

Alabama Department of

Child Abuse and Neglect Prevention

(The Children's Trust Fund)

Request for Proposal

Program Year 2022-2023
(October 1, 2022 – September 30, 2023)



*Alabama Department of Child Abuse and Neglect
Prevention 60 Commerce Street, Suite 1000
Montgomery, Alabama 36104
Telephone: (334) 262-2951*

MISSION STATEMENT

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.

Each program defines the way ADCANP accomplishes this mission by selecting program objectives. The group (parent/caregiver or child) targeted through programming classifies it in the type of programs funded. Research in the field of child abuse and neglect prevention proves that programs are most effective when they impact the entire family.

Examples include, but are not limited to, two parent families, single parent families, non-custodial families, and extended families.

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Grant applications must be submitted ONLINE by 5:00 p.m. CST on Friday, April 29, 2022. Do not fax or mail applications. There are no exceptions to this deadline.

Late applications will not be considered!

INTRODUCTION

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. Click on **Grants** then **Grantee Portal**.

Organizations must submit a separate application for each program applying for funding. The organization and the program name must not be the same.

Categories for funding programs are developed by the State of Alabama Child Abuse and Neglect Prevention Board of Directors. The Board has the discretion to set funding priorities in all program areas. 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 Tracy Plummer at tracy.plummer@ctf.alabama.gov
- For financial questions, contact Erin Cauthen at erin.cauthen@ctf.alabama.gov

REQUEST FOR PROPOSAL CHILD ABUSE AND NEGLECT PREVENTION GRANTS

(Grant Year: October 1, 2022 through September 30, 2023)

The State of Alabama Department of Child Abuse and Neglect Prevention (The Children's Trust Fund) announces the availability of grant funding for child abuse and neglect prevention programs for program year 2022-2023. 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 prevention programs such as Parenting Education and Support, Home Visiting, School-Based/After School, Non-School Based, Public Awareness, Mentoring, and Respite Care.

GRANT REVIEW PROCESS

Proposals from each Congressional District are reviewed on a local and state level by a three-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 if necessary, 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.*

3. Board Level

All grant applications will be submitted to the Department's Board of Directors with recommendations from the local grant review team and ADCANP Staff. The Board has the discretion to approve or disapprove funding and will make the final decisions on the funding awards. Board review is based primarily on the grant application, the ADCANP State Plan for Prevention, as needs are indicated, Local Review team recommendations, and ADCANP staff recommendations (including program compliance of all current funded programs) and Evaluation results as reported to the State Board.

NOTICE OF APPROVAL

The ADCANP Executive Director will notify the applicant electronically of an approved competitive 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) 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

Organizations may not apply for more than a total of \$150,000 in competitive grant funds for the 2022-2023 programs.

Grant Scoring Sheet

Program Year 2022-2023

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

Needs Assessment	(15 points)
Purpose of the Program	(10 points)
Program Management and Organization	(10 points)
Implementation Plan	(15 points)
Curriculum/a	(10 points)
Use of Volunteers	(5 points)
Promotion of ADCANP Funded Prevention Programs	(5 points)
Logic Model	(10 Points)
Budget	(10 points)
Budget Narrative	(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 | 10 points |
| 4. Non-compliance of grant stipulations, requirements,
or other deficiencies from the previous program year | 10 points |

PRIORITY POINTS

- | | |
|---|-----------|
| Specific plan for program expansion into
areas with minimal or no current programs | 10 Points |
|---|-----------|

EXCERPTS FROM ALABAMA AND FEDERAL LAWS

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 Act 99-441 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 for an age appropriate curriculum in public K-12 schools on avoiding child sexual abuse.

TIMELINE FOR ADCANP GRANTEES AND APPLICANTS

Grant Application Available Online	Wednesday, March 23, 2022
Grant Application Deadline	Friday, April 29, 2022 5:00 pm (CST)
Local Grant Review Deadline	May 29, 2022
Board Review	July 18-19, 2022
Mandatory Grantee Training	November 29-30, 2022

Reporting Due Dates

Quarter	Period Covered	Due Date
1st	October 1 - December 31, 2022	January 15, 2023
2nd	January 1 - March 31, 2023	April 15, 2023
3rd	April 1 – June 30, 2023	July 15, 2023
4th	July 1- September 30, 2023	October 15, 2023

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.

