



KINSHIP NAVIGATOR GRANT

Request for Applications

RFA #100719JSET1

United Nations Standard Products and Services Codes (UNSPSC)

93141506, 93141507, 93141612

Department of Children and Families

Office of Child Welfare

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SECTION 1 INTRODUCTION

1.1 PROGRAM PURPOSE

Kinship Navigator programs help to ensure the stability of children in care or children at risk of entering Foster Care by maintaining a connection or reconnecting children with family members. As the number of dependent children in the custody of the Department of Children and Families (Department) who are placed with Relative caregivers grows, Relatives and Fictive Kin continue to be an important safety net for placing children with families.

Federal funding is being made available Applicants to support Relatives and Fictive Kin to: install Kinship Navigator program implementation in additional jurisdictions; support a broad range of services to Relatives and Fictive Kin and promote partnerships between public and private agencies; assist with ensuring the sustainability and expansion of current program throughout the state; and use exploratory methods to design and build the infrastructure of existing programs using a change and implementation science model.

1.2 STATEMENT OF NEED

The Department is accepting applications for existing Kinship Navigator programs that will use the funds to enhance their program so that: the program ultimately will meet the requirements of section 427(a)(1) of the Social Security Act (Act); the program will be identified and prioritized for review by the federal Title IV-E Prevention Services Clearinghouse (Clearinghouse); and the Clearinghouse will rate the program as “promising,” “supported,” or “well-supported practice.”

Existing programs need to have been established a minimum of two years and have been pursuing to become cleared as an evidence-based Kinship Navigation program through the Clearinghouse. In addition, it is required that each Applicant’s Kinship Navigation program has had an independent review or study.

On November 30, 2018, the Children’s Bureau issued [ACYF-CB-PI-18-11](#) providing guidance on the requirements for participating in the Title IV-E Kinship Navigator Program. That Program instruction included information on the initial practice criteria being used to assess programs for review by the Clearinghouse.

1.3 NOTICE AND DISCLAIMER

Grant awards will be determined by the Department in accordance with this publication based on the availability of funds. The Department reserves the right to offer multiple grant awards if it deems it is in the best interest of the state of Florida and the Department. Additionally, the Department reserves the right to negotiate with Applicants prior to the offer of a grant award or execution of the contract. If, during the grant funding period, the authorized funds are reduced or eliminated by the grantor agency or by the legislature, the Department may immediately reduce or terminate the grant award by written notice to the selected Applicants. The termination or reduction will not apply to allowable costs already incurred by the selected Applicants to the extent that funds are available for payment of such costs.

Materials submitted will become the property of the state of Florida. The Department reserves the right to use any concepts or ideas contained in the application.

Note: The receipt of applications in response to this publication does not imply or guarantee that any one or all qualified Applicants will be awarded a grant or result in a contract with the Department.

1.4 MANDATORY QUALIFICATIONS

- 1.4.1** The funds for this RFA are available to Applicants currently operating directly the Title IV-E Foster Care, Adoption Assistance and, if applicable, optional Guardianship Assistance programs. The funds are to be used to enhance existing Kinship Navigator programs.
- 1.4.2** Each program needs to have been established a minimum of two years and have been pursuing to meet the requirements described in section 427(a)(1) of the Act with the goal of becoming evidence-based program through Clearinghouse.
- 1.4.3** In addition, it is required that each Applicant's Kinship Navigation program has received an independent review or study.
- 1.4.4** The requirements described in section 427(a)(1) of the Act are as follows:
- 1.4.4.1** A Kinship Navigator program to assist kinship caregivers in learning about, finding, and using programs and services to meet the needs of the children they are raising and their own needs, and to promote effective partnerships among public and private agencies to ensure kinship caregiver families are served, which program:
- 1.4.4.1.1** Shall be coordinated with other State or local agencies that promote service coordination or provide information and referral services, including the entities that provide 2-1-1 or 3-1-1 information systems where available, to avoid duplication or fragmentation of services to Kinship Care families;
- 1.4.4.1.2** Shall be planned and operated in consultation with kinship caregivers and organizations representing them, youth raised by kinship caregivers, relevant government agencies, and relevant community-based or faith based organizations;
- 1.4.4.1.3** Shall establish information and referral systems that link (via toll-free access) kinship caregivers, kinship support group facilitators, and kinship service providers to—
- 1.4.4.1.3.1** Each other;
- 1.4.4.1.3.2** Eligibility and enrollment information for Federal, State, and local benefits;
- 1.4.4.1.3.3** Relevant training to assist kinship caregivers in caregiving and in obtaining benefits and services; and
- 1.4.4.1.3.4** Relevant legal assistance and help in obtaining legal services;
- 1.4.4.1.4** Shall provide outreach to Kinship Care families, including by establishing, distributing, and updating a Kinship Care website, or other relevant guides or outreach materials;
- 1.4.4.1.5** Shall promote partnerships between public and private agencies, including schools, community based or faith-based organizations, and relevant government agencies, to increase their knowledge of the needs of Kinship Care families and other individuals who are willing and able to be Foster Parents for children in Foster Care under the responsibility of the State who are themselves parents to promote better services for those families;
- 1.4.4.1.6** May establish and support a Kinship Care ombudsman with authority to intervene and help kinship caregivers access services; and
- 1.4.4.1.7** May support any other activities designed to assist kinship caregivers in obtaining benefits and services to improve their caregiving.”

1.5 FUNDING AND PROJECT PERIOD

1.5.1 This solicitation offers Kinship Navigator Grant funding.

1.5.1.1 Kinship Navigator Grant.

Total Grant Amount: SFY 19/20 \$360,408.00 and SFY20/21 \$343,460.00, for a total grant amount of \$703,868.00. Estimated Project Period: 7 months

The average award is \$200,000.00 per Applicant. The Department serves the right to award additional grant funds, should additional funding become available.

Each awarded Applicant must **obligate the funds by September 30, 2020 and liquidate them by December 29, 2020.**

1.5.2 The project period shall be from March 1, 2020 through September 30, 2020.

1.5.3 There is no match requirement.

1.5.4 Applicants must build their application budgets based on the amount of grant funds requested. Applicants may seek funding that is more than the average limit set for the grant.

1.5.5 There shall be no duplication or Supplanting of funding for Applicants who are awarded funding for any other programs or services. All services and proposed costs included in the grant application must meet the criteria specified in this RFA and must be clearly, directly associated with the proposed project.

1.6 CHILD AND FAMILY ELIGIBILITY

Children in Kinship Care arrangements and their families are the Target Population and are eligible for services under the Title IV-E Kinship Navigator Program, without regard to whether the child is currently, or is potentially, eligible for Title IV-E foster care maintenance payments (section 474(a)(7) of the Act). There also is no requirement that the child be determined to meet the definition of a foster care candidate to be eligible for services.

A Title IV-E agency has discretion to determine the scope of the population to be served through its Kinship Navigator program, including children being cared for by kin in Foster Care or legal guardianship arrangements, children at risk of entering Foster Care being cared for by kin, and children being cared for by kin outside of the child welfare system.

The statute does not define “kinship caregiver” for purposes of this program. Therefore, the Title IV-E agency may serve families headed by a grandparent or other Relative as well as tribal kin, extended family and friends, or other ‘Fictive Kin’ who are caring for children.

1.7 SERVICE AREA

The Applicant shall serve the following service area: Bradford County, Broward County, Lake County, and Walton County, Florida. The Department reserves the right to modify the service areas throughout the project period of the grant agreement.

1.8 DEFINITIONS

The following definitions apply to the terms of this solicitation:

1.8.1 **Case Management** – The provision of services to kinship caregivers and their children by linking them to needed supports and services and networking the delivery of the services. This is a method

- of planning, seeking, and monitoring services from different social service agencies on behalf of the kinship caregiver and child.
- 1.8.2 **CBC Lead Agency (CBC)** – A not-for-profit or government agency with which the department contracts for the delivery of foster care and related services.
 - 1.8.3 **Community Partners** – Any local, state, public, private, or academic organization.
 - 1.8.4 **Disruption** – Circumstances that occurs in which a child re-enters Foster Care.
 - 1.8.5 **Fictive Kin** – A person unrelated by birth, marriage, or adoption who has an emotionally significant relationship, which possess the characteristics of a family relationship to a child.
 - 1.8.6 **Foster Care** – Care provided to a child in a foster family home, group home, agency boarding home, child care institution, or any combination thereof.
 - 1.8.7 **Foster Parent** – A person licensed under s. 409.175, F.S., to provide twenty-four-hour care and supervision in their home for children who are in the legal custody of the Department.
 - 1.8.8 **Family Support Navigator** – Coordinate public benefits between Child Welfare and DCF/TANF, navigate families to services or tangible items needed to assist children and families in completing their support plans successfully. The Family Support Navigator will hold a minimum of Bachelor's degree and will take higher acuity case assignments. The Navigators make the initial contact with families and they conduct screening to determine initial level of need. These positions are responsible for delivering support services utilizing a broad range of community services and natural support systems, training and development activities, assessment services, and consultation. They gather appropriate referral and assessment information and link families to services and natural support systems.
 - 1.8.9 **Family Support Plan (FSP)** – A plan that involves participants/families in activities that will reduce their identified risk factors and therefore improve outcomes of safety, permanency and well-being.
 - 1.8.10 **Kinship Care** – The full-time care of a child placed in out-of-home care by the court in the home of a Relative or Fictive Kin.
 - 1.8.11 **Kinship Care Services** – The provision or referral to a variety of services to assist kinship caregivers to maintain a healthy, stable, and nurturing home for a child in their care. Examples of supports and services, and information and referral include, but are not limited to: Case Management, legal information regarding custody issues and the rights and responsibilities of caregivers, establishment and provision of Support Groups where caregivers discuss issues of general concern and receive information and advice; supportive listening; and referral to community based and statewide supports and services to promote the health, education, and emotional stability of kinship caregivers and children in Kinship Care living situations. Children in Kinship Care may need a variety of support and services that may include, but are not limited to: referrals to mental health evaluations, preventive health care, including dental, vision, or hearing screenings; tutoring, mentoring; and counseling services. Kinship caregivers may need a variety of support and services that may include but are not limited to: referrals for legal assistance, parenting support, Support Groups, housing assistance, health, child care, respite care, supportive listening, and counseling services.
 - 1.8.12 **Navigation** – Linkage to needed service information and referrals for kinship caregivers
 - 1.8.13 **Non-Relative** – A person unrelated by blood or marriage or a Relative outside the fifth degree of consanguinity.
 - 1.8.14 **Peer-to-Peer Navigation** – This service is provided by Family Support Navigators who are grandparents or other Relatives who connect kin caregivers to resources and services and help them navigator the various systems.
 - 1.8.15 **Placement** – The supervised placement of a child in a setting outside the child's own home.
 - 1.8.16 **Promising Practice** – A service or program will be rated as a 'promising practice' if the service or program has at least one study that achieves a rating of 'moderate' or 'high' on Study Design and Execution and demonstrates a favorable effect on at least one 'target outcome.'

