

**State of Alabama**  
**Department of Child Abuse and Neglect Prevention**

*The Children's Trust Fund*



# **FATHERHOOD PROGRAMS**

## **Request for Proposal**

**2020-2021**

(October 1, 2020 – September 30, 2021)

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**Late applications will not be considered! Due August 31, 2020**

**Mission:** The Alabama Department of Child Abuse and Neglect Prevention, (ADCANP) secures resources to fund evidence-based community programs committed to the prevention of child maltreatment. We advocate for children and the strengthening of families.

# **FATHERHOOD PROGRAM GRANT APPLICATION PROCESS**

**Grant Cycle: October 1, 2020 - September 30, 2021**

The State of Alabama Department of Child Abuse and Neglect Prevention (Children's Trust Fund) announces the availability of grant funding for Fatherhood programs for Program Year(s) 2020-2021. Eligible applicants for ADCANP grants are local or statewide public entities or private non-profit organizations meeting the requirements of Section 501(c) (3) of the Internal Revenue Code. Funds will be used for child abuse and neglect prevention programs serving families, primarily non-custodial fathers, encompassing parent education and support and/or strengthening relationships.

## **Notice of Approval**

The ADCANP Director shall notify the applicant via ADCANP's online grantee portal, Foundant, of an approved competitive application. Grantees will receive a contract specifying the conditions that the applicant must meet in accordance with applicable state and federal regulations.

## **Availability of Funds**

The ADCANP TANF grant will be awarded in varying amounts based upon the availability of funds and the need as outlined in each applicant's grant application.

## **Overview of Fatherhood Initiative**

This application packet contains guidelines for submitting an application to ADCANP for a performance-based contract to provide opportunities to families with a non-custodial father. Activities (training, workshops, conferences, counseling, etc.) should encourage and facilitate active parenting by non-custodial fathers. The goals are to increase the father's involvement in their children's lives and increase child support payments/collection. Federal TANF (Temporary Assistance for Needy Families) funds for this competitive selection process are provided to ADCANP through a partnership with the Alabama Department of Human Resources (DHR).

Target population for Fatherhood Programs should include (but are not limited to) non-custodial fathers who have a DHR child support case and who:

- are unemployed or underemployed (income less than 200% of the federal poverty level)
- lack a high school diploma or GED
- lack the skills to obtain gainful employment

The TANF funds available for these initiatives will address the following TANF goals:

- To gain employment skills and certification that will allow them to secure employment that can provided for the family and sustain the individual'
- To find and retain suitable employment;
- T improve awareness of their roles in the lives of their child(ren);
- To establish high-quality, emotionally supportive relationships with their children;

- To pay child support and provide other financial support for their child(ren).  
*The contract will fund the costs associated with operating Fatherhood Programs by providing a reimbursement each month of approved expenditures.*

**Monthly Data Submission for Fatherhood Programs are due on the 10<sup>th</sup> of each month via email to your assigned ADCANP Field Director and Anissa Bates with DHR: [Anissa.Bates@dhr.alabama.gov](mailto:Anissa.Bates@dhr.alabama.gov).** The Monthly Data Submission includes an Excel spreadsheet depicting the following information (spreadsheet will be provided):

- 1) Total # served in TANF program (year-to-date)
- 2) Child Support Collection (monthly)
- 3) Program Participants currently employed
- 4) Program Participants currently enrolled in, or who have completed, a GED program (year-to-date)
- 5) Program Participants currently enrolled in, or who have completed, short-term skills training or any other educational program.

### **Monitoring/Site Visits**

All Grantees will be monitored by ADCANP staff, for compliance in the following areas to include, but not limited to:

- all state and federal regulations as they may relate to individual funding streams;
- programmatic content and delivery;
- financial compliance with best practice standards;
- staffing credentials;
- contracted services.

