



**Child Abuse Protection Treatment Act (CAPTA) &
Community-Based Child Abuse Prevention (CBCAP):
Home Visitation for Substance-Affected Infants and
their Families**

Request for Applications

RFA #120419JSET1

**United Nations Standard Products and Services Codes (UNSPSC)
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Department of Children and Families
Office of Child Welfare

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SECTION 1 INTRODUCTION

1.1 STATEMENT OF NEED AND PURPOSE

Prenatal exposure to Substances has the potential to cause a wide spectrum of physical, emotional, and developmental problems for infants. Early intervention to support Families in developing positive relationships with their infants and toddlers can promote good parenting practices. Furthermore, early detection and appropriate developmental and behavioral services and supports are critical to significantly improve development and overall well-being of the children.

The Department is focused on becoming a prevention-focused agency by increasing the pre-crisis contacts through referrals to community services and face-to-face services. This funding opportunity seeks to improve our objectives by providing early intervention Home Visiting services to enhance child well-being and the development of Family skills to facilitate healthier lifestyles.

The Department is accepting proposals to expand Evidence-Based Models of early intervention and Home Visitation services for at-risk pregnant women and/or parents/Caregivers using Substances and infants who are prenatally affected by controlled Substances and their Families.

In addition, the funds shall be used to facilitate collaborations with other state entities and programs in developing, updating, implementing and monitoring PSC for the Target Population, pursuant to section 106(b)(2)(B)(iii), Child Abuse Prevention and Treatment Act (CAPTA).

This RFA will include funds from both the CAPTA state grant and Community-Based Child Abuse Prevention (CBCAP) grant (and state match funds) and serves as a competitive funding request for eligible Applicants.

1.2.1 CAPTA state grant is intended to provide financial assistance to the state entities to improve and coordinate their responses to ensure the safety, permanency, and well-being of infants affected by Substance use.

1.2.2 CBCAP grant is intended to: (1) support community-based efforts to develop, operate, expand, enhance and coordinate initiatives, programs, and activities to prevent child abuse and neglect and to support the coordination of resources and activities to better strengthen and support Families to reduce the likelihood of child abuse and neglect; and (2) foster understanding, appreciation and knowledge of diverse populations in order to effectively prevent and treat child abuse and neglect.

1.2 MANDATORY QUALIFICATIONS

1.2.3 The application shall be limited to Community-Based Care Lead Agencies, as defined in section 409.986(3)(d), Florida Statutes (F.S.), to provide Evidence-Based Models for early intervention and Home Visitation programs.

1.2.4 The Applicant is required to subcontract with a service provider that has an evidence-based program for early intervention and Home Visitation services for this Target Population.

1.2.5 The Applicant shall subcontract the provision of direct services described herein to another entity, as consistent with their application. The Applicant retains overall grant administration and financial accountability.

1.2.6 The Home Visitation services shall be performed by Florida licensed registered nurses whose licenses are In Good Standing (RN). Any RN shall have at least: two (2) years of experience in maternal health, child health, public health, or mental behavioral nursing and be able to work flexible hours to meet the Target Population's. The RN may have experience with Home Visiting.

1.3 FUNDING AND PROJECT PERIOD

1.3.1 This solicitation offers funding for two types of grants: CAPTA state grant and CBCAP grant.

1.3.1.1 CAPTA State Grant

During the period of July 1, 2020 through June 30, 2021, there is a total of \$3,804,126.00, subject to the availability of funds, to be divided amongst all awarded Applicants, subject to the availability of funds.

The Grant agreement may be renewed, subject to the availability of funds.

1.3.1.2 CBCAP Grant

During the period of July 1, 2020 through June 30, 2021, there is a total of \$1,289,054.00, subject to the availability of funds, to be divided amongst all awarded Applicants, subject to the availability of funds.

The Grant agreement may be renewed, subject to the availability of funds.

1.3.2 No local match is required.

1.3.3 The preferred project start date is July 1, 2020 during SFY 2020-2021, based on the Applicant's readiness to expand their services under this project.

1.3.4 Each Applicant must build their application budget based on the amount of grant funds requested. The Applicant may seek funding that is less than the total grant amount for each type of grant. Each Applicant must submit budget for the SFY 2020-2021.

1.3.3 The funds received under this grant will supplement, not Supplant, other state and local public funds designated for the expansion of services.

1.4 TARGET POPULATION

1.4.1 The Target Population shall include:

1.4.1.1 A prenatally Substance-affected child under the age of one (1) (i.e. Target Child);

1.4.1.2 A woman who is pregnant and Substance use has been identified as a concern, or a Caregiver caring for and living with a Target Child; and

1.4.1.3 The Family living with a Target Child.

1.4.2 The Target Population is eligible for services for up to three years after the birth of the Target Child, based upon the Target Population's identified needs and its agreement to continue to receive services.

1.4.3 Pregnant women with probable Substance use currently involved in the child welfare system are eligible for services.

1.4.4 Members of the Target Population currently involved or working with another voluntary Home Visiting program are **not** eligible.

1.4.5 Parents of the Target Child with Substance use concerns are eligible for services and treatment.

1.5 DEFINITIONS

The following definitions apply to the terms of this solicitation:

1.5.1 **Applicant** – For purposes of this RFA, the Applicant is the entity that submits an application for this RFA.

