

**Alabama Department
of
Child Abuse and Neglect Prevention**
(The Children's Trust Fund)

Request for Proposal
Program Year 2025-2026
(October 1, 2025 – September 30, 2026)



ALABAMA DEPARTMENT OF
Child Abuse & Neglect Prevention
Children's Trust Fund of Alabama

Alabama Department of Child Abuse and Neglect Prevention
Children's Trust Fund
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Our Mission:

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

The Children's Trust Fund:

The Alabama Child Abuse and Neglect Prevention Act (ADCANP) was adopted by the Alabama Legislature in 1983 to address the state's growing problem of child neglect and maltreatment. While several state agencies already existed to deal with different aspects of child abuse, none of these agencies specifically focused on solving the problem before it occurred. It was clear that Alabama needed to create a state agency with its own board, funding, and staff to be dedicated solely to preventing child abuse. To address the problem at its origin, instead of merely addressing the symptoms of what could have been prevented, the Alabama Child Abuse Prevention Act established the Children's Trust Fund.

Purpose:

For over 40 years, the Department has worked on behalf of those most vulnerable in our state. Our programs provide essential services to children and families to prevent child abuse and neglect. The types of programs included are Fatherhood, Home Visiting, Mentoring, School-based, Non-School Based, Parent Education and Support, Community Awareness and Training, and Respite Care. These programs are supported by state and federal dollars.

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Grant Applications will be available in Foundant, on Tuesday, April 1, 2025, and must be submitted ONLINE by 5:00 p.m. CT on Friday, May 16, 2025.

Do not fax, mail, or deliver 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 on the Department's website at www.ctf.alabama.gov. Click on the Portal Login to create an account and access the grant application. **The Grant Application will be available in Foundant, on Tuesday, April 1, 2025.**

Organizations must submit a separate application for each program that is 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 Alicia Roper at alicia.roper@ctf.alabama.gov
- For financial questions, contact Erin Cauthen at erin.cauthen@ctf.alabama.gov

REQUEST FOR PROPOSAL
CHILD ABUSE AND NEGLECT PREVENTION GRANTS

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 the program year 2025-2026.

Grant Year: October 1, 2025, through September 30, 2026

Who Can Apply: Eligible applicants for ADCANP grants must be a local or statewide public entity or private non-profit organization designated under Section 501© (3) of the Internal Revenue Code. (Applicants must provide proof of non-profit status)

Grant Funds: Funds can be used to provide programs for the primary prevention of child abuse and neglect, including, but not limited to, programs to promote public awareness of the need to prevent child abuse and neglect; community-based family resource and support programs on strengthening family skills, including, but not limited to, parent education, prenatal care, prenatal bonding, child development, health and nutrition, care of children with disabilities, and coping with family stress; and community-based programs relating to crisis care, early identification of children at risk of child abuse and neglect, and education, training, and support groups for parents, children, and families. (i.e., 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 the criteria as set in the RFP.

Note: Grantees are required to meet all performance measures outlined in their grant agreements. Currently funded programs will be assessed based on the 2024-2025 program year or the previous year's grant compliance and achievement of performance measures. Funding continuation, where necessary, will be applied to future grant requests based on the number of measures met at the end of each grant year. Failure to comply with grant agreements and stipulations may result in a reduction or denial of grant funding.

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.**

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 deny funding and will make the final funding decisions.

Board review is based 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, performance measures, and stipulations of all currently funded programs) and evaluation results as reported to the State Board.

NOTICE OF APPROVAL

The ADCANP Director will notify the applicant electronically in Foundant of an approved competitive application. Grantees will be assigned a contract specifying the grant requirements and stipulations 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 on the grant application. The total number of grants awarded will depend upon the funds available. **Note: Current grantees are not guaranteed funding or level grant amounts.**

All funding decisions are made by the Department's Board of Directors based on the grant application and criteria included in the RFP. Funding requests should be carefully chosen by each applicant based on the program's implementation and the accomplishment of its goals and objectives.