The funding period will begin October 1, 2022 and end September 30, 2023. All funds must be expended by September 30, 2023. No budget revisions are allowed after August 31, 2023.

ADCANP 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 anytime 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**.

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 as mentioned above, that have a current DHR Central Registry clearance that will expire anytime during 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 PROGRAM REQUIREMENTS (Con't)

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.

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 30 days after the execution of a contract unless an alternate starting date is submitted and approved in writing 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.

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 THE GRANTEE

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

- Implement the funded program in accordance with the awarded application, signed contract and the 2022-2023 Request for Proposal.
- Attend Mandatory Grantee Training on November 28-29, 2021 (expenses necessary to attend training may be included in budget).
- Conduct background checks and DHR Central Registry (CAN) Reports in accordance with ADCANP Board Policy **prior to serving in any program capacity, with results available for review by November 30, 2022.** (Expenses necessary to conduct background checks may be included in budget if incurred after the beginning of the program year).
- Must have an annual Signed Confidentiality Policy for each employee.
- Must maintain an up-to-date and accurate Organization Chart that reflects the staff of the ADCANP funded program.
- Must ensure the curriculum as established in the grant application is evidence- based. All staff members related to the project will be trained on the curriculum and evaluated on their delivery of that curriculum.
- Must complete all seven (7) modules of the online curriculum training **Bringing the Protective Factors Framework to Life in Your Work**, available through the National Alliance of Children’s Trust and Prevention Funds (www.ctfalliance.org) and maintain documentation of completion in personnel file or training file for review by ADCANP no later than November 30, 2022.
- **Agency’s Mandatory Reporting Policy must be updated to reflect current legislation and any future revisions.**
- Staff and volunteers working on the ADCANP funded program must complete mandatory reporting and domestic violence training annually within the first 60 days and no later than November 30, 2022. Staff acknowledgement of agency policies must also be signed annually by November 30, 2022.
- Must maintain compliance and oversight concerning the programmatic requirements, staff oversight and training, financial management and evaluation requirements as required by ADCANP.
- Notify the assigned field staff of any new program staff prior to the start date.
- Participate in the ADCANP state-level evaluation process by collecting and submitting programmatic data in a timely and accurate manner as specified by the Evaluation Team.
- Demonstrate an impact upon the population served by data collection.
- Acknowledge ADCANP as a source of funding in **all** printed or electronic materials related to the ADCANP funded program.
- Publicize the income tax check-off, Children’s Trust Fund car tags, keepsake heirloom birth certificates and public awareness for ADCANP.
- Provide technical assistance to other communities in replicating the program model as requested.

RESPONSIBILITIES OF THE GRANTEE (Con't)

- Ensure program is not using additional state funding to duplicate services that may replicate the work outlined in the ADCANP awarded application.
- Must ensure the curriculum as established in the grant application is evidence- based. All staff members related to the project will be trained on the established curriculum and evaluated on their delivery of that curriculum.
- Work with assigned ADCANP program staff to coordinate site visits in a timely manner.
- Strongly encourage participation in local Children's Policy Council within grantee's county.
- Must utilize a system of internal controls to protect and ensure the integrity and reliability of its financial information and data. It is the responsibility of the employees to understand internal controls and ensure they are implemented.
- Maintain accepted accounting methods – Best Practices standards.
- Will not expend any ADCANP funds on the purchase of legal services.
- Notify the ADCANP Director and program staff in writing of special incidents and reports of suspected child abuse or neglect within 24 hours of event
- Must comply with the Risk Management requirements of ADCANP when reporting unplanned incidents that concern any of the following:
 - Complaints concerning harassment, discrimination or violence related to the ADCANP funded program;
 - Unplanned law enforcement response to the program;
 - Serious violation of policy and procedure by program staff;
 - Misuse of funds;
 - Any incident of a serious nature as determined by the program director.
- Will not discriminate in the provision of services to any eligible applicant on the basis of race, gender, age, disability, religion or sexual orientation.
- Build public trust by following ADCANPs standards for documentation, transparency and accessibility of information concerning funding awards and expenditures

PROGRAM FUNDING GUIDELINES

ADCANP funds primary and secondary child abuse and neglect prevention programs.

