



Ohio Children's Trust Fund

Ohio's Prevent Child Abuse America Chapter

**REQUEST FOR PROPOSALS
CHILD ABUSE & NEGLECT
PREVENTION SERVICES**

**AS ISSUED BY THE
MONTGOMERY COUNTY HUMAN SERVICES
PLANNING & DEVELOPMENT DEPARTMENT**

**ON BEHALF OF THE
WESTERN OHIO REGIONAL PREVENTION COUNCIL**

SFY 2023

JULY 1, 2022 – JUNE 30, 2023

Introduction

The Ohio Legislature established the Ohio Children's Trust Fund (OCTF) in 1984. The mission of OCTF is to prevent child abuse and neglect through investing in strong communities, healthy families and safe children.

Governed by a board, the Ohio Children's Trust Fund is the State of Ohio's only publicly funded child abuse prevention agency. The OCTF is dedicated to the prevention of child abuse and neglect through funding, supporting, educating and promoting child abuse prevention awareness and services within communities statewide. The OCTF supports prevention programs that recognize and build on existing strengths within families and communities to effectively intervene long before child abuse or neglect occur.

Since State Fiscal Year (SFY) 2016, local trust fund prevention efforts have been led by eight regional prevention councils. The Western Ohio Regional Prevention Council consists of representatives from the following 13 counties that form the region: Allen, Auglaize, Champaign, Clark, Darke, Greene, Hardin, Logan, Mercer, Miami, Montgomery, Preble, and Shelby. The Western Ohio Regional Prevention Council is coordinated by the Montgomery County Human Services Planning and Development (HSPD) Department.

As required by OCTF, the Western Ohio Regional Prevention Council has completed a comprehensive regional needs assessment and developed a regional prevention plan that includes an outreach plan and logic model. The regional prevention plan identified needs to be addressed and strategies to be used in delivery of prevention services offered throughout the region for SFY 2023.

First round of application submissions

Available Funding: up to \$678,180 (Ohio Children Trust Funds)

Proposal Deadline: May 23, 2022 at 5:00pm

Contract Period: Effective Date of Contract – July 1, 2022 – June 30, 2023 with an option to renew.

2nd Round of applications submissions:

Available Funding: remaining amount from the first round of funding awards

Proposal Deadline: June 27, 2022 at 5:00pm

Contract Period: Effective Date of Contract – August 1, 2022 – June 30, 2023 with an option to renew

3rd Round of application submissions:

Available Funding: remaining amount from the first two rounds of funding awards

Proposal Deadline: August 29, 2022 at 5:00pm

Contract Period: Effective Date of Contract – October 1, 2022 – June 30, 2023 with an option to renew

Applications will be considered as they are received and subsequent rounds of review are contingent upon funds remaining from the prior submission deadline(s).

OCTF dollars may be used to fund *only* primary and secondary prevention programs as outlined in section 3109.13 of the Ohio Revised Code. There is \$478,316 for prevention services, \$45,752 for concrete supports, and \$154,112 for legal barrier removal services to be delivered throughout the 13-county Western Ohio region for state fiscal year 2023. HSPD is responsible for managing this RFP process and will contract for primary and secondary prevention services on behalf of the Western Ohio Regional Prevention Council.

Primary prevention is defined as “*activities and services provided to the public designed to prevent or reduce the prevalence of child abuse and child neglect before signs of abuse or neglect can be observed.*”

Secondary prevention is defined as “*activities and services that are provided to a specific population identified as having risk factors for child abuse and child neglect and are designed to intervene at the earliest warning signs of child abuse or child neglect, or whenever a child can be identified as being at risk of abuse or neglect.*”

Timeline: Proposal Process and Reporting Requirements

	1 st Round	2 nd Round	3 rd Round
Montgomery County Board of County Commissioners approves issuance of Request for Proposals.	April 26, 2022		
Bidders’ Conference Date (<i>see registration details below</i>)	May 4, 2022 (<i>recorded</i>)		
Proposal Closing Date (<i>see submission details below</i>)	5/23/22	6/27/22	8/29/22
Committee reviews proposals received by the deadline and forwards recommendations for funding to full Council.	May 23-27	June 27- July 1	August 29- September 2
Regional Prevention Council approves award recommendations.	May 25-27	July 5-8	September 2-6
Contracts negotiated for selected services.	May 27-31	July 11-15	September 6-13
Montgomery County Board of County Commissioners approves contracts.	Effective Date of Contract – July 1, 2022 – June 30, 2023 with an option to renew.	Effective Date of Contract – August 1, 2022 – June 30, 2023 with an option to renew	Effective Date of Contract – October 1, 2022 – June 30, 2023 with an option to renew

Bidders' Conference

All interested parties are strongly encouraged to participate in the virtual Bidders' Conference during which information will be provided and questions answered regarding the Request for Proposals (RFP) process and format:

- **May 4, 2022 10:00 AM** Eastern Time (US and Canada)
- **Register in advance for this webinar:**
<https://us02web.zoom.us/meeting/register/tZYldeispzsoE93gFYrfsE-7uIBiiq0BcaPg>
- *Registration is required to receive the Webinar Link. After registering, you will receive a confirmation email containing information about joining the webinar.*
- The Bidders' Conference recording, questions, and answers will be available at:
https://www.mcoho.org/departments/human_services_planning_and_development/ohio_children_s_t_rust_fund.php

Closing Date

Montgomery County Human Services Planning and Development Department

*WILL **NOT** ACCEPT ANY PROPOSAL RECEIVED*

AFTER 5:00 PM ON MONDAY, MAY 23, 2022 for Round 1

AFTER 5:00 PM ON MONDAY, JUNE 27, 2022 for Round 2

AFTER 5:00 PM ON MONDAY, AUGUST 29, 2022 for Round 3

- Any proposal received after this deadline will not be considered.
- *Electronic submissions are required.* Proposals should be completed through the e-CImpact Community Vendor Portal (<https://agency.e-cimpact.com/login.aspx?org=MC>)
- For assistance with the e-CImpact Community Vendor Portal, please contact Lizz Mahar at 937-225-4963 or maharl@mcoho.org

RFP Key Points

Please be sure to carefully read all RFP information. The following points are just some of the information necessary for completing a successful proposal.

- A. There are two separate application sections in this RFP:
1. **Direct Service applications** to deliver Child Abuse and Neglect Prevention services in one or more of the counties in the Western Ohio region to residents of those counties only.
 2. **Legal Barrier Removal Services applications** to provide legal barrier removal services [assistance with CQE (Certification of Qualified Employment), Driver's license reinstatement, Legal record correction or other approved services] for parents and caregivers residing in the Western Ohio region.
- B. Each service provider must adhere to the following **Ohio Children's Trust Fund requirements**:
1. Services must be physically located in one or more of the counties in the Western Ohio region and provided to residents of those counties only: Allen, Auglaize, Champaign, Clark, Darke, Greene, Hardin, Logan, Mercer, Miami, Montgomery, Preble, and Shelby.
 2. The Regional Prevention Council is required to ensure a fair distribution of services throughout the region. Therefore, proposals for services to more than one county are highly desirable.
 3. For prevention services applications:
 - Deliver only primary or secondary child abuse and neglect prevention services. **Tertiary prevention programs or services will not receive funding.** This includes direct treatment or therapy programs for abused children. In addition, **funds cannot be used in any instance where the program participants have an open or substantiated case of abuse and/or neglect with a public children services agency.**
 - Focus services on strengthening at least two of the five protective factors described in Appendix B.
- C. **Target Populations** – Proposals should clearly address how minorities and disparately impacted populations will be served. The following populations were identified as being of primary interest in the region by the Regional Prevention Council:
- parents/caregivers with a contributing risk factor of substance use;
 - parents/caregivers with a contributing risk factor of emotional/mental health functioning;
 - households with children ages 3 and 4 not enrolled in early childhood education;
 - households with children with disabilities;
 - households with parents who began their parenting journey before age 20.

