

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

*The Children's Trust Fund*



**STRENGTHENING FAMILIES THROUGH  
WORKFORCE DEVELOPMENT  
FATHERHOOD INITIATIVE**

**Request for Proposal**

**2022-2023**

(October 1, 2022 – September 30, 2023)

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**Late applications will not be considered! Due August 31, 2022**

**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.

## **INTRODUCTION**

**Notice: Applicants are encouraged to read the entire Request for Proposal carefully and observe the requirements for application submission and changes related to program participation.**

This document contains the Request for Proposal (RFP) for ADCANP programs. The RFP and Grant Application are located on the Department's website at [www.ctf.alabama.gov](http://www.ctf.alabama.gov) Click on **Grants** then **Grantee Portal**.

**Grants are awarded through a competitive grant application process and are contingent upon the availability of funds.**

Please direct any questions you may have regarding the RFP to your current field director or if you are a new applicant, please contact:

- For programmatic questions, contact Jori Jordan at [jori.jordan1@ctf.alabama.gov](mailto:jori.jordan1@ctf.alabama.gov)
- For financial questions, contact Erin Cauthen at [erin.cauthen@ctf.alabama.gov](mailto:erin.cauthen@ctf.alabama.gov)

## **Overview of Fatherhood Initiative**

This application packet contains guidelines for submitting and application to ADCANP for a performance-based contract to provide opportunities to families with custodial fathers and mothers. Activities (training, workshops, conferences, counseling, etc.) should encourage and facilitate active parenting by non-custodial fathers/mothers. The goals are to increase the parents' involvement in their children's lives, provide employment training and skills, 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 and custodial mothers and fathers 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 provide for the family and sustain the individual
- To find and retain suitable employment
- To 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.***

## **SFTF /TANF PROGRAM MODEL**

The Strengthening Families Through Fatherhood pilot provided ADCANP with outcomes that suggest an effective value-based Pay to Learn model is likely the most effective model with our current participants. This model remains the framework for the 2022-2023 grant year, which includes a Work Force Ready program that provides an integrated education and training service approach in coordination and alignment with key employment education and training programs at the Federal, State, regional and local levels.

This integrated approach includes the following:

- Adult Education (Junior-Senior College Programs)
- Ready-to-Work and Workplace Essential Skills training as well as skilled training
- Credentialing and degree attainment opportunities through Alabama Community Colleges
- Pre-apprenticeship/apprenticeship and credentialing programs

Education and Training (IET) opportunities are designed to provide adult education and training concurrently and contextually with workforce preparation activities and training for a specific occupation or occupational cluster for the purpose of educational and career advancement. All trainings will be: outcome-oriented and focused on an occupational goal, of sufficient duration to impart the skills needed to meet the occupational goal, and lead to the attainment of a nationally recognized credential.

Further, the Strengthening Families Framework (parent education skills) and additional specific programming will be embedded throughout program implementation. Case management and career coaching/mentoring will be available for the period of participation and a subsequent period for a total of not less than 12 months.

**This model is designed to support 25-50 participants for 15-30 hours per week of structured activities. If you anticipate providing services to more than 50 participants, please explain in detail. Please provide the cost per participant, services provided, counties served, and other details to substantiate your request.**

Also, this grant requires grantees (applicants) to commit to mandatory training related to administering the grant throughout program year. Training will be provided to all awarded grantees to ensure consistency and necessary programming skills to carry out this comprehensive holistic approach to stronger families.

**Last, all NEW applicants will be required to provide a specific overview of how they plan to implement this program model, including key-partnerships (Via Power Point Presentation, ZOOM Presentation, or You Tube video). Please upload with application.**

**Suggested Primary Partnerships include but are not limited to the following:**

Department of Human Resources

Community Colleges

Four-year Colleges/Universities

Adult Education and Literacy Programs

Vocation Rehabilitation Services

Law Enforcement

Family Resource Centers

Department of Mental Health

Local Court System (Child Support and Family and Children Services)

Domestic Violence Programs

Substance Abuse Organizations

Food Banks

Community Agencies

Local cities/municipalities workforce programs

Media outlets

Housing Authority

Counseling Services

Mentoring Services

## **PAY TO LEARN TANF MODEL**

The goal of the Pay to Learn TANF Model program is to place participants in occupations that will enhance their potential prospects for long-term employment and will ultimately permit them to become self-sufficient.

