

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

**The Children's Trust Fund**



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

**STRENGTHENING FAMILIES THROUGH**  
**WORKFORCE DEVELOPMENT FATHERHOOD**  
**INITIATIVE**

**Request for Proposal 2026-2027**  
**(October 1, 2026 – September 30, 2027)**

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

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**Late applications will not be considered! Due August 7th, 2026, 5:00 PM  
central standard time.**

### **Mission:**

The Alabama Department of Child Abuse and Neglect Prevention (ADCANP) secures resources to fund evidence-based community programs committed to the prevention of child maltreatment.

We advocate for children and the strengthening of families.

## **INTRODUCTION**

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

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

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

Please direct any questions you may have regarding the RFP to:

- For programmatic questions, contact Raequon Pinkney at [raequon.pinkney@ctf.alabama.gov](mailto:raequon.pinkney@ctf.alabama.gov) or Jessica Segrest at [jessica.segrest@ctf.alabama.gov](mailto:jessica.segrest@ctf.alabama.gov)
- For financial questions, contact Erin Cauthen at [erin.cauthen@ctf.alabama.gov](mailto:erin.cauthen@ctf.alabama.gov)

### **TANF RFP WEBINAR**

CTF will be hosting an informational webinar for prospective TANF grantees on **July 7<sup>th</sup>, 2026, at 1:00 PM**, to provide a comprehensive overview of the Request for Proposal (RFP). This session will include a deep dive into the components of the grant application, program expectations, funding requirements, and other applicable grant regulations. Attendees will have the opportunity to gain clarity on the application process and better understand the requirements for successful submission and program implementation. Participation in the webinar is optional but strongly encouraged for all interested applicants.

## **OVERVIEW OF FATHERHOOD INITIATIVE**

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

The target population for Fatherhood Programs should include (but are not limited to) non-custodial and custodial mothers and fathers who:

- Are unemployed or underemployed (income less than 200% of the federal poverty level)
- Lack a high school diploma or GED
- Lack the skills to obtain gainful employment
- Males or females over the age of 18 with children
- Reside in the state of Alabama

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

- To gain employment skills and certifications that will allow participants to secure employment that can provide for the family and promote self-sufficiency
- To find and retain suitable employment
- To improve awareness of participants' roles in the lives of their child(ren)
- To establish high-quality, emotionally supportive relationships with their children
- To pay child support and provide other financial support for their child(ren)
- To support Re-Entry services for formerly incarcerated parents

**The contract will fund the costs associated with operating Fatherhood Programs by providing a reimbursement each quarter of approved monthly expenditures.**

## **SFTF PROGRAM MODEL**

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The Strengthening Families Through Fatherhood value-based Pay to Learn model has been proven effective with current participants and will serve as the framework for the 2026–2027 grant year. This framework includes a **Workforce Ready** program that delivers an integrated education and training approach aligned with key employment and training initiatives at the federal, state, regional, and local levels. Fatherhood programs serve non-custodial parents and are designed to strengthen parent-child relationships, build job skills and create a pathway for sustainable career opportunities, and improve child support compliance. These elements are intended to function as an integrated model rather than stand-alone services and should be incorporated into a comprehensive Fatherhood Program approach.

**\*The components listed below may not be utilized as a stand-alone element of program implementation.**

This integrated approach includes the following:

### **Adult Education**

- Adult basic education (tutoring, small classes)
- GED preparation (integrated into other components)
- Education on child support services and related legal issues

### **Assistance with Job Skills Training and Employment**

- Job readiness training (resume writing, interview skills, job search)
- Specific job skills training (computer programming, auto mechanics, etc.)
- Job placement assistance and post-employment support
- Pay to learn training activities
- Skills assessments upon program re-entry
- Academic and technical training
- Job placement
- Academic advising
- Focus on employable work skills
- Connections to employers
- Viable employment opportunities based on local and current job market
- Heavy focus on career pathways
- ACES, MAPS, Skills for Success, DAVID Assessments
- Stipends/tuition for participants

### **Parent Education and Support Services**

- Child development
- Parenting skills
- Parent and child enrichment activities
- Ways to positively engage with children not living in the home