The above list of populations is not exhaustive and additional target populations specific to communities throughout the region where proposed services will be delivered are encouraged. The logic model for the Western Ohio Regional Prevention Council is attached as Appendix A.

D. **Strategies and Approved Program Models for Direct Service Applications** – Any program(s) proposed for implementation must be one of the following evidence-based programs listed under each strategy selected by the Regional Prevention Council for preventing child abuse and neglect in the Western Ohio region:

– **Strategy 1: Strengthen the Protective Factors in Parents and Caregivers**

- [Triple P – Positive Parenting Program System](#): Levels 2, 3, and/or 4
- [Incredible Years](#) (Parenting Programs)
- [Strengthening Families Framework](#)
- [Nurturing Parenting](#)
- [Parent Café](#)
- [Active Parenting](#)
- [Joyful Together](#)
- [Mom Power](#)
- [Getting Ahead](#): delivered as a supplement to another listed program only

– **Strategy 2: Promote Positive Social and Emotional Development in Children**

- [Cross-Age Mentoring Program \(CAMP\)](#)
- [Big Brothers Big Sisters Program Model](#)
- [Incredible Years](#) (small group DINA)

E. **Required Reporting Tools** – Beginning in state fiscal year 2021, Ohio Children’s Trust Fund implemented shared reporting tools along with a data dashboard to allow for the comparison of aggregated data related to participant demographics and evaluation results. Tools currently include, but may not be limited to:

- Reporting tools for parent/caregiver participants
 - o [Parent Intake Form](#)- required for all parent/caregiver participants
 - o [Protective Factors Survey 2nd Edition](#)- pre- / post- test for most direct services parent/caregiver programs
 - o [Protective Factors Survey Retrospective](#)- retrospective post-test only for short-term direct services programming
 - o [Brief Child Abuse Potential Inventory](#)- pre- / post- test for direct services programming
- Reporting tools for minor participants
 - o [Youth Intake Form](#)- required for all youth participants
 - o [Big Brothers Big Sisters Minor Outcome Survey](#)- pre- / post- test for age 5-10 or 11-17
 - o [Devereux Early Childhood Assessment](#)
- [Vendor Quarterly Reports](#)
- Western Ohio Regional Council Customer Satisfaction Survey and/or program outcome survey based on the proposed service
- Monthly invoices and required supporting documentation

F. **Evidence of Effectiveness** – Any direct services program proposed must be evidence based and have a direct relationship to primary or secondary prevention of child abuse and neglect. The source of evidence must also be provided. The following are recommended resources for identifying evidence-based programs:

- SAMHSA National Registry of Evidence-based Programs and Practices (NREPP) –rating must be Effective or Promising;
- California Evidence Based Clearinghouse for Child Welfare (CEBC) – rating must be Well Supported, Supported, or Promising;
- OJJDP Model Programs Guide – rating must be Effective or Promising;
- [FRIENDS Matrix of Evidence-Based Practice](#) – rating must be Well Supported, Supported, or Promising.

G. **Funding** – Services selected for funding through this proposal process will be awarded a contract with Montgomery County for service delivery. **Contracts** will be awarded for SFY 2023. Awards will be for the delivery of services beginning as early as the time of award through June 30, 2023.

There will be up to **\$478,316** available for primary and secondary prevention services to be delivered within the 13-county region for SFY 2023. A provider may serve more than one county. The council encourages providers to serve multiple counties if possible. There will be options for contract renewal for State Fiscal Years 2024, 2025, and 2026. These renewal options will be based on performance and the availability of funds.

A total of **\$45,752** is available in economic and concrete support funding to support parents and caregivers participating in programming. Eligible categories are support include Housing Assistance, Bill Assistance (excluding utilities), Transportation and Vehicle Repairs, Food Items and Delivery, Childcare Expenses, Technology and Accessibility, and Concrete and Tangible Support Items. A full list is available in Appendix H. A per family cumulative maximum is \$1,000 with funding available on a first-come-first-served basis.

Contracts for Legal Barrier Removal services will be awarded for SFY 2023. Eligible services include legal barrier removal services [assistance with CQE (Certification of Qualified Employment), Driver’s license reinstatement, Legal record correction or other approved services] for parents and caregivers residing in the Western Ohio region. Awards will be for the delivery of services beginning as early as the time of award through June 30, 2023. There will be up to **\$154,112** available.

Please note that contracts are for reimbursement of actual expenses incurred in the delivery of child abuse and neglect prevention services. Funds are not distributed as a grant or other allocation. **Only Ohio Children's Trust Fund dollars will be utilized for this RFP.**

Service Selection and Awards Process

- **Only complete proposals will be considered. A complete proposal is defined as one that addresses each requirement as outlined within this information packet.**
- Proposals will undergo an initial review by HSPD staff to ensure the proposal is complete and contains all required forms.
- Proposals will be reviewed by a committee of the Western Ohio Regional Prevention Council. All proposals received will be reviewed and scored by the reviewers to determine funding awards. See Appendices E and F for the scoring rubrics.
- The criteria by which proposals will be reviewed and assessed include the following and any other items identified in the RFP:
 - Description of services to be provided and clients to be served based on needs and strategies identified in this RFP.
 - Organizational capacity (financial and staff qualifications) to provide the proposed services and prevention strategy.
 - Previous experience and demonstrated expertise delivering the service utilizing the identified programmatic strategy.
 - The evaluation process including outcomes to be achieved.
 - Financial information is complete and accurate; costs are appropriate and reasonable.
- Applicants may be contacted by HSPD staff during the review period for clarification of items in their proposal.
- After the committee's review, award recommendations will be sent to the Western Ohio Regional Prevention Council for consideration.
- Final awards/contracts are subject to the availability of funds from the Ohio Children's Trust Fund only.
- HSPD will contract for prevention services on behalf of the Western Ohio Regional Prevention Council using Montgomery County contracting policies and procedures. (Organizations must complete a Montgomery County vendor application which can be found at <http://vgov.mcoho.org/> if not already a vendor.)
- All submitted proposals are subject to open public records laws.
- HSPD reserves the right to negotiate the award amount, authorize budget items, and specific programmatic goals prior to issuing a contract for services.

Results of the Proposal Review

A list of the proposals selected for funding will be available on the Human Services Planning and Development Department's website (<http://www.mcoho.org/hspd>) and Ohio Children's Trust Fund Western Region website (<https://octf.ohio.gov/wps/portal/gov/octf/what-we-do/regional-prevention-councils/Western>).

Requirements for Funded Projects

- Programs / services must be designed specifically to prevent or reduce child abuse & neglect
- All contract recipients are required to acknowledge Ohio Children's Trust Fund as the funding source on printed material related to the funded program. In addition, recipients will be implementing an outreach plan to maximize service delivery to residents of the Western Ohio region.
- Program providers must be willing to partner with parent participants and clients in order to increase parent involvement and leadership within the program.
- Programs must collect, maintain and report outcome and other evaluation data as well as demographic data as part of their services.
- Complete and submit required reports in a timely manner to HSPD and/or OCTF.
- Maintain records of service delivery and financial expenditures for at least seven years following the end of the state fiscal year. As requested, make available for inspection by OCTF staff, Western Ohio Regional Prevention Council, HSPD staff, or designees all records of the funded services.
- Comply with applicable state and federal laws and regulations and meet applicable standards.
- Be an Equal Opportunity Employer and provide assurance that no person will be denied services on the basis of race, sex, color, creed, national origin, age or disability. Facilities and services must be accessible to persons with disabilities.
- Maintain confidentiality of all client information.