The Pay to Learn TANF Model is designed to:

- Provide training to individuals who are unskilled or lack adequate job skills
- Provide training consistent with the participants' career choices as evidenced on an individualized plan that is developed for each person and that identifies employment goals
- Provide structured training on an individual basis for a participant or group of trainees (outside employers can come in and train participants, or referrals can be made outside of your agency)
- Provide training in high demand/high wage occupations
- Provide training specific to the participant based on the grantee having researched current occupation fields and matched with participants needs and skill set

***Pay to Learn TANF participants should be paid a stipend at a comparable wage as other entry-level employees with similar occupation interest. Yet, we strongly recommend pay based on the locale and awarded funding up to but not to exceed more than \$12.00 an hour. For example, a participant in a larger metropolitan area may be paid \$12.00 an hour, but participants in a rural area may be paid \$9.00 an hour. Thus, please explain in detail within the application pay determinations for potential participants based on entry level skill or career paths that are comparable to community wages.***

### **Training Duration**

Training hours may differ among participants even when placed in the same training programs. The length of a Pay to Learn agreement shall be limited to a period not more than that generally required for the skills needed for a particular occupation as guided by the Occupational Information Network (O\*NET) and the Governor's Local Workforce Area(s) policies. **Reimbursement shall not exceed 8 weeks of training.**

**This does not include training on other program related components such as 24/7 Dads, GED training, child support education, case management, social skills, and other referrals to community support services. The goal is to have participants involved in this full model for the entire grant year, and carryover participation must be based on outcome-driven goals a participant is attempting to attain based on occupational requirements as determined by the participant and Agency.**

## **PAY TO LEARN cont'd**

### **Assessment**

Participants involved in this model should have an initial assessment of skill levels, and employment goals should be determined. Goals should match with available job opportunities, educational opportunities, and technical programs to assist with career pathways. Assistance with college or technical school applications should be provided, and all participants must be enrolled in Career Services or some form of workforce development services, i.e., Vocational Rehabilitation Services, Easter Seals, etc.

### **Case Management / Follow-Up**

Case management begins at registration into Pay to Learn TANF program and continues as long as participants are receiving services from the grantee. Case Management notes are considered to be an integral part of the participant's case file. Notes can be signed and dated hard copy or electronic and should thoroughly document all training completed with the participant. The notes support decisions, activities, and needs recorded on the assessment form and provide written evidence of a working relationship between participant, employers, and staff.

**\*Case Management must be provided at a minimum of every 30 days and must be documented in case notes.**

Grantees should ensure the following items related to the job are discussed with participants at the time they begin their training program:

- Employer requirements regarding attendance, work schedule, dress code, work behaviors, and safety
- Knowledge, skills, abilities
- General work activities
- Job characteristics
- Job duties
- Stipend participants should expect to earn

**Follow-Up services must be provided as appropriate for up to 12 months after the first day of employment for participants who are placed in employment opportunities.**



## **PAY TO LEARN cont'd**

### **Agreements and Pay Documentation**

Develop a Pay to Learn Agreement with participant  
Develop a Pay to Learn Time Sheet  
Develop and maintain a Time and Attendance Report  
Develop an individualized pay record for each participant  
Include weekly hours for each day with monthly total of all hours worked  
Must have signature of the participant on each time sheet  
All payments must be based on individual accomplishment toward sustainable employment  
Payments must be at the completion of participant benchmarks and not in advance

### **Outcome and Agreement Modifications**

**All outcomes must be documented in the participant's case file. All agreement modifications or terminations must be documented monthly and noted on the DHR Statistical form and in the participant's case file with an explanation.**

**Notice: Some Pay to Learn guidelines have been adopted from Alabama Career Center System and Alabama Works Programs along with the Alabama Department of Commerce Workforce Development Division.**

## **GRANT REVIEW PROCESS**

Proposals from each Congressional District are reviewed on a local and state level by a two-step process:

### **1. Staff Level**

Alabama Department of Child Abuse and Neglect Prevention staff will review all grant applications meeting criteria as set in the RFP.

Additionally, current funded programs will also be assessed based on 2021-2022 compliance. Deductions will apply to an applicant's score as outlined on the grant score sheet.