- 1.8.17 **Relative** – A grandparent, great-grandparent, sibling, first cousin, aunt, uncle, great-uncle, niece, or nephew, whether related by the whole or half blood, by affinity or adoption. The term does not include a stepparent.
- 1.8.18 **Relative Caregiver Program** – A program defined in section 39.5085(2), F.S and includes Non-Relative caregiver financial assistance.
- 1.8.19 **Respite Care** – The temporary, (over 24 hours) intermittent care of a foster child by an individual other than the child's out-of-home caregiver, regardless of whether the respite provider is paid by the CBC Lead Agency.
- 1.8.20 **Supplant or Supplanting** – The use of grant funds to displace available funds which, prior to this award, an Applicant used to accomplish the same work as the approved grant funds.
- 1.8.21 **Support Group** – A mutual aid group facilitated by kinship caregivers or professionals to support kinship caregiver families.
- 1.8.22 **Supportive Practice** – A service or program will be rated as a 'supported practice' if the service or program has at least one study carried out in a usual care or practice setting that achieves a rating of 'moderate' or 'high' on Study Design and Execution and demonstrates a sustained favorable effect of at least 6 months beyond the end of treatment on at least one target outcome.
- 1.8.23 **Sustainability** – The capacity of an Applicant and its partners to maintain the service coverage, developed as a result of this grant, at a level that continues to deliver the intended benefits of the initiative after the financial and technical assistance from the Department is terminated.
- 1.8.24 **Target Population** – See Section 2.6 of RFA.
- 1.8.25 **Well-Supported Practice** – A service or program will be rated as a 'well-supported practice' if the service or program has at least two studies with non-overlapping analytic samples carried out in a usual care or practice setting that achieve a rating of 'moderate' or 'high' on Study Design and Execution. At least one of the studies must demonstrate a sustained favorable effect of at least 12 months beyond the end of treatment on at least one target outcome.

SECTION 2 SCOPE OF GRANT ACTIVITIES

2.1 PROGRAM SPECIFICATIONS

- 2.1.1 Each Applicant shall describe their current Kinship Navigator program (program). Each Applicant shall include the period of time the program has been in place, the areas of service, current service provision, existing training offered for staff, existing training to assist kinship caregivers in caregiving and in obtaining benefits and services; and the current Target Population they are serving. Each Applicant shall also provide:
- 2.1.1.1 Evidence of a previous review(s) or study of their program;
 - 2.1.1.2 A description of the existing community resources and supports that the program uses to provide services in their community; and
 - 2.1.1.3 Evidence of the program's performance outcomes regarding:
 - 2.1.1.3.1 The reduction in the number of children placed with Relatives and Fictive Kin from entering the foster care system;
 - 2.1.1.3.2 Increase stability to Placements in Relative/Non-Relative care using referral services; and
 - 2.1.1.3.3 Expediting intervention in challenging cases to manage and resolve the problems before they become crises.
- 2.1.2 Each Applicant shall describe the Kinship Navigator activities that will be carried out using the FY 2019 Kinship Navigator funds. The funds may be used to enhance Kinship Navigator programs consistent with the specifications described in section 427(a)(1) of the Act. **Because each Applicant will use funds to enhance the capacity of their program, programs supported using the FY 2019 Kinship Navigator funds need not meet every aspect of the description contained in section 427(a)(1) during the project period as long as the programs are designed to ultimately fulfill the 427(a)(1) requirements.**
- 2.1.2.1 Each Applicant must also provide a brief narrative describing:
 - 2.1.2.1.1 The Target Population and service area for the program;
 - 2.1.2.1.2 How each Applicant plans to implement the program (e.g., directly or through contracted service providers);
 - 2.1.2.1.3 How the program is coordinated with other state or local agencies that promote service coordination or provide information and referral services; and
 - 2.1.2.1.4 How the development and operation of the program has been and will be informed by consultation with kinship caregivers and organizations representing them, youth raised by kinship caregivers, relevant government agencies, and relevant community-based or faith-based organizations.
- 2.1.3 Each Applicant shall provide an assurance that the goal of the program is to ultimately meet the requirements of section 427(a)(1) of the Act, so that the program will be rated by the Clearinghouse as promising, supported, or well-supported practice. The program's goal is to meet one of the following criteria: Promising Practice; Supported Practice, or Well-Supported Practice.

2.2 OBJECTIVES, TASKS AND TIMETABLES

2.2.1 Each Applicant shall propose tasks and timetables for each objective to be included in the resulting grant agreement, subject to the Department's reserved right to change or modify the objectives in the final grant agreement.

2.2.2 Each Applicant must propose objectives, tasks and timetables clearly related to the implementation of specific programs, services, or policies, rather than achievement of outcomes.

2.2.3 Objective 1 – Book/Manual/Writing Available.

Each Applicant shall create and/or modify a book, manual, or other available documentation that specify the components of the practice protocol and describes how to administer the practice. It is expected that program will use these documents for service provision.

2.2.4 Objective 2 – Targeted Outcomes

Each Applicant shall propose a minimum of two (2) targeted outcomes and accompanying services tasks designed for program that will include the following domains: child safety, child permanency, child well-being, and adult (parent and kin caregiver) well-being, as well as access to, referral to, and satisfaction with services and programs.

Each Applicant shall track and monitor these targeted outcomes over the period of the grant agreement.

2.2.5 Objective 3 – Staff Training and Fidelity Support

Each Applicant shall implement training and staff support and fidelity monitoring tools and resources available to those who are implementing the program.

Each Applicant will submit examples of their curriculum and training materials for training new staff on their program.

Each Applicant shall complete the study to determine if the program is adhering to the program's evidence-based approach. It shall include training on assessment instruments and data collection. The study will report how adequate the program model is being implemented; assess if the program is meeting all the requirements and services to become an evidence-based program; provide evidence if the program model meets the needs or if changes need to be made. Each Applicant shall develop and implement a plan to incorporate the results/conclusions of the fidelity study into the program so that it becomes part of everyday practice.

2.2.6 Objective 4 – Community Partnerships

Each Applicant must propose tasks and timetables designed to create and encourage collaboration among stakeholders in enhancing the program and providing ongoing oversight and quality improvement activities. Each Applicant must detail their approach to:

2.2.6.1 How the program will create community partnerships and community collaborations;

2.2.6.1 How the program will create and lead collaborative meetings to improve the approach to serving Kinship families, addressing barriers with workgroups and creating opportunities for new partnerships with key stakeholders;

2.2.6.1 How the program will organize collaborative workgroups to address system of care enhancements including but not limited to: orientation packets, enrolling in public benefits, streamlining Relative Caregiver Funding applications, partnership and enrollment in Foster Parent Association;

2.2.6.1 How the program will offer the most current, relevant resources to families in the development of the program; and

2.2.6.1 How the program will provide referrals for the Target Population.

2.2.7 Objective 5 – Enhancement of Program

2.2.7.1 Each Applicant shall describe a plan to implement the Kinship Navigator activities that will be carried out using the FY 2019 Kinship Navigator funds. The funds may be used to enhance Kinship Navigator programs consistent with the specifications described in section 427(a)(1) of the Act. **Because each Applicant will use funds to enhance the capacity of their program, programs supported using the FY 2019 Kinship Navigator funds need not meet every aspect of the description contained in section 427(a)(1) during the project period as long as the programs are designed to ultimately fulfill the 427(a)(1) requirements.**

2.2.7.2 Each Applicant shall include a description of an implementation plan to enhance their current program, including but is not limited to: the short- and long-term goals of the services; the scope of services that will be offered; the strategies to implement services; the goals of the program; the possible obstacles the program faces in providing services to these counties; the staff's task and duties; the community partners with whom program plan to coordinate; the time frames the program plans to complete the tasks and objectives of the services in each county; and the budget.

2.2.7.3 Each application must include a description and timeline for the proposed planning activities and expected milestones, including:

2.2.7.3.1 The manner in which a needs assessment will be conducted;

2.2.7.3.2 The proposed strategy for program design and implementation; and

2.2.7.3.3 The proposed strategy for coordination, communication and data sharing.

2.2.7.4 Each application must include a description of the strategies an Applicant intends to use to serve the Target Population, including but not limited to the following strategies to:

2.2.7.4.1 Reduce the number of children placed with Relatives and Fictive Kin from entering the foster care system;

2.2.7.4.2 Increase stability to Placements in Relative/Non-Relative care where challenges and risk of Disruption are greatest through the use of referrals;

2.2.7.4.3 Expedite intervention in challenging cases to manage and resolve the problems before they become crises; and

2.2.7.4.4 Use Family Support Navigators to assist and mentor caregivers struggling with behaviors of teens & sibling groups to reduce potential disruptions before they occur.