- 1.5.2 Caregiver** – The parent, legal custodian, permanent guardian, adult household member, or other person responsible for a child’s welfare as defined in subsection 39.01(54), F.S.
- 1.5.3 Children, Parents, and Caregivers with Disabilities** – A person who has a physical or mental impairment that substantially limits one or more major life activity. This includes people who have a record of such an impairment.
- 1.5.4 Community-Based Care Lead Agency (CBC)** – Per subsection 409.986(3)(d), F.S., a single entity with which the Department has a contract for the provision of care for children in the child protection and child welfare system in a community that is no smaller than a county and no larger than two contiguous judicial circuits.
- 1.5.5 Department** – Florida Department of Children and Families, as defined in section 20.19, F.S.
- 1.5.6 Evidence-Based Model** – An approved model by either the California Evidence-based Clearinghouse (CVC) for Child Welfare or Families First Prevention Services Clearinghouse consisting of best research evidence, best clinical experience and consistent with Family/client values.
- 1.5.7 Family** – The kin or Fictive Kin living with the Target Child, including but not limited to siblings, father, mother, and grandparents.
- 1.5.8 Fictive Kin** – A person unrelated by birth, marriage, or adoption who has an emotionally significant relationship, which possesses the characteristics of a Family relationship, to a child.
- 1.5.9 Florida Safe Families Network (FSFN)** – The Florida Safe Families Network (FSFN) application is designed and developed to meet the State of Florida’s requirements for a child welfare system and meet Federal reporting requirements for child protection, foster care, and adoption. The FSFN application automates casework practice and integrates client, service, financial, and provider data to provide workers, supervisors, and administrators with the information they need to protect children, help Families, and manage child welfare programs.
- 1.5.10 Home Visit, Home Visitation, Home Visiting** – A visit performed in a home or occasionally another suitable location for the purpose of service provision.
- 1.5.11 Home Visitor** – The Home Visitors shall be RN. Home Visitors should facilitate referrals to Family-centered treatment and recovery services for those with probable Substance Use Disorders and address the social and emotional needs of the Target Children and young children in Families affected by Substance use. The Home Visitor will create or modify PSC for each Family.
- 1.5.12 In Good Standing** – A Registered Nurse who has complied with all their explicit obligations, while not being subject to any form of suspension or disciplinary censure.
- 1.5.13 Infant or Toddler with Disabilities** – Means an individual under three years of age who needs early intervention services because the individual:
- 1.5.13.1** Is experiencing developmental delays, as measured by appropriate diagnostic instruments and procedures in one (1) or more of the areas of cognitive development, physical development, communication development, social or emotional development, and adaptive development; or

- 1.5.13.2** Has a diagnosed physical or mental condition that has a high probability of resulting in developmental delay.
- 1.5.14 Motivational Interviewing** – Provides a framework that can help mothers and Family members identify and openly express their ambivalence about and resistance to changing their behavior and help them clarify their motivation to make healthy choices.
- 1.5.15 Plan of Safe Care (PSC)** – To address the nation’s prescription drug and opioid epidemic Congress passed the Comprehensive Addiction and Recovery Act of 2016. Section 503 of the act adds provisions to CAPTA related to infants who are affected by prenatal Substance exposure. A PSC must address the needs of both the infant and affected Family members/Caregivers. A PSC ensures the mother, infant and Family members/Caregivers receive the necessary supports to prevent the negative outcomes associated with an infant’s prenatal exposure to Substance use. A PSC must be developed, implemented and monitored for infants who have been affected by exposure to controlled Substances or alcohol.
- 1.5.16 RFA** – Request for Application.
- 1.5.17 State Fiscal Year (SFY)** – A continuous 12 calendar month period of time beginning on July 1 of each calendar year and ending on June 30 of each calendar year.
- 1.5.18 Substance(s)** – May include legal or illegal substances, controlled substances, or alcohol.
- 1.5.19 Substance Use Disorder** – A medical condition in which the use of one or more substances leads to a clinically significant impairment or distress. Substance Use Disorders are characterized by an array of mental, physical, and behavioral symptoms.
- 1.5.20 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.
- 1.5.21 Target Child** – A prenatally Substance-affected child under the age of one (1) .
- 1.5.22 Target Population** – See **Section 1.4** of the RFA.
- 1.5.23 Trauma Informed Approach** – A perspective through which an organization realizes the impact of trauma on its Families, recognizes the signs of trauma, and uses that understanding to improve client engagement, outcomes, and organizational services.

SECTION 2 SCOPE OF GRANT ACTIVITIES

2.1 PROGRAM SPECIFICATIONS

- 2.1.1** Each Applicant must propose services designed for the Target Population.
- 2.1.2** Each Applicant must propose to expand an Evidence-Based Model of community-based early intervention Home Visiting designed to strengthen and support Families to prevent child abuse and neglect. Each Applicant must justify proposed adaptations or modification to their existing model to meet the unique needs of the Target Population or otherwise increase the likelihood of achieving positive outcomes.
- 2.1.2.1** The Home Visitor shall use Trauma Informed Approaches and Motivational Interviewing when performing the Home Visitations.

