



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

REQUEST FOR APPLICATION (RFA) # SFY2022-2024RespiteRFA

State Fiscal Year 2022-2024

For eligible Contractors to provide services to the North Carolina Division of Social Services to develop, operate, and/or expand community-based, respite program services to reduce the risk of child abuse and neglect by promoting protective factors that strengthen and support families.

NORTH CAROLINA RESPITE PROGRAM

RFA Release Date: February 22, 2021

Technical Assistance Webinar February 26, 2021 from 1:00 to 3:00 pm

Click on the following link: [Respite Program Services RFA Technical Assistance Webinar](#)

Deadline for Questions: March 2, 2021 by 5:00 pm

(Submitted by email only) Wendy.Clewis@dhhs.nc.gov

Letter of Intent: March 10 by 5:00 pm

(Submitted by email only) Wendy.Clewis@dhhs.nc.gov

Deadline for Applications: March 19, 2021 by 5:00 p.m.

(Submitted by email only) Wendy.Clewis@dhhs.nc.gov

Submission Instructions: Late applications will not be accepted.

Mailed, Hand Delivered or Faxed applications will not be accepted.

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I. GENERAL INFORMATION

A. PURPOSE OF REQUEST

The North Carolina Department of Health and Human Services (NC DHHS), through the Division of Social Services (NCDSS), is seeking applications from qualified agencies to develop, operate and/or expand community-based, Respite services to reduce the risk of child abuse and neglect by promoting protective factors that strengthen and support families.

Respite is a short-term service provided in the temporary absence of the regular caregiver to children who are at risk of victimization, who have experienced victimization, and/or who have disabilities, chronic or terminal illness. This service is provided within or outside the child's home and is intended to enable the family to stay together and to keep the child(ren) living at home and in the community.

Applicants will demonstrate the capacity to achieve positive outcomes for children and families in communities with high rates of child maltreatment and/or other risk factors associated with the incidence of child maltreatment. North Carolina Respite Program helps to advance the NC DHHS' vision that *All North Carolinians will enjoy optimal health and well-being.*

B. AWARD INFORMATION

Respite Program annual allocation is \$400,000 for up to 10 awards of up to \$40,000 each.

Individual agencies may submit one application only.

Respite grants will require a local 25% match, which may be cash, in-kind, or a combination. Match may not consist of state funds or funds that are already meeting another match requirement.

Match is calculated on the total amount of the award, including both state funding and match. For example, a state award of \$40,000 would have \$13,333 match.

The grant cycle will be for three years from July 1, 2021 until June 30, 2024. The initial contract period will be for one year, from July 1, 2021 until June 30, 2022. Annual contract renewal will be required for SFY2023 and SFY2024 and will be based on availability of funding, Contractor performance and contractual compliance. **No carry over of unexpended funds is allowed from one fiscal year to another.**

All funds are distributed on a reimbursement after expenditure basis. Funds from this grant may not be used to supplant other funds.

Awards will be awarded throughout the state.

C. ELIGIBILITY

Any tribal government, community-based, public or private nonprofit, tax-exempt organization (including faith-based), school system or local government agency that is duly incorporated and registered under NC Statutes is eligible to apply if they meet the following requirements:

- Applicants have completed registration with the [NC Secretary of State](#).
- Applicants' Employer Identification Number (EIN), IRS tax exemption status documents, and registration with the Secretary of State must be consistent with both the name of agency and the EIN provided on the Respite Program Application.

- Applicants and subcontractors follow [E-Verify](#) requirements found in [HB36](#) & [HB786](#), which requires employers with 25 or more employees to verify the work authorization of new employees working 9 months or more in a 12 month period through E Verify. This law also requires Contractors and Subcontractors of public agencies to comply with [Article 2: Chapter 64 of the NC General Statutes: Verification of Work Authorization](#) requirements.
- Applicants must have an Internal Revenue Service (IRS) exemption letter on file, if applicable.

D. LETTER OF INTENT & QUESTIONS

All applicants must submit a signed letter of intent by email to Wendy Clewis at Wendy.Clewis@dhhs.nc.gov by **March 10, 2021** by 5:00pm on agency letterhead. This letter must include the following information:

- Legal name of the agency that matches IRS letter,
- Mailing address, phone number, and fax number of the agency,
- Intent to respond to this RFA,
- Type of respite to be delivered,
- County(ies) and DSS Region to be served (See Appendix C for DSS Regional Support Map)
- Name, title, phone number, and email address of the person who will coordinate application submission.

If the applicant does not submit a letter of intent by the deadline, then one point will be deducted from their overall score.

Applicants may submit questions regarding the RFA by **March 2, 2021 by 5:00 pm** to Wendy Clewis at Wendy.Clewis@dhhs.nc.gov . Questions will only be accepted in writing via email. Answers to all questions received by the deadline will be posted on the NCDSS public notice site: <http://www.ncdhhs.gov/dss/pubnotice/> by **March 5, 2021 by 5:00 pm**.