Budget & Fund Usage

Applicants must submit a complete Program Budget using the form provided in the e-CImpact Community Vendor Portal.

All proposed direct expenditures must ***directly*** relate to the service of conducting primary and/or secondary prevention strategies within the community.

Indirect expenditures:

- Limited to 15% direct services
- Limited to 10% legal services

Allowable and unallowable expenses are defined in Appendix G.

Required Attachments

The following documents are required as part of the proposal for both direct service and legal barrier removal applications and will be submitted through the e-CImpact Community Vendor Portal:

- Agency Revenue & Expense Statement *for the period ended* December 31, 2021 (year to date).
- Most recent IRS tax return filed (Treasury 990 or any other).
- Most recent agency audit report completed by a certified public accountant (including any management letters received).
- Table of organization for the proposed services/program with names and titles.
- Any appropriate licensing, certifications, training, professional memberships and affiliations for agency staff which are required or important for the proposed services. Actual certificates should **not** be submitted; a list of staff with their credentials is sufficient.
- Assurance that applicable state and federal laws and regulations are met (i.e., 1974 Rehabilitation Act; 1991 Americans with Disabilities Act; 1988 Drug-Free Workplace Act). A signed letter from your organization's president or chairperson will serve as testimony to the organization's compliance. (No other documentation is required.)
- Forms 3 & 4 (available in the e-CImpact Community Vendor Portal); Form 4 must be signed and notarized prior to uploading
- Certificate of Worker's Compensation (current)

Required Reporting Tools & Post Award Requirements

Beginning in state fiscal year 2021, Ohio Children’s Trust Fund implemented shared reporting tools along with a data dashboard to allow for the comparison of aggregated data related to participant demographics and evaluation results. Tools current include, but may not be limited to:

- Reporting tools for parent/caregiver participants
 - [Parent Intake Form](#)- required for all parent/caregiver participants
 - [Protective Factors Survey 2nd Edition](#)- pre- / post- test for most parent/caregiver programs (excluding legal services)
 - [Protective Factors Survey Retrospective](#)- retrospective post-test only for short-term programming (excluding legal services)
 - [Brief Child Abuse Potential Inventory](#)- pre- / post- test (excluding legal services)
- Reporting tools for minor participants
 - [Youth Intake Form](#)- required for all youth participants
 - [Big Brothers Big Sisters Minor Outcome Survey](#)- pre- / post- test for age 5-10 or 11-17
 - [Devereux Early Childhood Assessment](#)
- [Vendor Quarterly Reports](#)
- Western Ohio Regional Council Customer Satisfaction Survey and/or Program Outcome Survey as applicable to the proposed service
- Monthly invoices and required documentation
- Certificate of Liability Insurance required at time of contract execution, if awarded. (Coverage limit of \$1,000,000 each Occurrence/\$3,000,000 aggregate)

Appendices

Appendix A: Western Ohio Regional Prevention Council Logic Model

Appendix B: The Protective Factors Overview

Appendix C: Application Draft Document- Legal Barrier Removal Services Application

Appendix D: Application Draft Document- Direct Services Application

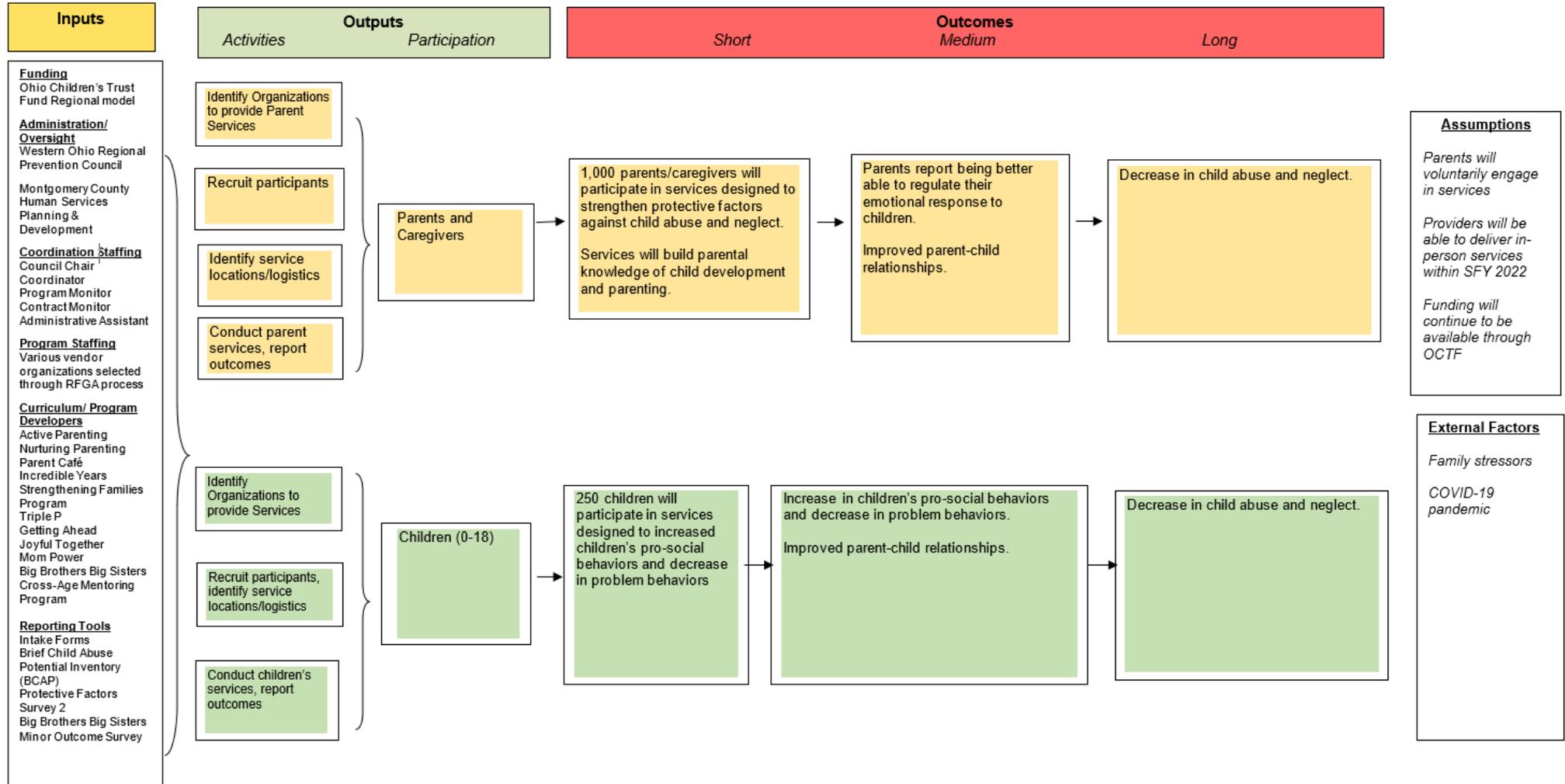
Appendix E: Review Rubric- Legal Services Application

Appendix F: Review Rubric- Direct Services Application

Appendix G: Allowable & Unallowable Expenditures

Appendix H: Economic and Concrete Support Allowable Items

Appendix A Western Ohio Regional Prevention Council Logic Model SFY 2023



Appendix B

The Protective Factors

Overview – Research has demonstrated the five protective factors below reduce the incidence of child abuse and neglect (CAN) by providing parents with the tools and skills they need to parent effectively:

- Parental resilience
- Social connections
- Knowledge of parenting and child development
- Concrete support in times of need
- Children’s social and emotional development

Protective factors have been an integral part of services delivered with Ohio Children’s Trust Fund dollars for many years. Protective Factors are the strengths and resources that families can draw upon when they encounter stressful situations and challenges. Taking those characteristics and building on them is a proven way to strengthen the entire family thereby decreasing the likelihood of maltreatment. Each of the protective factors is vital, but most important is what they do together to create stability in families.