Grant Review Scoring Sheet (100 points total)

Grant applications are scored based on the following scoring criteria. *This form is for informational purposes only.*

Organization Information/Program Management: (15 points)

- Organizational Chart (5)
- Board of Directors (5)
- Program Abstract (5)

Program Narrative: (25 points)

- Needs Assessment (5)
- Purpose of the Program (5)
- Implementation Plan (10)
- Evidence-based Curriculum/a (5)
- Use of Volunteers (if applicable)

Promotion of ADCANP Funded Prevention Programs (10 points)

- Promote ADCANP in their community as it relates to their prevention programs.
- Market the CTF license plate, income tax check-off, heirloom birth certificates, and other ADCANP awareness campaigns.
- Participate in April National Child Abuse Prevention Month

Evaluation/Logic Model: (15 points)

- Target Data: Planned numbers served (5)
- Program Goals (5)
- Logic Model (5)

Financial and Budget Information: (35 points)

- Budget (10)
- Budget Narrative (10)
- Funding Increase (if applicable)
- Funding Sources (5)
- Financial Reports (Audit and Form 990) (10)

For CBCAP Grant Review Scoring Only (100 points total) *

Grant applications for CBCAP are scored based on the following scoring criteria. This form is for informational purposes only.

Organization Information (5 points)

- Organizational Chart
- Board of Directors
- Program Abstract

Program Narrative (15 points)

- Purpose of the program
- Program Narrative
- Curriculum

Collaborations & Coordination (10 points)

- Describe the extent and nature of the CBCAP grantee organization's existing and/or future partnerships and collaborations.
- MOUs and Letters of Support

Needs Assessment (10 points)

- Description of current inventory of unmet needs and a description of services to be provided.

Outreach to Special Populations (10 points)

- Describe outreach activities that the agency will undertake to maximize the participation of parents, racial and ethnic minorities, children and adults with disabilities, homeless families, those at risk of homelessness, unaccompanied homeless youth, adult former victims of child abuse and neglect, or domestic violence, and members of other underserved or underrepresented groups.
- Agencies are encouraged to describe any other special populations included in their outreach plans to meet local needs as identified in their inventory of unmet needs (i.e., families impacted by parent/caregiver incarceration, rural communities, teen parents, or others).

Plans for Parent Leadership & involvement (10 points)

- Describe how the agency will implement activities and training to enhance parent participation and leadership. Include information on how parents are and will be involved in funded programs, including:
 - planning,
 - implementation, and
 - evaluation

Plans for CAP Month and Public Awareness Activities (10 points)

- Describe activities the agency will coordinate or participate in for the promotion and observance of Child Abuse Prevention Month in April.
- This section should also describe other public awareness and education efforts planned.

Areas of Technical Assistance (0 points)

- Describe any area where your agency and/or program may need more support or technical assistance in its planned prevention activities

Evaluation/Logic Model (15 points)

- Program Goals: List specific goals and objectives of the program and how they will prevent child abuse and neglect.
- Service Population: identify the population you are planning to serve (i.e., children, youth, parents, families)
- Logic Model

Financials and Budget Info (15 points)

- Budget (50% match): Please note that the requested budget should reflect the organization's needs for the program for one year.
- Budget Narrative: Provide a brief explanation of each line item that will be charged to ADCANP grant (excluding match).
- Demonstrate (through information and documentation) the establishment or maintenance of innovative funding mechanisms, at the state or community level, that blend federal, state, local, and private funds, and innovative, interdisciplinary service delivery mechanisms for the development, operation, expansion, and enhancement of your CBCAP program.
- Financial Report (Audit and Form 990)

GRANT STIPULATIONS/REQUIREMENTS:

Current grantees are required to meet all performance measures outlined in their grant agreements. Funding continuation, where necessary, will be applied to future grant requests based on the number of measures met at the end of each grant year.

Currently funded programs will be assessed based on the previous year's grant compliance and achievement of all performance measures outlined below.

1. Financial Report(s): Late and/or incomplete/inaccurate documentation, lack of oversight, and grant spending.
2. Evaluation/Data Report(s): Late submitting surveys, reporting numbers, and not achieving target data numbers.
3. Not adhering to a Field Director's requests, site visit documentation, or corrective action plan, if needed.
4. Non-compliance with grant stipulations, requirements, or other deficiencies from the previous program year, including failure to spend all grant funds.

*Selected agencies will be sent a link to apply for CBCAP funds.