- 2.1.3** Each Applicant will allocate funds to create and/or update individualized PSC to address the needs of members of the Target Population, pursuant to section 106(b)(2)(B)(iii), CAPTA. A Plan of Safe Care is intended to be developed at the earliest point the mother's Substance use or the Target Child's Substance exposure has been identified. In addition, each Applicant will provide referrals for voluntary services tailored to the Family's needs.
- 2.1.4** Each Applicant must include a description of the method(s) that the Applicant will use in order to maximize the participation of parents, racial and ethnic minorities, Children, Parents, and Caregivers with Disabilities, and members of other underserved or underrepresented groups.
- 2.1.5** Each Applicant must demonstrate collaborative efforts between clinical treatment services and community partners as well as involvement of all relevant stakeholders. Each Applicant will adopt referral processes to coordinate and create linkages with clinical treatment and community supports.
- 2.1.6 CAPTA State Grant and CBCAP Grant**
- Grant funds must be used for improving State and/or local systems with respect to the development of or update to and implementation of PSC, which shall include:
- 2.1.6.1** Parent and Caregiver engagement, regarding available treatment and service options, which may include resources available for pregnant, prenatal, and postnatal women; and
- 2.1.6.2** Activities such as: improving assessment used to determine the needs of the Target Child and Family; improving ongoing case management services; improving access to treatment services; and keeping Families safely together when it is in the best interest of the Target Child.
- 2.1.6.3** Establishing partnerships, agreements, or memoranda of understanding between the Applicant and other entities to provide referral services.
- 2.1.6.4** Developing procedures in consultation and coordination with health professionals, public and private health facilities, and Substance Use Disorder treatment agencies to ensure that a PSC is in place.

2.2 TASKS

- 2.2.1** The following tasks to expand the Evidence-Based Model for early intervention Home Visiting program will be included in the resulting Grant agreement, subject to the Department's reserved right to change or modify the tasks in the final Grant agreement.
- 2.2.2 CAPTA state grant**
- 2.2.2.1 Task 1 – Development of a Plan of Safe Care**
- Develop and/or update individualized PSC for the Target Population in accordance with CAPTA and must include:
- 2.2.2.1.1** Addressing the health and Substance Use Disorder treatment needs of the infant and affected Family or Caregiver; and
- 2.2.2.1.2** Development and implementation of a system to monitor the implementation of such plans and to determine whether and in what manner the Applicant is providing the appropriate referral services for the Target Child and their Family or Caregiver.
- Upload the PSC to the FSFN filing cabinet for Families with previous or current cases in FSFN. Any modifications to the PSC shall be uploaded to the FSFN filing cabinet.
- 2.2.2.2 Task 2 – Referral Services**

Implement procedures for the appropriate referral of the Target Child not at risk of imminent harm and their Family to a community organization or voluntary preventive service. The Applicant shall collaborate with community-based prevention agencies and with Families affected by Substance use.

2.2.2.3 Task 3 – Screening and Assessment of Referred Families

Implement procedures for screening, risk and assessment of Target Population who are referred for services and must include creating the assessment tool for the Target Population.

2.2.3 CBCAP Grant and CAPTA State Grant

2.2.3.1 Task 1 – Developing, Operating, Expanding and Enhancing

Expanding and enhancing an Evidence-Based Model of early intervention and Home Visitation designed to strengthen and support Families to prevent child abuse and neglect that is accessible, effective, and culturally appropriate, and builds upon existing strengths.

2.2.3.2 Task 2 – Maximize Participation

Methods and outreach services to maximize the participation of parents, racial and ethnic minorities, Children, Parents, and Caregivers with Disabilities, and members of other underserved or underrepresented groups.

2.2.3.3 Task 3 – Coordination and Collaboration

Partner with other public and private organizations serving the same populations and sharing the same goals and objectives. The Applicant should leverage existing services and program within the services area.

2.3 SUSTAINABILITY

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 The following performance measures will be included in the final grant agreement between the Department and Applicant for the CAPTA state grant and CBCAP grant. The Department reserves the right to change or modify the performance measures in the final grant agreement.

2.4.1.1 Within 30 days of receiving the Families' referrals, the Applicant shall make a concerted effort to contact ___% of the Families.

2.4.1.2 For ___% of the number of Families who were successfully contacted by the Applicant and who requested services, the Applicant shall perform an initial assessment of each Family within ___ number of days.

2.4.1.3 The Applicant shall create or modify PSC for ___% of the Substance-affected infants and their Families who volunteer to receive their services.

2.4.2.1 The Applicant shall perform Home Visits with ___% of the Families they served on a weekly basis, throughout the period in which the Family is being served.

2.5 DELIVERABLES

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

2.5.1 Service Units

A unit of service is equal to one month of services and activities, to be reported to the Department.

2.5.1.1 The following service targets will be incorporated into the final grant agreement to be achieved over the life of the grant agreement and reported to the Department:

- 2.5.1.1.1** Number of referrals received.
- 2.5.1.1.2** Number of successful contacts with referred Families within the first 30 days of the referral received.
- 2.5.1.1.3** Number of Families willing to engage in services.
- 2.5.1.1.4** Number of initial assessments for each Family willing to engage in services.
- 2.5.1.1.5** Number of PSC created or modified for new Families.
- 2.5.1.1.6** Number of Families that received referrals from the Applicant.
- 2.5.1.1.7** Number of Families that received weekly Home Visits.
- 2.5.1.1.8** Number of Families receiving Home Visiting services.
- 2.5.1.1.9** Unduplicated number of Families served.
- 2.5.1.1.10** Unduplicated number of Children with Disabilities served.
- 2.5.1.1.11** Unduplicated number of Parents/Caregivers with Disabilities served.
- 2.5.1.1.12** Unduplicated number of Families with Disabilities served.
- 2.5.1.1.13** Number of participants served, including the number of Families served, the title/role of each Family member, and those Families with PSC created.
- 2.5.1.1.14** Number of referred Families whose services are terminating during the reporting period and provide a reason for service closure.

2.6 DOCUMENTATION AND REPORTING

All tasks and activities under the CAPTA state grant and CBCAP 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**.