**A Corrective Action Plan approved by the ADCANP Director may be required if deficiencies are noted.**

### **Required Background Checks**

All employees and volunteers having direct contact, care/treatment, or custodial responsibility with children eighteen years of age or younger, as per Alabama Department of Child Abuse and Neglect Prevention (ADCANP), Children's Trust Fund policy, must have a national criminal background investigation completed upon employment and subsequently every **three** years (within the first 60 days of ADCANP Program YEAR). Minimum requirements include:

- National Criminal Search
- National Sex Offender Report
- Alabama Statewide Search
- DHR Central Registry Clearance
- Social Security

The estimated fee for the national criminal background check is \$30 per individual. A grant applicant will include funding for each background check in the proposed budget under the line item "Background Check".

### **Required DHR Central Registry Clearance**

All employees and volunteers having direct contact, care/treatment, or custodial responsibility with children eighteen years of age or younger, as per Alabama Department of Child Abuse and Neglect Prevention (ADCANP), The Children's Trust Fund policy, must complete the DHR Central Registry clearance every **three** years.

### **Notification of Suspected Child Abuse and/or Neglect**

As a Mandatory Reporter, grantee must immediately notify the Department of Human Resources, law enforcement or the District Attorney of any suspected child abuse or neglect. The grantee must notify the ADCANP Director of any special incidents and reports of suspected child abuse or neglect within 24 hours of event.

### **IRS 501(c) (3) status**

Eligible applicants for ADCANP grants are local or statewide public entities or private non-profit organizations meeting the requirements of Section 501(c)(3) of the Internal Revenue Code.

## TIMELINE OF ADCANP FATHERHOOD PROGRAM YEAR 2020-2021

Grant Application available online	August 3, 2020
Grant Application Deadline	August 31, 2020
Grant Award Contracts online	September 29, 2020
Contract Signature/Return Deadline	October 15, 2020
Mandatory Grantee Training Ross Bridge Conference Center and Hotel	October 29 - 30, 2020

### **(Mandatory for all Fatherhood grantees)**

Monthly Financial Reports	10 <sup>th</sup> of each month
Fatherhood Participant Monthly Child Support Payments Form	10 <sup>th</sup> of each month

Auburn University Data Reports are due monthly based on due dates assigned by the Program Evaluation Team. Auburn Evaluation collects and reports two types of data from grantees:

1. **Output data:** This is data that comes from TDSSs (target data spreadsheets), presentation reports, etc. and includes the “numbers served” per month for each grantee. This is due the 5<sup>th</sup> of each month and it requires each grantee to log into Dropbox and update their program’s TDSS. No mailing, no e-mails, just updated TDSSs and presentation reports for the previous month in Dropbox by the 5<sup>th</sup> of each month. If the 5<sup>th</sup> falls on a weekend or a holiday, the monthly number reports are due the following business day.
2. **Outcome data:** This is the actual, hard copy surveys that are mailed into AU Evaluation within 5 days of the class cycle ending. For example, if a TANF Fatherhood program class begins October 5, 2020 and lasts for 6 weeks with the end date of November 9, 2020 and participants receive the posttest that last class night, then that set (or class) of data should be mailed within 5 days making the data due date November 14. If this falls on the weekend, then Auburn just requires they receive it by the following Monday.

### **IMPORTANT:**

**All contracts must be signed and returned by October 15, 2020 to receive funding.** The funding period will be October 1, 2020-September 30, 2021. All funds must be expended by September 30, 2021. No budget revisions are allowed after August 31, 2021.

<b>Financial Expenditures for the Month of</b>	<b>Due Date</b>
October	November 10, 2020
November	December 10, 2020
December	January 10, 2021
January	February 10, 2021
February	March 10, 2021
March	April 10, 2021
April	May 10, 2021
May	June 10, 2021
June	July 10, 2021
July	August 10, 2021
August	September 10, 2021
September	October 15, 2021*

\*All refunds due with the Final Report

## **ADCANP FATHERHOOD PROGRAM DEFINITIONS**

### **Monitoring/Site Visits**

All grantees will consent to monitoring/evaluation reporting requirements as established by the Department, including compliance reviews/audits to ensure financial and programmatic data accuracy. Site visits will be conducted by ADCANP as needed or requested. If ADCANP /DHR determines that the program is not progressing as planned, ADCANP staff may call for technical assistance in assessing or redirecting the program through a Corrective Action Process shared with the Alabama Department of Human Resources.