Parental Resilience: Parents who are emotionally resilient are able to bounce back during tough times and are more able to maintain a positive attitude, solve problems creatively, rise to challenges in their lives effectively and avoid situations that compromise their child’s healthy development and overall welfare.

Social Connections: Parenting programs offer the important opportunity for parents to get to know other parents and make new friendships. Parents, especially parents of young children, can feel isolated and have a greater need for support from others. Friends can be an important source for relief in times of parenting stress, advice and information on parenting issues, and back-up support.

Knowledge of Child Development: Understanding child development is an important part of good parenting. Having realistic expectations of what children can and cannot do at certain ages helps a parent avoid frustration and understand their child better.

Concrete Support In Times of Need: It can be difficult at times for parents to get the help and advice they need. When parents or caregivers experience problems with housing, finances, illness, unemployment, or conflict in relationships, it can deplete their energy and take away the focus from their child. In addition, parents face challenges when trying to navigate their way around the systems they need in order to get help. Getting assistance when it’s needed helps a caregiver to be a better parent by making sure they can give their child what they need. Having the ability to give their child what he or she needs greatly reduces the stress and anxiety that can make a parent short-tempered and irritable with their child.

Social and Emotional Development in Children: As children grow, so do their emotions and ability to express themselves. And just like reading to children and playing with them can help their brains and bodies develop, there are many ways that parents can help their children learn to express and regulate their emotions. Social and emotional skills are the most important developmental skills that young children learn during their first years of life.

Protective Factors Survey – The Protective Factors Survey was developed by the FRIENDS National Resource Center for Community-Based Child Abuse Prevention in collaboration with the University of Kansas Institute for Educational Research and Public Service. The instrument was developed with the advice and assistance of researchers, administrators, workers, and experts specializing in family support and maltreatment and psychological measurement.

The PFS-2 is an evaluation tool for use with caregivers receiving child maltreatment prevention services. It is a self-administered pre/post or retrospective survey that measures protective factors in five areas: family functioning and resilience, social supports, concrete supports, nurturing and attachment, and caregiver/practitioner relationship. The survey results are designed to provide the following information:

- A snapshot of the families you serve;
- Changes in protective factors; and
- Areas where workers can focus on increasing individual family protective factors.

For more information about the PFS, visit <https://friendsnrc.org/evaluation/protective-factors-survey/>



Appendix C

Ohio Children's Trust Fund

Ohio's Prevent Child Abuse America Chapter

WESTERN OHIO REGIONAL PREVENTION COUNCIL RFP PLANNING DOCUMENT- LEGAL BARRIER REMOVAL SERVICES APPLICATION

This document is for planning purposes only. Applications are accepted through the e-CImpactCommunity Vendor Portal at <https://agency.e-cimpact.com/login.aspx?org=MC>

AGENCY APPLICATION

This section is completed once per agency, regardless of the number of programs proposed.

- Agency Name
- Agency Website URL
- Agency EIN
- Address Line 1
- Address Line 2
- City, State, Zip
- Executive Director
- Is your agency a current vendor of Montgomery County? Yes No

REQUIRED DOCUMENTS UPLOAD SECTION

This section is completed once per agency, regardless of the number of programs proposed.

- Agency Revenue & Expense Statement for the period ended December 31, 2021 (year to date).
- Most recent IRS tax return filed (Treasury 990 or any other).
- Most recent agency audit report completed by a certified public accountant (including any management letters received).
- Table of organization for the proposed services/program with names and titles.
- Any appropriate licensing, certifications, training, professional memberships and affiliations for agency staff which are required or important for the proposed services. Actual certificates should **not** be submitted; a list of staff with their credentials is sufficient.
- Assurance that applicable state and federal laws and regulations are met (i.e., 1974 Rehabilitation Act; 1991 Americans with Disabilities Act; 1988 Drug-Free Workplace Act). A signed letter from your organization's president or chairperson will serve as testimony to the organization's compliance. (No other documentation is required.)
- Forms 3 & 4 (available in the e-CImpact Community Vendor Portal); Form 4 must be signed and notarized prior to uploading
- Certificate of Worker's Compensation (current)

LEGAL BARRIER REMOVAL PROGRAM APPLICATION

This section is completed for each proposed program

PROGRAM OVERVIEW

A. Program Overview

1. What legal service(s) will you provide? (3,000 Character Limit)
2. County(ies) to be Served: (Select one or more)
Allen, Auglaize, Champaign, Clark, Darke, Greene, Hardin, Logan, Mercer, Miami, Montgomery, Preble, and Shelby
3. How will you deliver the proposed service(s)? (2,500 Character Limit)
4. Describe the process for potential clients accessing the proposed service(s) including approximate timeline. (2,500 Character Limit)

B. Outreach Plan and Program Participation

1. Provide a description of how your program will reach any special populations you plan to target. (Include general demographics- race, gender, age) (2,500 Character Limit)
2. How do you intake clients? (2,500 Character Limit)
3. Does your organization have any eligibility or exclusionary criteria? (2,500 Character Limit)
4. How will your organization ensure services are only delivered to parents/caregivers? (2,500 Character Limit)

C. Program Outcomes

1. Is this a new service for your organization? Yes No

For New Services: Provide measured outcome data from other similar services your organization delivered. Ensure your organization's capacity to provide the new service is clearly demonstrated. Detail how the proposed program will strengthen families and increase protective factors in order to prevent child abuse and neglect. (3,000 Character Limit)

For Current Services: Discuss the accomplishments and successes of the service. Use previously measured outcomes to detail the impact to participants and how the program strengthens families and increases protective factors in order to prevent child abuse and neglect. (3,000 Character Limit)

2. What is the maximum dollar amount per person the program proposes for fine/fee/filing payment?

D. Evaluation

1. How will you maintain confidentiality while providing the proposed services? (3,000 Character Limit)

2. How and when will you administer surveys to participants? (3,000 Character Limit)

E. Concrete and Economic Supports

1. Will your program provide Concrete and Economic Supports through Ohio Children’s Trust Fund? Yes No

2. How will you determine a family’s needs are unable to be met with other available resources? (2,500 Character Limit)

3. What is your process for determining who is eligible for funding? (2,500 Character Limit)

4. Do you agree to ensure all required forms are completed, documentation of approval/denial with justifications are maintained, and appropriate documentation of purchases (receipts) are provided with the invoice for reimbursement? Yes No

F. Data Collection

Are you willing to collect and report the data requested by the Western Ohio Regional Prevention Council and Ohio Children’s Trust Fund?

- Yes No Parent Intake Form- required for all parent/caregiver participants
- Yes No Vendor Quarterly Reports – required for all programs
- Yes No Western Ohio Regional Council Customer Satisfaction Survey – required for all programs
- Yes No Program Outcome Survey – to be provided by Ohio Children’s Trust Fund

PROGRAM MEASURES

Use this form to quantify the proposed services delivered.