E. TECHNICAL ASSISTANCE WEBINAR

NCDSS will sponsor a technical assistance webinar to discuss the application in greater detail on **February 26, 2021 from 1:00 pm to 3:00 pm**. The webinar can be accessed through the following link - [Respite Program Services RFA Technical Assistance Webinar](#). *Participation in the technical assistance webinar is highly encouraged.*

F. ELECTRONIC SUBMISSION

One complete application, including all signed certifications, attachments, and a signed cover letter on agency letterhead must be emailed to Wendy Clewis at Wendy.Clewis@dhhs.nc.gov. Specific instructions regarding electronic submission of the application are listed in Section IV: General Instructions and Format on page 12.

G. DEADLINE

The closing date for submission of applications is **March 19, 2021 at 5:00 p.m.** *Please note that Applications received after 5:00 p.m. will be classified as late and will not be considered for funding.* No mailed, hand delivered, or faxed applications will be accepted. Since applications must be submitted electronically, please allow additional time for any computer issues that may occur. NCDSS will provide an Acknowledgement of Receipt for all applications received.

H. SELECTION PROCESS

All applications received by the deadline will be reviewed to ensure all required attachments and documentation are complete and included in submitted applications. Once an application has been submitted, the applicant cannot modify it. Applications will then be forwarded to the grant review committee who will review and score the applications. Although a primary factor, score alone will not be the sole determinant for awards. NCDSS staff will also consider factors, such as regional distribution, program variety, target population, community needs, and previous program history when determining final award decisions.

NCDSS anticipates posting award notices on the NCDSS public notice site by the end of April 2021. Awards will be deemed final. There are no protest rights from an RFA as the NC DHHS Procurement and Contract Manual states: “The funding agency reserves the unqualified right to reject any or all offers if determined to be in its best interest”.

I. REPORTING

If awarded funding, the following are required reporting for all Contractors:

Monthly:

- DSS-1571 III Administrative Costs Report and general ledger/supporting documentation by the 10th of each subsequent month, even if no costs are incurred. Contractors with subcontract(s) must include monthly 1571 Report(s) completed by the subcontractor(s).
- Entry of all services/activities in the Protective Factors Database.

Quarterly:

- Completed Performance Monitoring Quarterly Report and Protective Factors Survey Reports (if applicable) by October 15th, January 15th, April 15th, and July 30th. These quarterly reports include cumulative data on agency functions, program outputs and outcomes.

Annually:

- All non-governmental Contractors that receive \$500,000 or more in total financial assistance must submit a single or program-specific audit to NCGrantsReporting@dhhs.nc.gov within 9 months of the Contractor's fiscal year end. Audits governed by 2 CFR 200.512 must be posted to the Federal Audit Clearinghouse (FAC) within 30 days of audit completion.
- Maintain an active record in the federal government's [System for Award Management](#) (SAM). This record must be updated annually.
- Federal Funding Accountability and Transparency Act (FFATA) Data Reporting Requirement form due with annual renewal materials.

- Strengths Based Practices Inventory.

J. PROGRAM MONITORING

The NCDSS Program Consultant reviews Contractors' monthly 1571 invoices and general ledgers / supporting documentation for accurate, allowable, and reasonable costs. NCDSS also reviews the Suspension of Funding List to ensure that the Contractor has met audit requirements. Ongoing telephone and e-mail monitoring are documented by the NCDSS Program Consultant when it pertains to possible contractual non-compliance issues.

After the first quarter, a conference call is conducted between the NCDSS Program Consultant and Contractor staff to review performance monitoring and quarterly report(s) and ensure that required components of services, accurate monthly reporting, and fiscal procedures are being implemented and baseline data is being compiled to fulfill the evaluation plan of the contract.

NCDSS will host mandatory every other month phone calls for Respite staff.

NCDSS will conduct a monitoring review on each Contractor at least once during the award cycle unless the need for greater frequency is indicated. NCDSS will send a monitoring notification letter that outlines review topics, such as program services (including outputs, outcomes, model fidelity, and participation in implementation support), fiscal management, compliance, personnel, safety, organizational capacity, subcontract services and evaluation. NCDSS reserves the right to conduct unannounced on-site monitoring reviews.

NCDSS shall monitor the Contractor according to the [NC DHHS/DSS Sub recipient Monitoring Plan](#). This includes compliance with federal areas under the [CFR Title 2 Part 200](#). After the review, the NCDSS Program Consultant will send a formal written monitoring report letter to the Contractor's Executive Director and Board Chair which contains recommendations and corrective action findings, if applicable. If the Contractor remains in non-compliance status, the contract may be terminated due to failure to meet the terms and conditions of the contract.

K. REQUIRED BACKGROUND CHECKS

Contractors will conduct a criminal history background check and a check of the National Sex Offender Registry for all new and existing staff and volunteers having direct contact with children or families. The agency must document in writing any prior felony convictions or other abnormalities and include a justification for employment. This written documentation must be kept within the volunteer or employee personnel file to be reviewed during a monitoring visit.

