



Ohio Children's Trust Fund
Ohio's Prevent Child Abuse America Chapter

**Ohio Children's Trust Fund (OCTF) Great Lakes Regional Prevention Council
SFY 2022 Request for Proposals
Issued April 2, 2021**

I. INTRODUCTION

As coordinator of the Great Lakes Ohio Regional Prevention Council, University Hospitals Cleveland Medical Center (UHCMC) issues this Request for Proposals to establish or expand primary and secondary prevention programs that address issues of child abuse and/or neglect in Ashtabula, Cuyahoga, Geauga, and Lake Counties.

Funding amounts available are contingent on the level of funding received from the Ohio Children's Trust Fund, and the number and quality of proposals received. Projects will be supported for a 12month project period July 1, 2021, through June 30, 2022.

II. BACKGROUND AND PURPOSE

The Ohio Children's Trust Fund (OCTF) was created in 1984 to prevent child abuse and neglect by investing in strong communities, healthy families, and safe children. As Ohio's sole public funding source dedicated to child abuse and neglect prevention, the OCTF funds regional prevention councils throughout the state, which in turn fund community-based primary and secondary prevention strategies at the local level.

The mission of the Great Lakes Ohio Regional Prevention Council is to prevent child abuse and neglect by leveraging expertise and resources at a regional level to support evidence-based primary and secondary prevention programs that address identified community needs and demonstrate effectiveness in strengthening families, reducing risk, and decreasing rates of abuse and neglect. The Great Lakes Region comprises Ashtabula, Cuyahoga, Geauga and Lake Counties. The region has a population of 1.7 million and is home to 21.2% of Ohio's children.

A comprehensive needs assessment was conducted for the region by Wright State University with a variety of inputs including social service provider focus groups, surveys of providers and parents, and a compilation and analysis of third party data. Child abuse and neglect continues to be a priority issue within the region. Based on 2019 data, the rates of reported child abuse and neglect within the Great Lakes region far exceed that of the state at 91.3 per 1,000 (Great Lakes) compared to 65.4 per 1,000 (Ohio). While three counties within the region are below the state rate, Lake (33.4 per 1,000), Geauga (37.6 per 1,000), and Ashtabula (52 per 1,000), Cuyahoga County doubles and in some cases triples those rates at 109.4 per 1,000.

The needs identified throughout the Great Lakes Region include programs that focus on parent/caregiver education; addressing and managing child behavior, discipline strategies and child development; classes aimed at teen mothers and unmarried fathers; programs that help new and expectant parents prepare for the challenges of raising a child; respite care (particularly for children of parents and caregivers with special needs); trauma-informed care programs; and better communication of available services among social service agencies.

The strategies and goals identified by the Great Lakes Ohio Regional Prevention Council to address these needs and reduce risk for child maltreatment were informed by research in the field, which suggests a focus on evidence-based services and practices at the community level that focus on protective factors that build on family strengths and promote optimal child and youth development. The Great Lakes Ohio Region selected three inter-related issues; improving protective factors for children and parents with an emphasis on building parental resilience and social supports and increasing parental knowledge of child development and effective parenting skills and strategies, along with the social and emotional support of children. *****Strategies pending final OCTF Board approval*****

Fostering Parental Resiliency addresses identified needs related to family stress and targets caregiver, family-level, and community-level risk factors. The short- and long-term goals are to decrease the risk of child abuse and neglect by improving at-risk caregivers' ability to effectively manage stressors through strategies that include:

- identifying and supporting evidence-based programs across the region that utilize a resiliency-oriented approach to build on family strengths and increase caregivers' ability to cope and problem solve;
- ensuring that programs and resources reach the most at-risk caregivers in each county to help them manage stress and function in a manner that protects children's well-being even when faced with stressors, challenges, and adversity;
- assuring that the public and social service providers are aware of services and programs available in each of the four counties.

Building and Maintaining Social Support Networks addresses the problems of family disconnection and social isolation identified in the needs assessment. Caregivers' constructive or supportive social connections decrease parental stress and increase parental resiliency. The short- and long-term goals of this approach are to decrease the risk of child abuse and neglect by improving at-risk caregivers' engagement with supportive social networks and increasing the social and emotional support of children through strategies that include:

- identifying and supporting evidence-based programs and initiatives throughout the region that utilize the Strengthening Families approach to aid at-risk families in having healthy, sustained relationships with people, institutions, and the community;
- ensuring programs and resources reach the most at-risk caregivers to help them create and maintain strong supportive networks that promote positive parenting;
- assuring that the public and social service providers are aware of services and programs available in each of the four counties;
- creating new or supporting existing efforts to provide peer-to-peer networking opportunities for at-risk families, and/or engage mentors for at-risk caregivers.
- prevent and treat young children's behavior problems and promote their social, emotional, and academic ability.