### **Contracting**

Agencies will not start activities prior to receipt of a signed contract with ADCANP. No funds will be made available to programs without a signed, executed contract. **Contracts must be signed and returned to ADCANP on the date specified in the contract to receive funds.** Grant funds shall not be obligated prior to start date or after the termination date. All 2020-2021 grant funds must be spent by September 30, 2021. Unexpended PY 2020-2021 funds will be returned to ADCANP by October 15, 2021.

### **Program Start Up**

All programs must begin within 30 calendar days after the execution of a contract unless a later starting date is approved in writing by ADCANP. Failure to begin the program within these requirements will result in agency review and termination of funding.

### **Budget Revisions**

All programs must adhere to the program budget approved by the Board. Budget revisions from any budget category, or adding new line items, must be submitted in writing and approved by ADCANP prior to implementation. If awarded a grant, no budget revisions are allowed within 30 days of the end of each program year and no later than August 31, 2021, unless specified in the Grant Award Contract.



## RESPONSIBILITIES OF GRANTEE

Complete responsibilities of the grantee will be outlined in the contractual agreement. These responsibilities include, but are not limited to:

- ***All TANF funded programs must recognize DHR and ADCANP as the primary funding source for the Fatherhood Programs in all printed or electronic materials related to the funded program.***
- Implement the funded program in accordance with the contract.
- Demonstrate an impact upon the population served.
- Maintain accepted accounting methods.
- Publicize the income tax check-off, ADCANP car tags, facilitate fund-raising and community awareness for ADCANP and DHR.
- Provide technical assistance to other communities in replicating the program model as requested.
- Attend Fatherhood Grantee Training.
- Work with ADCANP to coordinate site visits.
- Strongly encourage participation in local Children's Policy Council within grantee's county.
- Board of Adjustment: Section 41-9-65, Code of Alabama (1975). All claims must be filed in the Office of the Clerk of the Board, Alabama Dept. of Finance Legal Division, within one year after the cause of action.
- Grantee must notify the ADCANP Director of special incidents and reports of suspected child abuse or neglect within 24 hours of event.
- Establish a point of contact with the local Department of Human Resources.
- Develop a plan for local child support staff to provide appropriate education on child support policy and procedures.
- Must develop a working relationship with the local Child Support Court (to include mandated referrals).
- Must serve DHR and Court referred clients as a priority.
- Must develop and maintain a working relationship with any local Administrative Office of Courts (AOC) Funded Access and Visitation projects in your county so that there is no duplication of services(ADCANP recommends a support letter from the Judge or designee).
- Establish a point of contact with local Domestic Violence assistance program and develop a written domestic violence protocol.
- Must conduct background checks and DHR Central Registry (CAN) Reports in accordance with ADCANP Board Policy prior to serving in any program capacity (expenses necessary to conduct background checks may be included in budget if incurred after the beginning of the program year).
- Must have a signed Confidentiality Policy for each employee.
- Encourage low-income families to participate in the Earned Income Tax Credit (EITC).
- Must complete all seven (7) modules of the online curriculum training **Bringing the Protective Factors Framework to Life in Your Work** available through the Children's

Trust Fund Alliance ([www.ctfalliance.org](http://www.ctfalliance.org)) and maintain documentation of completion in personnel file or training file for review by ADCANP.

