

Request for Proposals

CHILD MALTREATMENT PREVENTION FRAMEWORK FOR ACTION – COMMUNITY PLANNING GRANTS

OVERVIEW

Proposals are currently being accepted for the Child Maltreatment Prevention Framework for Action – Community Planning Grants. This initiative is supported by the Colorado Department of Human Services and the Zoma Foundation. Early Milestones Colorado (Milestones) is the lead agency supporting communities' planning efforts. Up to sixteen communities will be selected to receive financial support and technical assistance to create local child maltreatment prevention plans using the new Colorado Child Maltreatment Prevention Framework for Action.

Issue Date: September 29, 2017

Proposal Due Date: October 13, 2017 at 5:00 p.m. MDT
Submit proposals via email to: vtangella@earlymilestones.org

For questions, contact:

Vani Tangella
Project Manager
Early Milestones Colorado
vtangella@earlymilestones.org

BACKGROUND

Colorado prospers when our children thrive because they are our future workforce, leaders, and community members. No matter where they live in our state – the plains, mountains, rural areas or urban centers – children need high-quality support for development. We need a broad base of participation to obtain civic, social, and economic well-being in Colorado. Services and policies that help strengthen families, prevent abuse and neglect, aid caregivers struggling with adversity, and promote positive interactions within families and caregivers help children develop their potential.

Research shows that there are five protective factors (parental resilience; social connections; concrete support in times of need; knowledge of parenting and child development; and social and emotional competence of children) that strengthen all families and reduce the likelihood for child maltreatment. The protective factors approach is grounded in research and can be implemented through small but significant changes in everyday actions. This approach benefits ALL families and builds on family strengths, buffers risk, and promotes better outcomes. Learn more about the five protective factors at: <http://www.co4kids.org/prevention>. Colorado can work together to build these protective factors in families and communities across the state.

In 2014, the Colorado Department of Human Services Office of Early Childhood, in partnership with Chapin Hall at the University of Chicago, the federal Children's Bureau, the Children's Trust of South Carolina, the Child Abuse and Neglect Technical Assistance and Strategic Dissemination Center, and the Ben and Lucy Ana Walton Fund of the Walton Family Foundation, began working together to design a road map to serve as a national model for the prevention of child maltreatment. As part of this effort, the partners evaluated Colorado's existing programs, services and policies that increase family strengths, enhance child development, and reduce the likelihood of child abuse and neglect. The collaboration also included work to gather insights and feedback from

parents to better understand the resources and supports they value in caring for their children. The team mined the latest research for best practices and upcoming innovations and identified ways to measure progress on shared outcomes across the strategies. From the beginning, this work has been an exemplary example of a public-private partnership with partners across sectors contributing to the work and funds from federal, state, and private foundations supporting the work.

The Governor unveiled the Colorado Child Maltreatment Prevention Framework for Action (Framework) in April 2017. The Framework is designed as a tool to guide strategic thinking, align strategies, and maximize shared outcomes to prevent child maltreatment and promote child well-being at the state and local level. The Framework will guide community planning to mobilize action that protects children, and then track implementation and measure progress. As this tool is used collectively across the state, the resulting alignment of strategies will maximize the impact on shared outcomes. Learn more about the Framework at: <http://co4kids.org/framework>.

GRANT REQUIREMENTS

Community planning grant requests must not exceed \$17,000. Grants will be provided in the form of subcontracts and will be awarded to up to 16 Colorado communities ready and able to begin the planning process by November 1, 2017. At least 9 community planning grants will be awarded to Family Resource Centers serving as the local lead agency to coordinate community planning. Additional communities will be selected with a different type of local lead agency coordinating community planning. Only one organization per community can apply for funding.

Eligible applicants for this community planning grant opportunity need to be family or child-oriented and may include, but are not limited to:

- Family Resource Centers
- Community Health Centers
- Early Childhood Councils
- Mental Health Centers
- Local Departments of Health and/or Human/Social Services
- Local Child Fatality Prevention System Teams
- Head Start organizations
- Non-profits focused on parent support, parent education, or home visitation
- Community Centered Boards (CCB)

Demonstration of partnerships with all the above and other relevant entities are highly encouraged and will result in a more competitive application. While a single organization must apply for the funding, the community planning process requires cross-system collaboration. Selected applicants will need to bring participation from a broad swath of the community including most of the following (if applicable): social/human services, early childhood, k-12 education, family resource centers, parent support programs, parents, community mental health, public health, medical professionals, community centered board, economic security and workforce development, child fatality prevention coordinator, first responders, higher education/community college, business sector, local public officials, local philanthropy, and other community-based organizations (civic organizations, faith community, etc.).

Due Date for Proposals:	October 13, 2017 at 5:00 p.m. MDT
Estimated Number of Awards:	14 – 16 communities
Estimated Award Amount:	Up to \$17,000 per award
Length of Project Period:	Up to 8 months (beginning November 2017)

Milestones will serve as the fiscal agent and will work collaboratively with local lead agencies and communities on contracting and any other fiscal matters. Milestones will also provide facilitation for the community planning team meetings and technical assistance support to grantees. Milestones may conduct phone calls to ask clarifying questions regarding the applicant’s proposal. Slight revisions to the proposal may be requested.

