

Southwest Ohio Regional Prevention Council Request for Proposals (RFP)

The Southwest Ohio Regional Prevention Council (SORPC) seeks to make investments in child abuse and child neglect prevention programs and services. This Request for Proposals (RFP) pertains to training professionals in early childhood development organizations to achieve positive outcomes for children and parents/caregivers. Southwest counties are: Adams, Brown, Butler, Clermont, Clinton, Hamilton, Highland and Warren. Funding for these services is provided by the Ohio Children's Trust Fund (OCTF).

Prevention Plan Strategy

Applicants may serve anywhere from one county to all eight counties in the Southwest Ohio region. This strategy makes explicit the important front-line role that early childhood development organizations play in preventing child abuse and neglect. The purpose of this strategy is to advance the use of the Strengthening Families Protective Factors Framework (SFPFF) by working with professionals so that they become exemplary providers and build protective factors into their day-to-day work with families.

Early childhood programs – including after-school programs, home visiting programs, family resource centers, licensed and unlicensed providers, etc. – can reduce stress for the families they serve if they have appropriate training and supports. Their mission of healthy child development makes them ideal coaches for parents and caregivers. Practice implementation tools, such as self-assessments (e.g., Strengthening Families self-assessment tool for community based programs), coaching, and technical assistance can help early childhood development organizations identify specific changes they can make to enhance their ability to support and strengthen families, using strength-based, two-generation strategies.

This strategy may be accomplished via learning community networks among early childhood development organizations. This strategy may be accomplished via flexible service delivery such as online/e-learning training delivery and home-based delivery. Applicants should address how they will reinforce training with follow-up support, such as reflective supervision and ongoing mentoring. Applicants must address how the training will lead to increased family support. If proposing an evidence-based program, the response must ensure fidelity to the program and use the developer's assessment tools. In any case, Step up to Quality approved training is preferred.

Last year, training services were provided to professionals in early childhood development organizations in Butler, Clermont, Clinton, Hamilton, and Warren counties using the strengthening families framework with childcare centers and childcare providers. However, no professional training services were delivered to providers in Adams, Brown, and Highland counties via the Southwest Ohio Regional Prevention Council, which is a critical service area of interest for the Council.

*Note: OCTF funding may not be used for clinical treatment services or to provide services for clients with open or substantiated Child Protective Services cases.

**In addition, the services and programming associated with this application for which OCTF reimbursement of expenses will be sought, must not duplicate other available funding sources or programming. Any such duplication is not reimbursable by OCTF dollars.

Eligible Applicants

Organizations eligible to apply for funding include non-profit entities, for-profit entities, local governments, public or private nonprofit health and human service or education-related organizations, as well as collaborations among these organizations.

Anticipated Award

The source of the funding is the Ohio Children's Trust Fund. The total dollar amount available to service the region is \$190,000. The Southwest Ohio Regional Prevention Council will fund child abuse and child neglect direct prevention services through June 30, 2019, with multiple renewals to be in effect, contingent upon satisfactory performance, continued availability of funding, and all required approvals, from July 1, 2019 through June 30, 2021. It is anticipated that work covered by this RFP will begin November 1, 2018 and continue through June 30, 2019, with a final expense report due within 30 days of that time.

Interested entities should use their business expertise to develop a budget with reasonable, allowable costs for this opportunity. No cost share (aka match) is required, but leveraging other sources of funds is permitted and encouraged. This is a reimbursement grant and funds will be paid to the grant award recipient upon submission of an approved invoice for services performed during the billing period.

Applicant Letter of Intent

If you plan to apply for this funding opportunity, you should email a simple letter of intent as early as possible, but no later than September 12, 2018. Although you are not required to submit a letter of intent, the information that it contains allows us to estimate the potential review-workload and plan the review. A letter of intent is not binding, and does not enter into the review of a subsequent application. Your letter of intent should include the following:

- a. Name of organization(s) applying
- b. Contact person, including name, title, address, telephone, and e-mail address
- c. The name of the program and type of activity your proposal will address
- d. The counties you plan to serve

Your letter of intent should be emailed to jane.dockery@wright.edu no later than September 12, 2018.