Outputs

- # of staff hours preparing, implementing, and evaluating programming
- Minimum # of clients engaged at one time (class/group size minimum)
- Maximum # of clients engaged at one time (class/group size maximum)
- Total Families Proposed
- Total Adults Proposed
- Proposed Clients by County

<input type="checkbox"/> Allen	<input type="checkbox"/> Greene	<input type="checkbox"/> Montgomery
<input type="checkbox"/> Auglaize	<input type="checkbox"/> Hardin	<input type="checkbox"/> Preble
<input type="checkbox"/> Champaign	<input type="checkbox"/> Logan	<input type="checkbox"/> Shelby
<input type="checkbox"/> Clark	<input type="checkbox"/> Mercer	
<input type="checkbox"/> Darke	<input type="checkbox"/> Miami	

BUDGET

Each budget line item requires additional, itemized details regarding the expenses associated in each category. Using the link at the left "Click to Itemize" add your requested budget line items in the appropriate category. Column 1 should be the total cost of the item, Column 2 reflects the amount budgeted to the contract, and Column 3 (*only in e-Impact*) will automatically calculate the percentage billed expended on the program.

Direct Costs

Item	1.Total Cost	2.Expended on Service
Staff Salaries & Benefits		
Program Materials		
Project-Specific Technology		
Travel		
Participant Incentives		
Other Direct Expenses		

Indirect Costs- Indirect Cost Cannot Exceed 10% of Total Requested Amount

Item	1.Total Cost	2.Expended on Service
Executive Staff Salaries & Benefits		
Administrative Staff Salaries & Benefits		
Technology & Equipment		
Facilities		
Insurance		
Office Supplies		
Other Indirect Expenses		

In-Kind Resources

Item	1.Total Value	2.Value Toward Service
Volunteer Time		
Donated Materials		
Donated Facilities		
Other In-Kind Support		



Appendix D

Ohio Children's Trust Fund

Ohio's Prevent Child Abuse America Chapter

WESTERN OHIO REGIONAL PREVENTION COUNCIL RFP PLANNING DOCUMENT- DIRECT SERVICES APPLICATION

Direct Service applications are for organizations to deliver services in one or more of the counties in the Western Ohio region and provided to residents of those counties only: Allen, Auglaize, Champaign, Clark, Darke, Greene, Hardin, Logan, Mercer, Miami, Montgomery, Preble, and Shelby

This document is for planning purposes only. Applications are accepted through the e-CImpactCommunity Vendor Portal at <https://agency.e-cimpact.com/login.aspx?org=MC>

AGENCY APPLICATION

This section is completed once per agency, regardless of the number of programs proposed.

- Agency Name
- Agency Website URL
- Agency EIN
- Address Line 1
- Address Line 2
- City, State, Zip
- Executive Director
- Is your agency a current vendor of Montgomery County? Yes No

REQUIRED DOCUMENTS UPLOAD SECTION

This section is completed once per agency, regardless of the number of programs proposed.

- Agency Revenue & Expense Statement *for the period ended* December 31, 2021 (year to date).
- Most recent IRS tax return filed (Treasury 990 or any other).
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- Table of organization for the proposed services/program with names and titles.
- Any appropriate licensing, certifications, training, professional memberships and affiliations for agency staff which are required or important for the proposed services. Actual certificates should **not** be submitted; a list of staff with their credentials is sufficient.
- Assurance that applicable state and federal laws and regulations are met (i.e., 1974 Rehabilitation Act; 1991 Americans with Disabilities Act; 1988 Drug-Free Workplace Act). A signed letter from your organization's president or chairperson will serve as testimony to the organization's compliance. (No other documentation is required.)
- Forms 3 & 4 (available in the e-CImpact Community Vendor Portal); Form 4 must be signed and notarized prior to uploading
- Certificate of Worker's Compensation (current)

DIRECT SERVICE PROGRAM APPLICATION

This section is completed for each proposed program

PROGRAM OVERVIEW

A. Program Overview

1. Prevention Services Strategy: (Select One)
 - i. Strategy 1: Strengthen the Protective Factors in Parents & Caregivers
 - Strategy 1 Proposed Program Drop-Down List of Programs
 - ii. Strategy 2: Promote Positive Social and Emotional Development in Children
 - Strategy 2 Proposed Program Drop-Down List of Programs
2. Please detail the specific program curriculum you plan to utilize. (500 Character Limit)
3. Type of Prevention: Primary Secondary (Select one)
4. County(ies) to be Served: (Select one or more)

Allen, Auglaize, Champaign, Clark, Darke, Greene, Hardin, Logan, Mercer, Miami, Montgomery, Preble, and Shelby
5. Select Two or More Protective Factor(s) Addressed by Program (Select two or more)
 - Parental resilience
 - Knowledge of parenting and child development
 - Social connections
 - Concrete support in times of need
 - Children's social and emotional development
6. How will you deliver programming? (Select one)
 - In-Person
 - Virtual
 - Home Visiting
 - Multiple Methods: (Describe Below)

B. Outreach Plan and Program Participation

1. Provide a description of the proposed program including how the program will be implemented with fidelity. (3,000 Character Limit)
2. Special Populations Targeted with Services: (Select one or more)
 - Adult Substance Use
 - Adult Emotional/Mental Health Functioning
 - Households with Children Age 3-4 Not Enrolled in Preschool
 - Households with Children with Disabilities
 - Parents under 20 Years of Age
 - None
 - Other: (Describe Below)
3. Provide a description of how your program will reach the selected special populations AND provide detail of any additional special populations you plan to target. (Include general demographics- race, gender, age) (2,500 Character Limit)

4. How will your organization acknowledge, value, and provide strategies for different child age groups and caregiver arrangements? (3,000 Character Limit)
5. How will your program reduce barriers to participation? (3,000 Character Limit)
6. How will your program encourage and/or incentivize program retention and completion? (2,500 Character Limit)

C. Program Outcomes

1. Is this a new service for your organization? Yes No

For New Services: Provide measured outcome data from other similar services your organization delivered. Ensure your organization's capacity to provide the new service is clearly demonstrated. Detail how the proposed program will strengthen families and increase protective factors in order to prevent child abuse and neglect. (3,000 Character Limit)

For Current Services: Discuss the accomplishments and successes of the service. Use previously measured outcomes to detail the impact to participants and how the program strengthens families and increases protective factors in order to prevent child abuse and neglect. (3,000 Character Limit)

2. Does your organization have staff trained to deliver the service as proposed to fidelity? (Select one)
 - Yes, all required staff are trained WITH alternative staff also trained
 - Yes, all required staff are trained WITHOUT alternative staffing
 - Partially, additional staff require training
 - No, all staff will require training

D. Evaluation

1. Describe how you plan to evaluate the program for which you are requesting funding. (3,000 Character Limit)
2. Include names of evaluation tools utilized. (2,500 Character Limit)
3. Who will be responsible for program evaluation? Demonstrate organizational capacity to administer the tools and evaluate program effectiveness. (3,000 Character Limit)

E. Concrete and Economic Supports

1. Will your program provide Concrete and Economic Supports through Ohio Children's Trust Fund? Yes No
2. How will you determine a family's needs are unable to be met with other available resources? (2,500 Character Limit)
3. What is your process for determining who is eligible for funding? (2,500 Character Limit)

4. Do you agree to ensure all required forms are completed, documentation of approval/denial with justifications are maintained, and appropriate documentation of purchases (receipts) are provided with the invoice for reimbursement? Yes No

F. Data Collection

Are you willing to collect the data requested by the Western Ohio Regional Prevention Council and Ohio Children’s Trust Fund?