## **Evidence/Research-Based Fatherhood Curriculum “Examples”**

- Quenching the Father’s Thirst
- Partners for Fragile Families
- Foundations of Fatherhood
- Dr. Dad Program
- 24/7 Dads
- ProFathering15
- The Department’s curricula guide can be viewed at [www.ctf.alabama.gov](http://www.ctf.alabama.gov)

## **Re-Entry Services for Transition Back into the Community (Optional Component)**

- Must be within 9 months of release from incarceration
- Provide transitional services to participants including workforce opportunities
- Parent education
- Focus on rebuilding family connections
- Upon discharge, referral to a TANF workforce program

## **Case Management/Coaching**

- Case management/Coaching is to be provided monthly with a duration of 12 months. Case files should clearly document services provided to the participant.
- Referrals for crisis intervention and individualized support services including housing, substance abuse counseling, family and relationship counseling, healthcare, legal assistance, concrete and domestic violence services.
- Early intervention services involving both parents before child support non-payment becomes an issue.
- Services addressing individual and family needs that impact employment and self-sufficiency
- Individualized service planning and goal setting
- Referrals to workforce development, education, and supportive services
- Coordination with community partners and service providers
- Ongoing participant monitoring, support, and follow-up

## **Fatherhood Development Activities**

- Peer Support groups and/or parenting workshops – Suggested content:
  - Personal development (values, self-esteem, manhood issues)
  - Life skills (communication, decision-making, stress management, etc.)
  - Violence Prevention
  - Support for parents as they engage in quality time with children
  - Child development and age-appropriate parenting practices
  - Mentorship and peer accountability opportunities

This Integrated Education and Training (IET) model combines adult education, literacy, and workforce training to build participants’ foundational employability and occupational skills. It delivers instruction concurrently and contextually, aligning academic learning with training for a specific occupation or occupational cluster to support education and career advancement. All training is outcome-oriented, designed to lead to a defined occupational goal, and of sufficient duration to develop the skills needed to obtain a nationally recognized credential. The following examples illustrate both a compliant model and a non-compliant model for reference and comparison purposes.

## **Examples of Programming:**

### **Program A (Compliant Model)**

Program A implements Strengthening Families Through Fatherhood Pay to Learn model as a fully integrated Workforce Ready system. The program aligns adult education, workforce development, job readiness, credentialing, parenting education, and case management into a coordinated service delivery structure. Participants follow a structured career pathway that connects education and training with employment opportunities and evidence-based fatherhood services designed to strengthen parent-child relationships and improve child support compliance. Services are delivered through a unified model with individualized planning and ongoing coordination across all components. Re-entry services are provided as a stand-alone transitional component when applicable and are integrated into the broader service plan upon program entry.

### **Program B (Non-Compliant Model)**

Program B provides adult education, workforce services, job readiness training, parenting education, and case management; however, these services operate independently without a coordinated or integrated service delivery model. Participants receive services in separate program tracks without a unified career pathway or structured alignment between education, employment, and fatherhood services. Case management and workforce support are limited in their coordination, resulting in fragmented service delivery and inconsistent participant progression. Other program elements remain disconnected, failing to meet the requirements of an integrated Workforce Ready Fatherhood model.

## **PARTNERSHIPS**

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For an effective workforce development program, the following partnerships are required and encouraged.

### **Required Primary Partnerships (Due with grant application)**

- Department of Human Resources- (need MOU **with grant application**)
- Community Colleges- (need MOU **with grant application**)
- Alabama Works!- (need MOU **with grant application**)
- Adult Education and Literacy Programs- (need MOU **by Oct. 30, 2026**)
- Local Court System- (need MOU **with grant application**)
- Domestic Violence Programs- (need MOU **with grant application**)
- Community Agencies- (need MOU **by Oct. 30, 2026**)
- Pardons and Parole- (need MOU if Grantee is a re-entry program **with grant application**)

### **MOU's or Support Letters**

- Four-year Colleges/Universities
- Vocational Rehabilitation Services
- Law Enforcement
- Family Resource Centers
- Department of Mental Health
- Substance Abuse Organizations
- Food Banks
- Local cities/municipalities
- Media Outlets
- Housing Authority
- Counseling Services
- Mentoring Services

## PAY TO LEARN TANF MODEL

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The Pay to Learn TANF Model program aims to place participants in occupations that will enhance their potential prospects for long-term employment and ultimately permit them to become self-sufficient. Use of this model is encouraged as an effective tool for participants' future gainful employment.