2.3 SUSTAINABILITY

Grant awards resulting from this RFA will not be renewable after the end of the grant funding period. While each Applicant is not expressly precluded from responding to any future RFAs, the Department strongly encourages each Applicant to propose strategies to promote service Sustainability at a level that continues to deliver the intended benefits of the initiative after the termination of a grant award.

2.4 PERFORMANCE MEASURES

Each Applicant must provide data that measures the results of their work. Both process and outcome data related to the performance measures are to be collected and reported to the Department.

2.4.1 Kinship Navigator Grant

The following performance measures will be included in the final grant agreement between the Department and each Applicant for Kinship Navigator Grant. The Department reserves the right to change or modify the performance measures in the final grant agreement.

- 2.4.1.1 Each Applicant shall serve a minimum number of caregivers each month.
- 2.4.1.2 Each Applicant shall provide a minimum number of assistance level contacts each month.
- 2.4.1.3 Each Applicant shall complete a minimum number of FSP each month.
- 2.4.1.4 Each Applicant shall attempt and establish a minimum number of partnerships with community organizations each month.
- 2.4.1.5 Each Applicant shall have a minimum number of collaborative meetings each month.
- 2.4.1.6 Each Applicant shall have a minimum number of support group meetings each month.

2.5 DELIVERABLES

The Department reserves the right to change or modify the deliverables in the final grant agreement.

2.5.1 Service Units

Service units shall be reported to the Department using the Monthly Activity Report outlined in **Section 2.6.1**.

2.5.1.1 Kinship Navigator Grant

The following service targets will be incorporated into the final grant agreement to be achieved over the life of the grant agreement and reported as part of the Monthly Activity Report:

- 2.5.1.1.1 The number of caregivers receiving and engaging in services each month. Each Applicant shall report: date of service; client initials; county of service; relationship type (e.g. Relative or Non-Relative/Fictive Kin); and number of children being served in each household.
- 2.5.1.1.2 The number of assistance level contacts each month. Each Applicant shall report the date of service; client initials; county of service; and type of contact (e.g. face-to-face, telephone, email, etc.)
- 2.5.1.1.3 The number of FSP created or modified each month. Each Applicant shall report the number of plans competed for the month; date of service; client initials; and county of service.
- 2.5.1.1.4 The number of attempted and established partnerships with community organizations. Each Applicant shall provide a copy of the agreement or documentation of efforts to establish partnerships.
- 2.5.1.1.5 The number of collaborative meetings each month. Each Applicant shall report the date; sign-in sheet; time; topics covered; agencies present; and location.
- 2.5.1.1.6 The number of support group meetings each month. Each Applicant shall report the date of support group; sign-in sheet; topics covered; speakers and affiliation; and location.

2.6 DOCUMENTATION AND REPORTING

All tasks and activities under the Kinship Navigator Program Grant shall be documented and reported. All confidential records and confidentiality of individuals served shall be protected from unauthorized disclosure. The Department may negotiate additional required reporting in any grant agreement resulting from this RFA. At a minimum, the following reports shall be completed and submitted in accordance with the due dates specified in **Table 1: Reporting Schedule Program Status Report**.

2.6.1 Monthly Activity Report

This is a detailed monthly report of the services and activities performed in the previous month, pursuant to service units listed in **Section 2.5.1**. The Department will provide the template needed to file this report.

2.6.2 Monthly Performance Measure Report

This is a monthly report of the performance of the services and activities performed in the previous month. The Department will provide the template needed to file this report.

2.6.3 Quarterly Financial Report

This is a detailed cumulative report of Kinship Navigator Program expenses, submitted every quarter of service provision. The Financial Report is used to track all expenses associated with the grant and reconcile these expenditures with the payments made by the Department. The Financial Report tracks both grant award-funded expenses and encourages expenditure planning and projection.

The Quarterly Financial Report must be signed and certified by an authorized representative that the Financial Report represents a complete and accurate account of all expenses supported by the Kinship Navigator Program award and statutory match obligations. The Department will provide the template needed to file this report.

2.6.4 Implementation Plan

Each Applicant shall create an implementation plan for Kinship Care Services. The plan shall include, but is not limited to: the short- and long-term goals of the services; the scope of services that will be offered; the strategies to implement services; the goals of the program; the possible obstacles the program faces in providing services to these counties; the staff's task and duties; the community partners with whom program plan to coordinate; the time frames the program plans to complete the tasks and objectives of the services in each county; and The budget.

2.6.5 Monthly Roll-Up Report

The monthly roll-up report shall include the following information: the number of caregivers receiving/engaging in services; the number of new partnerships attempted and established with community organizations the number of client surveys sent; Number of positive impacts reported on client surveys; and the narrative summary of the months' activities. The Department will provide the template needed to file this report.

2.6.6 Book, Manual, or Other Available Documentation

Each Applicant shall create and/or modify a book, manual, or other available documentation that specify the components of the practice protocol and describes how to administer the practice. These documents shall be submitted to the department for review and approval. Once approved, the program will use these documents for service provision.

2.6.7 Quarterly Family Support Plan (FSP) Report

Each Applicant shall report the number of plans created or modified each fiscal quarter. The report shall include to: a unique identifier for each family; the date on which the plan was created; date of modification of an existing plan; date on which plan is completed; and county where the family resides.

2.6.8 Annual Fidelity Report

The Applicant shall complete the study to determine if the program is adhering to the program's evidence-based approach. It shall include training on assessment instruments and data collection. The study will report how adequate the program model is being implemented; assess if the program s

meeting all the requirements and services to become an evidence-based program; provide evidence if the program model meets the needs or if changes need to be made.

2.6.9 Reporting Schedule

Reports shall be submitted in accordance with the following schedule:

Table 1. Reporting Schedule

Report Name	Due Date	DCF Address to Receive Reports
Monthly Activity Report	15 th day of the month following the month of services and activities	Department of Children & Families Office of Child Welfare 1317 Winewood Blvd Tallahassee, FL 32399
Monthly Performance Report	15 th day of the month following the month of services and activities	
Quarterly Financial Report	15 th day of the month following the quarter of services and activities	
Implementation Plan	No later than 30 days following the execution date of the grant agreement	
Monthly Roll-Up Report	15 th day of the month following the quarter of services and activities	
Book, Manual, or Other Available Documentation	No later than 30 days following the execution date of the grant agreement	
Quarterly Family Support Plan (FSP) Report	15 th day of the month following the quarter of services and activities	
Annual Fidelity Report	15 th day of the month following the end of the grant agreement	

2.6.1 Additional Reporting Requirements

Additional reporting pertaining to the services and activities rendered shall be provided, should the Department determine this to be necessary.

2.6.2 Acceptance of Reports

Where delivery of reports is required by the Department, mere receipt by the Department shall not be construed to mean or imply acceptance of those reports. It is specifically intended by the parties that acceptance in writing of required report shall constitute a separate act. The Department reserves the right to reject reports as incomplete, inadequate, or unacceptable. The Department, at its option, may allow additional time within which any objections may be remedied.

2.7 METHOD OF PAYMENT

2.7.1 Kinship Navigator Grants

Subject to the availability of funds, the Department will pay Applicants upon satisfactory completion of services, subject to the terms and conditions of the grant agreement. The Department intends to make monthly payments in fixed equal amounts, based upon total funding.

2.8 FINANCIAL CONSEQUENCES

Any grant agreement resulting from this RFA will include financial consequences to be negotiated with each Applicant.

2.9 RETURN OF FUNDS

Any unused grant funds, as detailed in the Final Financial Report, must be returned to the Department no later than **60 days** following the end of the grant agreement.

SECTION 3 GRANT SOLICITATION AND EVALUATION PROCESSES

3.1 CONTACT PERSON

This RFA is issued by the Florida Department of Children and Families. Questions about this RFA must be submitted in writing to: Jessica.Koburger@myffamilies.com

3.2 LIMITATIONS ON CONTACTING THE DEPARTMENT

Each Applicant shall limit their contact regarding this RFA to the contact person listed above in **Section 3.1**. With reference to this solicitation, no representations, other than those distributed by the contact person, in writing, are binding and each Applicant are cautioned that oral responses do not bind the Department.

3.3 SCHEDULE OF EVENTS AND DEADLINES

Any changes to these activities, dates, times or locations, will be accomplished by addenda. All times refer to Eastern Standard Time.

Table 2: Schedule of Events and Deadlines

Event	Date	Time	Location
Request for Applications Advertised and Released	January 10, 2020	5:00 PM	http://vbs.dms.state.fl.us/vbs/main_menu
Submission of Inquiries	January 17, 2020	11:00 AM	Jessica.Koburger@myffamilies.com
Posting of Department Responses to Inquiries	January 24, 2020	5:00 PM	http://vbs.dms.state.fl.us/vbs/main_menu
Applications Due	January 27, 2020	11:00 AM	Jessica Koburger, Procurement Officer Department of Children and Families 1317 Winewood Blvd., Bldg. 1, Room 300-I Tallahassee, FL 32399-0700
Grants Review Committee Meeting to Complete Review of Grant Applications	February 10, 2020	11:00 AM	Conference #: 888-585-9008 Organization Code: 810-716-544
Anticipated Posting of Grant Award(s)	February 24, 2020	5:00 PM	http://vbs.dms.state.fl.us/vbs/main_menu

3.4 OBTAINING A COPY OF THE REQUEST FOR APPLICATIONS

Interested parties may obtain a copy of the RFA from the following website: http://vbs.dms.state.fl.us/vbs/main_menu

3.5 DIRECTIONS FOR SUBMITTING AN APPLICATION

Each Applications not meeting the specifications below will be deemed nonresponsive and will not be eligible for evaluation or grant award.