- **Agency’s Mandatory Reporting Policy must be updated to reflect current legislation and any future revisions.**
- Staff and volunteers working in the funded program must complete mandatory reporting and domestic violence training annually within the first 60 days.
- Fatherhood program components must include, but are not limited to:
  - Job Readiness
  - Job Development
  - Education (GED) & Short-Term Job Training
  - Child Support Education
  - Individual Case Management
  - Physical Rehabilitation Referral
  - Group Meetings (at least monthly – research-based curriculum)
  - Develop a working relationship with local Workforce Development provider/program
  - Job Referral
  - Substance Abuse Referral
  - Domestic Violence Education and Referral

## **FATHERHOOD PROGRAM COMPONENTS AND DEFINITIONS**

Fatherhood Programs work with non-custodial or never married parents. These programs are focused on enhancing the bond between parent and child, access and visitation, job skills, and increased compliance with child support. These components are not stand alone and should be integrated into a successful Fatherhood Program:

1. Education
  - a. Adult basic education (tutoring, small classes).
  - b. GED preparation (integrated into other components).
  - c. Education on child support services and related legal issues.
2. Assistance with Employment
  - a. Job readiness training (resume writing, interview skills, job search).
  - b. Specific job skills training (computer programming, auto mechanics, etc.).
  - c. Job placement assistance and post-employment support.
3. Counseling Services
  - a. Referral for crisis intervention and individual needs (housing, substance abuse counseling, relationship and family counseling, Narcotics Anonymous, health services, legal assistance, pro bono lawyers, domestic violence counseling).
  - b. Mediation services to promote successful team parenting.
  - c. Early intervention – working with both parties (mother and father) before child support non-payment becomes an issue.
4. Fatherhood Development Activities
  - a. Peer Support groups and/or parenting workshops – Suggested content:
    - Personal development (values, self-esteem, manhood issues)
    - Life skills (communication, decision-making, stress management, etc.)
    - Violence prevention
  - b. Evidence/Research-Based Fatherhood Curriculum “Examples”
    - Quenching the Father’s Thirst
    - Partners for Fragile Families
    - Foundations of Fatherhood
    - Dr. Dad Program
    - 24/7 Dads

*The Department’s curricula guide can be viewed at [www.ctf.alabama.gov](http://www.ctf.alabama.gov)*
  - c. Parenting Workshops
    - Child development
    - Parenting skills
    - Parent and child enrichment activities

## **PROGRAM FUNDING GUIDELINES**

ADCANP funds programs impacting child abuse at the primary and secondary levels:

**Primary Prevention** in child abuse refers to efforts aimed at positively influencing parents/guardians/caregivers and/or children **before abuse or neglect occurs**.

### **Primary Prevention Services:**

- are offered to all members of a population
- are voluntary
- attempt to influence societal forces that impact parents and children

**Secondary Prevention** of child abuse and neglect refers to those supportive services targeted toward populations who are considered to be “at risk” because of their life situation. While child abuse or neglect may not have taken place within these groups, the probability that it will occur is presumed greater than in the general population.

### **Secondary Prevention Services:**

- target a pre-defined group of “vulnerable” individuals
- seek to prevent future problems by focusing on the particular stresses of parents/caregivers, youth or children.

## **PROGRAM ELIGIBILITY AND REQUIREMENTS**

*TANF Fatherhood Programs must be in compliance with the following requirements to be eligible for funding:*

- Establish or continue a community-based child abuse and neglect prevention program serving families with non-custodial parents of children who are residents of Alabama. Funds may not be used for treatment.
- Demonstrate changes in knowledge, behaviors and attitudes of program participants, which lead to the prevention of child abuse and neglect.
- If the program utilizes volunteers, there must be a training and documentation component.
- Training, staff development, and conferences must support the prevention activities outlined in the grant. To be paid for by ADCANP grant funds, a specific training activity must have prior approval from ADCANP.
- A current letter of collaboration from the local Child Support Court Judge assuring **mandated referrals** to the TANF funded Fatherhood Program. (Letters must be submitted by November 30, 2020)
- A current letter of collaboration from the local county Department of Human Resources and the local Domestic Violence Shelter for the program year to date. Letters of support/collaboration from other community resources may also be appropriate (in addition to the DHR and DVS letters). (Letters must be submitted by November 30, 2020)
- ADCANP will contract with only one organization per program. When a program is a collaborative or sponsored effort, the primary agency may sub-contract with another organization; however, they must submit the agreement to ADCANP for review and approval.
- Non-profit organizations must include documentation of 501(c)(3) status in the grant application in order to receive funding
- The grant application will include a current list of governing board members of the applicant organization for the purpose of keeping them informed about ADCANP. The list will not be used for solicitation of funds and will also not be shared without expressed written consent of the grantee. (Include contact information, including a current email address, and related professional status.)
- No person shall be discriminated against on the grounds of race, color, national origin, sex, age, or disability in receipt of services funded with this grant. The program will be in compliance with Americans with Disabilities Act of 1990.