### **2. Local Level**

A Local Review Team representing all seven congressional districts will review the grant applications. **This team will make recommendations to the State Board.** *No presentations or videos will be given to the Local Review Team.*

## **NOTICE OF APPROVAL**

The ADCANP Executive Director will notify the applicant electronically of an approved application. Grantees will be assigned a contract specifying the conditions that the applicant must meet in accordance with applicable state and federal regulations. A list of all funding awards will be posted on the ADCANP website ([www.ctf.alabama.gov](http://www.ctf.alabama.gov)) upon the completion of the Board Review.

## **AVAILABILITY OF FUNDS**

Applicants are advised that the ADCANP grant process is competitive and that grants will be awarded in varying amounts based upon the need and availability of funds. The total of grants awarded will depend upon funds available as well as review of the grant applications.

## **GRANT APPLICATION CEILING\***

There is no grant ceiling for the 2022-2023 program year. However, applicants should budget funds for the “Pay to Learn” model being implemented based on projected number of participants to be served along with consideration of the amount of time needed to attain skills for employment.

**Any program serving adjacent counties to their location must provide current letters of support/MOUs for the key agencies in those counties.**

# Grant Scoring Sheet

## Program Year 2022-2023

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

<b>Needs Assessment</b>	(10 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>Logic Model</b>	(5 Points)
<b>Budget</b>	(10 points)
<b>Budget Narrative</b>	(10 points)
<b>Key Partnerships</b>	(15 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   | 10 points                  |
| 4. Non-compliance of grant stipulations, requirements<br>or other deficiencies from the previous program year | 10 points                  |

## EXCERPTS FROM ALABAMA AND FEDERAL LAWS

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The State of Alabama Department of Child Abuse and Neglect Prevention (*The Children's Trust Fund*), under authority of Acts No. 83-735 and 83-736, is accepting applications for the establishment or maintenance of community-based child abuse and neglect prevention programs. Grant funds from ADCANP must be used solely for the purpose of child abuse and/or neglect prevention services to residents of Alabama and may not be expended for treatment.

Programs approved for funding will have a strong component of local support including utilization of community resources, collaboration among existing prevention programs, use of community volunteers, and a percentage match of local funding and in-kind contributions.

**Prevention Program**, Act-83-736, Sec. 2(a)6 - a system of direct provision of child abuse and neglect prevention services to a child, parent, or guardian.

**Child Abuse**, Act 83-736, Sec. 2(a)2 - harm or threatened harm to a child's health or welfare by a person responsible for the child's health or welfare, which harm occurs or is threatened through non-accidental physical or mental injury; sexual abuse, which includes a violation of any provision of Chapter 6, Article 4, Title 13A.

**Child Neglect**, Act 83-736, Sec. 2(a)4 - harm to a child's health or welfare by a person responsible for the child's health or welfare which occurs through negligent treatment, including the failure to provide adequate food, clothing, shelter, or medical care.

**Children First Programs**, Federal Tobacco Settlement under Section 3 of Act99-441 of tobacco revenues to be allocated pursuant to Act 99-390 as codified in Section 41-15B-2.2, Code of Alabama 1975.

**Community Based Child Abuse Prevention (CBCAP)**, Federal grant awarded to ADCANP under Section 201 of Title II of the Child Abuse Prevention and Treatment Act (CAPTA).

**Sexual Abuse Prevention Programs (Erin's Law, Act 2015-456)**, Guidelines for K-12 instructional courses on how to recognize and avoid child sexual abuse; to provide an age-appropriate curriculum in public K-12 schools on avoiding child sexual abuse.

## **TIMELINE OF ADCANP FATHERHOOD PROGRAM YEAR 2022-2023**

Grant Application available online	<b>July 22, 2022</b>
Grant Application Deadline	<b>August 31, 2022</b>
Grant Award Contracts online	<b>September 10, 2022</b>
Contract Signature/Return Deadline	<b>October 15, 2022</b>
Mandatory Grantee Training	<b>November 29-30, 2022</b>
Current Memorandum of Understanding	<b>Due with grant application</b>
Program Presentation	<b>Due with grant application</b>
SFTF Workforce Ready Administration Training	<b>(Dates TBA)</b>
Monthly Financial Reports	<b>10<sup>th</sup> of each month</b>
Fatherhood Participant Monthly DHR Statistics	<b>20<sup>th</sup> of each month</b>