TIMELINE AND EXPECATIONS

The Child Maltreatment Prevention Framework for Action – Community Planning includes the following steps and timeline:

Date	Description
September 29, 2017	Request for proposals issued
October 5, 2017	Application Q&A Conference Call at 10:00 a.m. MDT (optional)
October 13, 2017	Proposals are due at 5:00 p.m. MDT
October 25, 2017	Selected grantees notified of award
November 1, 2017	Community planning efforts begin
November 8, 2017	Required one-hour introductory webinar at 10:00 a.m. MDT
May 31, 2018	Interim deliverables from grantees are due
July 31, 2018	Final deliverables from grantees are due

Key Expectations

- Identify a community/staff member to serve as the champion, local coordinator, and primary point of contact for the planning process.
- Engage in an up to eight-month local participatory planning process using the Colorado Child Maltreatment Prevention Framework for Action as a tool to guide strategic thinking.
- Register and participate in the introductory online webinar for grantees.
- Convene local stakeholders across systems and agencies to participate in three on-site meetings with facilitation support provided through Milestones to implement the tasks, noted below, to apply the concepts and suggested action items raised in the Framework. The team of local stakeholders must be multi-disciplinary.
- Local teams must maintain communication, coordinate and engage in planning activities between each of the on-site meetings.
- Ensure the planning team is knowledgeable in a two-generation approach ([ASCEND](#)) and has knowledge of the Strengthening Families Protective Factors Framework ([CSSP](#)). Any selected strategies should be grounded in these strengths-based whole family approaches.
- Engage in an online learning community with other grantees to share progress, lessons learned, and support peer-to-peer learning.
- Utilize the technical assistance provided by Milestones or request technical assistance if there are specific challenges/barriers impacting your community.
- Complete all deliverables (e.g., local child maltreatment prevention plan, progress report) using the templates provided by Milestones and submit by deadline.
- Participate in evaluation activities such as completing surveys that assess the quality of technical assistance received or providing feedback on the local planning process.
- Communicate any questions or concerns to the Milestones Project Manager or other project staff as needed.
- Meet requirements to be a subcontractor of the Colorado Department of Human Services to comply with criteria (see pg. 5).

Tasks to Build a Community Plan to Prevent Child Maltreatment

- Task 1.1: Form Core Leadership Group
- Task 1.2: Develop Community Profile
- Task 1.3: Secure Diverse Parent Input
- Task 1.4: Catalogue Local Services
- Task 2.1: Set Your Priorities
- Task 2.2: Outline Your Local Child Maltreatment Prevention Plan

To learn more about these tasks, go to: <http://co4kids.org/community-planning>

Key Principles

- Reciprocity and Partnership – Foster relationships that are based on mutual understanding and consideration
- Communication – Establish information and feedback processes to ensure mission, goals and roles/responsibilities are understood clearly
- Mutual Learning – Create an environment where everyone can share and learn from others' experiences and expertise
- Accountability – Be timely about sharing relevant information (e.g., data, project updates) with stakeholders
- Respect – Build strong, collaborative relationships that value and respect stakeholders
- Inclusivity – Engage stakeholders with diverse experience, knowledge and opinions that extend beyond the “usual” partners

HOW TO APPLY

Deadline for proposals: **October 13, 2017 at 5:00 p.m. MDT**

Proposals must be emailed to the Milestones Project Manager at vtangella@earlymilestones.org. All proposals must be submitted in Microsoft Word or PDF format and should not exceed 5 pages, not including the budget and financials. Proposals should include the following information.

Organizational Information and Qualifications:

- ORGANIZATION NAME
- ORGANIZATION ADDRESS – Provide mailing address, city, state and zip code.
- ORGANIZATION PHONE, FAX, EMAIL AND WEBSITE
- NAME OF CEO OR EXECUTIVE DIRECTOR
- PRIMARY CONTACT FOR THIS GRANT REQUEST – Provide the name of the person we should contact to discuss this grant request. If it is the same as the CEO or Executive Director, please indicate.
- PRIMARY CONTACT'S EMAIL ADDRESS
- PRIMARY CONTACT'S PHONE NUMBER
- FISCAL SPONSOR – Does your organization use a fiscal sponsor? If yes, provide the organization name, address and website, as well as the name of a contact person and his or her phone number and email address. If no, please indicate.
- YEAR FOUNDED
- MISSION AND VISION – Provide the organization's mission and vision statements.
- PROGRAMS AND PROJECTS – Provide a description of current programs and projects relevant to this project, including examples of work.
- GEOGRAPHIC AREA SERVED – Describe the geographic area that would be covered by this planning process.