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;
- Strive to influence societal forces that impact parents and children.

Examples of primary prevention programs include educational programs, hospital-based programs offered to all birth parents, parenting and prenatal support classes, “awareness” announcements in the media, etc.

Secondary Prevention of child abuse and neglect refers to those supportive services targeted toward populations who are “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, and youth identified at risk (teen parents).

Examples of secondary prevention programs include support programs for teenage parents, programs for families, youth or children with identifiable stresses.

PROGRAM ELIGIBILITY AND REQUIREMENTS

ADCANP programs must be in compliance with the following requirements to be eligible for funding:

1. Establish or continue a community-based child abuse and neglect prevention program serving residents of Alabama. Funds may not be used for treatment.
2. Demonstrate changes in knowledge, behavior and attitudes of program participants, which lead to the prevention of child abuse and neglect by conducting a **minimum** of 6 classes.
3. If the program utilizes volunteers, there must be a training and documentation component available for review by ADCANP.
4. 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 whether in-state or out-of-state, **must have prior approval** from ADCANP prior to registration.
5. Three (3) **current** support letters or memoranda of understanding (preferably MOUs) that guarantee the cooperation of any system/organization in which the program will be conducted are required, i.e. letters from a school system, court system or hospital, etc. Letters of support from other community organizations are also appropriate.
6. If serving multiple counties, the applicant must demonstrate how the program will be implemented in each county served. If a current grantee is serving additional counties, data should reflect service in those counties and included in your application.
7. ADCANP will contract with only one organization per program. When a program is a collaborative project or co-sponsored effort, the primary organization may sub-contract with the other organization and submit the agreement for ADCANP review and approval.
8. The grant application must include a current list of governing board members of the applicant organization for the purpose of keeping them informed about ADCANP. Board members must not be employees from the applicant organization. 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.)
9. No person shall be discriminated against on the grounds of race, color, national origin, sex, age, disability, or sexual orientation in receipt of services funded with this grant. The program will be in compliance with the Americans with Disabilities Act of 1990.
10. Applicants must be able to provide the required 50% local funds match. A minimum of one-half of the match (25%) must be in cash, with the remainder (25%) allowed as in-kind contributions. All match may be cash.
11. Programs that serve families and children must encourage strong collaboration with other public/private agencies in the community. (Provide copies of current Support Letters, Memorandums of Understanding or Cooperative Agreements).
12. Grantees must not supplant funds.

PROGRAM ELIGIBILITY AND REQUIREMENTS(Con't)

13. All Grantees will be monitored by the Alabama Department of Child Abuse and Neglect Prevention staff or their contractors, 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.

Additional CBCAP Program Eligibility and Requirements

1. CBCAP-funded programs must attend Parent Leadership Training as specified and approved by ADCANP.
2. CBCAP programs must track the number of parent leaders in each program.
3. All CBCAP funded programs must promote and provide opportunities for parents within their programs to provide meaningful input to service delivery.

Additional CFTF Program Eligibility and Requirements

ADCANP strongly encourages all funded programs to incorporate a smoking cessation component however, **all** programs funded with Children First Trust Fund dollars must include information/education on prevention/cessation of tobacco products. **ADCANP endorses Tar Wars®. Tar Wars® is an approved curriculum to supplement the applicant's primary child maltreatment prevention curriculum. Please visit www.tarwars.org for more information**

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 <https://friendsnrc.org/evaluation/logic-models/>

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”.

The Logic Model will assist you and your field director as you work together to support the success of your program.

For additional information, please refer to our website under Resources.

**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*

FINANCIAL REPORTING POLICY

Agencies applying for a grant must attach a copy of their current Form 990 and most recent Audit to the application. The Audit must have been completed within the last 2 years (2020 or 2021).

Agencies whose annual revenue meets the following criteria must submit a financial report as shown below:

- ☐ 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 annual Audit Report.