The Pay to Learn TANF Model is designed to:

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

### Training Duration

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

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

### Assessment

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

## **PAY TO LEARN (cont.)**

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

Case management begins at registration into the TANF program and continues for up to twelve months while participants receive services from the agency. Case management/coaching notes are an integral part of the participant's case file, and notes can be signed and dated hard copy or electronically. They should thoroughly document all trainings completed with the participant. The notes support decisions, activities, and needs recorded on the assessment form and provide written evidence of a working relationship between participants, employers, and staff.

**\*Case management/coaching must be provided at least every 30 days and documented in case notes.**

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

- Employer requirements regarding attendance, work schedule, dress code, work behaviors, and safety
- Knowledge, skills, abilities
- General work activities
- Job characteristics
- Job duties
- Stipends/tuition

**Participants who obtain employment must receive appropriate follow-up services based on their case management needs.**

### **Agreements and Pay Documentation**

- Develop a Pay to Learn Agreement with the participant.
- Develop a Pay to Learn Time Sheet.
- Develop and maintain a Time and Attendance Report.
- Develop an individualized pay record for each participant.
- Include weekly hours for each day with a monthly total of all hours worked.
- Must have a signature of the participant on each timesheet.
- All payments must be based on individual accomplishment toward sustainable employment.
- Payments must be after participant benchmarks and not in advance.
- All outcomes must be documented in the participant's case file i.e., certificates of completion and all other certifications.

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

## **ADCANP TANF 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), the 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.

### **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

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, 2026.

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 \$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, 2026 - September 30, 2027, program year, must complete an updated national criminal background investigation with available results no later than October 31, 2026.**

## **ADCANP TANF PROGRAM REQUIREMENTS (cont.)**

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### **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.

**All employees, as mentioned above, who have a current DHR Central Registry clearance that will expire between October 1, 2026, and September 30, 2027, 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, 2026.**

## **ADCANP TANF PROGRAM REQUIREMENTS (cont.)**

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**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, 2026.**

### **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, 2026. Failure to begin the program within the required time frame without an approved written request before October 30, 2026, 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 month changes are needed and 5 business days before the monthly financial report is due. No budget revisions will be allowed within 30 days of the end of each program year, **August 31, 2027, unless specified in the Grant Award Contract.**

## **GRANT REVIEW PROCESS**

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### **1. Staff Level**

Alabama Department of Child Abuse and Neglect Prevention staff will review all grant applications meeting criteria as set in the RFP. Deductions will apply to an applicant's score as outlined on the grant score sheet.

### **NOTICE OF APPROVAL**

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

### **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 need and availability of funds. The total of grants awarded will depend upon available funds and review of the grant applications.

### **GRANT SCORING SHEET**

#### **Program Year 2026-2027**

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

<b>Needs Assessment (including info on all counties to be served)</b>	<b>(10 points)</b>
<b>Purpose of the Program</b>	<b>(10 points)</b>
<b>Program Management and Organization</b>	<b>(5 points)</b>
<b>Implementation Plan</b>	<b>(25 points)</b>
<b>Curriculum/a</b>	<b>(5 points)</b>
<b>Logic Model</b>	<b>(5 points)</b>
<b>Budget</b>	<b>(10 points)</b>
<b>Budget Narrative</b>	<b>(10 points)</b>
<b>Key Partnerships</b>	<b>(20 points)</b>

## **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, and use of community volunteers.

**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.

### **DHR Program Laws/Regulations**

The services to be provided are subject to all federal and state laws, regulations, rules, and procedures applicable to the receipt and expenditure of federal TANF and state funds, including, but not limited to:

- The HHS program regulations found at 45 CFR Parts 260-265 (hereinafter referred to as the "Regulations")
- The HHS grant management common rule found at 45 CFR Part 92
- The federal cost principles prescribed in Office of Management and Budget (OMB) Circular A-87
- Code of Alabama, 1975, 30-7-1 through 30-7-5
- All applicable Federal and State civil rights laws