- Organizations receiving state funds for programming will be required to provide assurance to ADCANP that those funds are not used in a duplicative manner.
- Applicants must be able to provide the required 25% local funds match. The match can be in-kind, cash or any combination of the two.
- Programs that serve families and children must encourage strong collaboration with other public/private agencies in the community.
- Grantees must not supplant funds.

## FINANCIAL REPORTING POLICY

**Agencies applying for a grant must attach a copy of their current Form 990 to the application.**

**ADCANP requires organizations whose annual revenue meets the following criteria to demonstrate financial transparency by submitting the following:**

- Less than \$50,000 – Must submit one of the following:
  - Internally prepared financial statements
  - Compilation
  - Review
  - Audit Report
  
- \$50,000 to less than \$100,000 – Must submit one of the following:
  - Compilation
  - Review
  - Audit Report
  
- \$100,000 to less than \$300,000 – Must submit one of the following:
  - Review
  - Audit Report
  
- \$300,000 and over – Must submit an Audit Report.

***\*The Audit should have been completed within the last two years.***

### **Financial Reporting Definitions:**

**Internally Prepared Financial Statements:** financial statements that are prepared by an employee of the company

**Compilation:** financial statements that are prepared/compiled by an outside accountant

**Review:** a review of financial records, done by an outside accountant, designed to obtain limited assurances that the financial records are free from material misstatements

**Audit:** an in-depth review of financial records, done by an outside accountant, designed to obtain reasonable assurances that the financial records are free from material misstatements

## **INELIGIBLE PROGRAMS**

The following list, while not all inclusive, specifies other exclusionary criteria for funding in Program Year 2020-2021:

1. Domestic violence (spouse abuse) education or shelter-based treatment programs;
2. Crime prevention programs;
3. Drug, alcohol or other substance abuse prevention or treatment programs;
4. AIDS counseling or prevention programs;
5. Stranger Awareness Programs;
6. Boot Camps;
7. Tertiary Prevention Programs;
8. Suicide Prevention Programs;
9. Tutoring Programs



## **INELIGIBLE SERVICES AND EXPENSES**

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**The following list, while not all inclusive, specifies other exclusionary criteria that the ADCANP Board will not consider for funding in Program Year 2020-2021:**

1. Purchase of fund-raising services or items
2. "Indirect costs" or any costs that cannot be itemized in the ADCANP Budget
3. Per Diem or gasoline purchases (only actual travel expenses are reimbursable. Mileage rate may not exceed current state rate)
4. Percentage of personnel benefits over the amount specified in the ADCANP budget
5. Duplicating any portion of salary/benefits of any current government employee (supplanting)
6. Promotional items (t-shirts, caps, cups, etc.)
7. Payment for services currently being funded by ADCANP
8. Fees to consultants who write the ADCANP grant
9. Computer leases
10. Grantees may not charge salaries and/or benefits to the ADCANP grant during leave without pay (LWOP), sabbaticals, or extended "holidays", i.e. Spring and Christmas breaks (other than vacation or annual leave). The only holidays chargeable to the ADCANP grant are those approved by the Governor's Office and applicable to all state agencies.
11. Legal expenses/fees
12. Space "rental costs" are not allowable when the cost is "assessed" by the organization which is the grantee. A grantee cannot "rent" space to itself.

**Contact your ADCANP Field Director if you have any questions concerning budget expenditures.**

## **MATCH REQUIREMENTS**

### **Fatherhood Required Match**

An in-kind and/or cash match of 25% is required of all Fatherhood Grantees.