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 the ADCANP Board will not consider for funding in Program Year 2022-2023:

1. Purchase of fund-raising services or items
2. 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. Food and beverages (ADCANP funds may not be used to purchase food or beverages)
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. 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.
14. Costs that are considered to be indirect/overhead/administrative should be charged to the grant at a prorated share based on the ADCANP grant's percentage to the organization's overall budget. For example: If the ADCANP grant award is \$10,000 and the organization's overall budget is \$100,000; indirect costs can be charged at a rate of 10%. * Minimum of 10%

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

MATCH REQUIREMENTS

ADCANP Required Match

Grant Amount Awarded	Total Match Required	Cash Match	In-Kind Match
\$40,000	\$20,000 (50% of grant)	\$10,000 (25% of grant)	\$10,000 (25% of grant)

There is a 50% match required of all applicants. At least one half of the required match must be in cash. All of the match may be in cash. (Ref: Code of Alabama, 1975, § 26- 16-9 (a) (1) b.)

EXAMPLE:

Note: The above figures are examples of minimum requirements.

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 the following: 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, \$28.54 per hour is the set value. This rate is subject to change, please check independentsector.org to verify the current 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 Staff 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 current contract for the consultant and his/her services is required prior to working along with a copy maintained in the personnel folder for review.
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 registration and 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 \$28.54 an hour. 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.

Costs that are considered to be indirect/overhead/administrative should be charged to the grant at a prorated share based on the ADCANP grant's percentage to the organization's overall budget. For example: If the ADCANP grant award is \$10,000 and the organization's overall budget is \$100,000; indirect costs can be charged at a rate of 10%. * Minimum of 10%

****Financial documentation should be maintained on site for review by the field director upon request. Documentation should be well organized and labeled as necessary. Any invoice/expense that is not charged at 100% should be clearly identified and a breakdown provided that clearly states the amount being charged to ADCANP, cash match, or in kind match.**

PARENT FOCUSED PROGRAM COMPONENTS AND DEFINITIONS

I. Parenting Education and Support Programs

A. A Parent Education and Support program includes and demonstrates compliance with all of the following:

1. *The primary purpose of the program must be child abuse and neglect prevention.*
2. Use a set curriculum that is evidence/research-based and age appropriate (the Curriculum Guide may be viewed at www.ctf.alabama.gov).
3. Offer opportunities for practice and modeling of appropriate parenting behavior and skills.
4. Increase knowledge and skills in the area of child rearing, behavior management, child development and communication and demonstrated with outcome data.
5. Offer social support, information and referrals to assist parents/caregivers.
6. Deliver in an individual or group setting with a minimum of 6 consecutive content sessions.
7. Provide the required data for the Evaluation Team state-level program evaluation.
8. Include the “Protective Factors” in all programming.
9. Provide education on Shaken Baby (Abusive Head Trauma) Prevention and Safe Sleep environments.
*We encourage incorporating smoking cessation when possible.

B. Types of Parent Education and Support programs include, but are not limited to:

1. Programs for pregnant or parenting teen mothers (may be implemented in classroom setting, hospital, etc.);
2. Programs for adult and teen fathers and adolescent males. Programs may not be titled as fatherhood unless funded through TANF. Programs serving the described population that do not choose to apply for TANF fatherhood funding will need to be a Parent Education and Support program and will not use the term fatherhood in the project title.
3. Programs for new parents (provides set curriculum on child development, parenting skills, and support systems); this type of program should provide follow-up contacts.
4. Programs for parents of special needs children (provides support and education for parents of children with special needs);
5. Parenting program around specific need issues (programs that focus on specific age issues, such as parenting a teenager, parents going through divorce, etc.);
6. Parenting programs that address at-risk youth ages 8 - 18;
7. Programs that require a parent to attend parenting or coping skills classes that run in conjunction with programs provided to their children brought before the court

8. Programs that provide early, comprehensive support for parents
9. Programs that increase family stability and promote the early development of parenting skills, especially in young parents and parents with very young children;
10. Programs that improve family access to other formal and informal resources and opportunities for assistance available within communities;
11. Programs that support the additional needs of families with children with disabilities through respite care and other services;
12. Programs that offer short-term assistance in times of stress (e.g., resource libraries, support groups);
13. Programs that promote the five protective factors.