L. REQUIRED TRAINING

The following training is required of Respite Program Contractors:

1. All direct service staff and their supervisors listed in the contract budget, who have not already done so, must complete the *Connecting with Families: Family Support in Practice* six-day curriculum for working with families in center-based programs, support groups, and home visiting. For more information, see [NCSW Learn](#). Staff must complete this training within the first fiscal year of funding. Child Care Providers are exempt from this requirement.
2. All direct service staff and their supervisors listed in the contract budget, who have not already done so, must complete the free online [Bringing the Protective Factors Framework to Life in](#)

[Your Work – A Resource for Action](#) training course within the first six months of funding. Child Care Providers are exempt from this requirement.

3. All direct service staff and their supervisors listed in the contract budget must complete the following two Prevent Child Abuse North Carolina’s self-guided [online courses](#) within the first fiscal year of funding:
 - *Recognizing and Responding to Suspicions of Child Maltreatment*
 - *What is Prevention?*
4. NCDSS may provide ongoing training and technical assistance on topics such as prevention, contract requirements, resilience, and nighttime parenting / safe sleep during the award cycle.

Contractors must have copies of staff certificates of completion for required trainings available for review during monitoring visits.

M. PEER REVIEW

Contractors will be required to participate in a peer review process once during the 3-year grant cycle. This process is a continuous quality improvement strategy to enhance service delivery and is not part of contract monitoring.

N. PREVENTION ACTION NETWORK MEMBERSHIP

The [Prevention Action Network](#) is an affiliation of diverse organizations, professionals and concerned citizens who are committed to strengthening and supporting families. The Prevention Action Network offers members access to training, resources, and networking opportunities to help them strengthen their capacity to serve North Carolinians. ***NCDSS will provide all Respite Program Contractors with an annual Prevention Action Network membership.***

II. GOVERNING LEGISLATION and FUNDING SOURCES

The mission of NCDSS is to provide family-centered services to children and families to achieve well-being through ensuring self-sufficiency, support, safety, and permanency. NCDSS is guided by both federal and state legislation designed to protect children and build safe, stable, nurturing families. The following state requirements govern the administration of the Respite Program:

North Carolina Children’s Trust Fund (N.C.G.S. 7B-1301-1302)

NCDSS implements the Program on the Prevention of Abuse and Neglect (also called The NC Children’s Trust Fund) including selecting, contracting, and monitoring community-based child maltreatment prevention programs. Eligible services include educational programs on prenatal care, perinatal bonding, child development, basic childcare, care of children with special needs, coping with family stress, crisis and respite care, aid to parents, and parent education and support groups for families experiencing stress. Children’s Trust Fund Programs are intended to prevent maltreatment of children and youth before any substantiated incident of abuse or neglect has occurred. The NC Children’s Trust Fund is funded by a portion of the marriage license fee under G.S. 161-11.1 and a portion of the special license plate fee under G.S. 20-81.12. The NC Children’s Trust Fund requires a 25% cash or in-kind match from Contractors. NC DHHS/DSS reports annually on revenues and expenditures of the Children’s Trust Fund to the Joint Legislative

Commission on Governmental Operations. For the most recent report, click on [NC Children's Trust Fund Expenditures Report](#), dated July 1, 2020.

North Carolina Child Welfare Reform (Rylan's Law)

In 2017, the NC Family and Child Protection and Accountability Act (*Rylan's Law*) enacted comprehensive social services and child welfare reform within a new structure of regional supervision of counties. As part of Rylan's Law, the Center for the Support of Families (CSF) evaluated and developed strategic plans for social services that addressed leadership and governance at the state and regional levels to improve outcomes for children and families. CSF's child welfare reform plan made recommendations in ten areas of child welfare administration and service provision, including improvements to child fatality oversight, enhancements to preventive and in-home services and the implementation of a statewide, trauma informed, culturally competent child welfare practice framework. For more information, click on [Social Services and Child Welfare Reform Reports](#).

Families First Prevention Services Act (Family First)

This federal law transforms various aspects of the child welfare system, including informing NCDSS strategic investments in child maltreatment prevention across the entire child welfare continuum. Family First aims to prevent children from entering foster care by allowing federal Title IV-E reimbursement for selected mental health services, substance use treatment, and in-home parenting skill training. The NC Family First Prevention Plan will draw upon the state's prevention and treatment systems for the implementation of evidence-based and trauma informed services. NCDSS will, in turn, build on the Family First Prevention Plan to develop a comprehensive child maltreatment prevention framework that addresses readiness, alignment, and implementation considerations involved in Family First, Rylan's Law, Medicaid reimbursable funds, and community-based prevention programs funded through Title IVB-2, CBCAP, and NC CTF.

III. PROGRAM PURPOSE AND REQUIREMENTS

North Carolina Respite Program will help prevent child abuse and neglect by providing outreach, support and services to children and their families identified to reduce risk factors and promote protective factors, including parental resilience, social connections, concrete supports, knowledge of parenting and child development, and social and emotional competence of children. In addition, North Carolina Respite Program applicants must meet *all* of the following requirements to be eligible for funding:

1. Provide voluntary services based on the Principles of Family Support Practice.
2. Demonstrate a commitment to meaningful parent engagement and leadership opportunities.
3. Provide prevention services that target populations most at risk of child abuse or neglect.
4. Promote the five protective factors linked to lower incidence of child abuse and neglect.
5. Describe emerging evidence that demonstrates respite services' positive impact on children and their families in their application.
6. Use evaluation tools to demonstrate positive outcomes for children and families.
7. Promote racial equity, diversity and inclusion within the agency and programs.