- **COMMUNITY EXPERIENCE AND COMMITMENT** – Describe existing partnerships and examples of cross-domain and systems-building efforts in your community. List any existing planning processes underway or recently completed. Identify other organizations or stakeholders that you plan to engage in this work and how you have worked with them in the past. Explain your readiness to take on the planning process and identify staff who will be engaged in the work.
- **TECHNICAL ASSISTANCE** –If selected, communities will receive targeted and responsive technical assistance and participate in a required learning collaborative. Please describe 1-2 areas where your community can benefit from technical assistance (e.g., relationship-building, data gathering, engaging parents, etc.).

Budget and Financials: Between \$15,000 to \$17,000 is available to offset or reimburse the cost of staff time to engage partners and actively participate in the planning process. Milestones will provide facilitation support and technical assistance to grantees at no cost.

- **TOTAL AMOUNT REQUESTED** – Planning grants requests should be between \$15,000 - \$17,000.
- **PROJECT BUDGET** – Provide a detailed line item budget for all expenses and revenue for which funding is requested in an Excel file only. These funds are intended to support personnel costs for agency staff to actively participate in driving this process.
- **ORGANIZATION’S CURRENT OPERATING BUDGET** – Provide the organization’s current operating budget.
- **AUDITED FINANCIALS** – Upload most recent audited financials. If audited financials are not available, please provide a current IRS Form 990. If neither is available, please explain. If a Fiscal Agent is being used, provide its recent audited financials, along with the organization name, address and website, as well as the name of a contact person and his or her phone number and email address.
- **CURRENT FINANCIAL STATEMENTS** – Upload your Statement of Activities and Balance Sheet. If a Fiscal Agent is being used, provide its current financial statements.
- **MEMORANDUM OF AGREEMENT** – If a Fiscal Agent is being used, attach your Memorandum of Agreement. This is not required if you are not using a Fiscal Agent.
- **MEETS REQUIREMENTS TO BE A SUB-CONTRACTOR OF THE COLORADO DEPARTMENT OF HUMAN SERVICES TO COMPLY WITH CRITERIA, WHICH WILL BE PROVIDED TO SELECTED APPLICANTS.** Please note yes or no for each of the following in proposal.
 - Is in good standing with the Colorado Secretary of State
 - Is not Under a Debarment from State or Federal Participation
 - Meets the Insurance Requirements of the Prime Contract including naming the State as an Additional Insured
 - Is fully licensed as necessary pursuant to the Prime Contract and under any applicable State or Federal Laws, Rules or Regulations
 - Agrees to Indemnify the State of Colorado from any legal or performance disputes or all grievances under the law in the service of performing its obligations under the Subcontract
- Additional financial information may be requested and required prior to finalizing any grant awards.

PROPOSAL EVALUATION CRITERIA

Proposals will be reviewed based on the following criteria. To ensure consideration for this RFP, applicants should submit complete proposals that address the following criteria:

- **Overall readiness** – Readiness to begin the planning process and successfully complete the associated work in a timely manner while effectively using the facilitation and technical assistance available through Milestones
- **Organizational experience** – Applicants will be evaluated on their experience as it pertains to the scope of this project – community planning and child abuse prevention/family support, with interest in applicants with experience working with diverse populations

- Previous work – Applicants will be evaluated on their examples of their work relevant to this project
- Value and cost – Applicants will be evaluated on the cost of their solution(s) based on the work to be performed in accordance with the scope and timeline of this project

SELECTION PROCESS

A review committee comprised of representatives from the Colorado Department of Human Services, the Zoma Foundation, Milestones, Colorado Department of Public Health and Environment, and subject matter experts will review proposals. Milestones may conduct phone calls to ask clarifying questions regarding proposals. Successful applicants will be notified by October 25, 2017. Contract negotiations with those selected will commence immediately upon final selection.

Assumptions

- Each community grantee may utilize varying types and amounts of technical assistance
- The community grantees will represent geographically diverse locations
- Contracts will be awarded for up to eight months of planning

ABOUT EARLY MILESTONES COLORADO

Milestones is a nonprofit intermediary that advances success for young children across the state by accelerating innovation, use of best practices, and systemic change.

Milestones' three major goals are as follows:

- 1) **Accelerate what works**—speed the implementation of innovative, promising, and evidence-based practices.
- 2) **Strengthen systems for greater impact**—align and strengthen the early childhood system by aggregating knowledge and resources.
- 3) **Communicate knowledge**—communicate about successful approaches, lessons learned, and systems improvements.

As the lead agency for the Child Maltreatment Prevention Framework for Action Community Planning process, Milestones will provide financial support and technical assistance to communities thanks to funding provided by the Colorado Department of Human Services and the Zoma Foundation. Milestones is intended to be a partner, information hub and champion with a deep commitment to and engagement with community grantees.

QUESTIONS

Milestones will be hosting an optional Application Q&A Conference Call on October 5, 2017 at 10:00 a.m. MDT. The call will provide an opportunity to ask any technical questions related to the grant or community planning process. To join the call, please dial-in to (646) 749-3131 and enter access code 387-100-813.

If you have questions about the requirements for submitting a proposal, call Milestones at 720-639-9000. You can also email project staff directly:

- Vani Tangella, Project Manager, vtangella@earlymilestones.org
- Morgan Janke, Project Director, mjanke@earlymilestones.org