3.5.1 Each Application must be submitted in accordance with **Table 2: Schedule of Events and Deadlines**. *Each Application not received at the specified place or by the specified date and time will be rejected and returned to each Applicant.*

3.5.2 Each Application must contain all of the items listed in **Section 3.7**, as determined during the first stage of evaluation detailed in **Section 4.2**. ***Each Application not containing the items listed will be deemed nonresponsive and will not be eligible for the second stage of evaluation.***

3.5.3 Number of Copies Required and Format for Submittal

Each Application must contain all of the copies listed below:

3.5.3.1 One original hard copy application in response to this RFA, which must contain an original signature of an official authorized to bind each Applicant to the response; and

3.5.3.2 One electronic copy of the application in PDF format on non-rewritable CD-ROM or flash drive. The software used to produce the electronic file must be Adobe portable document format (“pdf”), version 6.0 or higher. The Department must be able to be open and view the reply utilizing Adobe Acrobat, version 9.0. The electronic copy must be identical to the original application submitted, including the format, sequence and section headings identified in this RFA. The electronic media must be clearly labeled in the same manner as the original application. The original application shall take precedence over the electronic version of the application in the event of any discrepancy. If a discrepancy is found between the hard copy application and the electronic version, the Department reserves the right, at its sole discretion, to reject the entire application.

3.5.4 Each Applicant may choose, and shall be responsible for, the method of delivery to the Department, except that facsimiles or electronic transmissions will not be accepted at any time.

3.5.5 Clearly mark all packages – **“APPLICATION FOR KINSHIP NAVIGATOR GRANT PROGRAM RFA #100719JSET1** and mail to:

Florida Department of Children and Families
Office of Child Welfare
Attn: Jessica Koburger, Procurement Officer
1317 Winewood Blvd. Bldg. 1, Room 300-I
Tallahassee, FL 32399

3.6 APPLICATION FORMATTING INSTRUCTIONS

Each Application must be formatted in accordance with the following:

3.6.1 Typed, single-spaced, in black ink, Arial font size 12;

3.6.2 8-1/2” x 11” paper, one column per page, single sided, with one-inch margins on all sides;

3.6.3 Pages numbered on the bottom right hand corner, beginning with the cover page;

3.6.4 Secured in a three-ring binder, clearly labeled on the front and spine identifying the name of the proposal and the name of each Applicant;

3.6.5 Table of contents clearly showing the order of the material and associated page numbers; and

3.6.6 Tabs identifying each of the required sections.

3.7 APPLICATION COMPONENTS

3.7.1 Tab 1: Cover Page

3.7.1.1 Cover Page

The application must include a completed Cover Page, **Appendix B**, detailing the total amount of the requested grant by state fiscal year and total, the point of contact, and the signature of a duly authorized official.

3.7.2 **Tab 2: Table of Contents**

The application must include a table of contents outlining the content of each section of the application and the associated page number(s). Supporting documentation must be indexed and labeled accordingly.

3.7.3 **Tab 3: Statement of Mandatory Assurances**

The application must include a completed Statement of Mandatory Assurances, **Appendix C**, initialed by a duly authorized official.

3.7.4 **Tab 4: Existing Program**

3.7.4.1 The application must include a detailed description of the existing program. The application shall include the Applicant's experience with providing Kinship Navigator services. The description of the existing program shall include the period of time the program has been in place, the areas of service, current service provision, referral service process, existing training offered for staff, existing training to assist kinship caregivers in caregiving and in obtaining benefits and services; and the current Target Population they are serving. The description shall also include:

3.7.4.1.1 Evidence of a previous review(s) or study of their program;

3.7.4.1.2 A description of the existing community resources and supports that the program uses to provide services in their community; and

3.7.4.1.3 Evidence of the program's performance outcomes.

3.7.5 **Tab 5: Program Enhancement and Implementation**

Each Applicant shall describe how they plan to enhance the approach and design of their current program for the program to ultimately meet the criteria established in section 427(a)(1) of the Act. Each Applicant shall describe how they will expand the supportive services. These services include but are not limited to: intake and referral; support groups for youth and adults; Case Management; assistance level contracts; and Navigation.

3.7.5.1 Referral. Each Applicant shall describe the enhancement of their referral process for families seeking their services. Each Applicant shall include a description the program's capability to receive and accept referrals in the family's home and to family emergencies after services have been initiated.

3.7.5.2 Assessment Tool. Each Applicant shall describe of their assessment process to evaluate the family risk factors to determine services to offer the family. Each Applicant shall describe the assessment tool they will use to assess each family. Each Applicant shall describe:

3.7.5.2.1 The plan to screen potential participants and conduct tailored, validated needs-based assessments.

3.7.5.2.2 The criteria to be used, specific screening tool(s) and validity specific to the Target Population.

3.7.5.2.3 The process by which tool(s) will be selected, if specific tool(s) have not yet been selected.

3.7.5.3 Family Support Plans. Each Applicant shall describe how the program will develop Family Support Plans (FSP) for each family. Each Applicant shall describe how the plans will address the child safety, child permanency, child well-being, and adult (parent and kin caregiver) well-being, as well as access to, referral to, and satisfaction with services and

programs. Each Applicant will describe how mechanism in place to ensure all family members' participation in the planning and writing of the FSP. Each Applicant shall describe how often they will assess the progress of the FSP to determine if the family has met the goals or if there needs to be modifications made to FSP to address the family's needs. Each Applicant shall describe the discharge process for family's they have identified that have met the goals of their FSP.

3.7.5.4 System Navigation. Each Applicant shall describe how the program's implementation of innovative approaches that will increase caregivers' access to support and resources, including but not limited to Peer-to-Peer Navigation and system approach to applying for public benefits and Relative caregiver funds.

3.7.5.5 System of Care. Each Applicant shall describe the enhancement in their system of collaboration with key stakeholders in both the public and private sectors. Each Applicant shall describe:

3.7.5.5.1 Organization and key stakeholder responsible for each task or key activity necessary to accomplish the objectives of the program;

3.7.5.5.2 How the organization and key stakeholders will participate and remain involved in implementation or expansion on an ongoing basis;

3.7.5.5.3 How the agencies and organizations involved will communicate throughout the lifetime of the project, detailing the frequency of planned meetings, and the decision-making process to ensure successful implementation; and

3.7.5.5.4 How the proposed design will facilitate care coordination to increase access to kinship caregiver services and support services and ancillary social services (i.e., housing, primary care; benefits, etc.).

3.7.5.6 Support Groups. Each Applicant shall describe how the program will implement and facilitate support groups for Relative and Non-Relative caregivers. The description shall include: how the program will schedule, publicize, and facilitate the support groups for individuals and families; what forms of communication group facilitators will use to communicate regularly with guest speakers and other community partners to provide additional resources and information to group members; and how the program will ensure a range of subjects relevant to the families' needs will be addressed in the Support Groups.

3.7.5.7 Performance Measures

Each Application must include a description of the manner in which grant activities will be monitored to determine achievement of performance measures specified in **Section 2.4**, including a description of the process for collecting performance measurement data, and any other state or local outcome data to measure project effectiveness;

3.7.5.8 Capability and Experience

The application must include a description of each Applicant's capability and experience in providing similar services, including:

3.7.5.8.1 Capability and experience of each Applicant and other participating organizations to meet the objectives detailed in this RFA;

3.7.5.8.2 Availability of resources for the proposed project;

3.7.5.8.3 Anticipated role of advocates, peer specialists, family members, and responsible partners; and

3.7.5.8.4 Proposed staff, including Project Director, key personnel, and subcontractors who will participate in the project, showing the role of each and their level of effort and qualifications. Briefly discuss the responsibilities of each participating organization and how each Applicant proposes to fill staff positions and select subcontractors.

3.7.5.9 Evaluation and Sustainability

3.7.5.9.1 Evaluation

The application must include a description of how the project's effectiveness will be demonstrated, including assessments of targeted outcomes. Discuss how variables like stakeholder support and service coordination will be defined and measured. Describe the process for collecting performance measurement data, and any other state or local outcome data to measure project effectiveness in promoting public safety, reduction of children at risk of entering Foster Care and access to services and supports for the Target Population(s). If using an external evaluator, identify the individual or entity conducting the evaluation.

3.7.5.9.2 Sustainability

The application must address sustainability of the project. Describe the proposed strategies to preserve and enhance the Kinship Navigator program services. Describe how sustainability methods will be used and evaluated, including how collaborative partnerships and funding will be leveraged to build long-term support and resources to sustain the project when the state grant ends.

3.7.6 Tab 6: Project Timeline

The application must include a realistic and detailed timeline for each funding year proposed, indicating goals, objectives, key activities, milestones, and responsible partners.

The timeline must include anticipated start and completion dates for each milestone, benchmark, and goal.

The timeline must include a specific preferred project start date between April 1, 2020 through September 30, 2020, to assist with anticipated award allocations during state fiscal year 2019-2020.

3.7.7 Tab 7: Line Item Budget and Budget Narrative

The application must include a detailed budget and budget narrative for each year of the grant. All proposed expenses must be tied to the proposed activities. The budget must show line item costs broken down by the proposed funding.

See **Appendix D** for full instructions on completing this section.

All proposed costs must be in accordance with the Department of Financial Services Reference Guide for State Expenditures, which may be located at:

<https://www.myfloridacfo.com/Division/AA/Manuals/documents/ReferenceGuideforStateExpenditures.pdf>

3.7.8 Tab 8: Targeted Outcomes.

Each Applicant shall propose a minimum of two (2) targeted outcomes and accompanying services tasks designed for Kinship Navigator program that will include the following domains: child safety, child

permanency, child well-being, and adult (parent and kin caregiver) well-being, as well as access to, referral to, and satisfaction with services and programs. Each Applicant shall submit the proposed Targeted Outcomes using the **Appendix A – Targeted Outcome Template**.

Each Applicant shall track and monitor these targeted outcomes over the period of the grant agreement.