1. Principles of Family Support Practice

Family Support is based on the premise that primary responsibility for the development and well-being of children lies within the family and communities must support families as they raise their children. Respite programs are designed to strengthen families, helping parents raise their children in safe, stable, and nurturing environments. The nine Principles of Family Support Practice are:

1. Staff and families work together in relationships based on equality and respect.
2. Staff enhances families' capacity to support the growth and development of all family members – adults, youth, and children.
3. Families are resources to their own members, to other families, to programs, and to communities.
4. Programs affirm and strengthen families' cultural, racial, and linguistic identities and enhance their ability to function in a multicultural society.
5. Programs are embedded in their communities and contribute to the community-building process.
6. Programs advocate with families for trauma-informed services and systems that are fair, responsive, and accountable to the families served.
7. Staff work with families to mobilize formal and informal resources to support family development.
8. Programs are flexible and continually responsive to emerging family and community issues.
9. Principles of family support are modeled in all program activities, including planning, governance, and administration.

2. Parent Engagement and Leadership:

Developing strong relationships between parents and staff is an essential ingredient in the program's ability to succeed. When parents and other caregivers feel valued and supported, they are more likely to accept and use new information. Parents offer unique perspectives to improve the quality of services and ensure the programming meets the community's needs.

3. Levels of Prevention and Target Populations

NCDSS Respite Program must be primary or secondary child abuse prevention services since the goal is to provide services *prior* to the incidence of abuse and neglect. Levels of Prevention are defined as follows:

Primary Prevention activities are directed at the general population to stop maltreatment before it occurs. All community members have access to and may benefit from these services. Primary prevention activities may raise the awareness of the general public, service providers, and decision-makers about child maltreatment.

Secondary Prevention activities with a high-risk focus are offered to populations that have one or more risk factors associated with child victimization, such as poverty, parental substance abuse, young parental age, parental mental health concerns, and parental or child disabilities. Services may target communities or neighborhoods that have a high incidence of risk factors.

Tertiary prevention activities are offered to populations that are already involved in the child welfare system. *Tertiary prevention services will not be funded under this Request for Application.*

4. **Promoting Protective Factors**

Research and initiatives suggest that a Strengthening Families Protective Factors Framework can significantly reduce incidences of childhood victimization and trauma. The Strengthening Families Framework is an intentional focus on family development and optimal child development that identifies the following five protective factors which are relevant for the continuum of child welfare services.

- **Parental Resilience** - A parent's ability to cope effectively with the various challenges of parenting and everyday life and their ability to overcome life's challenges. Examples include services that help caregivers establish relationships with friends, family, and professionals that provide on-going encouragement and knowledge of accessible community resources.
- **Social Connections** - Positive relationships with friends, family members, neighbors, and others who can provide concrete and emotional support to parents and caregivers. Examples include services that strengthen family relationships, friendships, and formal support.
- **Knowledge of Parenting and Child Development** - Accurate information about raising children and appropriate expectations for their behavior. Examples include parenting education through parent support groups, education classes, or home visitation.
- **Concrete Support in Times of Need** – Support may include financial, transportation, and food assistance, job training, and/or mental health services. Examples include services that provide immediate, tangible resources to families in crisis.
- **Children's Social and Emotional Development** - A child's ability to interact effectively with others positively and articulate their feelings. Examples include services that provide children and caregivers a safe and nurturing place to “practice” normal roles and behaviors, strengthening a positive parent-child relationship.

For more information, click on [Strengthening Families and Protective Factors Framework](#)

CSSP has developed a [Strengthening Families Self-Assessment Tool for Community-Based Programs](#) that uses concrete, observable items to help agencies make “small but significant changes” in program practice to build protective factors. All Contractors will complete the self-assessment tool within the first six months of Year 1 of the grant cycle. The Contractor will form a Self-Assessment Team that represents different perspectives within the agency, including administrative staff, direct service staff, and parents/caregivers who participate in respite programs. After completing the assessment, the Contractor will develop an action plan to build protective factors within programs by the end of Year 1. The Self-Assessment Team will review this tool and action plan annually during the first 6 months of Year 2 and Year 3 of the grant cycle.

Respite programs have the potential to impact all five protective factors and services will measure all five of them using the Protective Factors Survey.

5. Emerging Evidence

While Respite programs have not been identified as evidence-based or evidence-informed, they are a preventative strategy that strengthens families, protects their health and well-being, and allows their children to remain at home and in the community.

Planned respite models include, but are not limited to:

- In-home respite with trained professionals or volunteer providers,
- Out-of-home (childcare centers, schools, family care home, hospitals, or specific respite facility) also using trained or volunteer providers,
- Periodic respite (churches, community centers or other community-based organizations that support periodic respite events), and
- Summer camps, recreational or after-school services.
- Crisis respite is temporary emergency care for children, available when families face a crisis and no other safe childcare options are available.