Bidder's Conference

The Southwest Ohio Regional Prevention Council will hold a bidder's conference call wherein service providers or other interested parties may ask clarifying questions after a brief presentation. The bidder's conference call will be held on September 10, 2018 at 2:00 PM. Email carol.murray@wright.edu and use the subject heading "Southwest Ohio Bidder's Conference" to obtain the conference call dial in information.

Proposal Review Process and Timeline

Any organization wishing to apply is required to electronically submit a completed application packet by the following due date:

- **October 10, 2018 by 5:00 P.M. Eastern Standard Time**

Completed application packets should be emailed to:
Jane.dockery@wright.edu with the subject heading “Southwest Ohio Application”

A complete application must be received by the Southwest Ohio Regional Prevention Council by the stated deadline to be considered. Applications received after this date will not be reviewed. The Southwest Ohio Regional Prevention Council is not responsible for applications delivered to any other address.

Applicants will receive a confirmation of receipt email within two business days upon submission of an application during normal business hours, indicating whether or not the Southwest Ohio Regional Prevention Council received the application. This notification will not assess completeness of any sections within the application itself. Applications submitted after the stated deadline will not receive a confirmation of receipt email.

Application packets will undergo an initial review to ensure packets are complete. Any applicant who fails to submit a complete application packet will not receive further consideration.

The Southwest Ohio Regional Prevention Council, through the Ohio Children’s Trust Fund, is under no obligation to award any funds for this project, and may cancel or postpone this selection process at any time if for any reason it decides not to proceed. All selections of applicants for funding are subject to certain legal and administrative reviews prior to being finalized. The awarding of funds is contingent upon the availability of funding to the OCTF and certification of funds pursuant to Ohio Revised Code 126.07.

The Ohio Children’s Trust Fund and the Southwest Ohio Regional Prevention Council (including the Coordinator) are not liable for any cost incurred by proposers in replying to this RFP.

Any applicant who submits a proposal to be considered by the Southwest Ohio Regional Prevention Council will be asked to provide a 20-minute presentation to the council at its October 17, 2018 meeting. This presentation will be accompanied by 5 minutes of Q&A. More guidance regarding the key elements to be presented to the council will be disseminated to eligible parties by October 12, 2018. If you are responding to this RFP, please ensure your availability to attend the October 17, 2018 council meeting.

Request for Proposals Released:	September 4, 2018
Bidder’s Conference	September 10, 2018
Emailed Letter of Intent (optional):	September 12, 2018
Proposal Submission:	October 10, 2018
Proposal Review begins:	October 11, 2018
Proposal Presentation to Council:	October 17, 2018
Notice of Awarded Proposal:	October 18, 2018 (estimated)

Criteria for this Request for Proposals

- a. Only primary and secondary child abuse and/or child neglect prevention services/programs will be considered for funding. Tertiary prevention programs or services will not be considered for funding.
- b. Proposed services/programs must align with the region’s prevention plan strategy.
- c. Well supported, supported, promising and emerging/evidence informed programs and practices can be funded. For more information see Attachment A, “Well supported, Supported, Promising, and Emerging/Evidence Informed Programs and Practices.” Step up to Quality approved training

is preferred. If the proposed service/program is an evidence-based program with identified outcomes and evaluation methodology, the evaluation plan for that service/program must adhere to developer requirements at a minimum.

- d. The Council emphasizes two-generation approaches. Two-generation services/programs provide opportunities for and meet the needs of parents/caregivers and the children in their care.
- e. Proposals involving more than one organization are required to provide an MOU or MOA that will state what kind of effort and support each organization will provide. The MOU or MOA will require signatures.
- f. Applicants willing and able to serve multiple counties where there is no local provider are encouraged to do so.
- g. Utilization of the Protective Factors Survey may be required. The survey can be found here: http://jfs.ohio.gov/OCTF/PF_Survey_and_User_Guide.pdf
- h. Services/programs must be specifically designed to prevent or reduce child abuse and child neglect, and must address at least two of the five protective factors as intended by the prevention plan. See text box below for more information.