### **EXAMPLE:**

<b>Grant Amount</b>	<b>Total In-Kind/Cash Match Required (25% of grant)</b>
\$40,000	\$10,000

*Note: The above figure is an example of a minimum requirement.*

### **Cash Match**

Any cash outlay allocated to the ADCANP prevention program by the grantee's budget. Cash contributed by other agencies and institutions, or private organizations and individuals may also be applied to cash match provided the contribution goes into the grantee's budget and is allocated to the ADCANP prevention program.

Cash match contributions must be used for the ADCANP grant program, but not other organization programs, i.e. cash used as match for ADCANP funds may not be used for cash match for any other State or Federal grant funds. Required cash match requires the same financial documentation as do ADCANP funds. Match documentation remains on-site and is reviewed by ADCANP Staff during monitoring/site visits. Cash match funds must flow through the organization's own budget and documented as allocated toward the ADCANP grant prevention program. Cash match requirements for ADCANP, as outlined in the enabling legislation, specify that the match will consist of local funds/resources.

### **In-Kind Match**

In kind contributions are contributions other than actual dollars by the grantee's own organization, other agencies and institutions, or by private organizations and individuals.

In-kind contributions may include, but are not limited to: volunteer services, the value of contributed space, equipment, materials, etc. (Use of office space, utilities, phone, etc. valued on the percentage of its value equal to the percentage that is being utilized by the ADCANP program.) In-kind services require explanation of source and amount. A detailed explanation from the provider with calculations shown for claimed amounts is sufficient documentation for in-kind match.

Volunteer services are considered to be in-kind contributions. In the case of volunteer time, \$27.20 per hour is the set value. This rate is subject to change,

please check [independentsector.org](https://independentsector.org) for updates to the rate. Professionals volunteering in their professional capacity contribute time valued at their local market rate.

## **DEFINITIONS OF ADCANP BUDGET LINE ITEMS**

Please call ADCANP Program Staff or Senior Accountant if you have any questions at (334) 262-2951.

1. **Personnel/Salaries**: Salary/wages for employees of the organization receiving compensation from the ADCANP funded program. Employees are defined as personnel of the organization who have taxes deducted from their paycheck and/or receive any employee benefits from the organization.
2. **Personnel/Benefits**: The employer's benefit expense for the ADCANP funded program. Allowable expenses include: FICA (Social Security and Medicare taxes), retirement, State unemployment Insurance, annual leave/vacation for full-time employees, and health/dental insurance.
3. **Accounting/CPA**: Financial reporting, management, examination or verification of financial records, accounts and expenditures.
4. **Background Checks**: Payments to law enforcement/public agencies or private entities for criminal background checks on employees, volunteers, or other individuals required to have a background check in accordance with ADCANP policy.
5. **Cellular Phones**: Cellular phones can be charged to the ADCANP grant at a reasonable appropriate amount per field staff working on the ADCANP funded program.
6. **Consultants**: Contracted professionals who provide services to the organization for the ADCANP funded program. Charges to the ADCANP grant for consultants must have prior written approval from the ADCANP Executive Director unless included in the original grant application and approved by the ADCANP Board of Directors. A contract for the consultant and his/her services is required.
7. **Curriculum/Program Materials**: Evidence/Research-based curriculum utilized to educate and provide knowledge to program participants. Curriculum must demonstrate impact and effectiveness for the population served. Program specific materials that may include but are not limited educational materials and handouts.
8. **Equipment**: The purchase and/or lease of non-consumable items (i.e. copiers, fax machines, postage machines, cameras, video cameras, overhead projectors, furniture, etc.) Equipment purchases may not exceed \$499.00 per item (including tax).
9. **Office Supplies**: Consumable items used in offices to include copy paper, toner, and other miscellaneous office supplies.
10. **Postage**: Cost to mail or ship items related to the ADCANP program. Note: Be sure to include the cost of submitting monthly evaluation data.

