of Social Services.

- **Sustainability of Program:**

Applicants should demonstrate through an annual operating budget that there are adequate fiscal as well as other available resources to manage a viable program. The applicant agency must also demonstrate a financial stability that will enable them to receive funding on a reimbursement after expenditure basis. Applicants should address the potential for continuing the program beyond the initial grant period, as the funding available from these sources may not be available on a recurring basis.

- **Comply with the policies and standards established for the state:**

Intensive Family Preservation, Non-Intensive Family Preservation, and Reunification Policies and Standards are found at the following website address:

<http://info.dhhs.state.nc.us/olm/manuals/dss>

The policies and standards include a training requirement for all program types for salaried staff. Please include this as a Budget Cost under “Travel – Provider Staff Only, Daily Subsistence” for those staff that have not already completed the training.

- **Comply with Cultural Competency Requirements:**

The applicant must state a strong commitment to providing services that are culturally responsive.

- **Family Support:**

Proposals must clearly state how family connections will be strengthened by the program. Family involvement increases the sustainability of the program. The application will be

strengthened by the inclusion of input by parents or caretakers of potential program participants in the development and implementation of the program design.

Body of Proposal and Format:

All forms to be completed by and/or signed by applicants are located on the web:

<http://coe.dhhs.state.nc.us>

Do not use section or page dividers between the sections of the proposal.

The application must include in the following order:

1. **A Cover Letter** on organization letterhead must accompany the application.
2. **Attachment B:**
 - **Face Sheet, DSS 5006B** – the authorized official of the organization must sign the Face Sheet in **blue ink**. (This form is found at: <http://www.dhhs.state.nc.us/dss>)
 - **Proposal Guide:** (refer to the Scope of Work and Measures Guide included in this package. These two pages are tools only and are to be used to verify that all requirements are contained within your proposal)
 - A. Proposal summary
 - B. Background of the Organization
 - C. Problem Statement
 - D. Project Objectives
 - E. Project Methods or Design
 - F. Project Evaluation
 - G. Future Funding
 - H. Summary Chart
 - I. Organizational Chart (*do not show names – just titles*)
 - J. Job Descriptions for each position described in the application and listed in the Salary Section of the Budget. (*Do not show names – just positions*)
 - K. Lease – if charge is included in the Cost of Space section of the Budget
 - L. Indirect Cost Plan or a letter on CPA letterhead describing the rate and base of the Indirect Cost, if this charge is included in the Indirect Cost section of the Budget.

Please Note: the above items are those that are numbered in the upper right hand corner:

1 of 20, 2 of 20, 3 of 20, etc.

3. Attachment C – Budget (DSS 6844S) and Budget Narrative:

Provide a line-item budget outlining the proposed use of funds and a budget narrative. Applicants will be required to submit a budget on form DSS-6844S. The Budget Narrative should provide supporting information justifying each line item: how and why does the expenditure help the program meet the goals and deliverables? Do not repeat

figures entered in the Budget Form 6844S. The DSS-6844S can be downloaded from the DSS website:

www.dhhs.state.nc.us/dss/contracts.

(A sample budget is included in this packet.) **Page 1 of the Budget is to be signed in blue ink by the authorized official.**

Expenditures for travel and daily subsistence must be in accordance with state approved rates. Funds may not be used to purchase or renovate real property nor purchase or lease vehicles. Equipment may be purchased if it can be shown to be essential to the overall goals and objectives of the program. Tangible equipment is identified as having a cost of \$500.00 or more each. Equipment costing \$5,000.00 or more cannot be purchased with these funds. Programs which received funding in previous years to purchase equipment (e.g. computers, televisions, video cassette recorders, etc.) will not be approved to purchase duplicate equipment under this grant unless the need is clearly articulated.

4. **Attachment D:** Notorized Conflict of Interest and copy of grantee's conflict of interest.
5. **Attachment E:** Notorized Certification of No Overdue Tax Debts (on agency letterhead)
6. **Attachment F:** Notice of Certain Reporting and Audit Requirements
7. **Attachment L:** IRS Tax Exempt Letter 501 c (3) status
8. Letters of Support
9. A List of Partnerships documenting collaboration, include:
 - Name and Title/Position
 - Address
 - Telephone Number
 - Signature

(Note: Attachment A and additional attachments are provided by the office of the Community Based Programs Team at approval of contract.)

Submitting Applications:

- ❖ Face Sheet, Body of the Proposal (Scope of Work), and Attachments.
- ❖ Submit **one original** and **7 copies** of the application.
- ❖ The proposal should have left and right-hand margins of no less than inch, should use fonts no smaller than 12-point, and should be on paper that will photocopy.
- ❖ The application (Face Sheet and the Body of the Proposal) **MUST** be numbered, starting with the Face Sheet. **Number each page, using “page 1 of 20, Page 2 of 20, Page 3 of 20, etc.” in the upper right hand corner.** Do not number the Budget (6844S) and Budget Narrative (Attachment C) nor any other attachments.

- ❖ The proposal and all copies are **not** to be stapled or bound – **USE binder clips or paperclips.**

Applicants should send the original plus seven (7) copies of the complete application to:

**Charisse Johnson, Program Manager
N.C. Division of Social Services
Family Support and Child Welfare Services Section
325 North Salisbury Street, Room 779
2410 Mail Service Center
Raleigh, NC 27699-2410**

Applications received after **5:00 p.m. on April 17, 2006** will be classified as late and not considered for funding. Electronic and fax submissions of applications will not be accepted. Incomplete applications will not be considered for awards. Additional documentation may not be added to applications after submission. Questions concerning this announcement should be directed to Charisse Johnson at (919) 733-2279 or charisse.johnson@ncmail.net.