- Yes No Parent Intake Form- required for all parent/caregiver participants
- Yes No Protective Factors Survey 2nd Edition- pre- / post- test for most parent/caregiver programs
- Yes No Protective Factors Survey Retrospective- retrospective post-test only for short-term programming
- Yes No Brief Child Abuse Potential Inventory- pre- / post- test for all parent/caregiver participants
- Yes No Youth Intake Form- required for all youth participants
- Yes No Big Brothers Big Sisters Minor Outcome Survey- pre- / post- test for age 5-10 or 11-17
- Yes No Vendor Quarterly Reports – required for all programs
- Yes No Western Ohio Regional Council Customer Satisfaction Survey – required for all programs

PROGRAM MEASURES

Use this form to build your program logic model, including proposed outputs and outcomes. The e-Clmact Community Vendor Portal will display the required measures based on the strategy selected.

STRATEGY 1 PROGRAMS: Strengthen the Protective Factors in Parents & Caregivers

Outputs

- # of staff hours preparing, implementing, and evaluating programming
- # of class series delivered
- # of sessions delivered
- # of parents/caregivers participating in services designed to strengthen protective factors against child abuse and neglect
- Minimum # of clients engaged at one time (class/group size minimum)
- Maximum # of clients engaged at one time (class/group size maximum)

Short-Term Outcome : Parents/Caregivers participate in services designed to strengthen protective factors against child abuse & neglect / *Indicator: # and % who enroll and complete programming*

Individuals Engaged _____ Individuals Achieving Goal _____

1. Tool Description: Provide a description of the measurement tool(s)
2. When will you administer the measurement tool(s)
3. Achievement Criteria: Clearly describe what standards are set for meeting the indicators (*e.g., participant must: move a set number of points on a scale, improve test scores, acquire skill sets, give a pre-determined number of positive responses on a survey*).

Intermediate-Term Outcomes

Parents/Caregivers better regulate emotional responses to children / *Indicator: # and % of parents/caregivers who report being better able to regulate their emotional response to children*

Individuals Engaged _____ Individuals Achieving Goal _____

1. Tool Description: Provide a description of the measurement tool(s)
2. When will you administer the measurement tool(s)
3. Achievement Criteria: Clearly describe what standards are set for meeting the indicators (e.g., *participant must: move a set number of points on a scale, improve test scores, acquire skill sets, give a pre-determined number of positive responses on a survey*).

Parent/Caregiver knowledge of child development & parenting increases / *Indicator: # and % of parents/caregivers demonstrating an increase in knowledge of child development and parenting*

Individuals Engaged _____ Individuals Achieving Goal _____

1. Tool Description: Provide a description of the measurement tool(s)
2. When will you administer the measurement tool(s)
3. Achievement Criteria: Clearly describe what standards are set for meeting the indicators (e.g., *participant must: move a set number of points on a scale, improve test scores, acquire skill sets, give a pre-determined number of positive responses on a survey*).

Long-Term Outcome: Parent/Caregiver-Child relationship improves / *Indicator: # and % of participants reporting an improved relationship between parent/caregiver and child*

Individuals Engaged _____ Individuals Achieving Goal _____

1. Tool Description: Provide a description of the measurement tool(s)
2. When will you administer the measurement tool(s)
3. Achievement Criteria: Clearly describe what standards are set for meeting the indicators (e.g., *participant must: move a set number of points on a scale, improve test scores, acquire skill sets, give a pre-determined number of positive responses on a survey*).

STRATEGY 2 PROGRAMS: Promote Positive Social and Emotional Development in Children

Outputs

- # of staff hours preparing, implementing, and evaluating programming
- # of class series delivered
- # of sessions delivered
- # of children participating in services designed to increase pro-social behaviors and decrease problem behaviors
- Minimum # of clients engaged at one time (class/group size minimum)
- Maximum # of clients engaged at one time (class/group size maximum)

Short-Term Outcome : Children participate in services designed to increase children's pro-social behaviors and decrease problem behaviors/ *Indicator:* # and % who enroll and complete programming

Individuals Engaged _____ Individuals Achieving Goal _____

1. Tool Description: Provide a description of the measurement tool(s)
2. When will you administer the measurement tool(s)
3. Achievement Criteria: Clearly describe what standards are set for meeting the indicators (*e.g., participant must: move a set number of points on a scale, improve test scores, acquire skill sets, give a pre-determined number of positive responses on a survey*).

Intermediate-Term Outcome : Children increase pro-social behaviors/ *Indicator:* # and % of children demonstrating an increase in pro-social behaviors and a decrease in problem behaviors

Individuals Engaged _____ Individuals Achieving Goal _____

1. Tool Description: Provide a description of the measurement tool(s)
2. When will you administer the measurement tool(s)
3. Achievement Criteria: Clearly describe what standards are set for meeting the indicators (*e.g., participant must: move a set number of points on a scale, improve test scores, acquire skill sets, give a pre-determined number of positive responses on a survey*).

Long-Term Outcome : Parent/Caregiver-Child relationship improves / *Indicator:* # and % of participants reporting an improved relationship between parent/caregiver and child

Individuals Engaged _____ Individuals Achieving Goal _____

1. Tool Description: Provide a description of the measurement tool(s)
2. When will you administer the measurement tool(s)
3. Achievement Criteria: Clearly describe what standards are set for meeting the indicators (*e.g., participant must: move a set number of points on a scale, improve test scores, acquire skill sets, give a pre-determined number of positive responses on a survey*).

BUDGET

Each budget line item requires additional, itemized details regarding the expenses associated in each category. Using the link at the left "Click to Itemize" add your requested budget line items in the appropriate category. Column 1 should be the total cost of the item, Column 2 reflects the amount budgeted to the contract, and Column 3 (*only in e-Clmpact*) will automatically calculate the percentage billed expended on the program.

Direct Costs

Item	1.Total Cost	2.Expended on Service
Staff Salaries & Benefits		
Program Materials		
Project-Specific Technology		
Travel		
Participant Incentives		
Other Direct Expenses		

Indirect Costs- Indirect Cost Cannot Exceed 15% of Total Requested Amount

Item	1.Total Cost	2.Expended on Service
Executive Staff Salaries & Benefits		
Administrative Staff Salaries & Benefits		
Technology & Equipment		
Facilities		
Insurance		
Office Supplies		
Other Indirect Expenses		

In-Kind Resources

Item	1.Total Value	2.Value Toward Service
Volunteer Time		
Donated Materials		
Donated Facilities		
Other In-Kind Support		

PROPOSED CLIENT CHARACTERISTICS

Total Families Proposed

Total Adults Proposed

Total Children Proposed

Total Individuals Completing Services

Proposed Clients by County

Allen

Auglaize

Champaign

Clark

Darke

Greene

Hardin

Logan

Mercer

Miami

Montgomery

Preble

Shelby

Appendix E

Criteria for Scoring of Legal Services Applications

Applications will be collectively scored by the Western Ohio Regional Prevention Council (WORPC) subcommittee made up of WORPC members. For each of the evaluation criteria given in the following score sheet, reviewers will collectively judge whether the application exceeds, meets, partially meets or does not meet the requirements outlined in the application and assign the appropriate point value, as follows:

0	1	3	5
Does Not Meet Requirement	Partially Meets Requirement	Meets Requirement	Exceeds Requirement

Technical Performance Scoring Definitions:

“Does Not Meet Requirement”- A particular application requirement was not addressed in the applicant’s proposal, **Score: 0**

“Partially Meets Requirement”- Proposal demonstrates an attempt at meeting a particular application requirement, but that attempt falls below acceptable level, **Score: 1**

“Meets Requirement”- Proposal fulfills a specific application requirement in all materials respects, potentially with only minor, non-substantial deviation, **Score: 3**

“Exceeds Requirement”- Proposal fulfills a particular application requirement in all material respects, and offers some additional level of quality in excess of expectations, **Score: 5**

A proposal’s total score will be the sum of the point value for all the evaluation criteria.