Increasing Parental Knowledge of Child Development and Effective Parenting Skills/Strategies through education-based programs enables parents to set realistic expectations. Parent



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education programs have shown significant benefits for parents, caregivers, children, and families including more positive parenting styles, enhanced social connections, improved child behavior, better quality parent-child interactions, enhanced parental mental health and well-being, reduced risk of corporal punishment and child abuse, and increased parental self-confidence and empowerment. Parent education programs are designed to help parents understand their children's individual needs and development, as well as their own roles and responsibilities, by offering tools and strategies aimed at maximizing positive outcomes for children and families.

The Great Lakes Ohio Regional Prevention Council's prevention plan promotes programs with proven effectiveness in reducing child maltreatment and/or demonstrating improvements in parenting behavior. The Great Lakes Ohio Regional Prevention Council has identified the region's target population for child abuse and neglect prevention services to include: Parents and/or caregivers of children prenatal through early adolescence, with a particular focus on youth aging out of foster care (as parents or expectant parents), children of parents affected by abuse and those affected by risk factors including: poverty, substance abuse, victims of trauma, and those with mental health issues. While this target audience extends to all four counties in the Great Lakes Region, particular focus on risks predominant in each county may vary. For example, poverty in Ashtabula and Cuyahoga counties is more prevalent and a larger risk factor to families, therefore programming in those areas may be selected to address these issues. Similarly, the needs assessment found that substance abuse was identified as a greater risk factor for child abuse and neglect in Lake and Geauga counties.

University Hospitals Cleveland Medical Center, as coordinating entity of the Great Lakes Ohio Regional Prevention Council, is seeking proposals from organizations and agencies in the four county region that are well positioned in their communities to address child maltreatment through **primary and secondary prevention** programs that work to prevent child abuse and neglect by increasing protective factors in order to strengthen families and promote well-being (See *Strengthening Families* at <http://www.cssp.org/reform/strengtheningfamilies>). For the upcoming 12 month funding period (7/1/2021 through 6/30/2022), the Great Lakes Ohio Regional Prevention Council will support skill-based, empirically supported parent training programs that focus on the following protective factors prioritized in the region's comprehensive needs assessment: fostering parental resilience and promoting positive social support networks for at-risk parents, caregivers, and children with increased knowledge of child development and effective parenting strategies.

The Council will consider supporting existing programs as long as requested funds are used to build on or expand current services or to increase capacity. Please provide detailed information on the need for additional funds.

Examples of evidence-based programs that may be eligible for funding include the following. **Applicants are encouraged to consider curriculums that include multiple dose programs as well as those that offer the option of large scale singular events that reach a large number of**

participants (i.e. - 1/2 day or whole day seminars). Please note, funding is not restricted to the programs listed below.

- Parent Café
- Active Parenting
- Mom Power
- Triple P Positive Parenting Program
- Incredible Years
- Strengthening Families
- STEP
- Parents Anonymous
- Getting Ahead (in conjunction with another evidence-based program)
- Parenting Wisely
- Family Wellness: Survival Skills for Healthy Families
- Evidence-based seminar on child abuse or parenting skills

The Great Lakes Ohio Regional Prevention Council has received \$460,485.00 from the OCTF to fund child abuse and neglect prevention programs in the four county region for the 12 month period from 7/1/2021 through 6/30/2022. The amount of individual awards will be based on the number, quality, and reach of proposals received. Funding allocations will be balanced to support a system-wide child abuse and neglect prevention strategy that covers the entire four county region. Programs proposed and funded must be evidence-based. Please refer to the Matrix of Evidence-Based Practice: <https://friendsnrc.org/evaluation/matrix-of-evidence-based-practice/matrix-of-evidence-based-practice/> for program eligibility.

III. PROGRAM ELIGIBILITY CHARACTERISTICS

Funding provided through the OCTF can only be used to support primary and secondary prevention programs as outlined in section 3109.13 of the Ohio Revised Code (ORC). This RFP focuses on programs which establish or expand **primary and secondary** prevention programs addressing issues of child abuse and neglect in Ashtabula, Cuyahoga, Geauga, and Lake Counties and seeks to stop maltreatment before it begins. This RFP primarily focuses on **secondary** prevention programs, defined as activities and services provided to a specific population identified as having risk factors for child abuse and child neglect that attempt to decrease the influence of risk factors (such as poor parenting, social isolation, parental personality problems) and strengthen families. **Primary** prevention programs (those provided universally, rather than being targeted specifically to at-risk caregivers) will also be considered when they address the strategy described in Section II above (parental resiliency, social support and an increased knowledge of child development and effective parenting strategies) if linkages to the reduction of child abuse and neglect are clear and compelling and services are evidence-based or on the way to becoming evidence-based. All funded agencies must participate in the Great Lakes Ohio Regional Council's public outreach efforts, including regional or statewide child maltreatment prevention public awareness campaigns. **Tertiary** prevention programs,

which target families in which child maltreatment has already occurred, will not be considered for funding under this RFP (per ORC section 3109.13).