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 1983, No. 83-736, p. 1198, §2; Act 98-601, p. 1313, §1; Act 2006-228, p. 393, §1.) 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 primary prevention services 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.

Child, Act-83-736, Sec 2 (a) 1 - A person under 18 years of age.

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

RFP Released	March 25, 2025
Grant Application Available Online	April 1, 2025
Grant Application Deadline	May 16, 2025
Local Grant Review	June - July 2025
Board Review	August 2025
Grant Notification	August 29, 2025
2025-26 Program Year Begins	October 1, 2025
Mandatory Grantee Training	November 5-6, 2025
2025-26 Program Year Ends	September 30, 2026

Quarterly Financial Reporting

All funded programs are required to submit quarterly financial reports based on the following dates.

Quarter	Period Covered	Due Date
1st	October 1- December 31, 2025	January 15, 2026
2nd	January 1 – March 31, 2026	April 15, 2026
3rd	April 1 – June 30, 2026	July 15, 2026
4th	July 1 – September 30, 2026	October 15, 2026

The funding period begins October 1, 2025, and ends September 30, 2026. All funds must be expended by September 30, 2026. Any unspent funds must be returned. Failure to expend previous grant funds may result in a grant award reduction or denial of funding.

ADCANP Program Requirements

Applicants awarded grant funds must verify and agree to the following requirements.

- Enrollment in E-Verify.
- Enrollment in the State of Alabama Accounting and Resource System (STAARS) <https://procurement.staars.alabama.gov/PRDVSS1X1/AltSelfService>.
- Grantees must set up the EFT/direct deposit info in their STAARS accounts. All grant payments will be made via EFT/direct deposit.
- Submit a copy of the organization's Tax ID letter. The legal business name must match the Tax ID name. If there are any changes, provide supporting documentation and information. If the organization is "doing business as" DBA must be on the Tax ID letter.

Evaluation Requirements

All funded programs will be required to participate in the ADCANP state-level evaluation process conducted by Auburn University. All grantees will utilize the CTF Evaluation Portal for collecting and submitting programmatic data in a timely and accurate manner as specified in the grant agreement. Funded direct service programs must also administer and collect evaluation surveys that are specific to each program type and accessed through the CTF Evaluation Portal.

Required Background Checks

Per the Alabama Department of Child Abuse and Neglect Prevention (ADCANP), Children's Trust Fund policy, the following individuals and volunteers must have a national criminal background investigation completed within 30 days upon employment and subsequently every three years:

- 1) All employees and volunteers having direct contact, care/treatment, and custodial responsibility with children eighteen years of age or younger; or
- 2) Any individual paid through the ADCANP grant award or employees utilized through cash match funds, in any capacity, including without limitation contractors, volunteers, or employees.

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 October 31, 2025.

Minimum requirements of required background checks include:

- National Criminal Search
- National Sex Offender Report
- Alabama Statewide Search
- Social Security

The estimated fee for a background check is \$30-\$50 per individual. A grant applicant may 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 between October 1, 2025 - September 30, 2026, program year, must complete an updated national criminal background investigation with available results no later than October 31, 2025.**

ADCANP PROGRAM REQUIREMENTS (Cont.)

Required DHR Central Registry Clearance

Per the Alabama Department of Child Abuse and Neglect Prevention (ADCANP), Children's Trust Fund policy, the following individuals must have a DHR Central Registry completed within 30 days upon employment and subsequently every three years:

- 1) All employees and volunteers having direct contact, care/treatment, and custodial responsibility with children eighteen years of age or younger; or
- 2) Any individual paid through the ADCANP grant award or employees utilized through cash match funds, in any capacity, including without limitation contractors, volunteers, or employees.

All employees as mentioned above, that have a current DHR Central Registry clearance that will expire between October 1, 2025 - September 30, 2026, program year must complete an updated DHR Central Registry clearance with available results within the first 30 days of the new program year and no later than October 31, 2025.

ADCANP PROGRAM REQUIREMENTS (Cont.)

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 October 31, 2025.

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., hiring, recruiting, collaborating, 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, 2025. Failure to begin the program within the required time frame without an approved written request before October 30, 2025, may result in an agency review and termination of funding.