11. **Printing**: Cost to have programs, brochures, handouts, stationery, or other materials that support ADCANP funded programs printed. Make sure printed items include ADCANP logo and Children's Trust Fund logo.
12. **Space Rental**: Administrative office space or meeting space where the ADCANP funded program is conducted by using a prorated share of ADCANP funds according to the organization's overall budget.
13. **Staff Development**: Cost to register for seminars, conferences and customized training services receiving prior approval of ADCANP. **ADCANP does not require any staff development training that incurs cost other than the annual Grantee Training conducted by ADCANP.**
14. **Transportation/Travel/Mileage**: Overnight stay and actual cost for meals should be charged at a reasonable amount to support the ADCANP funded program. Mileage should be charged at the current State of Alabama rate. All Out of State travel, paid for with ADCANP funds, must be approved in writing, by the department, prior to travel.
15. **Utilities**: Electricity, water, gas, internet, telephone and cable services that support the ADCANP funded program. Expenses related to utilities costs are based on actual costs in support of the ADCANP funded program or a reasonable allocation percentage.
16. **Volunteer In-Kind**: Professional or non-professional who volunteers for the ADCANP funded program. Each non-professional volunteer hour may be charged at the current rate. The exceptions to this are licensed/recognized professionals volunteering in their professional capacity may charge at the market rate. For example: A nurse teaching a parenting class or an accountant preparing the organization's books.
17. **Other**: Fully explain any item not listed as a line item in the Budget Narrative.

## **GRANT SCORING SHEET**

**Program Year 2020-2021**

*\*\*This form is for informational purposes only.*

<b>Problems and Needs Assessment</b>	(15 points)
<b>Purpose of the Program</b>	(10 points)
<b>Program Management and Organization</b>	(10 points)
<b>Implementation Plan</b>	(15 points)
<b>Curriculum/a</b>	(10 points)
<b>Use of Volunteers</b>	(5 points)
<b>Promotion of ADCANP Funded Prevention Programs</b>	(5 points)
<b>Logic Model</b>	(10 Points)
<b>Budget</b>	(10 points)
<b>Budget Narrative</b>	(10 points)

### **STANDARD DEDUCTIONS:**

- |  |                            |
|--|----------------------------|
| 1. Late Financial Report(s)                              | 5 points (each occurrence) |
| 2. Late Evaluation/Data Report(s)                        | 5 points (each occurrence) |
| 3. Not adhering to corrective action plan, if applicable | 20 points                  |

## **RESOURCES**

- Protective Factors Training – Children’s Trust Fund Alliance (includes information on the Strengthening Families™ program)  
[www.ctfalliance.org](http://www.ctfalliance.org)
- Mandatory Reporter Training - Alabama Department of Human Resources  
<https://aldhr.remote-learner.net>
- Prevent Child Abuse America (includes publications and research reports). Our Agency serves as the Alabama state chapter.  
[www.preventchildabuse.org](http://www.preventchildabuse.org)
- Child Welfare Information Gateway (includes a wide range of resources and information regarding child abuse and neglect prevention and state data)  
[www.childwelfare.gov](http://www.childwelfare.gov)
- FRIENDS National Resource Center for Community-Based Child Abuse Prevention (CBCAP) includes training resources  
[www.friendsnrc.org](http://www.friendsnrc.org)

**Please refer to the Department’s website at: [www.ctf.alabama.gov](http://www.ctf.alabama.gov) for additional information under the Initiatives tab.**

## **LOGIC MODEL**

Applicants must include a Logic Model with their Grant Application for their child abuse and neglect prevention program. A logic model builder is available from FRIENDS National Resource Center (Child Welfare Information Gateway) at <http://friendsnrc.org/evaluation-toolkit>.

According to FRIENDS, “The Logic Model Builder helps programs identify anticipated outcomes, indicators of success, and evaluation instruments that may be appropriate to measure success. The logic model will help you get started in planning an evaluation of your program”.