Funding provided through this grant award process cannot be used in any instance where the program participants have a substantiated case of abuse and/or neglect with a public children's services agency or a current open case of abuse or neglect. OCTF funding cannot be used for mental health or addiction treatment.

If funded, applicants are required to acknowledge the OCTF as the funding source at events and on all printed material related to the funded program(s). The OCTF logo must be included on all promotional materials.

Project Eligibility

In order to be eligible for funding:

- Projects should be carefully designed with strategies for preventing or reducing the occurrence of child abuse or neglect grounded in the strengths-based protective factors framework and using evidence-based curriculum and evaluation tools (<http://www.strengtheningfamilies.net/index.php/about>).
- Projects must directly address the protective factors identified as key strategies by the Great Lakes Ohio Regional Prevention Council: *Improving protective factors for children and parents with an emphasis on building parental resilience and social supports and increasing parental knowledge of child development and effective parenting skills and strategies, along with the social and emotional support of children*. Because the strategies are interconnected, and positive social support is a key to parental resiliency, applications will address all factors identified.
- Proposed projects must be directed at parents, caregivers, or children of the caregivers, and the target population should have characteristics that place them at heightened risk of child abuse or neglect.
- Applicants must articulate an evaluation plan with clearly identified indicators of risk reduction directly tied to program goals and strategies. Any tools used to assess changes in proxy measures of child abuse and neglect risk must be validated for use in the target audience.

Agency Eligibility

In order to be eligible for funding:

- Submitting agencies must be located in Northeast Ohio and provide services to residents of one of the following counties: Ashtabula, Cuyahoga, Geauga and/or Lake.
- Grants are available to public or private non-profit and government agencies that provide community-based services or programs designed to prevent child abuse and neglect.
- Programs must have an Employer Identification Number (EIN) and an identified fiscal agent.
- Agencies must be capable of complying with all required state, federal, and local laws, regulations, and standards.

- Agencies must not be excluded from contracting with the state of Ohio by ORC 9.24 for an unresolved finding for recovery and must not be listed in a database of organizations and officers barred from receiving federal contracts.
- The group/agency must have linkages with other community-based programs and agencies that support families where substance abuse, domestic violence, or other risk factors may be present and work collaboratively to identify and coordinate services for children and families.
- Grantees must provide regular progress reports, in addition to a complete annual report, and provide data to the Great Lakes Region's coordinating entity for evaluation of performance and effectiveness of funded programs and strategies.
- Grantees must work with program participants to ensure completion of all required forms, as applicable. All information must be entered by grantees into the OCTF website on a quarterly basis, at minimum.
- Grantees must acknowledge the OCTF as the funding source at events and on all printed material related to the funded program(s) and the OCTF logo must be included on all promotional materials.

IV. ALLOWABLE EXPENDITURES AND DISTRIBUTION OF FUNDS

All proposed expenditures must *directly* relate to the service of conducting primary or secondary prevention strategies within the community. For definitions of what are allowable and unallowable expenditures, please see the attached list.

Compensation will be made as reimbursement for actual allowable expenditures incurred per grant activity during the billing period and reimbursement will be made on a unit cost basis. Entities awarded funding under the parent agreement may submit a detailed invoice on a monthly or quarterly basis upon completion of each grant activity.

V. REVIEW AND EVALUATION CRITERIA

Upon submission, applications will first be reviewed by the coordinating entity for the Great Lakes Ohio Regional Prevention Council to determine that submissions and applying entities meet minimum requirements for consideration. Applications that are not received by the deadline, do not address primary or secondary prevention of child abuse and neglect, or do not include the required information will not be considered. Applications that pass the initial review will be sent to the Great Lakes Ohio Regional Prevention Council and a selection of impartial expert reviewers for evaluation and award determination. Awardees may not necessarily be funded at the level requested in the application.