3.7.9 Tab 9: Training Materials.

Each Applicant shall submit examples of their current curriculum and training materials for training:

3.7.9.1 New staff on their program; and

3.7.9.2 To assist kinship caregivers in caregiving and in obtaining benefits and services.

Each applicant shall propose enhancements to their training curriculum based on the Kinship Navigator activities that will be carried out using the FY 2019 Kinship Navigator funds.

3.7.10 Tab 10: Study or Review of Existing Program.

Each Applicant shall provide evidence of a previous review or study of their program. The study may include sample size, duration of sustained effects examined, and type of study design.

3.7.10.1 Each Applicant shall provide the source that reported the study (i.e. peer reviewed journal articles and/or public available literature that may include, but is not limited to federal, state, and local government and foundation reports.)

3.7.10.2 Each Applicant shall describe the study design, including the quantitative methods and appropriate control used to assess the effectiveness of the program.

3.7.10.3 Each Applicant shall indicate if a control group was used in the study.

3.7.10.4 Each Applicant shall specify what targeted outcomes were examined.

3.7.10.5 Each Applicant shall clarify which languages the study was made available.

SECTION 4 APPLICATION REVIEW CRITERIA AND METHODOLOGY

4.1 REVIEW METHODOLOGY

All responsive applications will be reviewed and scored based on the written application, according to the criteria described in **Section 4.3**. The Grant Review Committee will review and score each application. For each responsive application, the scores from each of the reviewers will be totaled and averaged to determine the rank in order of overall average score from highest to lowest for each type of grant. Recommendations for awards will be made in order of rank.

In the event an Applicant is a member of an association or organization represented on the Grant Review Committee as described in **Section 4.4**, the scores of the association or organization's representative will not be included in the total average score for any application.

4.2 MANDATORY CRITERIA AND CORRECTION

Applications received at the location and by the date and time specified in the schedule of events specified in **Section 3.3** will be reviewed to determine whether the applications are substantially complete and meets the mandatory criteria specified in **Appendix E**.

If the Procurement Officer detects an easily discernible or obvious error that may be readily corrected, the Department may afford the Applicant two business days to adjust the application accordingly. The Department is under no obligation to detect or offer the opportunity for such correction. The Department's election to afford this opportunity should not, and does not give rise to an expectation of application correction.

Applicants have the sole responsibility for submitting corrected or omitted items. If an Applicant elects to submit corrected or omitted items, the Applicant bears sole responsibility for the delivery of the items to the Department. The Department may afford an opportunity for Applicants to correct errors or omissions but the Applicant is solely responsible for any response to the Department's notice. The Applicant is also solely responsible for the content, quality, and sufficiency of any material submitted to the Department. During the correction period, the Applicant is permitted only to take action to correct completeness errors cited by the Department, and not to supplement their application for the purpose of improving competitiveness, or to add material for any other purpose.

4.3 REVIEW CRITERIA

Each Evaluator will independently evaluate the appropriate documentation submitted by each Applicant, according to the following criteria, using the manual in **Appendix F- Kinship Navigator Program Grant Evaluation Manual**:

Criteria	Kinship Navigator
Programmatic Specifications	170
Objectives, Tasks, and Timelines	130
Program Enhancement and Implementation Plan	350
Line Item Budget and Budget Narrative	50
Total	700

4.4 GRANT REVIEW COMMITTEE

Applications will be evaluated by eligible participating representatives of the Grant Review Committee established in s. 394.656(2), F.S.

4.5 SELECTION OF APPLICANTS FOR AWARD

The Procurement Officer will provide to the Secretary, or designee, a ranking of applications, as scored by the Grant Review Committee. Ranking shall be in the order of highest score to the lowest score based on the

allowable points set forth in **Section 4.3**.

The Department will award grants based on the final selection by the Secretary, or designee. No scoring by the Secretary, or designee, will be required to make the selection and award decision. The scoring and ranking by the Grant Review Committee shall serve as a recommendation only. The Department reserves the right to increase the grant award amount if funding is available or if the Secretary, or designee, does not deem a sufficient number of Applicants eligible for award.

4.6 DEPARTMENT'S RESERVED RIGHTS

The Department reserves the right to:

- 4.6.1** Reject any or all applications received with respect to this RFA;
- 4.6.2** Withdraw the RFA;
- 4.6.3** Cancel the RFA
- 4.6.4** Waive or modify minor irregularities in applications received after prior notification and concurrence of each Applicant;
- 4.6.5** Request additional information from an Applicant as deemed necessary to more fully evaluate its proposal;
- 4.6.6** Revise the budget or scope of services after award;
- 4.6.7** Reject the scoring of any Grant Review Committee member for violation of the guidelines provided for the review of applications;
- 4.6.8** Make all final decisions with respect to the amount of funding awarded to an Applicant; and
- 4.6.9** Make all final decisions with respect to deliverables.

4.7 NOTICE OF GRANT AWARD

The Department will issue notice of the final decision of the Secretary or his designee by posting the Notice of Award on the Vendor Bid System.

4.8 CHALLENGING A DEPARTMENT DECISION

This is a Department decision. Per s. 120.569, F.S., and s. 120.57, F.S., an Applicant may challenge the decision by written petition for administrative hearing. The petition must be received by the Department by 5:00 PM, not later than 21 calendar days after the posting of the decision at the following address, or all rights to a hearing are waived:

Department of Children and Families
Attn: Agency Clerk
1317 Winewood Boulevard Building 2, Room 204-X
Tallahassee, FL 32399-0700

Petitions for administrative hearing must comply with s. 120.569, F.S., and Rule 28-106.201, F.A.C.

APPENDIX A – TARGETED OUTCOMES TEMPLATE

Cover Page

The Cover Page must provide all the information detailed below, providing basic information regarding the development and rationalization for the targeted outcomes:

- **Statement of the Problem or Critical Issues** - careful analyses of the scope of the problem using current data, implications of the data, critical issues for the various constituents.
- **Domains.** Describe how each targeted outcomes includes the following domains: child safety, child permanency, child well-being, and adult (parent and kin caregiver) well-being, as well as access to, referral to, and satisfaction with services and programs.

Goals, Objectives & Tasks

The targeted outcomes must provide all the information in the tables on the following page, providing specific details related to the goals, objectives, and specific tasks to be completed. Tables and rows should be added as appropriate.

APPENDIX A continued

Goal #1: *(broad statement of the intended outcome)*

Targeted Outcome #1:		<i>(supports the goal and how the goal will be accomplished)</i>		
	Task	Performance Measure	Lead Person or Organization	Projected Completion Date
1.1	<i>clearly identify the task(s) associated with the accomplishment of each objective, there may be several tasks associated with an outcome</i>	<i>describe how performance of each task will be measured</i>	<i>identify the person or organization responsible for each task</i>	<i>identify a target completion date for each task</i>
1.2				

Targeted Outcome #2:		<i>(supports the goal and how the goal will be accomplished)</i>		
	Task	Performance Measure	Lead Person or Organization	Projected Completion Date
2.1	<i>clearly identify the task(s) associated with the accomplishment of each objective, there may be several tasks associated with an outcome</i>	<i>describe how performance of each task will be measured</i>	<i>identify the person or organization responsible for each task</i>	<i>identify a target completion date for each task</i>
2.2				

APPENDIX B – COVER PAGE FOR GRANT APPLICATION**Kinship Navigator Grant**

PROPOSAL INFORMATION		
Type of Grant:	Kinship Navigator Grant	
Project Title:		
County(ies):		
Preferred Project Start Date:		
APPLICANT INFORMATION		
Applicant Organization Name:		
Contact Name & Title:		
Street Address		
City, State and Zip Code:		
Email:		
Phone:		
ADDITIONAL CONTACT		
Participating Organization Name:		
Contact Name & Title:		
Street Address		
City, State and Zip Code:		
Email:		
Phone:		
FUNDING REQUEST AND MATCHING FUNDS		
	Total Amount of Grant Funds Requested	
Program Year		
Total Project Cost		
CERTIFYING OFFICIAL		
Certifying Official's Signature:		
Certifying Official's Name (printed):		
Title:		
Date:		

APPENDIX C – STATEMENT OF MANDATORY ASSURANCES

		<u>Initial</u>
A.	Infrastructure: Each Applicant shall possess equipment and Internet access necessary to participate fully in this solicitation.	
B.	Site Visits: Each Applicant will cooperate fully with the Department in coordinating site visits, if desired by the Department.	
C.	Non-discrimination: Each Applicant agrees that no person will, on the basis of race, color, national origin, creed or religion be excluded from participation in, be refused the benefits of, or be otherwise subjected to discrimination pursuant to the Act governing these funds or any project, program, activity or sub-grant supported by the requirements of, (a) Title VI of the Civil Rights Act of 1964 which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended which prohibits discrimination in employment or any program or activity that receives or benefits from federal financial assistance on the basis of handicaps; (d) Age Discrimination Act 1975, as amended which prohibits discrimination on the basis of age, (e) Equal Employment Opportunity Program (EEO) must meet the requirements of 28 CFR 42.301.	
D.	Lobbying: Each Applicant is prohibited by Title 31, USC, Section 1352, entitled “Limitation on use of appropriated funds to influence certain Federal contracting and financial transactions,” from using Federal funds for lobbying the Executive or Legislative Branches of the federal government in connection with a specific grant or cooperative agreement. Section 1352 also requires that each person who requests or receives a Federal grant or cooperative agreement must disclose lobbying undertaken with non-Federal funds if grants and/or cooperative agreements exceed \$100,000 in total costs (45 CFR Part 93).	
E.	Drug-Free Workplace Requirements: Each Applicant agrees that it will, or will continue to, provide a drug-free workplace in accordance with 45 CFR Part 76.	
F.	Smoke-Free Workplace Requirements: Public Law 103-227, Part C-Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library projects to children under the age of 18, if the projects are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children’s projects provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for Inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per day and/or the imposition of an administrative compliance order on the responsible entity.	
G.	Compliance and Performance: Each Applicant understands that grant funds in Years 2 and 3 are contingent upon compliance with the requirements of this grant program and demonstration of performance towards completing the grant key activities and meeting the grant objectives, as well as availability of funds.	
H.	Certification of Non-Supplanting: Each Applicant certifies that funds awarded under this solicitation will not be used for programs currently being paid for by other funds or programs where the funding has been committed.	
I.	Submission of Data: Each Applicant agrees to provide data and other information requested by the Department of Children and Families.	
J.	Submission of Reports: Each Applicant agrees to submit monthly and quarterly reports and quarterly fiscal reports, signed by the Certifying Official, to the Department.	
K.	Goal of Program: Each Applicant provides assurance that the goal of the program is to ultimately meet the requirements of section 427(a)(1) of the Act.	
L.	Independent Review or Study: Each Applicant provides assurance that their program has existed for at least two (2) years and their program has received an independent review or study.	