Resources to help applicants describe the emerging evidence of respite programs include:

- [ARCH National Resource Center](#)
- [Child Welfare Information Gateway](#)
- [FRIENDS National Center for Community-Based Child Abuse Prevention](#)
- [Evidence-Based and Evidence-Informed Program](#)

6. Evaluation

Applicants must demonstrate the capacity to achieve positive outcomes for children and families who participate voluntarily in their services. A logic model leads to greater outcome accountability, visually demonstrating how staff time, funding, and other resources result in positive changes for children and families. The logic model helps the applicant plan services, link those services to outcomes, and identify tools to measure whether the stated outcomes were achieved. Applicants must develop a logic model for the proposed respite program.

NCDSS has the following shared vision for each program: **Families increase protective factors to provide their children with safe, stable, nurturing relationships and environments to reach their full potential.**

NCDSS has also identified shared outcomes and evaluation tools for respite programs. Applicants must complete the following sections of the appropriate Logic Model:

- Resources,
- Activities & Services,
- Population Served, and
- Additional Tools, if needed

Applicants may not exceed 1 page for each curricula's logic model.

7. Racial Equity, Diversity, and Inclusion

NC DHHS/DSS is committed to racial equity as part of an overall emphasis on diversity and inclusion that is critical to the sustainability and successful implementation of the agency’s mission. In 2020, NC DHHS added the value of “Belonging” to “intentionally promote an inclusive, equitable workplace that reflects the communities we serve, where everyone feels a sense of belonging, and our diverse backgrounds and experiences are valued and recognized as strengths.” This value should be subsequently reflected in both state Divisions’ and local Contractors’ work. Applicants must describe their approach to building racial equity and inclusion at the community, agency, staff, and/or programmatic levels.

IV. GENERAL INSTRUCTIONS & FORMAT

Basic Format

- Type should be 12-point font size and single spaced.
- Add a footer that includes the agency name and page number.
- Adhere to page limits. Points will be deducted for every section that exceeds the page limits.
- Respond to each section listed in this RFA thoroughly and concisely, in the order requested. ***Include section headings*** in the Scope of Work as listed in the application checklist.

Electronic Submission:

Applicants must submit all documents to the following email address: Wendy.Clewis@dhhs.nc.gov in 4 separate emails.

Each attachment must be named with the **name of agency** followed by **name of attachment**.

Example: Happy Family Resource Center: Cover Letter

Example: Happy Family Resource Center: Board Member Profile

Example: Happy Family Resource Center: Federal Certifications

Appendix A: Application Checklist includes information regarding page limits and format for submission of your application.

Email #1 should include the following separate attachments:

- Cover Letter
- Application Checklist (Appendix A)
- Scope of Work (This should be one Word document including the following sections: Needs Assessment, Project Design, Organizational Capacity, Local Collaboration, Outreach and Recruitment, and Sustainability Plan)

Email #2 should include the following separate attachments

- Board Member Profile
- Job Descriptions (for all staff listed in the Budget)
- 3 Letters of Support (One letter must be from an adult Respite Program participant)

- Logic Model (One page limit)
- Organizational Chart
- Authorized Signature Form

Email #3 should include the following separate attachments:

- NCDSS Contractor Package
 - Contractor Face Sheet
 - Contract Budget and Narrative
 - Subcontractor Budget (if applicable)
 - Proof of insurance and copy of policy (if providing transportation)
 - Indirect Cost letter or Indirect Cost Declination Letter (if applicable)
 - Cost Allocation plan (if applicable)

Email #4 should include the following separate attachments:

Governmental Organizations and UNC System Entities:

- State Certifications
- Federal Certifications
- FFATA Data Form

Non-Governmental Organizations

- State Certifications
- Conflict of Interest Acknowledgement and Policy
- Annual Conflict of Interest Verification
- Annual IRS Tax Exemption Verification
- Copy of IRS Tax Exemption Letter
- No Overdue Tax Debts Certification
- Federal Certifications
- FFATA Data Form
- SAM (System for Award Management) Registration Screenshot

Cover Letter (One-page limit)

Applicants must include a cover letter on your agency's letterhead, that includes the following program summary information:

- Funding amount requested
- Community being served, including Social Service Region and county(ies)
- Brief description of respite service, including the number of groups, vouchers, or days
- Target population or General population
- Number of annual participants who will complete the program, divided into:
 - # of parents/caregivers
 - # of children participating in programming and/or attending childcare
 - # of total families

- Physical location(s) where the participants will be served

This letter may not exceed 1 page and must be signed by the authorized official of the agency. Please see cover letter samples.

SCOPE OF WORK

Needs Assessment *(Two-page limit)*

Describe the targeted community need the proposed respite program will address by answering the following questions: Applicants must use data and citations to support need statements, including the NC County Child Victimization SFY 2020 Data.

1. What are your community's socio-economic strengths, resources, gaps, and needs, including but not limited to child maltreatment?
2. How has your agency assessed the current community strengths, resources, gaps, and needs?
3. How will the proposed service meet community needs and gaps?
 - How does this service fill a gap in the community's existing continuum of services?
 - Proposed program models should not duplicate existing programs in the county(ies). If similar services already exist, why is the proposed service needed?
4. What are the factors contributing to the child victimization rate in the county(ies) to be served?
 - How might the proposed service decrease these rates in the long-term?