To ensure fairness and impartiality, any members of the Great Lakes Ohio Regional Prevention Council who have a business or fiduciary/financial relationship with a proposing entity—as employees, consultants, contractors, board members, etc.—must disclose the full details of the relationship prior to the entity submitting any application. In some cases, the conflict will not be able to be avoided and the entity will not be able to apply. If the council determines that the

conflict can be effectively mitigated, a management plan will need to be put in place and, at a minimum, the member will be required to recuse themselves from any reviews or votes related to the conflicted entity's proposal.

The ability to provide services in multiple counties is not required, but is permitted. During the review process each proposal will be evaluated based on the following criteria:

- demonstration of understanding of the problem
- program objectives
- program methodology
- program reach
- agency organization and management
- staff capabilities
- plan to measure program outcome and effectiveness
- organizational background and prior experience
- budget
- sustainability

VI. PREPARATION OF APPLICATION

Two copies of the application—one blinded and one unblinded—must be sent to Stephanie.Pennza@UHHospitals.org by 5 pm on April 30, 2021. Each copy should be saved as a single PDF document including all required content. The blinded application should have all references to your agency or organization name redacted (see Appendix C for assistance with redacting in MS Word). Save the PDF documents with the name of your applicant agency and identified as blinded or unblinded. For example, the Ohio Children's Trust Fund would submit two documents: *Ohio Children's Trust Fund unblinded.pdf* and *Ohio Children's Trust Fund blinded.pdf*. Faxed letters of intent and applications will **not** be accepted.

University Hospitals Cleveland Medical Center, as coordinating entity of the Great Lakes Regional Prevention Council, will be available to answer questions and provide guidance on proposal preparation, specifically how to create a unit cost-based budget.

Timeline

Application packet available	April 2, 2021
Grant applications due	April 30, 2021
Notification of awards	May 31, 2021
Grantee project start date	July 1, 2021
Project period ends	June 30, 2022

VII. FULL APPLICATION CRITERIA

Proposals should describe evidence-based child abuse and child neglect prevention programs and activities designed to strengthen and support families to prevent child abuse and child neglect. Proposals must also include the target population and projected numbers intended to

be served in each county throughout the region. As part of the criteria for funded strategies, each proposed plan must ensure it maximizes the participation of vulnerable populations, which may include racial and ethnic minorities, children and adults with disabilities, homeless families and those at risk of homelessness, adult former victims of child abuse and child neglect or domestic violence, members of other underserved or underrepresented groups, fathers, and any other special populations that meet local and regional needs.

Your program narrative should not exceed the specified page limits. Please keep your application as brief and succinct as possible while explaining your program fully. Your application should use **12 point** font in the text and be single spaced, with **1 inch** margins. Font in tables should be no smaller than **10 point**.

Your application must include the following elements in order to be considered for funding:

1. **Proposal cover sheet**, signed by your organization's President, Executive Director or Chief Executive Officer (Appendix A).

2. **Executive Summary** (not to exceed 2 pages)

- a. Summary of identified needs to be met by the proposed project.
- b. Strategies identified to address the needs, with overview of evidence supporting the effectiveness of the approach in preventing child maltreatment.
- c. Geographic focus of the proposed project.
- d. Target population, with explanation of why this population is at risk for perpetrating child maltreatment, and proposed number to be served in each county through the project.
- e. Expected outcomes and how change will be measured
- f. Budget overview and narrative.

3. **Program Description and Methodology** (maximum 5 pages). State the objectives and provide descriptions of the target population, the specific services to be offered, objectives to be attained, and the plan for implementation. Clearly identify the area of focus (physical abuse, emotional abuse, neglect, sexual abuse, etc.). Specifically link strategies and goals to the Great Lakes Ohio Regional Prevention Council's identified key strategy: *Improving protective factors for children and parents with an emphasis on building parental resilience and social supports and increasing parental knowledge of child development and effective parenting skills and strategies, along with the social and emotional support of children.*

Place the proposed strategies within a *Strengthening Families* framework and identify any other theoretical framework on which the program is based (social cognitive theory, attachment or learning theories, social network theory, etc.). Define whether services to be supported by this grant are new or existing. If existing, explain how new funding will expand or change the program. Indicate those services which will be provided by your agency, and those to be furnished by other community resources. Describe linkages between other community programs and efforts, such as substance abuse or domestic violence programs, early childhood intervention services, etc. Describe how families at risk will be identified. The following points must also be addressed:

- Indicate the reasons for choosing the target group.
- Indicate the geographic area to be served.
- Describe the outreach methods to be used.
- Describe in detail the services to be provided and how, where, and by whom they will be provided, including length of program and frequency of program delivery.
- Describe how parent input and leadership will be utilized to make decisions regarding the delivery of programming
- Identify the curricula to be used.
- Itemize the work plan necessary to implement the program (identifying major activities, trainings necessary, responsible persons, anticipated starting date, etc.)
- *Identify how program delivery will be adapted if COVID-19 restrictions prohibit the traditional program delivery format*
- Discuss program sustainability.