### **IMPORTANT:**

**All contracts must be signed and returned by October 15, 2022, to receive funding. The funding period will be October 1, 2022-September 30, 2023. All funds must be expended by September 30, 2023. No budget revisions are allowed after August 31, 2023.**

## TRAINING REQUIREMENTS

<b>Program Administration Training</b>	<b>TBA (new grantees)</b>
<b>Grantee Training</b>	<b>November 29-30, 2022</b>
<b>Grantee Focus Group (AU Evaluation)</b>	<b>TBA</b>
<b>Workforce Development Trainings</b>	<b>TBA</b>

**Mandatory SFTF Training Sessions for all awarded applicants TBA  
and may be virtually or in-person.**

## **AUBURN UNIVERSITY DATA REPORTING**

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, 2022 and lasts for 6 weeks with the end date of November 9, 2022 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.

Evaluation Team Data Reports are due monthly or quarterly based on dates assigned by the Program Evaluation Team. All funded programs will be required to participate in a robust program evaluation. Programs will be required to submit evaluation reports and adhere to reporting deadlines. Late reports will be documented and may impact future funding.



## **IMPORTANT DATES**

**All contracts must be signed and returned by October 15, 2022, to receive funding.** The funding period will be October 1, 2022-September 30, 2023. All funds must be expended by September 30, 2023. No budget revisions are allowed after August 31, 2023.

## **FUNDING TIMELINE**

<b>Financial Expenditures for the Month of</b>	<b>Due Date</b>
October	November 10, 2022
November	December 10, 2022
December	January 10, 2023
January	February 10, 2023
February	March 10, 2023
March	April 10, 2023
April	May 10, 2023
May	June 10, 2023
June	July 10, 2023
July	August 10, 2023
August	September 10, 2023
September	October 15, 2023*

**\*\*\*Please contact your field director prior to returning unspent funds. If approved, all refunds must be mailed to ADCANP by October 31, 2023, along with a detailed statement explaining why the funds were not spent.**

## ADCANP TANF PROGRAM REQUIREMENTS

### Required Background Checks

1. All employees and volunteers having direct contact, care/treatment, custodial responsibility with children eighteen years of age or younger, or any individual paid through the grant award, in any capacity such as contractors, volunteers, or employees utilized through cash match funds as per Alabama Department of Child Abuse and Neglect Prevention (ADCANP), *The 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). In addition, any individual working with an ADCANP program in any capacity as described above is required to have a background check with results available no later than **November 30, 2022**. Minimum requirements include:
  - National Criminal Search
  - National Sex Offender Report
  - Alabama Statewide Search
  - Social Security

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

All employees as mentioned above that have a current background clearance that will expire during the October 1, 2022-September 30, 2023 program year must complete an updated national criminal background investigation with available results no later than **November 30, 2022**. **Mentoring clearances are not allowed.**

### Required DHR Central Registry Clearance

2. All employees and volunteers having direct contact, care/treatment, custodial responsibility with children eighteen years of age or younger, or any individual paid through the grant award, in any capacity such as contractors, volunteers, or employees using matching funds, providing 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 with results available no later than **November 30, 2022**.

All employees mentioned above for the October 1, 2022-September 30, 2023 program year must complete an updated DHR Central Registry clearance with available results within the first 60 days of the new program year and no later than **November 30, 2022**.

## **ADCANP TANF PROGRAM REQUIREMENTS Cont'd**

3. Please notify CTF immediately of Personnel Changes. We strongly recommend a Background Check and CAN clearance prior to hire date for employees hired after the grant year has started.

ADCANP recommends that all funded programs set aside a few days at the beginning of the program year to complete all staff program requirements to ensure program compliance by November 30, 2022.

Note: Volunteers will only have to complete required trainings once; i.e., Domestic Violence and Mandatory Reporting Training.

### **Monitoring/Site Visits**

All grantees will consent to monitoring/evaluation reporting requirements as established by the Department, including compliance reviews/audits to ensure document, financial, and programmatic data accuracy. \*ADCANP will conduct site visits as needed or requested. If ADCANP determines that the program is not progressing as planned, the Director may call for technical assistance in assessing or redirecting the program. A Corrective Action plan approved by ADCANP may be required.

\*ADCANP reserves the right to make unannounced visits to monitor funded programs.

