



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**

**North Carolina Department of Health and Human Services
Division of Social Services
REQUEST FOR APPLICATION**

State Fiscal Year 2027 – 2030 North Carolina Family Support Program Services

Application Deadline	Friday, January 16, 2026 by 5:00pm
Funding Title	North Carolina Family Support Program Services
Funding Agency	North Carolina Department of Health and Human Services
Estimated Funding available	\$5,750,000 per year
Assistance Listing Numbers	1. 93.590 2. 93.669 3. 93.645 4. 93.556
RFA issuing Agency	Division of Social Services
RFA Posted	December 1, 2025
Technical Assistance Webinar	December 5, 2025
Deadline for Questions	December 10, 2025
Questions Posted	December 15, 2025
Letter of Intent Due	December 19, 2025
Period of Performance	July 1, 2026 - June 30, 2028 with an option to renew July 1, 2028 – June 30, 2030 if conditions are met.
E-mail Applications and Questions to	family.support.rfas@dhhs.nc.gov

The Request for Application (RFA) announces the availability of funding based on the Notice of Funding Opportunity (NOFO), authorizing legislation and/or the budget. The RFA requests all the pertinent information and requirements for an applicant to assess their eligibility, competency, and interest in the funding opportunity.

NC Department of Health and Human Services
Division of Social Services
1915 Health Services Way
Raleigh, NC 27607



NC DEPARTMENT OF
**HEALTH AND
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TABLE OF CONTENTS

TITLE	SUBJECT	Page
SECTION A.	Funding Opportunity	3
SECTION B.	Application and Submission Specifications	8
SECTION C.	Background Checks, Required Trainings, Peer Review, Prevention Action Network, & Child Safeguarding Policies	12
SECTION D.	Programmatic Requirements	14
SECTION E.	Risk Management and Performance Monitoring	18
SECTION F.	Application Content and Instructions	20
Appendices	A. Required Documents B. Reference Materials & Online Resources C. Definitions D. Documents to be submitted if awarded funding	26



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**

Section A -- Funding Opportunity

A. Purpose of Funding Opportunity

The North Carolina Department of Health and Human Services, through the Division of Social Services (NCDHHS DSS), is seeking applications from qualified agencies to develop, operate and/or expand community-based, Family Support Program Services to reduce the risk of child abuse and neglect by promoting protective factors that strengthen and support families. Applicants will demonstrate the capacity to achieve positive outcomes for children and families in communities with high rates of child maltreatment and/or other risk factors associated with the incidence of child maltreatment. North Carolina Family Support Program Services help to advance the NC DHHS DSS vision of advancing innovative solutions that foster independence, improve health and promote well-being for all North Carolinians.

B. Background

The North Carolina Department of Health and Human Services is responsible for ensuring the health, safety and wellbeing of all North Carolinians. NCDHHS DSS has the following shared vision for the Family Support Program Services: Families increase protective factors to provide their children with safe, stable, nurturing relationships and environments to reach their full potential.

Research confirms child abuse has a long-term negative impact on a child's life and the entire community, harming both quality of life and prosperity. Children who experience abuse and/or severe neglect often develop toxic levels of stress. If prolonged, this high level of stress can damage the developing architecture of a child's brain, which may lead to significant behavioral changes. In 2005, the Adverse Childhood Experiences (ACE) Study surveyed 17,000 adults about their childhood experiences and compared them with their health histories. The research found that people who suffered more incidences of severe adversity in childhood, such as violence, poverty, substance abuse in the home, child abuse and neglect, were far more likely to suffer long-term intellectual, behavioral, and physical and mental health problems as adults.

Quality, trauma-informed prevention programs that strengthen family resilience and protective factors offer great promise for improving a child's overall well-being. When delivered with model fidelity, evidence-based programs can increase the capacity of parents and caregivers to care for their children, help children develop healthy coping mechanisms, improve caregiver-child relationships, and reduce family stress. Based on prevention research, NCDHHS DSS will fund family support models that provide community-based outreach, support and services to children and their families identified as being at-risk of compromised health and safety by promoting protective factors.

C. Award Amount, Program Models, Concrete Supports and Grant Term

Family Support Program Services Applicants may request up to \$150,000 total per award. Individual agencies may submit **one** application only.

1. Agencies must select one or two of the following evidence-based or evidence-informed programs:
 - Circle of Parents
 - Incredible Years
 - Pre-School BASIC Parent Program for parents of children 3-6
 - School-Age BASIC Parent Program for parents of children 6-12
 - Parents as Teachers (PAT)
 - Stewards of Children - Darkness to Light Child Sexual Abuse Prevention Training
 - Triple P
 - Level 3 Discussion Groups
 - Level 3 Primary Care
 - Level 4 Group Triple P
 - Level 4 Standard Triple P

* If selecting Triple P as an evidence-based model, agencies must select Level 4 Group and/or Standard and may supplement with Level 3 Group and/or Primary Care. Agencies may not provide Level 3 alone with NCDHHS DSS grant funding.