**NORTH CAROLINA DEPARTMENT OF HEALTH & HUMAN SERVICES
DIVISION OF SOCIAL SERVICES**

SFY 2006-2007

**Intensive Family Preservation Services
Non-Intensive Family Preservation Services
Reunification Services**

ACKNOWLEDGEMENT OF RECEIPT

FOR

REQUEST FOR FUNDING APPLICATION (RFA)

(Agency requesting funding must complete.)

AGENCY NAME:

SENDER'S NAME:

ADDRESS:

TELEPHONE NUMBER:

FAX NUMBER:

To be completed by the Division of Social Services.

Reference Number: _____

**North Carolina Division of Social Services, Family Support and Child Welfare Services' Section
acknowledges receipt of submitted RFA from above stated agency.**

DSS Official's Signature

Date

**NORTH CAROLINA DEPARTMENT OF HEALTH & HUMAN SERVICES
DIVISION OF SOCIAL SERVICES**

**Intensive Family Preservation Services
Non-Intensive Family Preservation Services
Reunification Services**

Application Checklist

- _____ Acknowledgement of Receipt
- _____ Cover letter on agency letterhead
- _____ Application Checklist
- _____ Attachment B – this is the Body of Proposal and these pages must be numbered as per instructions (see Page 8):
 - Face Sheet, DSS 5000A – **Signed and dated in Blue Ink**
 - Scope of Work/Proposal:
 1. Proposal summary
 2. Introduction to the Organization
 3. Problem Statement
 4. Project Objectives
 5. Project Methods or Design
 6. Project Evaluation
 7. Future Funding
 8. Summary Chart: activities, outcomes, and measurements
 - Organizational Chart (do not include names of individuals – just the title)
 - Job Descriptions (do not include names of individuals – just the position)
 - Lease Agreement, if requesting rent (current or a letter of intention, if necessary)
 - Indirect Cost Plan, if charging an Indirect Cost, or a letter signed by the CPA on CPA letterhead. The approved rate and the basis for that rate must be included.
- _____ Attachment C:
 - Budget Form 6844S – reflect computations on line for line items.
Signed and dated in Blue ink.
 - Budget Narrative – Provides an explanation, line item by line item, that justifies the expenses: “how” and “why” is a line item necessary to meet the deliverables of the proposal. Do not repeat figures and computations reflected on the Budget Form, 6844S
- _____ Attachment D: Conflict of Interest and copy of grantee’s conflict of interest policy

_____ Attachment E: Certification of No Overdue Tax Debts (on agency letterhead)

_____ Attachment F: Notice of Certain Reporting and Audit Requirements

_____ Attachment L: IRS federal tax exempt letter or 501 c 3 verification form

_____ Letters of Support on the agency's letterhead

_____ A List of Partnerships documenting collaboration, include:

- Name and Title/Position
- Address
- Telephone Number
- Signature

Every contract is required to have a description of service and scope of work. This is a recommended guide.

ATTACHMENT B

Proposal Guide

1. Face Sheet

2. Proposal Summary

The proposal summary appears at the beginning of the proposal and outlines the project. This should follow the cover page and it should be brief; no longer than two or three paragraphs. This summary document represents the foundation of the proposal. This information will give committee members with no prior knowledge of the topic a brief overview.

3. Introduction to and Background of the Organization

This is a brief biography of the organization requesting funding. It should include the organization's goals and establish the credibility of the organization. This information may also include an organizational chart, financial reports, etc.

4. Problem Statement

The problem statement, or needs assessment, is a key element of a proposal. It should be a clear, concise, well-supported statement of what the problem is and why the proposed solution is needed. The problem statement should include a narrative of factual data including statistical information to support what the problem is and why the service is needed.

5. Project Objectives

Project objectives should clearly describe the goals of the project. Explain the expected results and benefits of each objective. These objectives should identify the changes the program will have on people's lives rather than the number of people served by this project. For example; a job training program should focus on people retaining a job for more than six months rather than focus on the number of people who completed the program.

6. Project Methods or Design

Outlines the tasks that will be accomplished with the available resources. Structure the project method as a time line. List the tasks and deliverables that will have to be completed to meet the goals of the project. This will provide information on what personnel, materials, and other resources will be needed to carry out the tasks.

7. Project Evaluation

Develop an evaluation criteria to evaluate the progress towards project goals. It is important to define carefully and exactly how success will be determined. Ask yourselves what you expect to be different once the project is complete. Remember to think SMART (specific, measurable, accountable, results-oriented, and time-bound).

To be useful, the project evaluation should tell:

- who (individual, agency)
- is doing what (change in condition, behavior)
- to whom (target population), and
- why (bottom-line of the project)?
- when (change occurs by this specific date), and
- how that change is measured (what data shows changed condition or behavior)?

8. Future Funding

List expected sources of continuing funding after the conclusion of the requested proposal time period. List other sources and amounts of funding obtained for the project during this time period.

9. Summary Chart: activities, outcomes, and measurements.

Attachment C: Project Budget and Budget Narrative:

Use the line item budget form (6844S) and show computations on line item entries. Expenses should be detailed in the budget narrative: explain how and why funds will be spent to support the deliverables of the program, estimated time frame for spending and by whom. Do not repeat the figures on the budget form. The budget should also demonstrate consistency with project activities.

All other Attachments see checklist above.