4. Program Effectiveness and Outcomes (maximum 2 pages). Identify outcome objectives and describe methods for measuring. At a minimum, funded programs must utilize the Protective Factors Survey, 2nd Edition, pre-post or retrospective evaluation tool to measure at least two of the following protective factors:

- family functioning/resiliency
- social support
- concrete support
- nurturing and attachment
- knowledge of parenting/child development

Other evaluation tools may be requested depending on the type of service delivered. Upon selection and award, the OCTF plans to convene webinars to ensure that service providers are aware of the assessment tools to utilize and the data entry procedures.

If you plan to incorporate additional evaluation measures, which is encouraged, the plan must have clearly identified indicators of risk reduction directly tied to program goals or strategies. Describe how your program will collect baseline and outcome data. Identify tools to be used to assess changes in proxy measures of program success (such as resiliency, social support, parent knowledge) and provide evidence for validation of this tool with the target audience or a description of how any new measurement tools will be developed and validated.

5. Projected Program Reach. In table form, break down your program by specific services to be offered, identify the specific target audience (i.e., parents/caregivers, children (define age group), service providers, etc.), and provide the number of people to be reached in each county over the period of performance. When estimating program reach, keep in mind that contracts issued to grantees will include performance objectives based on the number of families planned to be served and payment reimbursement is contingent upon hitting objectives in contract.

6. **Staffing** (maximum 1 page). Identify key staff and their responsibilities. Program leaders should be identified and resumes included in an appendix. Specific support staff do not need to be identified by name, but job titles must be included, together with a description of responsibilities. Attach job descriptions in an appendix; job descriptions should include position title, qualifications required, statement of duties, supervision received and supervision exercised, and examples of work to be performed.

7. **Organizational Overview** (maximum 2 pages). Provide an overview of your agency and a brief summary of organizational structure (governing board and its function, frequency of meetings, etc.). An organizational chart may be included, but is not required. Briefly summarize your organization's fiscal management system. Include a statement verifying that staff who will be directly involved with children in the proposed programming will have completed background checks. Include a brief description of at least one completed project in the past three years that demonstrates applicant's experience in identifying indicators and outcomes, in the inclusion and participation of culturally diverse populations, in implementing primary and secondary child maltreatment prevention projects, and in conducting program evaluation including types of evaluations conducted, methodologies utilized and linkage of evaluation results with recommendations for program improvement.

8. **Budget:** Include an itemized detailed budget, following the instructions in Appendix B. Include a succinct budget narrative (1 page maximum) to explain and justify costs. Please note, that funded projects will be reimbursed on a unit cost basis. Once funding decisions are made University Hospitals will work with the grantee to create a unit-cost budget. Therefore, applicants should consider how they will propose to measure a unit of service (for example, one home visit or one six-week parenting class). Note that overhead/indirect costs are permitted – up to 10% of total budget. Food and beverage costs must not exceed 5% of projected program costs.

9. **Letters of Support.** Include letters of support from community partners whose cooperation or involvement is necessary to the project's success. The letters should indicate their commitment to contribute in specific ways to the project. When appropriate, the value of the resource should be quoted in letters of support. In addition, letters of commitment from governmental agencies or schools should be included when appropriate. Letters individualized by community partners are preferable to form letters in demonstrating commitment and support.

VIII. PROPOSAL SUBMISSION CHECKLIST

The table below lists all required proposal elements. Proposals missing any of these sections, or exceeding specified page limits, will not be reviewed. The weight of individual sections in the proposal review decision matrix is indicated. Both blinded and unblinded copies of each proposal must be submitted (see section VI).

	proposal section		maximum length	weight
<input type="checkbox"/>	Cover sheet signed by authorizing official			
<input type="checkbox"/>	Executive summary		2 pages	20%
<input type="checkbox"/>	Program description and methodology		5 pages	30%
<input type="checkbox"/>	Program effectiveness and outcomes		2 pages	10%
<input type="checkbox"/>	Program reach		table	10%
<input type="checkbox"/>	Staffing		1 page	10%
<input type="checkbox"/>	Organizational overview		2 page	5%
<input type="checkbox"/>	Budget	itemized detailed budget	table	10%
<input type="checkbox"/>		budget narrative	1 page	
<input type="checkbox"/>	Works cited		unspecified	†
<input type="checkbox"/>	Appendices	Letters of support	unspecified	5%
<input type="checkbox"/>		Key staff CVs/job descriptions	unspecified	‡