PARENT FOCUSED PROGRAM COMPONENTS AND DEFINITIONS

II. Home Visiting Programs

A Home Visiting program includes and demonstrates compliance with all of the following:

1. *The primary purpose of the program must be child abuse and neglect prevention.*
2. Service delivery takes place in the home of the participant or another setting such as a childcare center.
3. Use a research/evidence-based/evidence supported curriculum that is designed to individualize the sessions for the needs of the parent and child.
4. Provision of the required data for the Evaluation Team state-level program evaluation.
5. Documented visits will last a minimum of one hour.
6. Visits that target an at-risk population which will include plans for extended support and education and referral and linkage to community support;
7. Interaction with the parent and child together in a modeling situation with the home visitor;
8. Program may be delivered by professionals, paraprofessionals and/or trained volunteers;
9. Provide comprehensive training to any staff or volunteer prior to conducting home visits; training must be continuous throughout the grant year. (Most programs require a minimum of 16 hours of training.)
10. Refer home visiting clients to other social service organizations as necessary. (Grantees are required to track referral sources.)
11. Include the "Protective Factors" in all programming;
12. Education on Shaken Baby (Abusive Head Trauma) Prevention and Safe Sleep environments.

PARENT FOCUSED PROGRAM COMPONENTS AND DEFINITIONS

III. Public Awareness and Training Programs

The primary purpose of the program must be child abuse and neglect prevention.

- A. *A Public Awareness program must include and demonstrate compliance with one of the following:*
1. Focus on making the general population aware of child abuse and neglect and how to prevent it.
 2. Help parents and caregivers connect with resources in the community that will strengthen the family and enhance parenting education.
- B. *Types of Public Awareness and Training Programs include, but are not limited to:*
1. Abusive Head Injury Prevention/Education
 2. Mandatory Reporter Training
 3. Internet/On-line Safety Training
 4. Safe Sleep Training/Education

PARENT FOCUSED PROGRAM COMPONENTS AND DEFINITIONS

IV. Respite Care Programs

The primary purpose of the program must be child abuse and neglect prevention.

A Respite Care program supports the stability of families that provide long-term care to individuals or family members with special needs.

Respite Care Programs also reduce the following:

- Social isolation
- Stress-related health problems
- Reduced likelihood of institutionalization of the person with special needs
- Reduces the likelihood of divorce and helps sustains

marriages (Source: FRIENDS National Resource Center)

Respite care can be provided in a variety of settings including, but not limited to:

- The family home
- A relative's home
- A community setting
- A child care center
- Church respite programs

CHILD FOCUSED PROGRAM COMPONENTS AND DEFINITIONS

School-Based/After School Programs

A. A School-Based/After School program includes and demonstrates compliance with all of the following:

- The primary purpose of the program must be child abuse and neglect prevention.
- Conduct a minimum of the content of six (6) curriculum units by the program staff/volunteers with the same participants;
- Must include experiential learning;
- Leave follow-up materials with teachers or counselors to use that are consistent with program objectives and current research;
- Use a set curriculum that is evidence/research-based and age appropriate with measurable outcomes;

B. A School-Based/After School program focuses on the following:

1. Personal Safety*

- Body safety (**Body safety can be taught through Grade 3. After 3rd grade, the focus should be child maltreatment prevention.**)
- Must have research-based positive outcomes that prevent child abuse and neglect.
- **If using a curriculum that focuses on Personal Safety, the program must incorporate identifying, managing and communicating feelings.*

2. Child Maltreatment Prevention

- Internet Safety (including “sexting”, and internet exploitation prevention)
- Identifying and Managing Feelings
- Violence Prevention
- Empathy Training
- Impulse Control
- Anger Management
- Stress Management
- Problem Solving/Decision Making
- Peer Relationships
- Conflict Resolution
- Self-Control
- Assertive Behavior
- Communicating Feelings
- Identification and Maintenance of Healthy Relationships
- Development of Personal Resources
- Parenting for Teen Parents
- Child Trafficking
- Child Sexual Abuse Prevention (Erin’s Law)

CHILD FOCUSED PROGRAM COMPONENTS AND DEFINITIONS

I. Non-School Based Programs

A. *A Non-School Based program includes and demonstrates compliance with:*

1. *The primary purpose of the program must be child abuse and neglect prevention.*
2. Curriculum must be evidence/research-based and age appropriate with measurable outcomes.
3. Communicate with parents/caregivers on a periodic basis.
4. Spend 25% of program time per session on life skills.