*\*FRIENDS National Resource Center for Community-Based Child Abuse Prevention (CBCAP) is a service of the U.S. Department of Health and Human Services, Administration for Children and Families, Children's Bureau.*



## ADCANP PROMOTION

### Purchase a Children's Trust Fund Car Tag

Child Abuse and Neglect Prevention programs are funded by proceeds from the purchase of the ADCANP Children's Trust Fund Specialty car tag. To demonstrate your efforts to prevent child abuse and neglect, please encourage your staff and community members to purchase or renew their tax-deductible tag today!



### Alabama Income Tax Check-Off

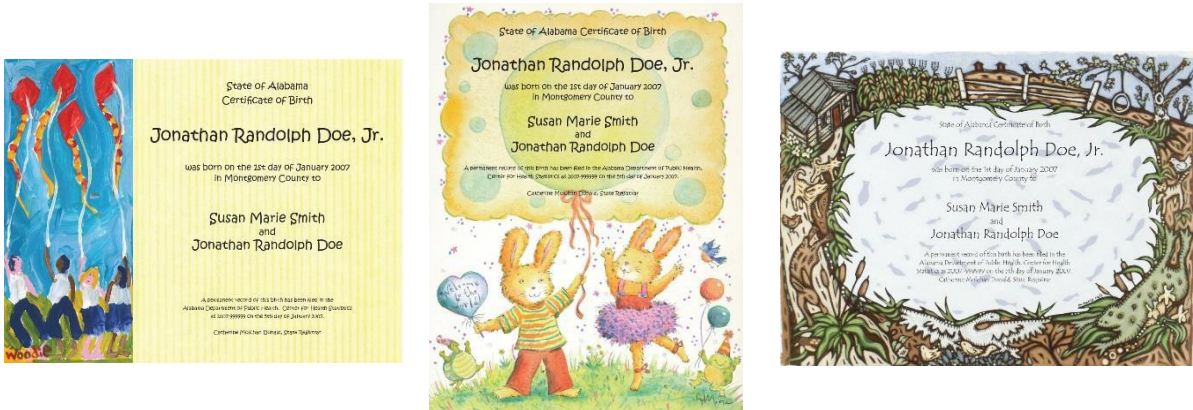
Consider donating all or part of your tax refund to the Child Abuse Trust Fund. Over 85% of Children's Trust Fund dollars go directly to fund programs that protect children from abuse and neglect. Your refund can become an investment in the children of this state. This tax-deductible donation can be done by simply attaching Schedule DC to your state return and indicating "Child Abuse Trust Fund" (1d) as your preference.

### Create an Honorary or Memorial Fund for a Loved One

Honor the life of someone special by designating the Department of Child Abuse and Neglect Prevention's Children's Trust Fund as a recipient of a tax-deductible honorary or memorial donation.

### Purchase a Keepsake Heirloom Birth Certificate

Commemorate your little one's special day with the gift of a Keepsake Birth Certificate. Choose from three designs at a minimal cost of \$45. A portion of the proceeds benefit the Children's Trust Fund of Alabama. Learn more at <https://www.alabamapublichealth.gov/vitalrecords/keepsake-birth-certificate.html#:~:text=Keepsake%20Birth%20Certificates-.Keepsake%20Birth%20Certificates,from%20the%20date%20of%20birth>



## ADCANP TAG

Child Abuse and Neglect Prevention programs are funded by proceeds from the purchase of the ADCANP Specialty car tag. To demonstrate your efforts to prevent child abuse and neglect, please purchase or renew your tag today.



**This program is funded through a partnership between DHR and The Alabama Department of Child Abuse and Neglect Prevention.**



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**LISTING OF ALABAMA COUNTIES BY CONGRESSIONAL DISTRICT**

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Baldwin  
Clarke  
Escambia  
Mobile  
Washington  
Monroe

**District 2**

Autauga  
Barbour  
Bullock  
Butler  
Coffee  
Conecuh  
Covington  
Crenshaw  
Dale Elmore  
Geneva  
Henry  
Houston  
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Tallapoosa

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