ITEM #	EVALUATION CRITERIA	Weight	Does Not Meet 0	Partially Meets 1	Meets 3	Exceeds 5
Application Timeliness & Uploads						
1	The application was submitted on-time.	1				
2	Application includes all required documents.	1				
A. Program Overview						
3	Application defines the legal service(s) provided	1				
4	Application defines the counties served	1				
5	Application explains how services will be delivered	1				
6	Applications defines the process and timeline for clients	1				
Any application receiving a "does not meet" for this item will not be further scored.						
B. Outreach Plan & Program Participation						
7	Application identifies special population(s) and describes appropriate strategies to reach the identified population(s).	2				
8	Application explains client intake	2				
9	Application identifies any eligibility or exclusionary criteria	2				
10	Application details how the program will ensure services are delivered only to parents/caregivers	2				

ITEM #	EVALUATION CRITERIA	Weight	Does Not Meet 0	Partially Meets 1	Meets 3	Exceeds 5
C. Program Outcomes						
11	Application clearly articulates measurable outcomes, accomplishments and successes of delivered programming OR organization capacity to deliver new programming.	5				
12	Application identifies a reasonable maximum dollar amount per person for fine/fee/filing payment	2				
D. Evaluation						
13	Application describes reasonable confidentiality	2				
14	Application describes a reasonable plan for administering surveys to participants	3				
E. Concrete and Economic Supports (If Proposed)						
15	Application explains reasonable process to ensure needs cannot be met with other funds	2				
16	Application explains reasonable process to determine who is eligible for funding	2				
17	Applicant agrees to complete and maintain all documentation	2				
Program Measures						
18	Application outputs adhere to program fidelity with regard to minimum and maximum class size, number of classes per series, and staff hours.	5				
Budget						
19	Application includes a completed accurate Program Budget adhering to all guidelines in the full RFP.	2				
20	Application Program Budget aligns with the details of the proposed activities and outcomes.	3				

Appendix F

Criteria for Scoring of Direct Services Applications

Applications will be collectively scored by the Western Ohio Regional Prevention Council (WORPC) subcommittee made up of WORPC members. For each of the evaluation criteria given in the following score sheet, reviewers will collectively judge whether the application exceeds, meets, partially meets or does not meet the requirements outlined in the application and assign the appropriate point value, as follows:

0	1	3	5
Does Not Meet Requirement	Partially Meets Requirement	Meets Requirement	Exceeds Requirement

Technical Performance Scoring Definitions:

“Does Not Meet Requirement”- A particular application requirement was not addressed in the applicant’s proposal, **Score: 0**

“Partially Meets Requirement”- Proposal demonstrates an attempt at meeting a particular application requirement, but that attempt falls below acceptable level, **Score: 1**

“Meets Requirement”- Proposal fulfills a specific application requirement in all materials respects, potentially with only minor, non-substantial deviation, **Score: 3**

“Exceeds Requirement”- Proposal fulfills a particular application requirement in all material respects, and offers some additional level of quality in excess of expectations, **Score: 5**

A proposal’s total score will be the sum of the point value for all the evaluation criteria.

ITEM #	EVALUATION CRITERIA	Weight	Does Not Meet 0	Partially Meets 1	Meets 3	Exceeds 5
Application Timeliness & Uploads						
1	The application was submitted on-time.	1				
2	Application includes all required documents.	1				
A. Program Overview						
3	Application provides the strategy, specific program curriculum, type of prevention, counties to be served, appropriate protective factors, and program delivery method.	1				
Any application receiving a "does not meet" for this item will not be further scored.						
B. Outreach Plan & Program Participation						
4	Application provides a description of the proposed program including how the program will be implemented with fidelity.	2				
5	Application identifies special population(s) and describes appropriate strategies to reach the identified population(s).	2				
6	Application identifies methods to acknowledge, value, and provide strategies for different child age groups and caregiver arrangements.	2				
7	Application identifies appropriate strategies to reduce barriers to participation.	5				
8	Application details how the program will encourage and/or incentivize both retention and completion.	5				

ITEM #	EVALUATION CRITERIA	Weight	Does Not Meet 0	Partially Meets 1	Meets 3	Exceeds 5
C. Program Outcomes						
9	Application clearly articulates measurable outcomes, accomplishments and successes of delivered programming OR organization capacity to deliver new programming.	5				
10	Application demonstrates relationship between proposed outcomes, increased protective factors, and child abuse and neglect prevention.	8				
11	Application identifies staff training requirements.	1				
D. Evaluation & E. Data Collection						
12	Application describes appropriate, robust program evaluation.	5				
13	Application identifies evaluation tools providing both quantitative and qualitative data.	3				
14	Application clearly articulates organizational capacity to evaluate program effectiveness.	8				
15	Applicant agrees to collect data requested by OCTF.	2				
Program Measures						
16	Application outputs adhere to program fidelity with regard to minimum and maximum class size, number of classes per series, and staff hours.	2				
17	Application identifies appropriate numbers of individuals engaging and achieving in the <u>short-term outcome</u> .	3				
18	Application <u>short-term outcome</u> identifies the tool used to measure success, timeline for administration, and the standard for achieving the outcome.	3				
19	Application identifies appropriate numbers of individuals engaging and achieving in the <u>intermediate-term outcome</u> .	3				
20	Application <u>intermediate-term outcome</u> identifies the tool used to measure success, timeline for administration, and the standard for achieving the outcome.	3				
21	Application identifies appropriate numbers of individuals engaging and achieving in the <u>long-term outcome</u> .	3				
22	Application <u>long-term outcome</u> identifies the tool used to measure success, timeline for administration, and the standard for achieving the outcome.	3				
Budget						
23	Application includes a completed accurate Program Budget adhering to all guidelines in the full RFP.	2				
24	Application Program Budget aligns with the details of the proposed activities and outcomes.	3				
Proposed Client Characteristics						
25	Application identifies proposed client characteristics.	1				



Ohio Children's Trust Fund Allowable & Unallowable Expenditures Guidelines

Part I: Allowable Expenditures List

Purpose: The following list is to be used as a guideline for acceptable purchases and expenditures. Please note that the list does not include every purchase(s) or expenditure(s) that is allowable with Ohio Children's Trust Fund grant dollars. If you have a question about an expense not on this list, please reach out to the Ohio Children's Trust fund for clarification by emailing OCTFGrants@jfs.ohio.gov.

In addition, the following requirements must be met for all purchase(s) and expenditure(s):

- 1) All costs must be incurred during the state fiscal year.
- 2) All expenditures must *directly* relate to the service of conducting primary and/or secondary child abuse and neglect prevention strategies within the community.