## **TIMELINE OF ADCANP FATHERHOOD PROGRAM YEAR 2026-2027**

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Grant Application Available Online	June 25th, 2026
Grant Application Deadline	August 7th, 2026
Contract Notification	September, 2026
Mandatory Grantee Training (Perdido Beach Resort)	November 12 <sup>th</sup> -13 <sup>th</sup> , 2026
Current Memorandums of Understanding	With Grant Application
Monthly Financial Reports	10th of each month
TMS Reports	10th of each month
Fatherhood Partner Meeting Reports	Biannual meetings (recommend 1st and 3rd quarter)

### **IMPORTANT:**

**The funding period will be October 1, 2026- September 30, 2027. All funds must be expended by September 30, 2027. No budget revisions are allowed after August 31, 2027.**

## **AUBURN UNIVERSITY Evaluation- TANF MONTHLY DATA REPORTING**

- Each TANF grantee is required to participate in the ADCANP state-level evaluation process.
- The CTF Evaluation Portal should be utilized monthly for collecting and submitting programmatic data in a timely and accurate manner as specified by the Auburn Evaluation Team. Funded programs must also administer and collect AU Evaluation surveys that are specific to each TANF program (incarcerated or non-incarcerated) and accessed only through the CTF Portal.
- Evaluation reporting will be conducted in the CTF evaluation portal at <https://portal.ctfeval.com/login>.
- Instructions and tutorials can be found at <https://www.ctfeval.com/help>.

## **IMPORTANT DATES**

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**To receive funding, all contracts must be signed and returned by a specified date in the grant agreement.** The funding period will be October 1, 2026 - September 30, 2027. All funds must be expended by September 30, 2027. No budget revisions are allowed after August 31, 2027.

<b>Financial Expenditures and TMS reports for the Month of</b>	<b>Due Date</b>
October	November 10, 2026
November	December 10, 2026
December	January 10, 2027
January	February 10, 2027
February	March 10, 2027
March	April 10, 2027
April	May 10, 2027
May	June 10, 2027
June	July 10, 2027
July	August 10, 2027
August	September 10, 2027
September	October 15, 2027

## **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:**

- To ensure adequate resources are dedicated to program operations, direct service staffing levels should be aligned with participant enrollment and outreach activities. Staffing should be sufficient to support the effective, timely, and comprehensive delivery of services, including case management, adult education, job skills training, parent education and support, and fatherhood development programming.
- The grant requires grantees (applicants) to commit to mandatory trainings related to administering the grant throughout the program year. Training, mentoring, and job shadowing will be provided to all awarded grantees to ensure consistency and the necessary programming skills to carry out this comprehensive, holistic approach to stronger families.
- Implement the funded program by following the awarded application, approved budget, signed contract, grant agreement, and Request for Proposal.
- Attend a Mandatory Grantee Training on November 12-13, 2026, in Perdido Beach Resort, 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, 2026.** (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, 2026, 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 by ADCANP staff.
- 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](http://www.ctfalliance.org)). Each employee will retain seven certificates of completion as a one-time requirement. Certificates must be dated within 60 days of employment.
- **Agency's Mandatory Reporting Policy is current and compliant with the Alabama Mandatory Reporting Law**
- All staff paid through ADCANP funds must complete the annual DHR Mandatory Reporter training as provided on the ADCANP website. The agency should maintain a certificate of completion dated no later than October 31, 2026, 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, 2026, 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.)**