Grant Fidelity

All programs must implement the awarded grant application/program with fidelity. Any changes, including staff changes, to the original awarded application must be requested in writing to ADCANP and approved before 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 program staff before implementation. Budget revisions must be submitted and approved before the end of the quarter and 5 business days before quarterly financial reports are due. No budget revisions will be allowed within 30 days of the end of each program year, **August 31, 2025, unless specified in the Grant Award Contract.**

RESPONSIBILITIES OF THE GRANTEE

Complete responsibilities of the grantee will be outlined in the grant agreement and/or stipulations. These responsibilities include, but are not limited to:

- Implement the funded program by following the awarded application, signed contract, grant agreement, and Request for Proposal.
- Attend a mandatory Grantee Training on November 5-6, 2025, in Perdido Beach, AL (Expenses necessary to attend training may be included in the budget).
- Conduct background checks and DHR Central Registry (CAN) Reports by following the ADCANP Board Policy **before serving in any program capacity, with results available for review by October 31, 2025.** (Expenses necessary to conduct background checks may be included in the budget if incurred after the beginning of the program year).
- ADCANP funded Staff and Volunteers must annually review policies regarding the confidentiality of participant files and information and have signed an acknowledgment by October 31, 2025, or within the first 30 days of the staff/volunteer's start date.
- 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. Any changes to the curriculum selected must be approved.
- All Direct Service employees paid with ADCANP funds must complete the seven modules of "Bringing the Protective Factors Framework to Life in Your Work," available through the Children's Trust Fund Alliance (www.ctfalliance.org). Each employee will retain seven certificates of completion as a one-time requirement. Certificates must be dated no later than October 31, 2025, or within 60 days of employment.
- **Agency's Mandatory Reporting Policy is current and compliant with Alabama Law.**
Alabama Mandatory Reporting Law
- All staff paid through ADCANP funds must complete an annual Mandatory Reporter training as provided on the ADCANP website. The agency should maintain a certificate of completion dated no later than October 31, 2025, or for a new employee, within 30 days of employment.
- All staff paid through ADCANP funds must complete an annual Domestic Violence training provided by an approved provider and maintain documentation of completion dated no later than October 31, 2025, or for a new employee, within 30 days of employment.
- All volunteers working in ADCANP-funded programs must have a one-time signed training acknowledgment concerning Mandatory Reporting and Domestic Violence training provided by an approved provider and maintain documentation of completion on file within the first 60 days of the volunteer's start date.
- Must maintain compliance and oversight concerning the programmatic requirements, staff oversight and training, financial management, and evaluation requirements as required by ADCANP.

RESPONSIBILITIES OF THE GRANTEE (Cont.)

- Notify in writing the assigned ADCANP program staff of any new staff changes before the start date or anytime during the program year.
- Participate in the ADCANP state-level evaluation process conducted by Auburn University. All grantees will utilize the CTF Evaluation Portal for collecting and submitting programmatic data in a timely and accurate manner as specified by the grant agreement.
- Funded direct service programs must also administer and collect evaluation surveys that are specific to each program type and accessed through the CTF Evaluation Portal. Grantees need to demonstrate an impact (improvement in outcomes) 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 (i.e., websites and social media sites).
- Publicize the income tax check-off, Children Trust Fund car tags, keepsake heirloom birth certificates, and public awareness for ADCANP (i.e., April National Child Abuse Prevention Month, Opioid Prevention, and Digital Safety Awareness/Safe and Sound).
- Provide technical assistance to other communities in replicating the program model if requested.
- Ensure the program is not using additional state funding to duplicate services that may replicate the work outlined in the awarded application. Disclose ALL state and federal funding sources for CTF funded program.
- Work with assigned ADCANP program staff to coordinate site visits in a timely manner.
- Strongly encourage participation in the local county Children’s Policy Council.
- 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 any special incidents and/or reports of suspected child abuse or neglect at an ADCANP funded program within 24 hours of an 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 ADCANP program.
 - Serious violation of policy and procedure by ADCANP funded program staff.
 - Misuse of funds.
 - Any incident of a serious nature as determined by the director.
- Will not discriminate in the provision of services to any eligible applicant based on race, gender, age, disability, religion, or sexual orientation.
- Build public trust by following ADCANP's 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. Child abuse or neglect has not taken place within these groups, but the probability that it may 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 stresses of parents/caregivers, and youth identified at risk (teen parents).