2.6.1 Monthly Performance Measure Compliance

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.

2.6.2 Monthly Activity Report

This is a detailed monthly report of the services and activities performed in the previous month and the progress in meeting the performance measures and tasks described in the application. The Department will provide the template needed to file this report.

2.6.3 Assessment Tool

This is an assessment tool created to administer the assessments of each Target Child and parent/Caregiver and their Families referred for services. The tool shall be submitted to the

Department for final approval. Upon approval by the Department, the assessment tool is incorporated by reference into the grant agreement.

2.6.4 Monthly Family Relationship Report

The report shall include the number of Family members that are currently being served with a PSC in place. The report shall identify the number of Target Children of each Family as well as each Family member's relationship to the Target Child (i.e. mother, father, sister, brother, grandmother, Fictive Kin, etc.). The Department will provide the template needed to file this report.

2.6.5 Monthly Close Out Report

The report shall include the number of referred Families whose services are being terminated during the reporting period and provide reason for service closure. The report shall identify the Family, provide reason for services ending, and the date the Applicant communicated to the Family to confirm the termination of services. The Department will provide the template needed to file this report.

2.6.6 Quarterly Children, Parents, and Caregivers with Disabilities Service Plan Report

The plan shall include implementation activities and outreach efforts to serve Children, Parents, and Caregivers with Disabilities, including goals, objectives and tasks of the plan, and outcomes of the plan. Updates to the plan will be provided on a quarterly basis.

2.6.7 Annual Successful Completion of Program Report

The report shall include a list of the number of Families who successfully complete the Home Visiting services at the end of each contract year. A successful completion is defined as a Family that completes the service tasks and identified needs of the PSC that are mutually agreed upon between the Applicant and the Family. The concerns of the Family have been addressed, and the Applicant has documented observable progress that the Family has made in meeting their goals.

The Applicant shall report to the Department the percentage of Families that have been reported to the Florida Abuse Hotline and documented in FSFN for substantiated child maltreatment from the total group of Families that have successfully completed the program 12 months ago or longer. The Department will provide the template needed to file this report.

2.6.8 Quarterly Cost Reconciliation Report

This is a detailed cumulative report of 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 program award and statutory match obligations. During the final state fiscal year of the grant agreement, the Department reserves the right to request monthly cost reconciliation reports to monitor the relationship of fixed fee payments to actual costs.

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 Performance Measure Compliance	15th calendar day following the end of the month	Attn: Jessica Koburger Department of Children & Families Office of Child Welfare 1317 Winewood Blvd Tallahassee, FL 32399
Monthly Activity Report	15th calendar day following the end of the month	
Assessment Tool	15th calendar day following Grant agreement execution	
Monthly Family Relationship Report	15th calendar day following the end of the month	
Monthly Close Out Report	15th calendar day following the end of the month	
Quarterly Children and Families with Disabilities Service Plan Report	15th day of the month following the quarter of services and activities	
Quarterly Cost Reconciliation Report	15th day of the month following the quarter of services and activities	
Annual Successful Completion of Program Report	30th days following the end of each grant year	

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

Subject to the availability of funds, the Department will pay the Applicant 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 or misspent grant funds, as detailed in the final financial report, must be returned to the Department no later than 30 days following the end of the grant agreement.

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SECTION 3 GRANT SOLICITATION AND EVALUATION PROCESSES

3.1 CONTACT PERSON

This RFA is issued by the Florida Department of Children and Families. The sole contact point for all communication regarding this RFA is:

Florida Department of Children and Families
 Jessica Koburger, Procurement Manager
 Florida Department of Children and Families
 1317 Winewood Blvd, Bldg 1, Suite 300-I
 Tallahassee, FL 32399

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 the Applicant is 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	02/25/2020	5:00 pm, EST	http://vbs.dms.state.fl.us/vbs/main_menu
Conference Call with the Department to Discuss RFA Requirements	03/05/2020	1:00 pm, EST	Conference #: 888-585-9008 Organization Code: 810-716-544
ONLY emailed Submission of Written Questions Accepted	03/11/2020	Prior to 11:00 am, EST	Jessica.Koburger@myffamilies.com
Anticipated Posting of Department Responses to Inquiries	03/24/2020	5:00 pm, EST	http://vbs.dms.state.fl.us/vbs/main_menu
ONLY mailed Applications will be Accepted	04/03/2020	Prior to 11:00 am, EST	Jessica Koburger, Procurement Manager 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	04/16/2020	10:00 am – 5:00 pm	Conference #: 888-585-9008 Organization Code: 810-716-544

Anticipated Posting of Grant Award(s)	04/30/2020	5:00 pm	http://vbs.dms.state.fl.us/vbs/main_menu
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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

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

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

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

3.5.3 Facsimile or electronic transmissions of proposals will not be accepted.

3.5.4 Number of Copies Required and Format for Submittal

Applications must contain all of the copies listed below:

3.5.4.1 One (1) original and three (3) hard copies of application in response to this RFA, which must contain an original signature of an official authorized to bind the Applicant to the response; and

3.5.4.2 One electronic copy of the application in PDF format on non-rewritable 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.

3.5.5 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.

3.5.6 Clearly mark all packages – "**APPLICATION FOR RFA #120419JSET1**" and mail to:

Florida Department of Children and Families
Office of Child Welfare
Attn: Jessica Koburger, Procurement Manager
1317 Winewood Blvd. Bldg. 1, Room 300-I
Tallahassee, FL 32399-0700

3.5.7 All original, hard copies and the electronic copy of the Applicant's proposal must be submitted in a sealed container. The container must be clearly marked with the title of the application, the RFA number, the Applicant's name, and identification of enclosed documents.