APPENDIX D – BUDGET INSTRUCTIONS

The application must include both a **Line-Item Budget** and a **Budget Narrative**. Implementation and Expansion grants must include a proposed budget for each project year.

Line-Item Budget

The line-item budget must show a summary of the total proposed project costs (**Table A**) and the proposed cost for each subcontracted service provider (**Table B**). Applicants may copy the tables into an Excel format. Each table should be provided on a separate tab. Applicants may attach additional workpapers providing additional details.

Budget Narrative

The budget narrative must provide details regarding each proposed cost, sufficient to determine the allowability, reasonableness and necessity of each proposed cost.

Personnel: Provide the title, salary and level of effort (percent of FTE) for each position.

Fringe Benefits: Provide the fringe benefit rate (fixed percentage of total personnel) which may include any combination of social security, health insurance, retirement, or worker's compensation. If the fringe benefit rate varies by position, list each position and the associated rate.

Equipment: Purchase of equipment is dependent upon program design and requires appropriate justification. Equipment must be of a durable nature with an expected service life of more than one year. Provide a list of each item of equipment to be purchased and the specific dollar amount for each item, including installation, insurance, freight and accessories.

Staff Travel: Provide the proposed expenses for project staff for the purpose of supporting grant activities, as described in the application. Specify the unit (mileage, etc.) and the total number of units anticipated for each project year. The maximum rate for mileage is \$.445/mile. Rates may not exceed the maximum rates established by the Department of Children and Families or those established in section 112.061, Florida Statutes.

Supplies: Provide a list of items and associated cost of all consumable or expendable items that are used routinely or that have an expected life of one year or less.

Building Occupancy: Provide the proposed costs associated with rent, utilities, etc. required to support grant activities. Specify the monthly cost and number of months. If expenses are to be shared, provide a brief explanation.

Consultant Services: Provide the hourly or daily rates and number of hours or days for each consultant and their role in supporting grant activities.

Consultant Travel: Provide all consultant travel expenses for the purpose of supporting grant activities, in accordance with the description above.

Consultant Supplies: Provide all consultant supplies cost for the purpose of supporting grant activities, in accordance with the description above.

Subcontracted Services: Provide the total cost of all subcontracted services. Provide a list of each subcontracted service provider, the associated cost and their role in supporting grant activities. The proposed cost for each subcontracted service provider must be supported by a separate line-item budget (**Table B**). Agency employees or persons who would normally provide consultant services without charge may not be included in the budget.

Other: Provide a detailed description of any other proposed costs, including the unit, unit rate, anticipated number of units and the role of each cost in supporting grant activities.

Administrative Costs: Costs may not exceed 10% of the total grant award. This cap applies to the sum of all administrative costs, including those of each Applicant and any intended subgrantees or subcontractors. Administrative costs may include: grant management activities; fiscal, personnel, and procurement management; related office services and record keeping; costs of necessary insurance, auditing, etc. Evaluation activities are considered a direct program cost and may not be included in this line item.

Table A: Line Item Budget Applicant	
	Grant Funds Requested
Salaries:	
Fringe Benefits:	
Equipment	
Staff Travel:	
Supplies:	
Building Occupancy:	
Consultant Services:	
Consultant Travel:	
Consultant Supplies:	
Subcontracted Services: (Total ALL subcontract services)	
Other (specify):	
Administrative Cost:	
Total:	
Total Project Cost:	= Grants Funds Requested

Table B: Line Item Budget Subcontracted Services*	
	Grant Funds Requested
Salaries:	
Fringe Benefits:	
Equipment	
Staff Travel:	
Supplies:	
Building Occupancy:	
Consultant Services:	
Consultant Travel:	
Consultant Supplies:	
Subcontracted Services:	
Other (specify):	
Administrative Cost:	
Total:	
Total Project Cost:	= Grants Funds Requested

- *Provide a separate line item budget for EACH proposed subcontracted service provider.

Appendix E - CHECKLIST OF MANDATORY APPLICATION CRITERIA

Mandatory Criteria Checklist for: RFA #10079JSET1– Kinship Navigator Grant Program

Print Applicant's Name:	County(ies):
Print Name of Department Reviewer (Procurement Officer):	
Signature of Department Reviewer:	Date:
Print Name of Department Witness:	
Signature of Department Witness:	Date:

Was the application received by the date and time specified in the RFA and at the specified address? YES/Pass NO/Fail

Does the Application include the following?		Yes Pass	No Fail
1.	Tab 1: Cover Page Completed form, including requested funding and match funds, signed/dated	<input type="checkbox"/>	<input type="checkbox"/>
3.	Tab 3: Statement of Mandatory Assurances		
	a. Infrastructure	<input type="checkbox"/>	<input type="checkbox"/>
	b. Site Visits	<input type="checkbox"/>	<input type="checkbox"/>
	c. Non-discrimination	<input type="checkbox"/>	<input type="checkbox"/>
	d. Lobbying	<input type="checkbox"/>	<input type="checkbox"/>
	e. Drug-Free Workplace Requirements	<input type="checkbox"/>	<input type="checkbox"/>
	f. Smoke-Free Workplace Requirements	<input type="checkbox"/>	<input type="checkbox"/>
	g. Compliance and Performance	<input type="checkbox"/>	<input type="checkbox"/>
	h. Certifications of Non-Supplanting	<input type="checkbox"/>	<input type="checkbox"/>
	i. Submission of Data	<input type="checkbox"/>	<input type="checkbox"/>
	j. Submission of Reports	<input type="checkbox"/>	<input type="checkbox"/>
4.	Tab 4 & 5: Statement of Problem and Program Enhancement and Implementation Description of services to be provided	<input type="checkbox"/>	<input type="checkbox"/>
5.	Tab 6: Detailed Project Timeline Project timeline for the funding year proposed	<input type="checkbox"/>	<input type="checkbox"/>
6.	Tab 7: Budget and Budget Narrative Completed budget summary form, including budget narrative	<input type="checkbox"/>	<input type="checkbox"/>
7.	Tab 8: Targeted Outcomes Completed Appendix A	<input type="checkbox"/>	<input type="checkbox"/>
8.	Tab 9: Training Curriculum and Materials Submit examples of curriculum and materials	<input type="checkbox"/>	<input type="checkbox"/>
9.	Tab 10: Study or Review of Existing Program Provide evidence of a previous review or of their program	<input type="checkbox"/>	<input type="checkbox"/>

Appendix F – Evaluation Manual

**State of Florida
Department of Children and Families**



**RFA #100719JSET1
Kinship Navigator Program**

Applicant: _____

Evaluator: _____

Signature: _____

Date: _____

Applicant: _____ Evaluator: _____

1 GENERAL INSTRUCTIONS

- 1.1 Each Grant Review Committee member (evaluator) will evaluate the Kinship Navigator application for all applications that pass the mandatory criteria. Each evaluation criterion must be scored. Fractional values will not be accepted. If an evaluator score sheet(s) is missing scores, it will be returned for completion.
- 1.2 Each evaluator shall assign a score for each evaluation criterion based upon his or her assessment of the application. The assignment of an individual score must be based upon the following description of the point scores:

The application demonstrates or describes	Category	Assign points within...
...extensive competency, proven capabilities, an outstanding approach to the subject area, innovative, practical and effective solutions, a clear and complete understanding of inter-relationships, full responsiveness, a clear and comprehensive understanding of the requirements and planning for the unforeseen.	Superior	81-100% of the maximum points
...clear competency, consistent capability, a reasoned approach to the subject area, feasible solutions, a generally clear and complete description of inter-relationships, extensive but incomplete responsiveness and a sound understanding of the requirements.	Good	61-80% of the maximum points
...fundamental competency, adequate capability, a basic approach to the subject area, apparently feasible but somewhat unclear solutions, a weak description of inter-relationships in some areas, partial responsiveness, a fair understanding of the requirements and a lack of staff experience and skills in some areas.	Adequate	41-60% of the maximum points
...little competency, minimal capability, an inadequate approach to the subject area, infeasible or ineffective solutions, somewhat unclear, incomplete or non-responsive, a lack of understanding of the requirements and a lack of demonstrated experience and skills.	Poor	21-40% of the maximum points
...a significant or complete lack of understanding, an incomprehensible approach, a significant or complete lack of skill and experience and extensive non-responsiveness.	Insufficient	0-20% of the maximum points

- 1.3 When completing score sheets, evaluators should record references to the sections of the RFA and the written application materials which most directly pertain to the criterion and upon which their scores were based. Evaluators should not attempt an exhaustive documentation of every bit of information considered but only key information. In general, the reference statements should be brief.
- 1.4 If the application does not address an evaluation criterion, evaluators should indicate "not addressed" and score it accordingly. Where information is not addressed in the appropriate section or is difficult to find, evaluators should indicate so on the score sheet and deduct points accordingly.
- 1.5 Each evaluator has been provided a copy of the RFA, including its appendices, amendments, written inquiries and the replies provided by the Department. Each evaluator will be provided a copy of each Grant application which should be evaluated and scored according to the instructions provided in the solicitation and the evaluation manual.
- 1.6 Applications shall be independently scored by each member of the evaluation team. No collaboration is permitted during the scoring process. The same scoring principles must be applied to every application received, independent of other evaluators. Evaluators should work carefully to be as thorough as possible in order to ensure a fair and open competitive procurement. No attempt by Department personnel or other, evaluators or other persons to influence an evaluator's scoring shall be tolerated.