† considered as part of background and methodology ratings

‡ considered as part of staffing ratings



Appendix A

Proposal Cover Sheet



Ohio Children's Trust Fund
Ohio's Prevent Child Abuse America Chapter

Proposal Cover Sheet
Great Lakes Ohio Regional Prevention Council Request for Proposals

Applicant organization: _____

Employer identification number (EIN): _____

Authorizing Official: _____

Agency type (indicate one only): ☐ Governmental entity ☐ Not-for-Profit (501(c)(3))

Contact person: _____

Contact mailing address: _____

City: _____ Zip code: _____

Contact phone: _____ Contact e-mail: _____

Website address (if applicable): _____

County (or counties) in which intervention will be implemented (programs that reach families in multiple counties are encouraged): ☐ Ashtabula ☐ Cuyahoga ☐ Geauga ☐ Lake

Amount requested: \$_____ Total in-kind funds contributed: \$_____

Estimated number of families to be served per county: _____

Has the agency previously received funding from the Ohio Children's Trust Fund (OCTF)?
☐ yes ☐ no If yes, latest year of funding: _____

We certify to the best of our knowledge that data in this application are correct and this document has been duly authorized by the Executive Management of the Applicant. We further certify that if this application is approved, said program/service will be carried out in accordance with the contractual requirements presented by University Hospitals Cleveland Medical Center, as Coordinating Entity for the Great Lakes Regional Prevention Council.

☐ We confirm that the proposed program will not serve individuals that have open and/or substantiated cases of child abuse and/or neglect.

Signature: _____
Individual authorized to contractually
bind the organization

Signature: _____
Program/Service Director

Date: _____

Date: _____

Appendix B

Budget Worksheet

Itemized Detailed Budget Please enter your estimated project budget in the table below. Try to organize your expenses by the categories under the "EXPENSE ITEM" column. In the column called "THIS GRANT," enter the dollar amount that you are requesting for each item. In "JUSTIFICATION OF EXPENSE ITEM," explain how you arrived at this figure. In the column called "FROM OTHER SOURCES," enter the estimated dollar amount you will get through another source.

In the column called "TOTAL," enter the total cost for each item. Then total all columns and enter the amounts at the bottom of the table. The figure in the "TOTAL" box for the column titled "THIS GRANT" should be the amount you are requesting for this grant.

EXPENSE ITEM	THIS GRANT (\$ Amount)	\$ FROM OTHER SOURCES	TOTAL
1. SALARY and BENEFITS			
2. SUPPLIES (items used to support the project)			
3. PRINTING (flyers, invitations, postcards)			
4. FOOD* (if a required and integral part of the intervention)			
5. MILEAGE†			
6. Indirect/Overhead <i>*Not to exceed 10% of budget</i>			
7. OTHER			
8. OTHER			
TOTAL			

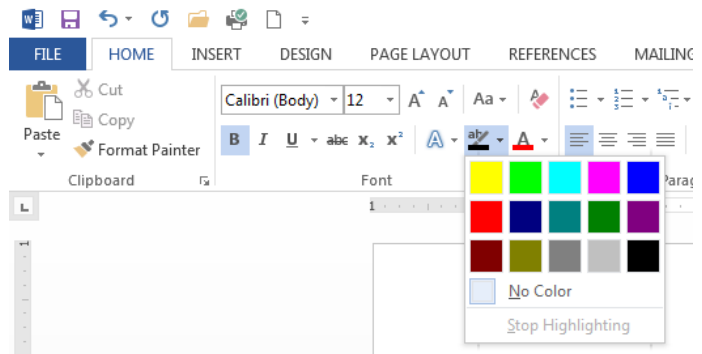
Appendix C

Redacting Documents in MS Word

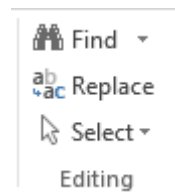
Redacting your document helps ensure objective review. Redacting tools are available online, but below are instructions for easily redacting your document in MS Word in two different ways: 1) blacking out any references to your agency name, or 2) replacing your organization's name with a generic label (i.e., "Agency" or "Applicant").

1) Redaction By Blacking Out Text

Open the Word document that you want to redact. Save your document under a new name (such as "Redacted Proposal"). From the "Home" tab, change the highlighter color in the font group to black.