3.6 APPLICATION FORMATTING INSTRUCTIONS

Applications 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 the 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

The application must include a completed Cover Page, **Appendix A**, detailing the total amount of the requested grant by state fiscal year and total, indication of the type of grant sought, 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 B**, initialed by a duly authorized official.

3.7.4 Tab 4: Certification of Signature Authority

The application must include a signed certificate, **Appendix E**, demonstrating that the person signing the proposal and its statements and certifications is authorized to make such representations and to bind the Applicant.

3.7.5 Tab 5: Statement of the Problem

The application must include a description of the impact of Substance Use Disorder in the service area, including with respect to the Substance or class of Substances with the highest incidence of abuse in the previous year in such service area, including the aggregate rate of births in the service area of infants affected by Substance use or withdrawal symptoms or fetal alcohol spectrum disorder (as determined by hospitals, insurance claims, claims submitted to the State Medicaid program, or other records, if available to the extent practicable.)

The application must include a description of the inventory of current unmet needs and current early intervention and Home Visitation program to prevent child abuse and neglect.

3.7.6 Tab 6: Project Design and Implementation

3.7.6.1 Expansion of Existing Program

CAPTA state grant and CBCAP grant requires that the application include a proposal for additional program activities to expand their current early intervention Home Visitation model that are accessible, effective, and culturally appropriate, and build upon existing strengths that include but are not limited to:

- 3.7.6.1.1 Offer assistance to Families;
- 3.7.6.1.2 Provide early, comprehensive support for parents;
- 3.7.6.1.3 Promote the development of parenting skills, especially in young parents and parents with very young children;
- 3.7.6.1.4 Increase Family stability;
- 3.7.6.1.5 Improve Family access to other formal and informal resources and opportunities for assistance available within communities;
- 3.7.6.1.6 Support additional needs of Children, Parents, and Caregivers with Disabilities through respite care and other services;
- 3.7.6.1.7 Demonstrate a commitment to involving parents in the planning and program implementation of the Applicant's program, including meaningful involvement of Children, Parents, and Caregivers with Disabilities, racial and ethnic minorities, and members of underrepresented and underserved groups; and
- 3.7.6.1.8 Provide referrals to early health and developmental services.

3.7.6.2 Plans of Safe Care

The CAPTA state grant requires that each Applicant describe the challenges the Applicant faces in developing, updating, implementing, and monitoring PSC.

Each application must describe how they will monitor the development and implementation of PSC, in accordance with CAPTA, including how it will monitor to ensure the PSC address differences between Substance disorder and medically supervised Substance use, including for the treatment of Substance Use Disorder.

Each application must include a description of an assessment of the treatment and other services and programs available to the Applicant to effectively carry out any Plan of Safe Care developed, including identification of needed treatment, and other services and programs to ensure the well-being of young children and their Families affected by Substance Use Disorder.

Each application must include a description about how the Applicant will implement activities to enhance parent participation in the creation or modification of the PSC. Plans can include a description of how parents are involved in the planning, implementation and evaluation of PSC.

3.7.6.3 Role in Prevention Activities

The CBCAP grant requires that the application describe the role of the Applicant and how it is leading the early intervention Home Visiting model activities in their service area. This section describes the interdisciplinary, collaborative, and public-private structure, including its representation from public and private sector service providers that will direct and support coordination of child abuse prevention resources and activities to better strengthen and support the Target Population.

3.7.6.4 Collaboration and Coordination

The CBCAP grant requires that the application include a description of how the Applicant will coordinate with relevant State entities and programs.

Each Applicant must describe the extent and nature of its partnerships and collaborations with other federal, state, local, or private efforts that intersect with its early intervention Home Visiting model program and activities. The Applicant is encouraged to highlight how

its work may be anchored and connected to more established prevention and promotion activities in public health or other human services.

3.7.6.5 Outreach Activities for Special Populations

The CBCAP grant requires that the application include a description of outreach activities that the Applicant and program will undertake to maximize the participation of parents. Parents and Caregivers with Disabilities are frequently underserved and should be considered a Target Population for this outreach. Fathers are an often-overlooked population and efforts should be taken to include them in the Plan of Safe Care. The Applicant is encouraged to describe any other special populations that they include in their outreach plan to meet local needs.

3.7.6.6 Plan for Parent and Family Involvement

The CBCAP grant requires that the application include a description about how the Applicant will implement activities to enhance parent participation. Plans can include a description of how parents are involved in the planning and implementation of the Plan of Safe Care.

3.7.6.7 Performance Measures

For both CAPTA state grant and CBCAP grant, applications must include a description of the way grant activities will be monitored to determine achievement of performance measures specified in **Section 2.4**, including:

- 3.7.6.7.1** A description of the process for collecting performance measurement data, and any other state or local outcome data to measure project effectiveness; and
- 3.7.6.7.2** Proposed targets and methodologies to address the measures specified in **Section 2.4**.

3.7.6.8 Capability and Experience

For both CAPTA state grant and CBCAP grant, the application must include a description of the Applicant's capability and experience in providing similar services, including:

- 3.7.6.8.1** Capability and experience of the Applicant and other participating organizations, including subcontractors and community partners, to meet the objectives detailed in this RFA;
- 3.7.6.8.2** Availability of resources for the proposed project;
- 3.7.6.8.3** Anticipated role of advocates, peer specialists, Family members, and responsible partners; and
- 3.7.6.8.4** 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 the Applicant proposes to fill staff positions and select subcontractors.