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

Note: Funds may not be used for tertiary prevention or treatment.

PROGRAM ELIGIBILITY AND REQUIREMENTS

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

1. Establish or continue a community-based child abuse and neglect prevention program serving 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/sessions or lessons, if combining classes.
3. If the program utilizes volunteers, there must be a training and documentation component available for review by ADCANP staff during site visits.
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 staff prior to registration.
5. Three (3) **current** support letters or memoranda of understanding (preferably MOUs if referrals) that guarantee the cooperation of any system/organization in which the specific program will be conducted (one per county, if multiple counties) are required, i.e., letters from local Children's Policy Councils, 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 by providing an implementation plan per county/site in the grant application. If a current grantee is serving additional counties, county-level data should reflect the services in those counties and be 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 to keep them informed about ADCANP. Board members must not be employees from the applicant organization. The list will not be used for the solicitation of funds and will not be shared without express written consent of the grantee. (Include contact information, current email address, board terms, and related professional status.)
9. No person shall be discriminated against based on race, color, national origin, sex, age, and religion in receipt of services funded with this grant. The program will comply 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 funds may be cash.
11. Programs that serve families and children must encourage strong collaboration with other public/private agencies in the community.
12. No Supplanting

PROGRAM ELIGIBILITY AND REQUIREMENTS (cont.)

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 based on grant award (to include but not limited to):

- All state and federal regulations as they may relate to individual funding streams.
- Programmatic content and delivery; including program fidelity.
- Financial compliance with best practice standards.
- Staffing credentials.
- Contracted services.

Additional Program Eligibility and Requirements

ADCANP strongly encourages all funded programs to incorporate a smoking cessation and e-cigarettes component, however, all programs funded with Children First Trust Fund dollars must include information/education on prevention/cessation of tobacco products.

ADCANP recommends 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.

For CBCAP Funded Grants Only

CBCAP federal funds were established by Title II of the Child Abuse Prevention and Treatment Act (CAPTA), which have a rich history of promoting efforts to support families and prevent child maltreatment.

- There's a CBCAP state lead agency in all 50 states, Washington, D.C., and Puerto Rico
- ADCANP serves as state lead agency of CBCAP funds for Alabama, which means we administer the funds and the implementation of the CBCAP programs and activities.

The purposes of the CBCAP program are:

(1) to support community-based efforts to develop, operate, expand, enhance, and coordinate initiatives, programs, and activities to prevent child abuse and neglect and to support the coordination of resources and activities to better strengthen and support families to reduce the likelihood of child abuse and neglect

(2) to foster understanding, appreciation, and knowledge of diverse populations to effectively prevent and treat child abuse and neglect.

Logic Model

Applicants must include a current Logic Model with their Grant Application for their child abuse and neglect prevention program. All logic models should be specific to your local program. (National program logic models, are not accepted)

A logic model builder is available from FRIENDS National Center at <https://friendsnrc.org/evaluation/logic-models/logic-model-builder/>.

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 begin planning the evaluation of your program”.

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

**FRIENDS National 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

1. 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 (2023 or 2024).
2. Agencies whose annual revenue meets the following criteria must submit a financial report based on the thresholds outlined below:
 - \$500,000 and over - Must submit an annual Audit Report.
 - \$100,000 to less than \$500,000 - Must submit one of the following:
 - Review
 - Audit Report
 - \$50,000 to less than \$100,000 - Must submit one of the following:
 - Compilation
 - Review
 - Audit Report
 - Less than \$50,000 - Must Submit one of the following:
 - Internally prepared financial statements
 - Compilation
 - Review
 - 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 2025-2026:

1. Purchase of fundraising 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). The mileage rate may not exceed the current state rate.
4. Percentage of personnel benefits over the amount specified in the ADCANP budget.
5. Duplicating any portion of the salary/benefits of any current government employee (supplanting).
6. Payment for services currently being funded by ADCANP.
7. Fees to consultants who write the ADCANP grant.
8. Food and beverages. (ADCANP funds may not be used to purchase food or beverages).
9. Computer leases.
10. Grantees may not charge salaries and/or benefits to the ADCANP grant during leave without pay (LWOP), sabbaticals, or extended "holidays", i.e., Spring and Christmas breaks (other than vacation or annual leave). The only holidays chargeable to the ADCANP grant are those approved by the Governor's Office and applicable to all state agencies.
11. Grantees may not charge employee bonuses.
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. **An indirect cost rate is not allowed.** Costs that are 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; This would be at a rate of 10%. *A minimum of 10% for any program is allowed.