Applicant: _____ Evaluator: _____

- 1.7 If any attempt is made to influence an evaluator, the evaluator must immediately report the incident to the Procurement Officer. If such an attempt is made by the Procurement Officer, the evaluator must immediately report the incident to the Inspector General.
- 1.8 Only the rating sheets provided should be used. No additional notes or marks should appear elsewhere in the evaluation manual.
- 1.9 Evaluators may request assistance in understanding evaluation criteria and applications only from the Procurement Officer.
- 1.10 Section 287.057(17)(a)1., Florida Statutes (F.S.), requires that each agency must avoid, neutralize, or mitigate significant potential organizational conflicts of interest before a contract is awarded. Accordingly, in compliance with Section 4.1 of the RFA, in the event any Applicant is a member of an association or organization represented on the Grant Review Committee in Section 4.4, the scores of the association or organization's representative will not be included in the total average score for any application.
- 1.11 Questions related to the solicitation and evaluation of the applications should be directed only to:
Jessica Koburger, Procurement Officer
E-Mail Address: Jessica.Koburger@myflfamilies.com
- 1.12 After each evaluator has completed the scoring of each Grant application, the scores are then submitted to the Procurement Officer for compilation. The Procurement Officer will average the total Grant point scores by each evaluator to calculate the points awarded for each section.
- 1.13 Following completion of the independent evaluations of the applications, the Procurement Officer will hold a meeting to validate evaluator scoring. The primary purpose of the meeting is to ensure that their individual evaluation scores were captured correctly when preparing the total Grant scores.

2 QUALITATIVE CRITERIA

Evaluators shall assign scores to each of the applications received by the Department based on the following criteria:

- Programmatic Specifications
- Objectives, Tasks, and Timelines
- Program Enhancement and Implementation Plan
- Line Item Budget and Budget Narrative

3 APPLICATION PROGRAMMATIC POINT SCORE VALUES

- The maximum score for the Programmatic portion of the Application is 700 points.

Applicant: _____ Evaluator: _____

SCORING SUMMARY SHEET

Programmatic Criteria		Maximum Score	Points Assigned
Criteria 1: <u>Program Specifications</u>		170	
1A	Current Program	70	
1B	Capacity and Approach	50	
1C	Capability and Experience	50	
Criteria 2: <u>Objectives, Tasks and Timelines</u>		130	
2A	Targeted Outcomes	50	
2B	Staff Training and Fidelity Support	60	
2C	Caregiver Training	20	
Criteria 3: <u>Program Enhancement and Implementation Plan</u>		350	
3A	Implementation and Approach	115	
3B	Referral Process	15	
3C	Assessment Tool	25	
3D	Family Support Plan (FSP)	20	
3E	System Navigation	20	
3F	System of Care and Community Partners	30	
3G	Support Groups	15	
3H	Performance Measures	50	
3I	Evaluation and Sustainability	60	
Criteria 4: <u>Line Item Budget and Budget Narrative</u>		50	
Total Score		700	

Applicant: _____ Evaluator: _____

Criteria 1: Program Specifications			
Sub criteria 1A: Current Program			
Tabs 4, 5, 9, 10 – RFA References:		<i>Sections 2.1.1, 3.7.4, 3.7.5.8, 3.7.9, and 3.7.10</i>	
		Max Score: 70	
How well does the Applicant's current program meet the needs of the RFA?			
Consideration	Max Score	Assigned Score	Notes/Comments
1. Does the Applicant have experience with providing kinship navigation services?	10		
2. Is the Applicant's current program at least two (2) years old?	10		
3. Does the existing program have a referral process in place that meets the needs of the RFA? For example, does the existing program have a toll-free line for kinship navigators or stakeholders to access?	10		
4. Does the application describe current training offered to staff and to assist kinship caregivers that meet the needs of the RFA?	10		

Applicant: _____ Evaluator: _____

Criteria 1: Program Specifications			
Sub criteria 1A: Current Program			
Tabs 4, 5, 9, 10 – RFA References:		Max Score: 70	
		<i>Sections 2.1.1, 3.7.4, 3.7.5.8, 3.7.9, and 3.7.10</i>	
How well does the Applicant’s current program meet the needs of the RFA?			
Consideration	Max Score	Assigned Score	Notes/Comments
5. Does the Applicant describe the current target population they are serving under their existing program?	10		
6. Does the Application include evidence of an independent review or study of their existing program?	10		
7. Does the Application include the existing program’s performance and outcomes?	10		
Total Assigned Score			

Applicant: _____ Evaluator: _____

Criteria 1: Program Specifications			
Sub criteria 1B: Capacity and Approach			
Tabs 4 and 5 – RFA References:		Max Score: 50	
		<i>Section 2.1.1, 3.7.5.5, 3.7.5.6</i>	
Does the Applicant’s proposed programmatic capacity and approach meet the needs outlined in the RFA?			
Consideration	Max Score	Assigned Score	Notes/Comments
1. Does the Applicant’s existing program have the capacity to provide the level of services and referrals needed?	10		
2. Does the Applicant have the capacity to host kinship support groups?	10		
3. Does the Application describe how the program will coordinate with other state and local agencies that promote service coordination and provide information and referral services, that meet the needs of the RFA?	10		
4. Does the application demonstrate a clear understanding of how their program will provide kinship navigation services?	10		

Applicant: _____ Evaluator: _____

Criteria 1: Program Specifications			
Sub criteria 1B: Capacity and Approach			
Tabs 4 and 5 – RFA References:		Max Score: 50	
<i>Section 2.1.1, 3.7.5.5, 3.7.5.6</i>			
Does the Applicant’s proposed programmatic capacity and approach meet the needs outlined in the RFA?			
Consideration	Max Score	Assigned Score	Notes/Comments
5. Does the applicant provide an assurance that the goal of the program is to ultimately meet the requirements of section 427(a)(1) of the Act?	10		
Total Assigned Score			

Applicant: _____ Evaluator: _____

Criteria 1: Program Specifications			
Sub Criteria 1C: Capability and Experience			
Tab 5; RFA References: <i>Section 3.7.5.8</i>			Max Score: 50
How well does the application describe the Capability and Experience?			
Consideration	Max Score	Assigned Score	Notes/Comments
1. Does the application include a description of the Applicant's capability and experience in providing similar services?	10		
2. Does the application include a description of the capability and experience of the Applicant and other participating organizations, including subcontractors and community partners, to meet the objectives detailed in this RFA?	10		
3. Does the application include a description of the availability of resources for the proposed project?	10		
4. Does the application include a description of the anticipated role of advocates, peer specialists, family members, and responsible partners?	10		
5. Does the application include a description of proposed staff, including Project Director, key personnel, and subcontractors who will participate in the project, showing the role of each and their level of effort and qualifications? Does it describe the responsibilities of each participating organization and how the Applicant proposes to fill staff positions and select subcontractors?	10		
Total Assigned Score			

Applicant: _____ Evaluator: _____

Criteria 2: Objectives, Tasks and Timelines			
Sub Criteria 2A: Targeted Outcomes			
Tab 8 - RFA References: <i>Sections 2.2.4, 3.7.8, and Appendix A</i>			Max Score: 50
How well do the proposed targeted outcomes align with the needs of the RFA?			
Consideration	Max Score	Assigned Score	Notes/Comments
1. Does the application include a minimum of two (2) targeted outcomes and accompanying services tasks designed for the program that will include the following domains: child safety, child permanency, child well-being, and adult (parent and kin caregiver) well-being, as well as access to, referral to, and satisfaction with services and programs?	30		
2. Does the application include a method in which the Applicant shall track and monitor these targeted outcomes over the period of the grant agreement?	20		
Total Assigned Score			

Applicant: _____ Evaluator: _____

Criteria 2: Objectives, Tasks and Timelines			
Sub Criteria 2B: Staff Training and Fidelity Support			
Tab 9 - RFA References:		Max Score: 60	
<i>Sections 2.2.5, 2.6.8, and 3.7.9</i>			
How well does the training and fidelity monitoring tool meet the needs of the RFA?			
Consideration	Max Score	Assigned Score	Notes/Comments
1. Does the application describe how the program will implement training and staff support?	10		
2. Does the existing training for new staff meet the needs of the RFA?	10		
3. Does the application include examples of curriculum and training materials for training new staff on their program?	10		
4. Does the application describe how the program will implement fidelity monitoring tools and resources to those who are implementing the program?	15		

Applicant: _____ Evaluator: _____

5. Does the applicant describe how the program fidelity monitoring tools will assess how the program model meets the requirements of the services outlined in the RFA?	15		
Total Assigned Score			

Applicant: _____ Evaluator: _____

Criteria 2: Objectives, Tasks and Timelines			
Sub Criteria 2C: Caregiver Training			
Tab 9 - RFA References:		Max Score: 20	
<i>Sections 3.7.4.1 and 3.7.9</i>			
How well does the caregiver training meet the needs of the RFA?			
Consideration	Max Score	Assigned Score	Notes/Comments
1. Does the application include examples of their current curriculum and training materials for training to assist kinship caregivers in caregiving and in obtaining benefits and services?	10		
2. Does the existing training for the kinship caregivers meet the needs of the RFA?	10		
Total Assigned Score			