### **Contracting/Grant Funds**

Agencies will not start activities prior to receipt of a signed contract from 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. Agencies may be responsible for paying employees for the first three months of the grant year.

### **Program Start Up**

**All programs must begin program activities (i.e., recruiting, collaboration, training etc.) within the first 30 days after the execution of a contract unless an alternate starting date is submitted in writing by the grantee and approved by ADCANP program staff. The grantee is responsible for contacting ADCANP in writing for an extension request if needed. The written request must be received within the first 30 days of the grant cycle and no later than October 30, 2022. Failure to begin the program within the required time frame without an approved written request prior to October 30, 2022, may result in an agency review and termination of funding.**

## **ADCANP TANF PROGRAM REQUIREMENTS Cont'd**

### **Grant Fidelity**

All programs must implement the awarded grant application to fidelity. Any changes to the original awarded application must be requested in writing to ADCANP and approved prior to implementing the requested changes.

### **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. Budget revisions must be submitted and approved before the end of the quarter and 5 business days before monthly or quarterly financial reports are due. No budget revisions will be allowed within 30 days of the end of each program year and no later than August 31, 2023, 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 Best Practices 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 and all other mandatory trainings
- Work with ADCANP to coordinate site visits
- Strongly encourage participation in local Children's Policy Council and workforce development meetings 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 documented 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). Mentor background checks should not be used to satisfy requirement.
- Must have a signed Confidentiality and Mandatory Reporting Policy for each employee annually indicating compliance with the grantee's Confidentiality and Mandatory Reporting Policies

## **RESPONSIBILITIES OF GRANTEE CON'T**

- 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.**
- **Notify CTF immediately of Employment and Personnel changes**
- 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
- Individual Case Management
- Job Development
- Physical Rehabilitation Referral
- Job Referral
- Substance Abuse Referral
- Education (GED) & Short-Term Job Training
- Group Meetings (at least monthly – research-based curriculum)
- Domestic Violence Education and Referral
- Child Support Education
- Develop a working relationship with local Workforce Development provider/program
- Adult Education
- Family Law
- Child Welfare
- Physical and Mental Health
- Counseling Services
- Criminal Justice
- Documentation of Participants attendance related to pay

## **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
  - d. Services related to individual’s needs that impact employment
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
    - Support for employed dads as they engage in quality time with children
  - 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
    - Being engaged in your child’s education while you are employed



## **FATHERHOOD PROGRAM COMPONENTS Cont'd**

5. Workforce Development
  - Pay to learn training activities
  - Skills assessments upon program entry
  - Academic and technical training
  - Job placement
  - Academic advising
  - Focus on employable work skills
  - Connections to employers
  - Viable employment opportunities based on local and current job market
  - Heavy focus on career pathways

## **PROGRAM FUNDING GUIDELINES**

**This ADCANP Fatherhood Program is specifically provided to improve the overall family unit by utilizing workforce development, case management, and other community services that create a sustainable career path for success based on a Strengthening Families Through Fatherhood Pay to Learn Model.**

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 “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 stressors (unemployment or underemployment) 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 custodial and 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. In addition, participate in all Program Administration training to implement the Pay to Learn TANF Model. (Complete all Training by October 31, 2023).
- A current letter of collaboration from the local Child Support Court Judge assuring **referrals** to the TANF-funded Fatherhood Program. (Letters must be submitted by November 30, 2022).
- 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, 2022).
- A current letter of collaboration from local community colleges and workforce development agencies. (Letters must be submitted by November 30, 2022).
- 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.

## **ELIGIBILITY AND REQUIREMENTS CONT'D**

- Non-profit organizations must include documentation of 501(c)(3) status in the grant application 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 must 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 will not be required to match funds.**
- 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 current items:

- Less than \$50,000 – Must submit one of the following current items:
  - Internally prepared financial statements
  - Compilation
  - Review
  - Audit Report
- \$50,000 to less than \$100,000 – Must submit one of the following current items:
  - Compilation
  - Review
  - Audit Report
- \$100,000 to less than \$300,000 – Must submit one of the following current items:
  - 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 SERVICES AND EXPENSES**

**The following list, while not all inclusive, specifies other exclusionary criteria that ADCANP will not consider for funding in Program Year 2022-2023:**