Contact your ADCANP Program Staff if you have any questions concerning budget expenditures.

ADCANP Required Match

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

The organization demonstrates an ability to match, through money or in-kind services, 50 percent of the amount of any trust fund money received. Not more than 50 percent of the local match shall be in in-kind services. (Ref: Code of Alabama, 1975, § 26- 16-9 (a) (1) b.) Note: The match requirement (50% match) is per organization and may be all in cash.

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 a 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 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 budget and be 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 organization, other agencies, and institutions, or 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 an explanation of the source and amount. A detailed explanation from the provider with calculations shown for claimed amounts is sufficient documentation for the in-kind match.

Volunteer services are in-kind contributions. In the case of volunteer time, \$33.49 per hour is the set value. This rate is subject to change, please check <https://independentsector.org/resource/value-of-volunteer-time/> 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

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

1. Personnel/Salaries: Salary/wages for employees of the organization receiving compensation from the ADCANP funded program. Employees are defined as personnel of the organization who have taxes deducted from their paycheck and/or receive any employee benefits from the organization.
2. Personnel/Benefits: The employer's benefit expense for the ADCANP funded program. Allowable expenses include FICA (Social Security and Medicare taxes), retirement, state unemployment insurance, annual leave/vacation for full-time employees, and health/dental insurance.
3. Accounting/CPA: Financial reporting, management, examination, or verification of financial records, accounts, and expenditures.
4. Background Checks: Payments to law enforcement/public agencies or private entities for criminal background checks on employees, volunteers, or other individuals required to have a background check following the ADCANP policy.
5. Cellular Phones: Cellular phones can be charged to the ADCANP grant at a reasonable appropriate amount per program 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 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, projectors, furniture, etc.)
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 and Children's Trust Fund logos.
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 staff development training that incurs costs 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 ADCANP staff, prior to registration and travel.
15. 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.
16. Volunteer In-Kind: Professional or non-professional who volunteers for the ADCANP funded program. Each non-professional volunteer hour may be charged at \$33.49 an hour. Please check the link for updates, <https://independentsector.org/resource/value-of-volunteer-time/>. The exceptions to this are licensed/recognized professionals volunteering in their professional capacity, which may be charged 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. Promotional items may be included in the CTF funded program. All promotional items must have prior ADCANP staff approval.

Note: Costs that are overhead/administrative should be charged to the grant at a prorated share based on the ADCANP grant's percentage of the organization's overall budget. (Rent, utilities, insurance, etc.) For example: If the ADCANP grant award is \$10,000 and the organization's overall budget is \$100,000; This would be at a rate of 10%. ***A minimum of 10% for any program is allowed.**

**Financial documentation should be maintained and/or provided for review by the ADCANP program staff upon request. Documentation should be well organized and labeled by line item and amount charged to the grant, cash match, or in-kind match. Any invoice/expense not charged at 100% should be clearly labeled 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

Parenting Education and Support Programs

- A. A Parent Education and Support program includes and demonstrates compliance with all the following:
1. The primary purpose of the program must be child abuse and neglect prevention.
 2. Use a set curriculum that is evidence-based/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 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 or lessons, if combined.
 7. Provide required data collection for evaluation. Monthly reporting to the CTF evaluation portal and submitting evaluation surveys within CTF approved timeframe.
 8. Include the "Protective Factors" in all programming.
 9. Provide education on Shaken Baby (Abusive Head Trauma) Prevention and Safe Sleep environments when appropriate. We encourage incorporating smoking and vaping cessation, opioid use prevention, and digital safety when applicable.

- 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 children with a disability (provides support and education for parents of children with a disability).
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 occur 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 protective factors.