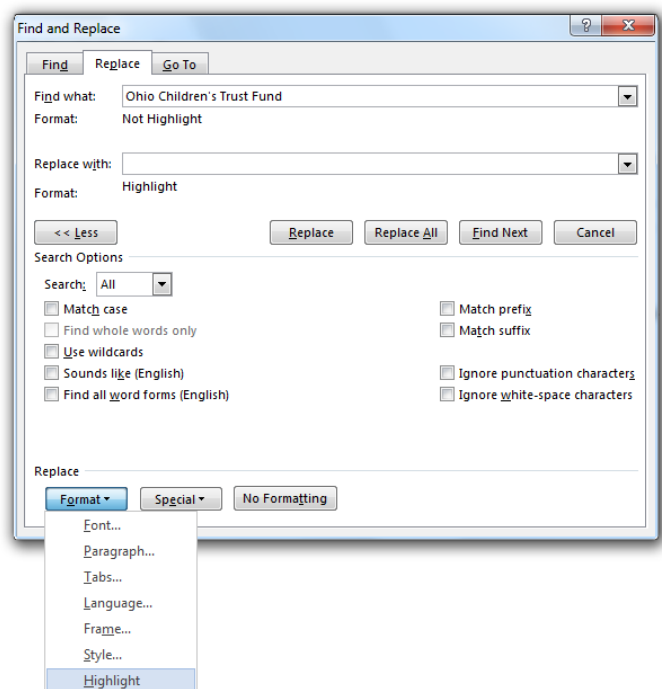
From the right side of the ribbon, click on the "replace" button.



Under "Find what," type in the word or phrase you want to replace. Click "more" to enlarge the dialog box with additional options. Click into the "replace with" box, but do not enter any text. Choose the "format" button at the bottom of the dialog box and select "highlight." When you click "replace all," every mention of the selected word or phrase will be blacked out. If you use a shortened version or acronym of your agency name, you will have to run more than one find/replace cycle (for example, Ohio Children's Trust Fund *and* OCTF).

In this example,
"What is the Ohio Children's Trust Fund?"
becomes
"What is the [REDACTED]?"

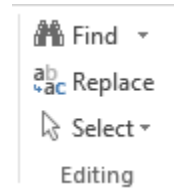
Review your document carefully to ensure nothing was missed, and save.



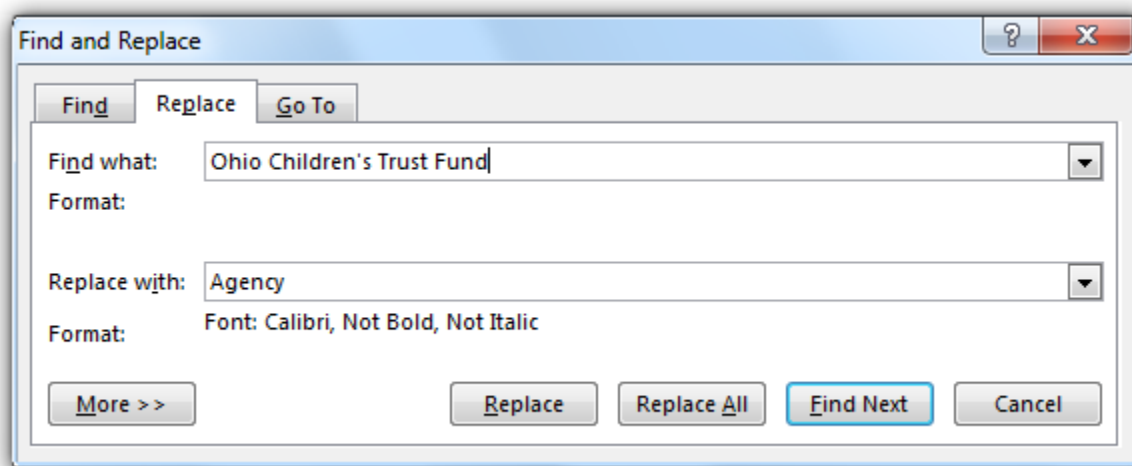
2) Redaction by Replacing Text

Open the Word document that you want to redact. Save your document under a new name (such as "Redacted Proposal").

From the right side of the ribbon, click on the "replace" button.



Under "Find what," type in the word or phrase you want to replace. In the "replace with" box, enter whatever generic name you choose, such as Agency or Applicant. Choose "find next" to review every change before it is made or choose "replace all" to make all changes at once. In the example below, we replaced the specific name with the word "Agency." If you use a shortened version or acronym of your agency name, you will have to run more than one find/replace cycle (for example, Ohio Children's Trust Fund *and* OCTF).



In this example, "**What is the Ohio Children's Trust Fund?**" becomes "**What is the Agency?**"

Review your document carefully to ensure nothing was missed, and save.