B. *Types of non-school based programs include but are not limited to:*

1. Programs that address high truancy rates and other school issues (i.e. school dropout issues).
2. Programs that support juvenile probation personnel and after care programs for children and youth (i.e. after-school, weekend, summer, mentoring, etc.).
3. Programs that address alcohol and substance abuse (opioid addiction), human trafficking, gang violence issues with at-risk youth (age 8-18).
4. Programs that specifically address at-risk females that have been brought before the court (excluding boot camps).
5. Programs that include the teaching of parenting and/or family strengthening skills to the parents of the program participants.

C. *Types of non-school based programs that work with children and adolescents in a community-based setting. Examples include, but are not limited to:*

1. Boys and Girls Clubs, YMCA, YWCA
2. Faith-Based Organizations
3. Community Centers

CHILD FOCUSED PROGRAM COMPONENTS AND DEFINITIONS

II. Mentoring Programs

A. *A mentoring program includes and demonstrates compliance with:*

1. *The primary purpose of the program must be child abuse and neglect prevention.*
2. Conduct individual meetings with mentor and mentee (child or adolescent up to age 18).
3. Conduct group meetings with other mentees.
4. Use a set curriculum that is evidence/research-based and age appropriate with measurable outcomes.
5. Mentor must have a minimum of 4 contacts per month with mentee and contacts must be conducted by providing a meaningful amount of time so mentee's are receiving quality time with the mentor.

B. *Types of mentoring programs include, but are not limited to:*

1. Programs that include male and/or female mentoring.
2. Programs that improve family access to formal and informal resources and opportunities for assistance available within communities.
3. Programs that include mentoring new or expectant teen mothers.

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

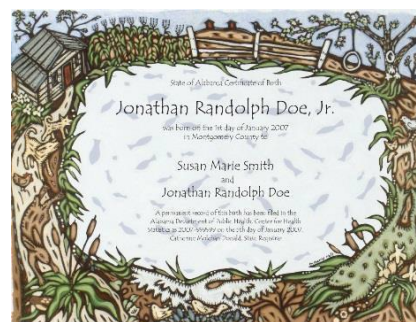
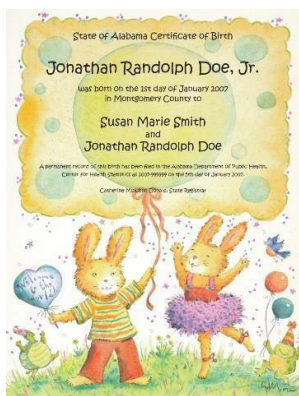
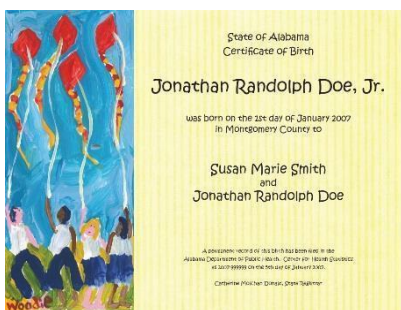
Consider donating all or part of your tax refund to the Child Abuse Trust Fund. Over 85% of Children's Trust Fund dollars go directly to fund programs that protect children from abuse and neglect. Your refund can become an investment in the children of this state. This tax-deductible donation can be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