Applicants may find some statistical data and/or needs assessments at collaborating agencies and organizations. Additional information can also be found at the following links:

- [NC Early Childhood Action Plan County Data Reports](#)
- [Annie E. Casey Foundation](#)
- [NC Child](#)
- [US Census Bureau: Population Estimates](#)
- [UNC School of Social Work Social Services Data](#)
- [Community Tool Box: Assessing Community Needs and Resources](#)

Project Design/Activities *(Seven-page limit)*

Applicants must describe how the program will meet **all seven requirements listed on pages 8 - 12 of this RFA** by providing a program design description that answers the following questions:

1. Principles of Family Support Practice
 - How will your agency model the Principles of Family Support?
 - How will staff approach families with equality and respect, conveying a clear message that parents / caregivers are a valued part of their children's lives and their community?
 - How will your agency affirm and strengthen families' cultural, racial, and linguistic identities?

2. Meaningful Parent Engagement and Leadership

- How will your agency recruit and maintain parent participation?
- How will staff work proactively with families who are isolated, drawing them into social networks and activities?
- How will your agency promote parent leadership? Provide specific examples.
- How will your agency involve parents in planning, implementing, and evaluating programs?

3. Levels of Prevention and Target Population

- Who is the target population of the proposed services?
 - How were they identified?
- Are the proposed services primary or secondary prevention?
 - If primary prevention, speak to your universal focus.
 - If secondary, speak to your targeted population and the identified risk factors and/or lack of protective factors.
- How will your agency ensure that participant referrals are only accepted with a Primary or Secondary focus?

4. Promoting Protective Factors

- How will your agency promote the five protective factors?
- What positions or roles will be included in your Protective Factors Self-Assessment Team?
- How will your agency use Self-Assessment data to develop a plan for CQI?

5. Emerging Evidence

- What type of respite service will your agency provide?
 - Why did your agency select this type of service?
- What is the emerging evidence that supports this service or curricula?
- How will your agency plan for program delivery?
- How will your agency support ongoing implementation?

6. Evaluation

- How will your agency ensure outputs are tracked and outcomes are measured accurately?
- How will your agency evaluate participant and program success formally and informally?
- How will your agency measure participant satisfaction?
- What type of follow-up will your agency provide to participants?

7. Racial Equity, Diversity and Inclusion

- How does your agency currently work to build racial equity and inclusion at the community, agency, program, and/or staff levels? Provide specific examples.
- What areas of racial equity and justice does your agency plan to focus on in the future?

Organizational Capacity *(One-page limit)*

Successful agencies have strong organizational capacity to help achieve their goals, including sound programmatic and fiscal policies and procedures, trained staff, professional development opportunities, staff supervision, engaged board and community stakeholders, sufficient resources, and a data collection and evaluation process.

Applicants must answer the following questions:

- State the mission of your agency and how it relates to proposed programming.
- Describe the history of your agency within the community and provide evidence that it has the capacity to serve the target population.
- Describe how your agency manages finances, develops budgets, submits invoices & contract amendments, and monitors agency and grant spending?
- How will your agency administer and supervise the proposed services?
 - If using a subcontractor, describe how your agency will monitor their grant compliance and evaluate their program performance.

Local Collaboration, Outreach and Recruitment *(Two-page limit)*

Preventing child abuse and neglect is not the responsibility of one agency, but rather a community-wide responsibility. Applicants must demonstrate that they are actively developing and participating in meaningful collaborative relationships with community partners to prevent child victimization by linking families with appropriate and timely resources and identifying gaps and barriers to a family's ability to access services.

Applicants must answer the following questions:

- How does your agency collaborate with local organizations, coalitions, and/or parent partners that focus on child, family and community well-being, including your County Department of Social Services?
- How is your agency contributing to community efforts to prevent child abuse and neglect?
- How will your agency conduct community outreach and recruitment?
 - How will your agency include tribal populations and/or families experiencing homelessness in outreach efforts?
- How does your agency solicit, process, and track referrals?

Sustainability Plan *(One-page limit)*

Applicants must address how they will plan and implement sustainable actions to ensure continuing the project beyond the award period, such as future financial support, staff capacity, and continued community interest. Sustainability is important because service interruptions may increase risk of child victimization. Applicants must answer the following questions:

- What types of financial support, organizational capacity, and in-kind resources from both your agency and community partners will contribute to sustainability?

- How will your agency diversify funding?
 - What specific sources of local, state, federal, foundation, and corporate funding will your agency actively cultivate to continue this program?
- How does your agency prepare for leadership succession and transitions?
 - Does your agency have a written plan or policy for leadership succession?
- How will your agency market the NC Children’s Trust Fund, including the [Kids First License Plates](#)?

Face Sheet, Budget & Required Documents

Applicants must complete the NCDSS Contractor Package, an Excel worksheet that includes:

- Contractor Face Sheet
- Budget for SFY 2022
- Required contractor documents.