PARENT FOCUSED PROGRAM COMPONENTS AND DEFINITIONS

Home Visiting Programs

A Home Visiting program includes and demonstrates compliance with all 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(s) or caregiver and child(ren).
4. Provide required data collection for evaluation. Monthly reporting to the CTF evaluation portal and submitting evaluation surveys within CTF approved timeframe.
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. (Training required for curriculum/program, will be checked during site visit.)
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 when appropriate. We encourage incorporating smoking and vaping cessation, opioid use prevention, and digital safety when applicable.

PARENT FOCUSED PROGRAM COMPONENTS AND DEFINITIONS

Public Awareness and Training Programs

1. The primary purpose of the program must be child abuse and neglect prevention.
2. A Public Awareness program must include and demonstrate compliance with one of the following:
 - Focus on making the general population aware of child abuse and neglect and how to prevent it.
 - Help parents and caregivers connect with resources in the community that will strengthen the family and enhance parenting education.

Types of Public Awareness and Training Programs include, but are not limited to:

- Abusive Head Injury Prevention/Education
- Mandatory Reporter Training
- Internet/On-line Digital Safety Awareness
- Safe Sleep Training/Education
- Protective Factors

PARENT FOCUSED PROGRAM COMPONENTS AND DEFINITIONS

Respite Care Programs

1. The primary purpose of the program must be child abuse and neglect prevention.
2. A Respite Care program supports the stability of families that provide long-term care to individuals or family members with disabilities.
3. Respite Care Programs also reduce the following:
 - o Social isolation.
 - o Stress-related health problems.
 - o Reduced likelihood of institutionalization of the person with disabilities.
 - o Reduces the likelihood of divorce and helps sustain marriages.
 - o Respite care can be provided in a variety of settings including, but not limited to:
 - The family's home.
 - A relative's home.
 - A community setting.
 - A childcare center.
 - Church respite programs.
4. Provide the required data collection for evaluation. Monthly reporting to the CTF evaluation portal and submitting evaluation surveys within CTF-approved timeframe.

CHILD FOCUSED PROGRAM COMPONENTS AND DEFINITIONS

School-Based/After School Programs

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

1. The primary purpose of the program must be child abuse and neglect prevention.
2. Conduct a minimum of the content of six (6) curriculum units/lessons by the program staff/volunteers with the same participants.
3. Must include experiential learning.
4. Leave follow-up materials with teachers or counselors to use that are consistent with program objectives and current research.
5. Use a set curriculum that is evidence/research-based and age-appropriate with measurable outcomes.
6. Provide the required data for the Evaluation Team's state-level program evaluation.

B. 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

Non-School Based Programs

C. 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. The curriculum must be evidence/research-based and age-appropriate with measurable outcomes.
3. Communicate with parents/caregivers periodically.
4. Spend 25% of program time per session on life skills.
5. Provide the required data collection for evaluation. Monthly reporting to the CTF evaluation portal and submitting evaluation surveys within CTF-approved timeframe.

D. 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 aftercare programs for children and youth (i.e., after-school, weekend, summer, mentoring, etc.).
3. Programs that address alcohol and substance abuse (opioid prevention), human trafficking, and gang violence issues with at-risk youth (age 8-19).
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.

E. 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

Mentoring Programs

F. 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 19).
3. Conduct group meetings with other mentees.
4. Use a set curriculum that is evidence/research-based and age-appropriate with measurable outcomes.
5. The mentor must have a minimum of 4 contacts per month with the mentee, and contacts must be conducted by providing a meaningful amount of time, so mentees are receiving quality time with the mentor.
6. Provide the required data collection for evaluation. Monthly reporting to the CTF evaluation portal and submitting evaluation surveys within CTF-approved timeframe.