3.7.7 Tab 7: Line Item Budget and Budget Narrative

For both CAPTA state grant and CBCAP grant, the application must include a detailed budget and budget narrative for the grant year. All proposed expenses must be tied to the proposed activities. The budget must show line item costs broken down by the proposed funding (grant), plus the total amounts.

See **Appendix C** 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>

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 Department 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.

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 meet the mandatory criteria specified in **Appendix D**.

If the Procurement Manager detects an easily discernible or obvious error that may be readily corrected, the Department may afford the Applicant reasonable time 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.

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4.3 REVIEW CRITERIA

The Department will evaluate the appropriate documentation submitted by each Applicant, according to the following criteria:

Programmatic Criteria		Maximum Score
Criteria 1: Statement of Problem		12
Criteria 2: Project Design and Implementation		
2A	Expansion of Existing Program	27
2B	Plans of Safe Care	21
2C	Role in Prevention Activities	6
2D	Collaboration and Coordination	6
2E	Outreach Activities for Special Population	6
2F	Plan for Parent and Family Involvement	3
2G	Performance Measures	3
2H	Capacity and Experience	10
Criteria 3: Line Item Budget and Budget Narrative		6
Total		100

4.4 SELECTION OF APPLICANTS FOR AWARD

The Procurement Manager 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 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.

4.5 DEPARTMENT'S RESERVED RIGHTS

The Department reserves the right to:

- 4.5.1 Offer multiple grant awards if it deems it is the best interest of the state of Florida and the Department;
- 4.5.2 Reject any or all applications received with respect to this RFA;
- 4.5.3 Withdraw the RFA;
- 4.5.4 Waive or modify minor irregularities in applications received after prior notification and concurrence of the Applicant;
- 4.5.5 Request additional information from an Applicant as deemed necessary to more fully evaluate its proposal;
- 4.5.6 Make minor modifications to the budget or scope of services after award;
- 4.5.7 Make all final decisions with respect to the amount of funding awarded to an Applicant; and
- 4.5.8 Make all final decisions with respect to deliverables.

4.6 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(s) on the Vendor Bid System.

4.7 CHALLENGING 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.

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APPENDIX A – COVER PAGE FOR GRANT APPLICATION**Child Abuse Prevention Treatment Act State Grant and Community-Based Child Abuse Prevention Grant**

PROPOSAL INFORMATION	
Type of Grant:	CAPTA State Grant <input type="checkbox"/> CBCAP Grant <input type="checkbox"/>
Project Title:	
County(ies):	
Start Date:	May 1, 2020
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:	
CERTIFYING OFFICIAL	
Certifying Official's Signature:	
Certifying Official's Name (printed):	
Title:	
Date:	

APPENDIX B – STATEMENT OF MANDATORY ASSURANCES

		<u>Initial</u>
A.	Infrastructure: The Applicant shall possess equipment and Internet access necessary to participate fully in this solicitation.	
B.	Site Visits: The Applicant will cooperate fully with the Department in coordinating site visits, if desired by the Department.	
C.	Non-discrimination: The 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 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 meets the requirements of 28 CFR 42.301.	
D.	Lobbying: The 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: The 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: The Applicant understands that grant funds 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: Funds received under this title will supplement, not Supplant, other state and local public funds designated for the start-up, maintenance, expansion, and redesign of community-based and prevention-focused programs and activities to strengthen and support Families to prevent child abuse and neglect.	
I.	Submission of Reports: The Applicant will provide the Department with reports at such time and containing such information as the Department may require (and every year on the same date for the life of the grant).	
J.	Referral Services for Infants and Toddlers with Disabilities Requirements: As required by part C of the Individuals with Disabilities Education Act (20 U.S.C. 1431), the Applicant shall comply with requirements to refer a child identified as Substance-exposed to early intervention services.	
K.	Involvement of Parents/Caregivers: The Applicant has the capacity to ensure the meaningful involvement of parents who are consumers and who can provide leadership in the planning, implementation, and evaluation of the programs and policy decisions of the Applicant agency in accomplishing the desired outcomes for such efforts	

APPENDIX C – 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 State Fiscal Year 2020-2021.

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**). Applicant may copy the tables into an Excel format. Each table should be provided on a separate tab. Applicant 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 the 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.

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:	

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: (Total ALL subcontract services)	
Other (specify):	
Administrative Cost:	
Total:	
Total Project Cost:	

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

Appendix D - CHECKLIST OF MANDATORY APPLICATION CRITERIA

Mandatory Criteria Checklist for: RFA #120419JSET1

Print Applicant's Name:	County(ies):
Print Name of Department Reviewer (Procurement Manager):	
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, signed/dated	<input type="checkbox"/>	<input type="checkbox"/>
2.	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 Reports	<input type="checkbox"/>	<input type="checkbox"/>
	j. Referral Services for Infants and Toddlers with Disabilities Requirements	<input type="checkbox"/>	<input type="checkbox"/>
	k. Involvement of Parents/Caregivers	<input type="checkbox"/>	<input type="checkbox"/>
4.	Tab 4: Certification of Signature Authority	<input type="checkbox"/>	<input type="checkbox"/>
5.	Tab 5: Statement of Problem	<input type="checkbox"/>	<input type="checkbox"/>
6.	Tab 6: Project Design & Implementation	<input type="checkbox"/>	<input type="checkbox"/>
7.	Tab 7: Line Item Budget and Budget Narrative	<input type="checkbox"/>	<input type="checkbox"/>

APPENDIX E: CERTIFICATE OF SIGNATURE AUTHORITY

I, _____ (name), hold the office or position of _____ (title) with _____ (legal name of Applicant) and have authority to make official representations by said Applicant regarding its official records and hereby state that my examination of the Applicant's records show that _____ (name) currently holds the office or position of _____ (title) with the Applicant and currently has authority to make binding representations to the Department and sign all documents submitted on behalf of the above-named Applicant in response to RFA #120419JSET1, and, in so doing, to bind the named Applicant to the statements made therein.