Applicant: _____ Evaluator: _____

Criteria 3: Program Enhancement and Implementation Plan			
Sub Criteria 3A: Implementation and Approach			
Tabs 5 and 6; RFA References:		Max Score: 115	
Sections 3.7.5 and 3.7.6			
How does the proposed implementation plan meet the needs of the enhancement of the Kinship Navigator Program?			
Consideration	Max Score	Assigned Score	Notes/Comments
1. Does the proposed plan describe how the program will be enhanced to become consistent with the specifications described in section 427(a)(1) of the Act?	20		
2. Does the plan contain short- and long-term goals of the services; the scope of services that will be offered; the strategies to implement services; the goals of the program; the possible obstacles the program faces in providing services to these counties; the staff's task and duties; the community partners with whom the program plans to coordinate; the time frames the program plans to complete the tasks and objectives of the services in each county; and the budget?	25		
3. Does the plan include a description and timeline for the proposed planning activities and expected milestones, including: the manner in which a needs assessment will be conducted; the proposed strategy for program design and implementation; and the proposed strategy for coordination, communication and data sharing?	30		

Applicant: _____ Evaluator: _____

<p>4. Does the plan include a description of the strategies an Applicant intends to use to serve the Target Population, including but not limited to the following strategies to: Reduce the number of children placed with relatives and fictive kin from entering the foster care system; Increase stability to placements in relative/non-relative care where challenges and risk of disruption are greatest through the use of referrals; Expedite intervention in challenging cases to manage and resolve the problems before they become crises; and Use Family Support Navigators to assist and mentor caregivers struggling with behaviors of teens & sibling groups to reduce potential disruptions before they occur?</p>	<p>40</p>		
<p>Total Assigned Score</p>			

Applicant: _____ Evaluator: _____

<u>Criteria 3: Program Enhancement and Implementation</u>			
Sub Criteria 3B: Referral Process			
Tab 5; RFA References:		<i>Section 3.7.5.1</i>	Max Score: 15
How well does the application describe the referral process to meet the needs of the RFA?			
Consideration	Max Score	Assigned Score	Notes/Comments
1. Does the plan describe the enhancement of their referral process for families seeking their services, to include reasons for a denied or screened out referral?	8		
2. Does the plan include a description of the program's capability to receive and accept new referrals on the family after services have been initiated, to include immediate referrals for response when families are in crisis?	7		
Total Assigned Score			

Applicant: _____ Evaluator: _____

<u>Criteria 3: Program Enhancement and Implementation</u>			
Sub Criteria 3C: Assessment Tool			
Tab 5; RFA References:		<i>Section 3.7.5.2</i>	Max Score: 25
How well does the application describe the Assessment Tool to meet the needs of the RFA?			
Consideration	Max Score	Assigned Score	Notes/Comments
1. Does the application describe: the plan to screen potential participants and conduct tailored, validated needs-based assessments; and contain criteria to be used?	15		
2. Does the application describe: specific screening tool(s) and validity specific to the Target Population; and the process by which tool(s) will be selected, if specific tool(s) have not yet been selected?	10		
Total Assigned Score			

Applicant: _____ Evaluator: _____

<u>Criteria 3: Program Enhancement and Implementation</u>			
Sub Criteria 3D: Family Support Plan (FSP)			
Tab 5; RFA References:		<i>Section 3.7.5.3</i>	Max Score: 20
How well does the application describe how the FSP will be developed for each family to meet the needs of the RFA?			
Consideration	Max Score	Assigned Score	Notes/Comments
1. Does the plan describe how the program will develop Family Support Plans (FSP) for each family?	4		
2. Does the plan describe how the FSP will address the child safety, child permanency, child well-being, and adult (parent and kin caregiver) well-being, as well as access to, referral to, and satisfaction with services and programs?	4		
3. Does the plan include a description about how the Applicant will implement activities to enhance parent participation?	4		

Applicant: _____ Evaluator: _____

<p>4. Does the plan describe how often they will assess the progress of the FSP to determine if the family has met the goals or if there needs to be modifications made to FSP to address the family's needs?</p>	<p>4</p>		
<p>5. Does the plan describe the discharge process for family's they have identified that have met the goals of their FSP?</p>	<p>4</p>		
<p>Total Assigned Score</p>			

Applicant: _____ Evaluator: _____

<u>Criteria 3: Program Enhancement and Implementation</u>			
Sub Criteria 3E: System Navigation			
Tab 5; RFA References:		<i>Section 3.7.5.4</i>	Max Score: 20
How well does the application describe the System Navigation to meet the needs of the RFA?			
Consideration	Max Score	Assigned Score	Notes/Comments
1. Does the application describe how the program's implementation of innovative approaches will increase caregivers' access to support and resources, including but not limited to peer-to-peer navigation and system approach to applying for public benefits and relative caregiver funds?	20		
Total Assigned Score			

Applicant: _____ Evaluator: _____

<u>Criteria 3: Program Enhancement and Implementation</u>			
Sub Criteria 3F: System of Care and Community Partnership			
Tabs 5; RFA References:		<i>Sections 2.2.6 and 3.7.5.5</i>	
		Max Score: 30	
How well does the application describe the system of care and partnership to meet the needs of the RFA?			
Consideration	Max Score	Assigned Score	Notes/Comments
1. Does the application propose tasks and timetables designed to create and encourage collaboration among public and private stakeholders and provide oversight and quality improvement activities?	5		
2. Does the description include: Organization and key stakeholder responsible for each task or key activity necessary to accomplish the objectives of the program; How the organization and key stakeholders will participate and remain involved in implementation or expansion on an ongoing basis; How the agencies and organizations involved will communicate throughout the lifetime of the project, detailing the frequency of planned meetings, and the decision-making process to ensure successful implementation; and How the proposed design will facilitate care coordination to increase access to kinship caregiver services and support services and ancillary social services (i.e., housing, primary care; benefits, etc.)?	5		

Applicant: _____ Evaluator: _____

<p>3. Does the application describe the program's approach to how the program will create and lead collaborative meetings to improve the approach to serving Kinship families, addressing barriers with workgroups and creating opportunities for new partnerships with key stakeholders?</p>	<p>5</p>		
<p>4. Does the application describe the program's approach to how the program will organize collaborative workgroups to address system of care enhancements including but not limited to: orientation packets, enrolling in public benefits, streamlining Relative Caregiver Funding applications, partnership and enrollment in Foster Parent Association?</p>	<p>5</p>		

Applicant: _____ Evaluator: _____

<p>5. Does the application describe the program's approach to how the program will offer the most current, relevant resources to families in the development of the program?</p>	<p>5</p>		
<p>6. Does the application describe the program's approach to how the program will provide referrals for the target population?</p>	<p>5</p>		
<p>Total Assigned Score</p>			

Applicant: _____ Evaluator: _____

<u>Criteria 3: Program Enhancement and Implementation</u>			
Sub Criteria 3G: Support Groups			
Tab 5; RFA References:		<i>Section 3.7.5.6</i>	Max Score: 15
How well does the application describe the facilitation of support groups to meet the needs of the RFA?			
Consideration	Max Score	Assigned Score	Notes/Comments
1. Does the application describe how the program will implement and facilitate support groups for relative and non-relative caregivers?	5		
2. Does the description include: how the program will schedule, publicize, and facilitate the support groups for individuals and families; what forms of communication group facilitators will use to communicate regularly with guest speakers and other community partners to provide additional resources and information to group members; and how the program will ensure a range of subjects relevant to the families' needs will be addressed in the support groups?	10		
Total Assigned Score			

Applicant: _____ Evaluator: _____

Criteria 3: Program Enhancement and Implementation			
Sub Criteria 3H: Performance Measures			
Tab 5; RFA References: <i>Sections 2.4 and 3.7.5.7</i>		Max Score: 50	
How well does the application describe the Performance Measures?			
Consideration	Max Score	Assigned Score	Notes/Comments
1. Does the application include a description of the way grant activities will be monitored to determine achievement of performance measures?	50		
Total Assigned Score			

Applicant: _____ Evaluator: _____

Criteria 3: Program Enhancement and Implementation			
Sub Criteria 3I: Evaluation and Sustainability			
Tab 5; RFA References: <i>Sections 2.3 and 3.7.5.9</i>		Max Score: 60	
How well does the application describe the programs ability to evaluate and sustain services?			
Consideration	Max Score	Assigned Score	Notes/Comments
1. Does the application include a description of how the project's effectiveness will be demonstrated, including assessments of targeted outcomes?	10		
2. Does the description include variables like stakeholder support and service coordination will be defined and measured?	5		
3. Does the description of the evaluation include the process for collecting performance measurement data, and any other state or local outcome data to measure project effectiveness in promoting public safety, reduction of children at risk of entering foster care and access to services and supports for the Target Population(s)?	20		
4. Does the application address sustainability of the project and propose strategies to preserve and enhance the Kinship Navigator program services?	25		
Total Assigned Score			

Applicant: _____ Evaluator: _____

<u>Criteria 4: Line Item Budget and Budget Narrative</u>			
Tab 7; RFA References: Sections 2.5.1, 3.7.7, and Appendix D			Max Score: 50
Consideration	Max Score	Assigned Score	Notes/Comments
1. Is the proposed total dollar amount requested for this project less than or equal to the total grant amount for each type of grant?	3		
2. Are the proposed expenses allowable, reasonable, and necessary?	5		
3. Does the applicant include a budget narrative with the line item budget?	2		
4. Does the application budget demonstrate a reasonable percentage of the total cost for salaries?	10		
5. Does the application budget demonstrate a reasonable percentage of the total cost for fringe benefits?	10		
6. Does the application budget demonstrate a reasonable percentage of the total cost for all other direct service costs?	10		

Applicant: _____ Evaluator: _____

7. Does the application budget include a line item budget for each proposed subcontracted service that includes reasonable costs for the services to be subcontracted?	10		
Total Assigned Score			