Great Lakes Ohio Regional Prevention Council Logic Model

Situation	Priorities	Inputs (what we invest)	Outputs		Outcomes/Impact			
			Activities (what we do)	Participation (who we reach)	Short term	As measured by	Medium/long term	As measured by
Child maltreatment is a complex social problem influenced by risk factors at the caregiver, family, neighborhood, and society levels. With families in the region experiencing rates of unemployment, family poverty, low educational attainment, single parenthood, and illicit drug use at or above the state level, a substantial number of children in the Great Lakes region face heightened risk of abuse and neglect.	Based on careful review of the regional needs assessment and research regarding the protective factors that mitigate risk of child maltreatment in at-risk families, the Great Lakes Regional Prevention Council will focus on three of the <i>Strengthening Families</i> protective factors: parental resiliency, social connections and knowledge of parent and child development. The five year plan will thus fund projects in three priority areas: fostering parental resiliency, building supportive social networks and increasing knowledge of parent and child development.	State funding to support prevention efforts and coordinated outreach across a four-county region.	Identify and support evidence-based programs that utilize a resiliency-oriented approach to build on family strengths and improve at-risk caregivers' ability to effectively manage stressors.	Social service providers working with at-risk populations in each of the four counties	Increase the capacity of at-risk parents and caregivers to maintain stability, manage emotions, and provide nurturing support, despite difficult or challenging circumstances.	Statistically significant increase in parental resiliency as measured through a validated parental resiliency scale.	Reduction in the incidence of child abuse or neglect.	Statistically significant change in abuse and neglect incidence in each county, measured through both traditional and alternative response tracks and why cases were screened in.
		Coordination among the four counties in the region to address specific needs and challenges and identify priorities and approaches.	Identify and support evidence-based programs that utilize a Strengthening Families approach to improve at-risk caregivers' engagement with supportive social networks.	Schools, community groups, and other potential partners who work with at-risk families		Statistically significant decrease in measures of stress as measured through validated survey tools.		
		Strong county-level leadership in the prevention of child abuse and neglect.	Identify and support evidence-based programs that utilize a Strengthening Families approach to improve at-risk caregivers' knowledge of parent and child development.	Family resource and parent leadership councils	Increase at-risk caregivers' access to and engagement with supportive social networks that promote positive parenting.	Statistically significant increase in measures of social connectedness as measured through a validated social connections scale.		
		Openness to inter-county and inter-agency collaboration to provide safe and nurturing environments for children.	Create new or support existing efforts to provide peer-to-peer networking opportunities for at-risk families, and/or engage mentors for at-risk caregivers.	At-risk families		Statistically significant increase in measures of parental/caregiver confidence and parenting skills as measured through a validated social connections scale.		
		Engagement with local prevention partnerships and agencies and organizations providing services to at-risk families.	Track and analyze outcome data to gauge programs' success in reducing risk factors and/or building protective factors, as well as fidelity to stated goals, objectives, and reach.	Decision makers	Increase knowledge of at-risk caregivers' parent and child development.	Size and stability of support groups, stability of members and mentors.	Decrease in referrals screened in for investigation.	
		Commitment to supporting rigorously evaluated, evidence-based programs and methodologies.	Ensure programs and resources reach the most at-risk caregivers in each respective county.	General public	Evidence of program participation by the most at-risk parents and caregivers and active engagement of participants.	Demographic data regarding program participants that demonstrate the majority fall into that county's identified high risk categories.		
		Dedication to maximizing the participation of vulnerable populations and providing culturally competent programs and information.	Ensure the public and social service providers are aware of the services and programs available in each of the four counties.			Participant retention rates for each program.		
		Understanding of the importance of parent input and participation in program planning and messaging.	Launch a coordinated information and outreach effort to reduce social tolerance of abuse and promote the building of protective factors like resiliency, social support and increased knowledge of parent and child development as keys to reducing risk of child maltreatment.		At-risk parents and social service providers who can act as referrers are aware of the resources available.	Surveys of parent and social service providers' awareness of resources available in their counties.		
					Funded programs demonstrate ability to reach target audiences, adhere to protocols and goals, meet reporting requirements, and responsibly manage state funds.	Analysis of interim and final program reports.		



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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

Family Outreach and Service Support: The total amount of expenditures for this category cannot exceed 5% of the total costs to provide services. This is inclusive of providing both food and beverages, as well as incentives. For specific guidance within those categories of allowable expenditures, see below:

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.

Incentives to Promote Family/Parent Engagement: This includes small (\$25 or less) incentives and/or rewards to support and encourage parents, families, and children to participate in a service, training, or event. Examples of incentives:

- ✚ Grocery Store Gift Cards
- ✚ Other – Must be pre-approved by OCTF Program Manager



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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. 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 10% of program and/or project costs.



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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
 - o 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