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- 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.  
TANF programs must also administer and collect evaluation surveys that are accessed through the CTF Evaluation Portal. Grantees need to demonstrate an impact (improvement in outcomes) upon the population served by data collection.
- Acknowledge DHR and ADCANP as a source of funding in **all** printed or electronic materials related to the TANF-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 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.
- Establish a documented point of contact with the local Department of Human Resources.
- Develop a plan for local child support staff to provide appropriate education on child support policy and procedures.
- Must develop a working relationship with the local Child Support Court (to include mandated referrals).
- Must serve DHR and Court-referred clients as a priority.
- Must report to the local County DHR Child Support Office if participant is incarcerated while participant is in the Fatherhood Program.
- Must develop and maintain a working relationship with any local Administrative Office of Courts (AOC) funded Access and Visitation projects in your county so that there is no duplication of services (ADCANP recommends a support letter from the Judge or designee).
- Establish a point of contact with local Domestic Violence assistance program and develop a written domestic violence protocol.
- Work with Alabama Community Colleges/ Adult Education.
- Partner with Alabama Works and the Regional Workforce Council and Career Centers.
- Work with the Alabama Department of Pardons and Parole (re-entry).
- Notify the ADCANP director and program staff in writing about 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.
- 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.
- Build public trust by following ADCANP's standards for documentation, transparency, and accessibility of information concerning funding awards and expenditures.

## TANF PROGRAM ELIGIBILITY AND REQUIREMENTS

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### **TANF Fatherhood Programs must comply with the following requirements to be eligible for funding:**

- Establish or continue a community-based child abuse and neglect prevention program serving families with custodial and non-custodial parents of children who are residents of Alabama.
- Demonstrate changes in knowledge, behaviors, and attitudes of program participants, which lead to the prevention of child abuse and neglect.
- If the program utilizes volunteers, there must be a training and documentation component.
- Training, staff development, and conferences must support the activities outlined in the grant. To be paid for by ADCANP grant funds, a specific training activity must have prior approval from ADCANP. In addition, participate in all Program Administration training to implement the Pay to Learn TANF Model.
- Current letters of collaboration or MOUs from **each county** being served that include how they will support/refer to the program:
  - Department of Human Resources (Due with grant application)
  - Domestic Violence Shelter (Due with grant application)
  - Community colleges and workforce development agencies (Due with grant application)
  - Family or Child Support Court Judge (Due with grant application)
  - Other community resources that may be appropriate (Due October 31<sup>st</sup>, 2026)
- ADCANP will contract with only one organization per program. When a program is a collaborative or sponsored effort, the primary agency may subcontract with another organization; however, they must submit the agreement to ADCANP for review and approval.
- Complete biannual Fatherhood meetings with the local Department of Human Resources and other community stakeholders to discuss referrals, accomplishments with the TANF program and what improvements may be needed. (We recommend having these meetings in the 1<sup>st</sup> and 3<sup>rd</sup> quarters of the grant cycle). CPC meetings are not to be used to meet this requirement.
- Non-profit organizations must include documentation of 501(c)(3) status in the grant application to receive funding.
- The grant application will include a current list of governing board members of the applicant organization. The list will not be used for solicitation of funds and will also not be shared without the express written consent of the grantee. (Include contact information, including a current email address and related professional status.)
- No person shall be discriminated against on the grounds of race, color, national origin, sex, age, or disability in receipt of services funded with this grant. The program must comply with the Americans with Disabilities Act of 1990.
- **Applicants will not be required to match funds.**
- Programs that serve families and children must encourage strong collaboration with other public/private agencies in the community.
- Grantees must not supplant funds.

## **FINANCIAL REPORTING POLICY**

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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 (2024 or 2025).

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**

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Based on federal and state regulations the following list, while not all-inclusive, specifies exclusionary criteria that ADCANP will not consider for funding in Program Year 2026-2027:

- **Gift/Gas Cards**

- Purchase of fund-raising services or items “Indirect costs” or any costs that cannot be itemized in the ADCANP Budget.
- Funds may not be used for treatment.
- Per Diem or gasoline purchases (only actual travel expenses are reimbursable. Mileage rate may not exceed current state rate)
- Percentage of personnel benefits over the amount specified in the ADCANP budget. Duplicating any portion of salary/benefits of any current government employee (supplanting).
- Payment for services currently being funded by ADCANP.
- Payment for any service that is funded through another source for the same scope of work.
- Fees to consultants who write the ADCANP grant.
- Computer leases
- 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.
- Legal expenses/fees
- Space “rental costs” are not allowable when the cost is “assessed” by the organization which is the grantee. The grantee cannot rent or donate space itself.
- The Program Manager or ADCANP must approve participant services over \$500 unrelated to workforce development. For example, rent, utilities, personal and household items, or anything unrelated to workforce development.
- Tuitions and stipends must be based on program progress, outcome-driven, and documented.
- Promotional items **cannot** be purchased with TANF funds.
- **Food purchases for staff and community partners are not allowed.** Food purchases are only allowed for participants currently enrolled in the program.
- 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 ADCANP if you have any questions concerning your budget expenditure.**

## **MATCH REQUIREMENTS NOT REQUIRED**

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### **Fatherhood Required Match**

An in-kind and/or cash match is not required of Fatherhood Grantees for the 2026-2027 program year, but grantees must demonstrate partnership match along with investment in the mandatory training sessions.