The line-item budget is just for the first year of the grant cycle - State Fiscal Year 2021-22.

Read the Excel workbook Budget Worksheets Instructions tab carefully because it contains all the information required to develop a budget, including entering salary and fringes. Make sure that all expenses are clearly explained in the Narrative column.

Contractors will be required to submit a new program budget during the annual contract renewal process in Years 2 and 3. Based on the availability of funding, program performance, and agency compliance, annual budget award amounts will remain the same for SFY 2022-23 and 2023-24. No carry over of unexpended funds is allowed from one fiscal year to another.

The budget is subject to the following requirements:

- All funds are distributed on a reimbursement after expenditure basis.
- Funds from this grant may not be used to supplant other funds.
- Match can be cash, in-kind, or a combination.
- Calculate the 25% match by dividing the total amount of state funding requested by .75 and subtracting the total amount of state funding. For example: If applying for \$36,000 in state funds - $\$36,000 \div .75 = \$48,000$ (total) - \$36,000 (award) = \$12,000 match.
- Expenditures for travel and daily subsistence may not exceed state approved rates, which are listed in the NCDSS Contractor Package Instructions.
- Equipment (e.g. computers, printers, televisions, video cameras, etc) may be purchased if it supports the contract goals and outcomes.
- Cost allocation plan, if sharing costs across multiple funding streams.
- Indirect Rate may not exceed 10%.
 - An indirect cost letter needs to be submitted if the agency has an agreed upon indirect cost rate that is less than 10%.
 - If the agency is claiming less than 10%, they must submit a letter on letterhead stating that they are declining the de minimus 10% rate.

- Proof of insurance and a copy of the policy is needed if an agency will provide transportation.

Required Application Attachments

- **Application Checklist** helps ensure that Applicants have completed all the required elements.
- **Authorized Signature Template** lists the staff and board members who are authorized to sign for contractual and/or fiscal documents, including invoices.
- **Board Member Profile** that lists your agency’s current board members, their board position, phone number, and email address.
- **Job Descriptions** for all positions listed in your proposed Budget. (*Do not include individual names, only position titles*)
- **Letters of Support** - 3 letters from community partners, including one letter from an adult participant of your agency’s Respite Program.
- **Logic Model** for proposed program model. Logic model may not exceed one page.
- **NCDSS Contractor Package** – Face Sheet, Budget, and Required Documents (see below)
- **Organizational Chart** is a visual illustration of the agency’s staff positions that show how the proposed programs fit into the overall agency’s structure (*Do not include individual names, only position titles*).

Required Contractor Documents

Government Organizations & UNC

- State Certification
- Federal Certifications
- FFATA Data Form

Non-Governmental Organizations

- State Certification
- Federal Certifications
- FFATA Data Form
- Conflict of Interest Acknowledgement and Policy
- Annual Conflict of Interest Verification
- Annual IRS Tax Exemption Verification
- No Overdue Tax Debts Certifications
- Copy of IRS Tax Exemption Letter

Links to all Required Contractor Documents are located on the last tab of the NCDSS Contractor Package.

Each Required Contractor Document should be submitted as an individual pdf with this Application document in Word, Excel, or pdf with this Application.

APPENDIX A: NCDSS RESPITE PROGRAM APPLICATION CHECKLIST

✓	EMAIL #1 – Cover Letter, Checklist, and Scope of Work	Page Limit
	Cover Letter on Agency Letterhead	1 page
	Application Checklist	
	Scope of Work - the following 5 sections combined in 1 Word Document	13 pages
	<ul style="list-style-type: none"> • Needs Assessment 	2 pages
	<ul style="list-style-type: none"> • Project Design <ol style="list-style-type: none"> 1. Principles of Family Support 2. Parent Engagement and Leadership 3. Levels of Prevention and Target Population 4. Promoting Protective Factors 5. Emerging Evidence 6. Evaluation 7. Racial Equity, Diversity, and Inclusion 	7 pages
	<ul style="list-style-type: none"> • Organizational Capacity 	1 page
	<ul style="list-style-type: none"> • Local Collaboration, Outreach, and Recruitment 	2 pages
	<ul style="list-style-type: none"> • Sustainability Plan 	1 page
	EMAIL #2 - Attachments	
	<ul style="list-style-type: none"> • Board Member Profile • Job Descriptions (for all staff listed in the budget) • 3 Letters of Support, including one from a respite program participant • Logic Model (1 page limit) • Organizational Chart • Authorized Signature 	Submit each SOW attachment as a separate document, rather than a combined pdf.
	EMAIL #3 – NCDSS Contractor Package	
	<ul style="list-style-type: none"> • Contractor Face Sheet • Contractor Budget with Salary and Fringe • Subcontractor Budget (if applicable) • Proof of insurance and copy of policy (if providing transportation) • Indirect Cost letter or Indirect Cost Declination Letter (if applicable) • Cost Allocation plan (if applicable) 	Submit each bulleted item as a separate document, rather than a combined pdf.
	EMAIL #4 - Required Contractor Documents	
	<p>Governmental Organizations and UNC System Entities:</p> <ul style="list-style-type: none"> • State Certifications • Federal Certifications • FFATA Data Form <p>Non-Governmental Organizations</p> <ul style="list-style-type: none"> • State Certifications • Conflict of Interest Acknowledgement and Policy • Annual Conflict of Interest Verification • Annual IRS Tax Exemption Verification • Copy of IRS Tax Exemption Letter • No Overdue Tax Debts Certification • Federal Certifications • FFATA Data Form • SAM (System for Award Management) Registration Screenshot 	Submit each bulleted item as a separate document, rather than a combined pdf.