Protective Factors: Conditions or attributes in children, parents, families, communities, or the larger society that, when present, mitigate or eliminate risk and increase the health and well-being of children and families. Five Protective Factors are the foundation of the Strengthening Families Approach: parental resilience, social connections, concrete support in times of need, knowledge of parenting and child development, and social and emotional competence of children. Responses must connect the protective factors and the proposed service/program. *Please note that your proposed service/program DOES NOT need to connect to each protective factor, but must address at minimum two protective factors. The five protective factors are defined below.

- **Parental Resilience:** Parents who are emotionally resilient have a positive attitude, creatively problem solve, effectively address challenges, and are less likely to direct anger and frustration at their children.
- **Social Connections:** Trusted and caring family friends provide emotional support to parents by offering encouragement and assistance in facing the daily challenges of raising a family. These connections relieve stress and create a safety net for parents.
- **Concrete Supports for Parents:** Parents need basic resources such as food, clothing, housing, transportation, and access to essential services that address family-specific needs (such as childcare, health care, and mental health services) to ensure the health and well-being of their children. Linking parents to services and resources ensures parents know where to go for help when a need or crisis arises.
- **Knowledge of Parenting and Child Development:** Parents who understand how children grow and develop can provide an environment where children can live up to their potential. Parents gain access to child development information and alternative parenting strategies that support each parent – child relationship. This helps parents to set realistic expectations of children and to understand when to be concerned and when the child’s behaviors are typical or expected.
- **Social and Emotional Competence of Children:** Social competence relates to the child’s ability to form positive relationships with adults and other children. Socially competent children understand how to act in social situations and are able to attach to adults. Emotional competence is a child's ability to experience, regulate and express feelings without harming themselves, others or property. Emotionally competent children are able to experience a full range of feelings and develop empathy for others.

Proposals for Grant Funding

Please include the following elements in your proposal. As indicated above, you may also be requested to make a presentation to the Council. Please reserve October 17, 2018 for this purpose. Your scheduled presentation time will be emailed to you at a later date. The meeting location is the Southwest Ohio Regional Training Center, 420 Wards Corner Road, Loveland, Ohio 45140.

- Introduction:
 - Provide a brief background about your organization
- Project scope
 - Describe the program proposed for funding (you can be brief--about 250 words in length).
 - Describe the activities/tasks that will be completed, and which party (collaborator) will complete them.
 - Identify the partnering agencies that may give access to the participants and the collaborators involved in completing the work.
 - List the protective factor(s) to be addressed.
 - State the geographic community being served.
 - Specify the number of participants to be served and their demographic characteristics (complete attachment B).
 - Include how the target population will be identified, recruited, and retained in the program.
 - Describe the standardized or developer-approved assessment tool, as well as timing of the pre and post distribution of evaluations, including the Protective Factors Survey wherever required.
- Timeline for completion of work tasks
 - If you are providing a multi-session program, list the session names, the dosage, and the approximate dates that sessions will be delivered.
 - For other types of tasks, list the major activities and the time frame for carrying out those tasks.
- Place of performance
 - Specify the location of where the services will be provided.
- Outcomes to be measured
 - To ensure effective evaluation of this prevention plan strategy, grant recipients are required to adhere to collecting outcome measurements such as 90% of early childhood professionals report increased knowledge of protective factors; 90% of early childhood professionals report increased knowledge of the impact of stress or strategies for mitigating stress or promoting children's social-emotional learning.
- Program budget and budget narrative
 - Complete the required budget form (attachment C).
 - Budget narrative: briefly describe the direct services costs: personnel, materials and supplies, travel, and other expenses required. Provide brief details about the expenses requested for each budget category listed in your budget form.
 - Indirect costs are capped at 10% of the total direct costs. Indirect costs can include costs which are frequently referred to as overhead expenses (for example, rent and utilities expenses of the proposer's building) and general and administrative expenses (for example, officers' salaries and accounting department costs).
 - Refer to and follow the guidance in the allowable and unallowable expenses document (attachment D).
- Criteria—ensure that you have addressed the criteria presented in the section labeled “Criteria for this Request for Proposals.”