G. 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

For more information, visit our website: <https://ctf.alabama.gov/support/>

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. <https://al.accessgov.com/ctfmain/Forms/Page/ctfmain/ctf-donations/0>

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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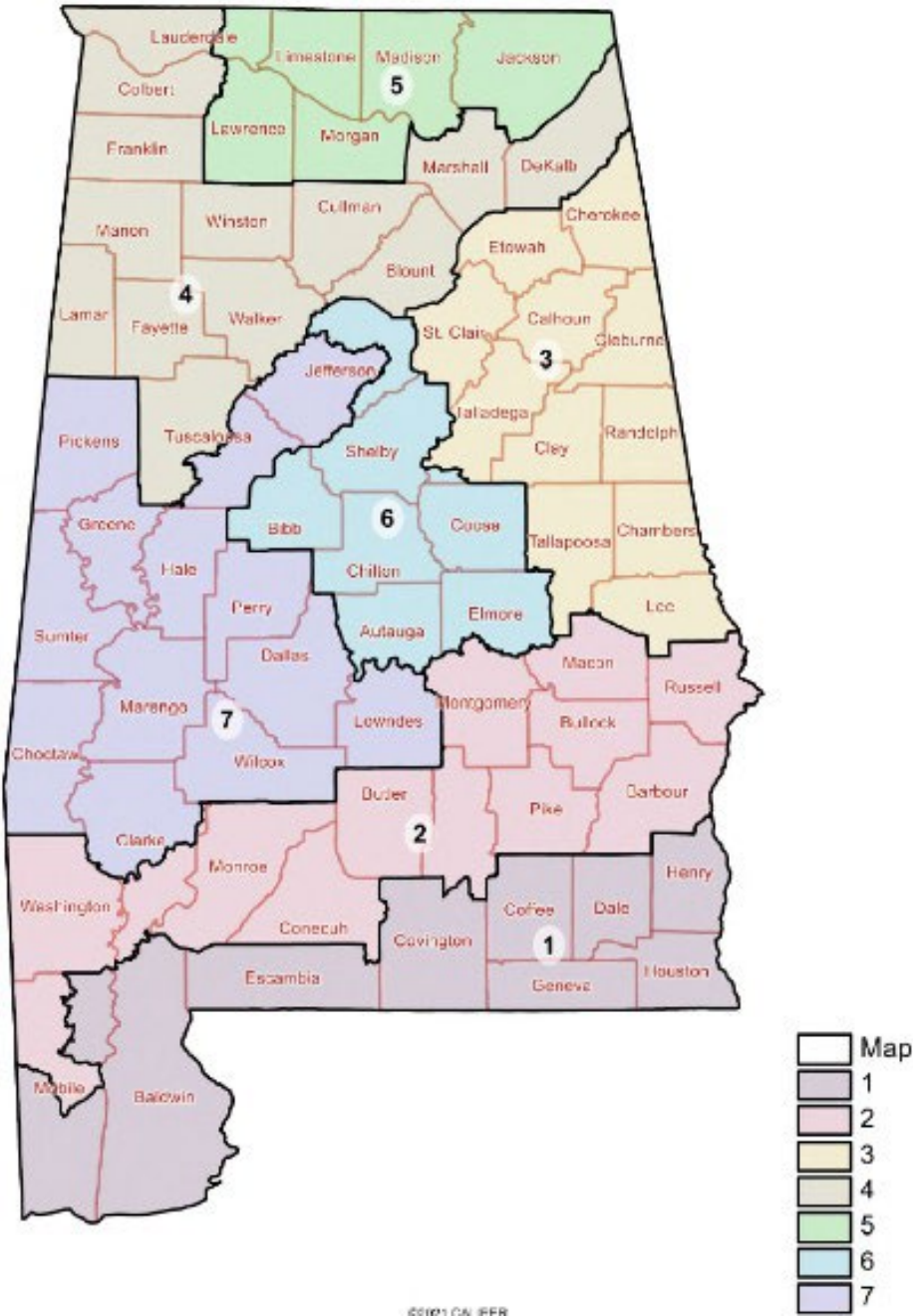
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Alabama Counties Divided Among U.S. Congressional

Select your congressional district based on location of agency's main office.



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RESOURCES for Preventing Child Maltreatment

Protective Factors Training – Children’s Trust Fund Alliance (includes information on the Strengthening Families™ framework)

<http://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.

<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)

<http://www.childwelfare.gov>

FRIENDS National Center for Community-Based Child Abuse Prevention (CBCAP) (includes information and resources in primary child abuse prevention)

<http://www.friendsnrc.org>

DHR Central Registry- CA/N Central Registry

<https://dhr.alabama.gov/child-protective-services/central-registry-clearance/>

National Council of Nonprofits (includes information on best practices)

<https://www.councilofnonprofits.org/>

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