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2022-2023

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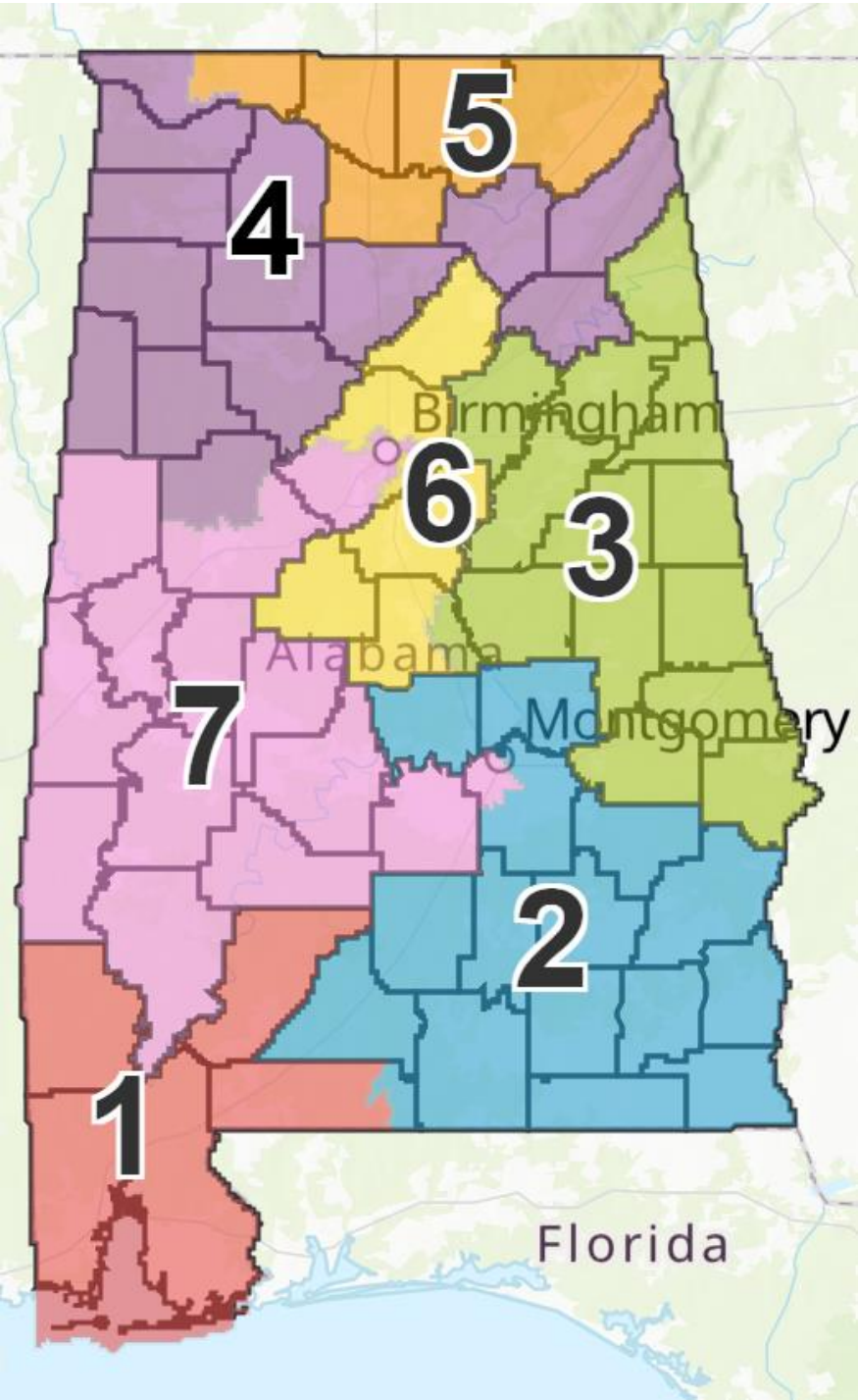
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**Alabama Counties Divided Among
U.S. Congressional Districts**



Click to lookup congressional district: [here](#).

RESOURCES

- Protective Factors Training – Children’s Trust Fund Alliance (includes information on the Strengthening Families™ program)
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
- Child Welfare Information Gateway (includes a wide range of resources and information regarding child abuse and neglect prevention and state data)
www.childwelfare.gov
- FRIENDS National Resource Center for Community-Based Child Abuse Prevention (CBCAP) includes training resources
www.friendsnrc.org
- DHR Central Registry- CA/N Central Registry
http://dhr.alabama.gov/services/Child_Protective_Services/CentralRegistryClearance.aspx
- National Council of NonProfits (for information on best practices)
<https://www.councilofnonprofits.org/>

Please refer to the Department’s website at: www.ctf.alabama.gov for additional information under the Resources