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. Payment for any service that is funded through another source for the same scope of work
9. Fees to consultants who write the ADCANP grant
10. Computer leases
11. 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.
12. Legal expenses/fees
13. Rent paid to the grantee. A grantee cannot "rent" space to itself.
14. **Participant incentives over \$500 and unrelated to Workforce Development must be approved by the Field Director or ADCANP. For example, rent, utilities, personal and household items, or anything unrelated to Workforce Development**
15. **Incentives must be based on program progress, outcome-driven, and documented.**

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

## **MATCH REQUIREMENTS NOT REQUIRED**

### **Fatherhood Required Match**

An in-kind and/or cash match is not required of Fatherhood Grantees for the **2022-2023** program year, but grantees must demonstrate partnership match along with investment in the mandatory training sessions.

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](http://independentsector.org) for updates to the rate. Professionals volunteering in their professional capacity contribute time valued at their local market rate. Please document if volunteers are working in your programs, but a cash match or in-kind amount is not required this program year.

## **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**: Expenditures related to monthly bookkeeping and payroll services provided by an external source.
4. **Audit/CPA Services**: Expenditures related to the preparation of an organization's tax returns (990) and/or audit, review, compilation, or financial statements.
5. **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.
6. **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.
7. **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 along with a current background clearance.
8. **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 may include, but are not limited to, educational materials and handouts.
9. **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).
10. **Office Supplies**: Consumable items used in offices, including copy paper, toner, and other miscellaneous office supplies.
11. **Postage**: Cost to mail or ship items related to the ADCANP program. Note: Be



sure to include the cost of submitting monthly evaluation data.

12. **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.
13. **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.
14. **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. Additional required staff development will be done virtually to minimize costs.**
15. **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 registration and travel.
16. **Utilities:** Electricity, water, gas, internet, telephone, and cable services that support the ADCANP-funded program. Expenses related to utility costs are based on actual costs in support of the ADCANP-funded program or a reasonable allocation percentage.
17. **Volunteer:** 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, who may charge at their market rate. For example: A nurse teaching a parenting class or an accountant preparing the organization's books.
18. **Participant Incentives:** May be intrinsic and based on a person wanting to do something for their own sake without an outside pressure or reward (acknowledgement of progress as it relates to workforce development). Or extrinsic, such as providing a material reward (financial/ gift card) for accomplishing a task/goal. Incentives should be outcome-driven only.
19. **Participant Stipends.** Payment to individuals to motivate or encourage successful participation and completion of the "Pay to Learn" work program. Fully explain hourly salary determination and have individual time sheets for each participant with a signature.
20. **Other:** Fully explain any item not listed as a line item in the Budget Narrative.

## **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)
- Fatherhood Websites  
<https://www.fatherhood.org>  
<https://www.acf.hhs.gov/css/child-support-professionals/working/fatherhood>  
[www.fatherhood.gov](http://www.fatherhood.gov)

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 Strengthening Families Through Workforce Development program. A logic modelbuilder 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

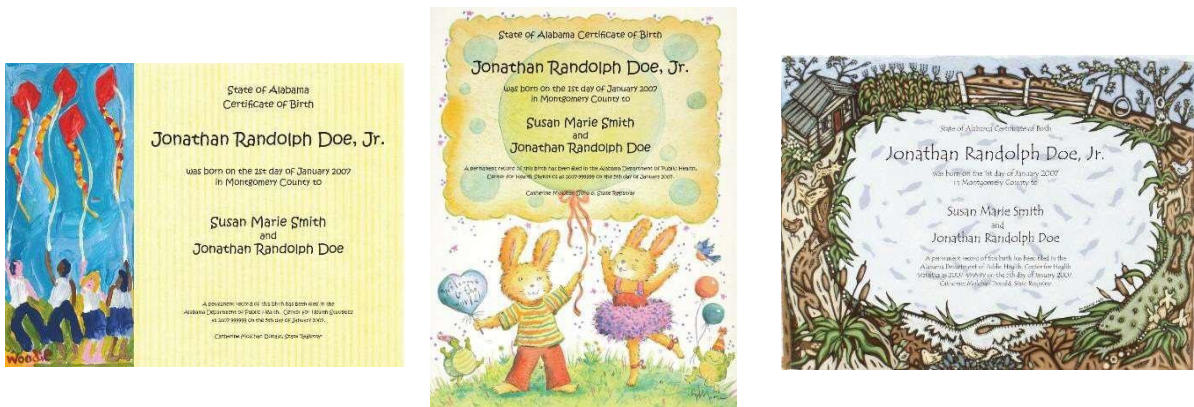
Consider donating all or part of your tax refund to the Child Abuse Trust Fund. Over 85% of Children's Trust Fund dollars go directly to fund programs that protect children from abuse and neglect. Your refund can become an investment in the children of this state. This tax-deductible donation can be 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>