Dated:

Signature:

Printed Name:

Title:

NOTE: In lieu of the above, the Applicant may submit a corporate resolution or other duly executed certification issued in the Applicant's normal course of business to prove signature authority of the named Authorized Representative.

APPENDIX F – EVALUATION MANUAL

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



**RFA #120419JSET1
CAPTA & CBCAP: Lead Agencies provide Home Visitation for Substance-Affected
Infants and their Families' Evaluation Manual**

Applicant: _____

Evaluator: _____

Signature: _____

Date: _____

Applicant: _____ Evaluator: _____

1 GENERAL INSTRUCTIONS

- 1.1 Each Grant Review Committee member (evaluator) will evaluate the CAPTA & CBCAP: Lead Agencies provide Home Visitation for Substance-Affected Infants and their Families 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/are 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

Applicant: _____ Evaluator: _____

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.

- 1.7 If any attempt is made to influence an evaluator, the evaluator must immediately report the incident to the Procurement Manager. If such an attempt is made by the Procurement Manager, 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 Manager.
- 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 Manager
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 Manager for compilation. The Procurement Manager 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 Manager will hold a meeting to validate evaluator scoring. The 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:

- Statement of Purpose
- Project Design and Implementation
- Line Item Budget and Budget Narrative

3 APPLICATION PROGRAMMATIC POINT VALUES

- The maximum score for the Programmatic portion of the Application is 100 points.

Applicant: _____ Evaluator: _____

SCORING SUMMARY SHEET

Programmatic Criteria		Maximum Score	Score Assigned
Criteria 1: Statement of Problem		12	
Criteria 2: Project Design and Implementation			
2A	Expansion of Existing Program	27	
2B	Plans of Safe Care	21	
2C	Role in Prevention Activities	6	
2D	Collaboration and Coordination	6	
2E	Outreach Activities for Special Population	6	
2F	Plan for Parent and Family Involvement	3	
2G	Performance Measures	3	
2H	Capacity and Experience	10	
Criteria 3: Line Item Budget and Budget Narrative		6	
Total		100	

Applicant: _____ Evaluator: _____

Criteria 1: Statement of Problem			
Tab 5 – RFA References: Section 3.7.5		Max Score: 12	
Consideration	Max Score	Assigned Score	Notes/Comments
1. The application demonstrates the extent of the Substance Use Disorder the project will address, including the aggregate rate of births in the service area of infants affected by Substances use or withdrawal symptoms or fetal alcohol spectrum disorder.	3		
2. The application describes the inventory of unmet needs and their current early intervention and Home Visitation program to prevent child abuse and neglect.	3		
3. The application demonstrates how the needs identified are consistent with the priorities of their proposed project.	3		
4. The application demonstrates a reasonable projected number of individuals to be served.	3		
Total Assigned Score			

Applicant: _____ Evaluator: _____

Criteria 2: Project Design and Implementation			
Sub Criteria 2A: Expansion of Existing Program			
Tab 6; RFA References: Sections 2.1.2, 2.2.3.1, and 3.7.6.1			Max Score: 27
How well does the application describe the Expansion of Existing Program?			
Consideration	Max Score	Assigned Score	Notes/Comments
1. Does the application propose additional program activities to expand their current early intervention Home Visitation model that are accessible, effective, and culturally appropriate, and build upon existing strengths?	3		
2. Does the application propose to expand their current early intervention Home Visitation model that offers assistance to families?	3		
3. Does the application propose to expand their current early intervention Home Visitation model that provides early, comprehensive support for parents?	3		
4. Does the application propose to expand their current early intervention Home Visitation model that promotes the development of parenting skills, especially in young parents and parents with very young children?	3		
5. Does the application propose to expand their current early intervention Home Visitation model that increases family stability?	3		
6. Does the application propose to expand their current early intervention Home Visitation model that improves family access to other formal and informal resources and opportunities for assistance available within communities?	3		

Applicant: _____ Evaluator: _____

<p>7. Does the application propose to expand their current early intervention Home Visitation model that supports additional needs of families with Children with Disabilities through respite care and other services?</p>	3		
<p>8. Does the application propose to expand their current early intervention Home Visitation model that demonstrates a commitment to involving parents in the planning and program implementation of the Applicant's program, including meaningful involvement of Children, Parents, and Caregivers with Disabilities, racial and ethnic minorities, and members of underrepresented and underserved groups?</p>	3		
<p>9. Does the application propose to expand their current early intervention Home Visitation model that provides referrals to early health and developmental services?</p>	3		
Total Assigned Score			