## DEFINITIONS OF ADCANP BUDGET LINE ITEMS

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

**\*\*Grantees should ensure that adequate funding is allocated to the following budget line items: tuition, participant support, and stipends. Maintaining sufficient funding in these categories will help support participants' progress toward gainful employment and self-sufficiency.**

**\*\*Employees whose salaries/benefits are paid in whole or in part through TANF funds are required to provide a detailed description of the duties, responsibilities, and activities performed in support of the TANF funded program. The description must clearly demonstrate how the employee's work directly relates to and supports the objectives of the TANF funded program.**

1. **Personnel/Salaries:** Salary/wages for employees of the organization receiving compensation from the ADCANP funded program. Employees are defined as personnel of the organization who have taxes deducted from their paycheck and/or receive any employee benefits from the organization.
2. **Personnel/Benefits:** The employer's benefit expense for the ADCANP funded program. Allowable expenses include FICA (Social Security and Medicare taxes), retirement, state unemployment insurance, annual leave/vacation for full-time employees, and health/dental insurance.
3. **Accounting:** Expenditures related to monthly bookkeeping and payroll services provided by an external source.
4. **Audit/CPA Services:** Expenditures related to the preparation of an organization's tax return (990) and/or audit, review, compilation, or financial statements.
5. **Background Checks:** Payments to law enforcement/public agencies or private entities for criminal background checks on employees, volunteers, or other individuals required to have a background check in accordance with ADCANP policy.
6. **Cellular Phones:** Cellular phones can be charged to the ADCANP grant up to \$50 per program staff working on the ADCANP funded program.
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 may include but are not limited to, 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, if applicable.
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 cannot exceed 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. **Participant Stipends/Pay to Learn:** Grant applicants must provide a stipend to participants who participate in this grant opportunity. A stipend is a payment to individuals to motivate or encourage successful participation and completion of the “Pay to Learn” work program. Fully explain hourly salary determination and have individual time sheets for each participant. Timesheets should be signed by the participant and program facilitator.

17. **Participant Support/ Services:** Items or assistance provided to benefit participants enrolled in the program. Supportive services should be tied to achieving a specific goal and outcome driven.

18. **Tuition:** Funds allocated to cover participant tuition and instructional costs associated with approved Integrated Education and Training (IET) programs, including adult education, occupational skills training, credentialing programs, and workforce development coursework. Costs are tied to the Pay to Learn model and are reimbursed based on verified participant enrollment, attendance, and/or completion of approved training milestones leading to a recognized credential or employment outcome.

19. **Participant Meals:** Meals provided **only** to participants who are currently enrolled in the Fatherhood program. Non-participant meals need to be paid for by external funds.

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. Any invoice/expense not charged at 100% should be clearly labeled and a breakdown provided that clearly states the amount being charged to ADCANP.

## **RESOURCES**

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**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>

**Fatherhood Websites:**

<https://www.fatherhood.org>

<https://www.acf.hhs.gov/css/child-support-professionals/working/fatherhood>

[www.fatherhood.gov](http://www.fatherhood.gov)

**Workforce and Career Services: ALABAMA**

**WORKS!** <https://alabamaworks.com/> <https://wioa-alabama.org/career-services/>

**Alabama Department of Labor:**

<https://adol.alabama.gov>

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

## **LOGIC MODEL**

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Applicants must include a Logic Model with their Grant Application for their Strengthening Families Through Workforce Development Program. This should be developed based on a current design of programming for this grant cycle. A logic model builder is available from FRIENDS National Center at <http://friendsnrc.org/evaluation-toolkit>.