## 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 the Alabama Department of Human Resources and the Alabama Department of Child Abuse and Neglect Prevention



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

**2022-2023**

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**District 2**

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Montgomery, AL

**District 3**

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**District 4**

Judy Miller- Arab, AL

**District 5**

Melanie Borden Little -Northport, AL

**District 6**

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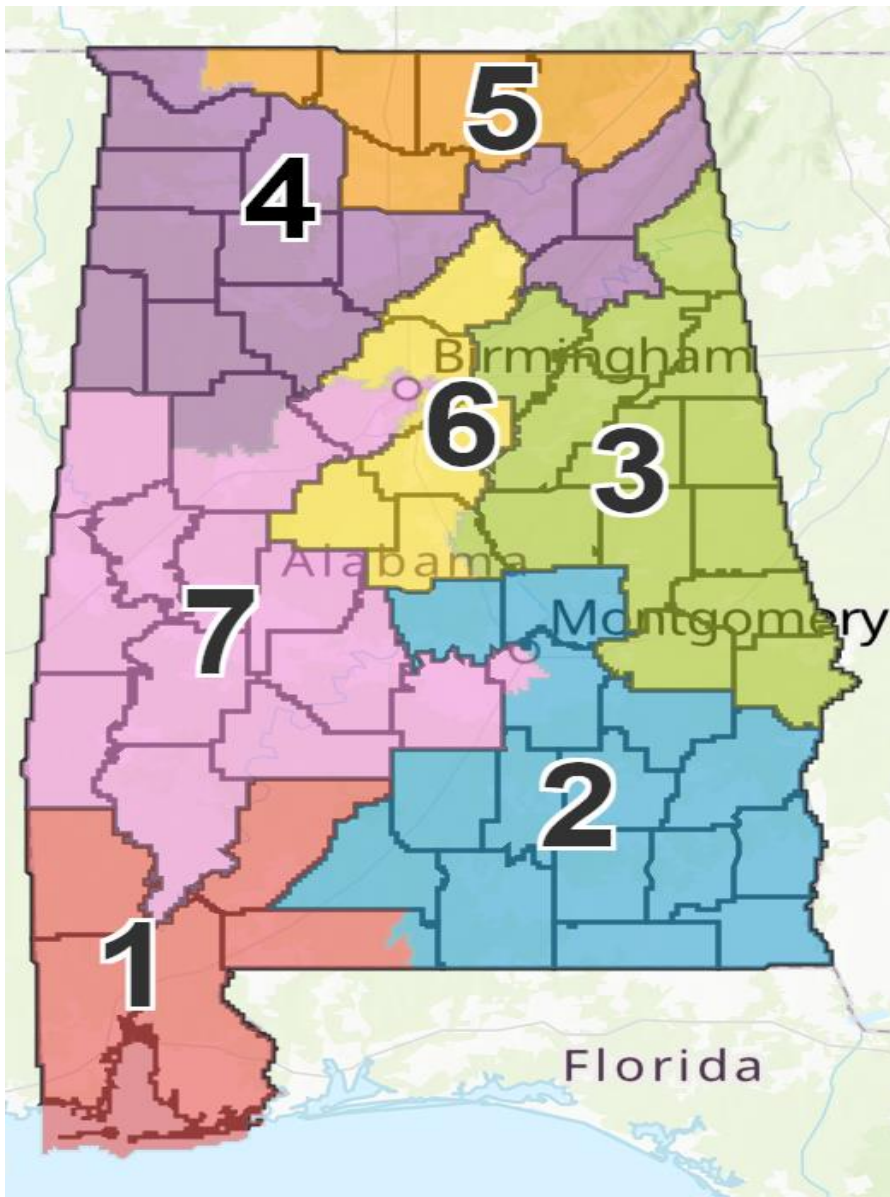
**District 7**

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Link to lookup congressional district: <https://cqrcengage.com/alabama/?2>