APPENDIX B: DEFINITIONS

Activities/Services (sometimes referred to as outputs) This is the portion of your agency's logic model where the services consumers will receive are listed. What are the activities provided that are directly linked to achieving the desired outcomes that?

Child Victimization Rates Child victimization rates are calculated by dividing the number of unique children reported as victims of maltreatment by the number of children living in the state and counties as estimated by the U.S. Census Bureau. The child victimization count is the non-duplicated number children whose cases were substantiated for child abuse, neglect, or dependency or received a finding of "Services Needed." during a state fiscal year. That figure is then multiplied by 1,000 to obtain a rate per 1,000. The annual rate of child maltreatment is reported statewide as well as for individual counties

Continuous Quality Improvement (CQI) CQI activities ensure that programs are systematically and intentionally increasing positive outcomes for the families they serve. It is an ongoing process that involves: Collecting data, reviewing and analyzing data, and adjusting practices based on findings.

Core Components These are the key services or activities of an evidence-based program that have been demonstrated to lead to the identified program outcomes. These components must remain intact during any implementation of that program.

Measurement Tools are valid, reliable instruments that determine whether or not a goal or outcome has been achieved.

Logic Model A logic model is a map of the program. It is a simple, logical illustration of what the program does, why the program does it, and how observers know if the program is successful.

Inputs/Resources Resources detail what the program needs to provide services according to model fidelity. Resources may include staffing, a curriculum, training, childcare, transportation, meals, meeting space. Think of this as a budget justification.

Target Population This is a description of the population the program serves or plans to serve.

APPENDIX C – REFERENCE MATERIALS & FORMS and ON-LINE RESOURCES

Reference Materials and Forms

Applicants must download the following reference materials and forms to submit a complete application:

- [Application Checklist \(Appendix A\)](#)
- [Authorized Signature Template](#)
- [Board Member Profile](#)
- [Federal Funding Accountability and Transparency Act \(FFATA\) Form](#)
- [NC County Child Victimization SFY 2020 Data](#)
- [NCDSS Contractor Package](#)
- [NCDSS Regional Support Map \(Draft\)](#)
- [Respite Application Review Tool](#)
- [Respite Cover Letter Samples](#)
- [Respite Logic Model Template](#)

Audit Requirements

- [PART 200—UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS](#)
- [§ 159-34. Annual independent audit; rules and regulations.](#)
- [SUBCHAPTER 03M – UNIFORM ADMINISTRATION OF STATE AWARDS OF FINANCIAL ASSISTANCE](#)
- [Program Compliance Supplement](#)

[Center for the Study of Social Policy](#) (CSSP) developed the Strengthening Families framework to engage families, programs, and communities in building five Protective Factors. The website includes tools for self-assessment, aligning practice, action sheets, building parent partnerships, ensuring accountability, and implementing protecting factors in child maltreatment prevention systems. CSSP also offers resources and tools for promoting [Equity and Justice](#), with area of focus on racial equity and justice in order to dismantle systemic racism by transforming public systems and policies.

[Child Welfare Information Gateway](#) connects child welfare and prevention professionals to resources to protect children and strengthen families. They have topic webpages dedicated to family-centered practice, preventing child abuse and neglect, and supporting and preserving families. This website also contains [Strategies for Reducing Inequity](#).

[Children's Bureau](#) provides information on federal funding for child maltreatment prevention programs, including Promoting Safe and Stable Families and CBCAP grants.

[FRIENDS National Resource Center for Community Based Child Abuse Prevention](#) provides information and resources about CBCAP, Prevention, Parent Leadership, and Evaluation. The evaluation tab contains information about logic models, continuous quality improvement, evidence-based practice, program assessment, and protective factors surveys.

[NC Early Childhood Action Plan County Data Reports](#) provides data for North Carolina and all 100 counties on 50 measures that affect young children's healthy development, including infant mortality, food and housing security, emergency room visits, child health, foster care, early learning, and early literacy. County Data Reports include data that is disaggregated by age, race, ethnicity, and geography.

[NC Office of State Budget and Management](#) contains information on the Grants Management System and the Suspension of Funding List. In addition, it lists [Travel Policies and Regulations](#) that contain NC subsistence per diem rates and travel policies for non-state employees, including contractors.

[Prevent Child Abuse North Carolina](#) is dedicated to preventing child maltreatment. Their website has resources on child maltreatment and prevention, training opportunities, public awareness, community prevention action plans, and the Prevention Action Network.

[Race Equity and Inclusion Action Guide](#) - Annie E. Casey Foundation has published a guide listing 7 steps to build racial equity and inclusion within your agency.