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

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

## **ADCANP Promotion**

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### **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://appengine.egov.com/apps/al/ctf/donations>

### **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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DEPARTMENT OF CHILD ABUSE AND NEGLECT PREVENTION  
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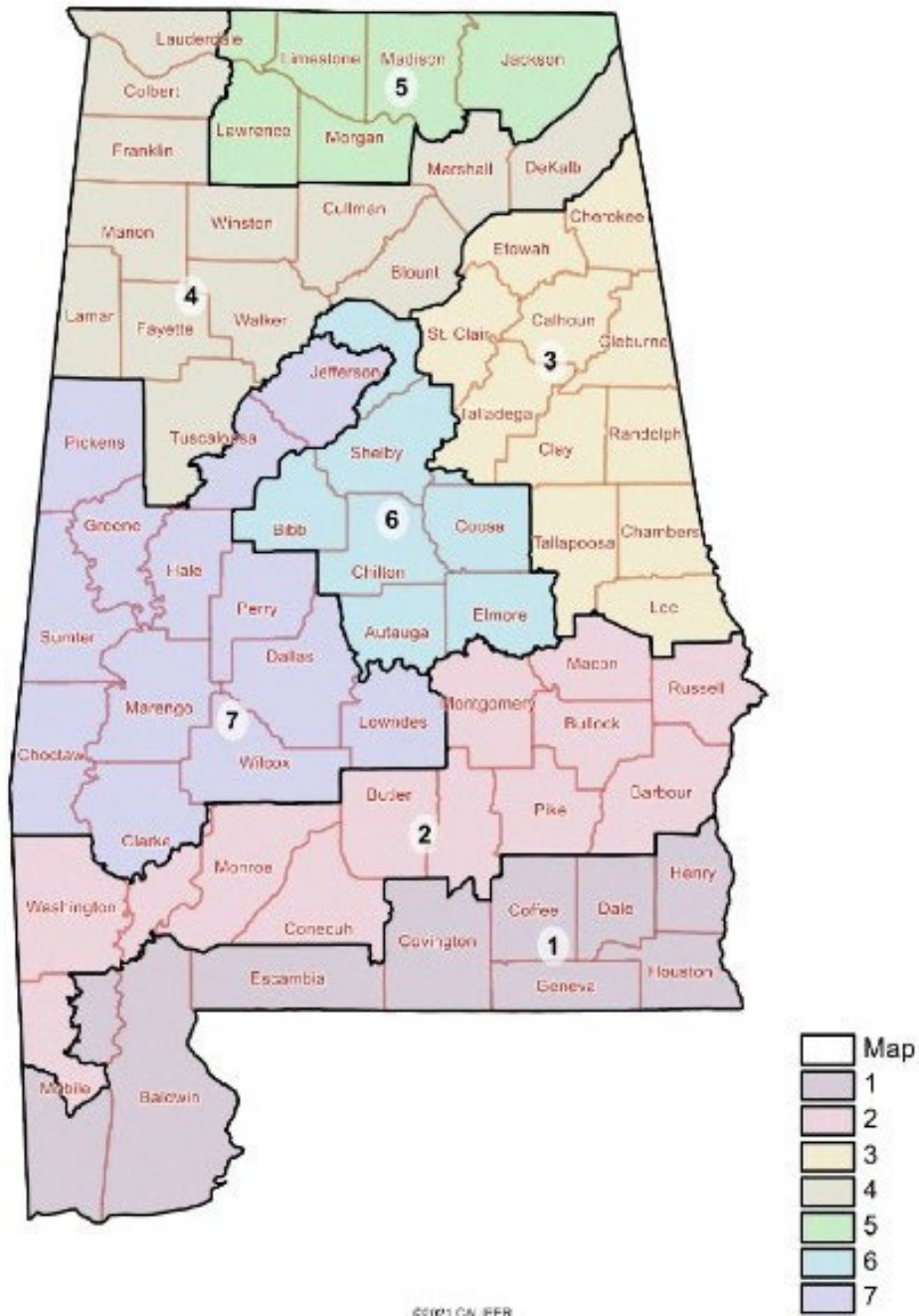
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# Alabama Counties Divided Among U.S. Congressional

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