Applicant: _____ Evaluator: _____

Criteria 2: Project Design and Implementation			
Sub Criteria 2B: Plans of Safe Care			
Tab 6; RFA References: <i>Sections 2.1.2.1, 2.1.3, 2.1.6, 2.2.2.1, 2.2.2.3, and 3.7.6.2</i>			Max Score: 21
How well does the application describe the Plans of Safe Care?			
Consideration	Max Score	Assigned Score	Notes/Comments
1. Does the application describe how they will monitor the development and implementation of Plans of Safe Care, in accordance with section 106(b)(2)(B)(iii)(II), CAPTA, including how it will monitor to ensure the Plans of Safe Care address differences between Substance disorder and medically supervised Substance use, including for the treatment of Substance use disorder?	3		
2. Does the application include a description of an assessment of the treatment and other services and programs available to the Applicant, to effectively carry out any Plan of Safe Care developed, including identification of needed treatment, and other services and programs to ensure the well-being of young children and their families affected by Substance use disorder?	3		
3. Does the application include a description about how the Applicant will implement activities to enhance parent participation in the creation or modification of the Plans for Safe Care?	3		
4. Does the application propose the Home Visitation services be performed by a licensed registered nurse In Good Standing?	3		
5. Does the application propose that Home Visitors will use Trauma Informed Approaches and Motivational Interviewing when they perform the Home Visitations?	3		

Applicant: _____ Evaluator: _____

6. Does the application describe how the Applicant proposed to develop and implement a system to monitor the implementation of such Plans of Safe Care and to determine whether the plans meet the needs of the Target Population?	3		
7. Does the application describe procedures for screening, risk and assessment of the Target Population and include a description of the assessment tool they propose to use?	3		
Total Assigned Score			

Applicant: _____ Evaluator: _____

Criteria 2: Project Design and Implementation			
Sub Criteria 2C: Role in Prevention Activities			
Tab 6; RFA References: <i>Sections 2.2.2.2 and 3.7.6.3</i>		Max Score: 6	
How well does the application describe the Role in Prevention Activities?			
Consideration	Max Score	Assigned Score	Notes/Comments
1. Does the application describe the role of the Applicant and how it is leading the early intervention Home Visiting model activities in their service area?	2		
2. Does the application describe the interdisciplinary, collaborative, and public-private structure, including its representation from public and private sector service providers that will direct and support coordination of child abuse prevention resources and activities to better strengthen and support the Target Population?	2		
3. Does the application describe implementation procedures for appropriate referrals of Target Populations to community organizations or volunteer preventative services?	2		
Total Assigned Score			

Applicant: _____ Evaluator: _____

Criteria 2: Project Design and Implementation			
Sub Criteria 2D: Collaboration and Coordination			
Tab 6; RFA References: <i>Sections 2.1.5, 2.1.6.3, 2.1.6.4, 2.2.3.3, and 3.7.6.4</i>			Max Score: 6
How well does the application describe the Role in Collaboration and Coordination?			
Consideration	Max Score	Assigned Score	Notes/Comments
1. Does the application include a description of how the Applicant will coordinate with relevant State entities and programs?	2		
2. Does the application describe the extent and nature of their partnerships and collaborations with other federal, state, local, or private efforts that intersect with their early intervention Home Visiting model program and activities?	2		
3. Does the application highlight how their work may be anchored and connected to more established prevention and promotion activities in public health or other human services?	2		
Total Assigned Score			

Applicant: _____ Evaluator: _____

Criteria 2: Project Design and Implementation			
Sub Criteria 2E: Outreach Activities for Special Population			
Tab 6; RFA References: <i>Sections 2.1.4, 2.2.3.2, and 3.7.6.5</i>		Max Score: 6	
How well does the application describe the Outreach Activities for Special Populations?			
Consideration	Max Score	Assigned Score	Notes/Comments
1. Does the application include a description of outreach activities that the Applicant and program will undertake to maximize the participation of parents?	2		
2. Does the application include a description of outreach activities that the Applicant and program will undertake to maximize the participation of Children, Parents, and Caregivers with Disabilities?	2		
3. Does the application include a description of outreach activities that the Applicant and program will undertake to maximize the participation of fathers of the Target Children?	2		
Total Assigned Score			

Applicant: _____ Evaluator: _____

Criteria 2: Project Design and Implementation			
Sub Criteria 2F: Plan for Parent and Family Involvement			
Tab 6; RFA References: <i>Sections 2.1.6.1 and 3.7.6.6</i>		Max Score: 3	
How well does the application describe the Plan for Parent and Family Involvement?			
Consideration	Max Score	Assigned Score	Notes/Comments
1. Does the application include a description about how the Applicant will implement activities to enhance parent participation?	3		
Total Assigned Score			

Applicant: _____ Evaluator: _____

Criteria 2: Project Design and Implementation			
Sub Criteria 2G: Performance Measures			
Tab 6; RFA References: <i>Sections 2.4 and 3.7.6.7</i>		Max Score: 3	
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?	3		
Total Assigned Score			

Applicant: _____ Evaluator: _____

Criteria 2: Project Design and Implementation			
Sub Criteria 2H: Capability and Experience			
Tab 6; RFA References: <i>Section 3.7.6.8</i>		Max Score: 10	
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?	2		
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?	2		
3. Does the application include a description of the availability of resources for the proposed project?	2		
4. Does the application include a description of the anticipated role of advocates, peer specialists, Family members, and responsible partners?	2		
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?	2		
Total Assigned Score			

Applicant: _____ Evaluator: _____

<u>Criteria 3: Line Item Budget and Budget Narrative</u>			
Tab 7; RFA References: Sections 1.3, 3.7.7, and Appendix C			Max Score: 6
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?	2		
2. Are the proposed expenses allowable, reasonable, and necessary?	2		
3. Does the applicant include a budget narrative with the line item budget?	2		
Total Assigned Score			