Consultation Services: This includes any individual conducting contract work on the service provider's behalf and may include, but is not limited to the following:

- ✚ Trainers
- ✚ Speakers
- ✚ Computer Technicians
- ✚ Therapists
- ✚ Interviewers
- ✚ Nurses

Food and Beverages: The purchase of food and beverages is *only* permitted for the purpose of supporting family/parent engagement at events that relate directly to a program or strategy. Examples of events that may provide food and/or beverages:

- ✚ Parenting Classes
- ✚ Training Events for Parents, Children, or Families
- ✚ Parent Focus Groups

Please Note: Food and Beverages are *not* an allowable expense for staff or professional trainings or events.

The total amount of expenditures for this category cannot *exceed 5% of the total costs to provide services*.

Incentives to Promote Family/Parent Engagement: This includes small incentives and/or rewards to support and encourage parents, families, and children to participate in a service, training, or event. Incentives are allowed up to \$10 per session, per participant. Incentives are not stipends and these funding limits do not apply to parent stipends. Examples of incentives:

- ✚ Grocery Store Gift Cards (Agency must track distribution of gift cards)
- ✚ Other – Must be pre-approved by OCTF Program Manager



Lodging and Travel: This includes expenditures for service providers, staff, and consultants to travel to work-related meetings, trainings and events.

- ✚ Hotel and Lodging – Up to maximum reimbursable rate plus applicable taxes per [GSA rate](#)
- ✚ Per Diem – Up to maximum reimbursable rate per [GSA rates](#)
- ✚ Mileage – Up to maximum reimbursable rate per [State of Ohio Office of Budget and Management](#)
- ✚ Other – Airfare, railway fare, bus fare, rental cars, etc. if pre-approved by OCTF Program Manager

Personnel Costs: This includes salary and fringe benefits for staff, consultants, contractors, service providers, etc.

Printing Costs: This includes costs associated with printing materials for training, promotion, outreach, or other OCTF – related functions.

Training Related Expenses: This includes any costs associated with holding a training event. Examples may include, but are not limited to the following:

- ✚ Registration Fees
- ✚ Rental Fees for Conference Rooms, Meeting Space, State Offices
- ✚ Equipment Rental
- ✚ Other - Must be pre-approved by OCTF Program Manager

Supplies/Equipment: This includes any reasonable expenses for supplies and/or equipment necessary to conduct OCTF – related functions. Any equipment purchased by a vendor must be returned to OCTF at the completion of the project or contract. Examples of allowable purchases include:

- ✚ General office supplies and equipment
- ✚ Computer Equipment
 - While purchasing and leasing equipment are both allowable, requests to lease equipment must be the most economical choice and be pre-approved by OCTF program manager.
- ✚ Computer Software
 - For computers located at/operated by service provider
- ✚ Furniture or Materials
 - i.e. Desks, chairs, tables, cabinets, etc.
 - Must be pre-approved by OCTF program manager.

Other Costs/Miscellaneous:

- ✚ Transportation Assistance
 - i.e. Gas cards, bus/taxi vouchers, etc.
- ✚ Childcare
- ✚ Postage Costs
- ✚ Publications and Periodicals (i.e. journals, advocacy related, managerial)
- ✚ Publicity and Promotional Items (i.e. brochures, signs, ads, etc.)

Indirect Costs: The maximum indirect rate for OCTF *cannot exceed 15%* of direct program and/or project costs, unless subject to the federally limited amount of 10% for certain funding sources.



Part II: Unallowable Expenditures List

Purpose: The following list is to be used as a guideline for unacceptable purchases and expenditures. Please note that the list does not include every unallowable purchase(s) or expenditure(s). *Any expenditure that is not directly related to the delivery of a primary and/or secondary child abuse and neglect prevention strategy within the community is not reimbursable with Trust Fund dollars.* If you have a question about an expense not on this list, please reach out to the Ohio Children's Trust fund for clarification by emailing OCTFGrants@jfs.ohio.gov.

Lodging and Travel: The following expenses related to lodging and travel are not reimbursable.

- ✚ Recreational trips during a conference (i.e. from training center to mall or restaurant)
- ✚ Cancellation fees or ticket exchange fees
- ✚ Hotel/Lodging Incidentals (i.e. telephone, internet, laundry, movies, etc.)

Personnel: The following personnel expenses are not reimbursable.

- ✚ Dual compensation of salaried employees
- ✚ Stipends for attending training*
- ✚ Bonuses or incentives
- ✚ Salary for employees or consultants for time spent lobbying or fundraising

Training: The following training-related expenses not reimbursable.

- ✚ Cancellation or attrition fees

Rent/Utilities: The following rent/utility related expenses not reimbursable.

- ✚ Late fees
- ✚ Indirect costs
- ✚ Administrative fees

Other: Below is a list of additional unallowable expenses.

- ✚ Any activity related to lobbying or fundraising
 - i.e. payments to finance related or complementary project activities
- ✚ Land acquisition
- ✚ Corporate formation fees and non-profit incorporation fees
- ✚ New construction and/or routine renovations
- ✚ Remodeling
- ✚ Mortgages and/or capital campaigns
- ✚ Vehicle purchases
- ✚ Refrigerators (unless used for medical purposes or pre-approved by OCTF Program Manager)
- ✚ Websites i.e. to develop a website to accompany a program, or to maintain/enhance an organization's current website

*This does not apply to stipends provided to parents for services (i.e. focus group participation, council engagement, etc.)

Appendix H

Ohio Children's Trust Fund Itemized List of Economic and Concrete Supports

Categories of Support	Itemization of Categories
Housing Assistance	Rent payments; mortgage payments; moving expenses; security deposits; household repairs; bed bugs; preventative mattress covers; extermination
Bill Assistance (excluding utilities)	Past due medical expenses such as prescriptions or doctor visit co-pays; mental health services; tangible medical items; cell phone; birth certificate fees; drivers license reinstatement fees (not fines)
Transportation and Vehicle Repairs	Car purchase; car repairs; gas cards; bus tokens; uber or lyft rides;
Food Items and Delivery	Baby Formula; groceries; food delivery; cooking supplies; food/grocery gift cards
Childcare Expenses	Babysitter; daycare; head start; back to school fees; short-term memberships (YMCA, zoo, children's museums, pools, etc.); sports fees; respite
Technology and Accessibility (i.e. internet, phone, wifi, etc.)	Internet data cards; wifi; computers; tablets; cell phones; minutes for pre-paid phones; hot spots
Concrete & Tangible Support Items (i.e. school supplies, home safety items, personal items, etc.)	<p>Home Appliances: refrigerator, microwave, oven range/stove, kitchen supplies, air conditioning unit or repairs</p> <p>Household necessities: blankets; towels; sheets; etc.</p> <p>Other Home Items: fans; space heaters; smoke detectors; carbon monoxide detectors; alarms; clean supplies; furniture; door bell alarms and cameras</p> <p>Hygiene Supplies for Children: diapers; wipes; body wash; lotions; creams, lice eradication etc.</p> <p>Safety Items for Children¹: car seats; booster seats; cribs; pack n plays; toddler beds; potty training chair; highchairs; baby gates; door latches; locks; play pens; baby monitors; bike helmets and pads; bike lights</p> <p>Clothing for Children, Infants, Pregnant Moms, Work Clothing: school clothes; shoes; undergarments; onesies; maternity clothes, special equipment or clothing for new job, etc.</p> <p>Emergency Supplies: first aid kits; weather radios; flashlights; batteries; thermometers; adhesive bandages</p> <p>Back to School Supplies: School fees; notebooks, book bags, pencils, pens, etc.</p>

¹ Families that are not eligible for other OCTF programs providing these items (i.e. Early Childhood Safety Initiative supported via TANF funding)