** If funded to provide Triple P, agencies may serve families with teens with prior approval from NCDHHS DSS.

Program Model websites can be found in Appendix B: Reference Materials & Online Resources.

2. Agencies may allocate up to \$10,000 in their budget to provide Concrete Supports for families. Families may receive up to \$500 for concrete supports per contract year. NCDHHS DSS will provide an Excel workbook for monthly tracking and reporting demographic information and types of concrete supports provided to families. (Appendix B: Reference Materials & Online Resources) Please note that the total NCDHHS DSS grant amount shall not exceed \$150,000.

The grant cycle will be for four (4) years from July 1, 2026 until June 30, 2030. The initial contract period will be for two years (SFY27 and SFY28). An additional two (2) year renewal contract will be for SFY29 and SFY30. Continued funding will be based on availability of funding, grantee performance and contractual compliance.

All funds are distributed on a reimbursement-after-expenditure basis. Funds from this grant may not be used to supplant other funds.

D. Eligibility

Any tribal government, community-based, public or private nonprofit, tax-exempt organization (including faith-based), school system or local government agency that is duly incorporated and registered under NC Statutes is eligible to apply if they meet the following requirements:

- Applicants have completed registration with the [NC Secretary of the State](#).
- Applicants' Employer Identification Number (EIN), IRS tax exemption status documents, and registration with the Secretary of State must be consistent with both the name of agency and the EIN provided on the Family Support Application.

- Applicants and subcontractors follow [E-Verify](#) requirements found in [HB36](#) & [HB786](#), which requires employers with 25 or more employees to verify the work authorization of new employees working 9 months or more in a 12 month period through E Verify. This law also requires Grantees and Subcontractors of public agencies to comply with [Article 2: Chapter 64 of the NC General Statutes: Verification of Work Authorization](#) requirements.

E. Federal Award Information

The following federal funding sources support the Family Support Program Services to protect children and strengthen safe, stable, and nurturing families:

Federal Award Identification Number	1. 2403NCBCAP 2. 2404NCNCAN 3. 2403NCCWSS 4. 2403NCFPSS
Federal Award Date	1. September 13, 2024 2. April 25, 2024 3. July 5, 2024 4. July 5, 2024
Federal Award Title	1. Community-based Child Abuse Prevention 2. Child Abuse and Neglect State Grants 3. Stephanie Tubbs Jones Child Welfare Services Program 4. MaryLee Allen Promoting Safe and Stable Families Program
Federal Awarding Agency	Administration for Children and Families
Federal Award Project Description	1. The objectives of the Community-based Child Abuse Prevention grants are 1) to support community-based efforts to develop, operate, expand, enhance, and coordinate initiatives, programs, and activities to prevent child abuse and neglect and to support the coordination of resources and activities to better strengthen and support families to reduce the likelihood of child abuse and neglect; and 2) to foster understanding, appreciation, and knowledge of diverse populations in order to effectively prevent and treat child abuse and neglect. 2. The objective of Child Abuse and Neglect State Grants is to assist States in the support and improvement of their child protective services systems.

	3. The purpose of the Stephanie Tubbs Jones Child Welfare Services Program is to promote state and tribal flexibility in the development and expansion of a coordinated child and family services program that utilizes community-based agencies and ensures all children are raised in safe, loving families. 4. The objectives of the MaryLee Allen Promoting Safe and Stable Families Program (PSSF) are: 1) to prevent child maltreatment among families at risk through the provision of supportive family services; 2) to assure children's safety within the home and preserve intact families in which children have been maltreated, when the family's problems can be addressed effectively; 3) to address the problems of families who children have been placed in foster care so that reunification may occur in a safe and stable manner; 4) to support adoptive families by providing support services as necessary so that they can make a lifetime commitment to their children.
Total Amount of the Federal Award	1. \$750,000 per year 2. \$250,000 per year 3. \$250,000 per year 4. \$4,500,000 per year
Expected number of Awards	30-40 Awards
Assistance Listing (formerly CFDA) Name and Number:	5. 93.590 Community-based Child Abuse Prevention 6. 93.669 Child Abuse and Neglect State Grants 7. 93.645 Stephanie Tubbs Jones Child Welfare Services Program 8. 93.556 MaryLee Allen Promoting Safe and Stable Families Program
Cost Sharing or Matching	3. 20% 4. 0% 5. 25% 6. 25% The State uses in-kind funds from the NC Partnership for Children to meet the match requirements listed above. Family Support grantees do not pay the match.
Allowable Costs	Family Support Services contracts contain a budget that lists approved, allowable services and activities.

	• Subrecipients may claim reimbursement for the costs of purchasing allowable activities from another source. • In addition to allowable activities, Subrecipients may claim reimbursement for the purchase of any other services, with prior written approval from NCDHHS DSS. • Subrecipients may claim reimbursement for travel costs to meetings and other events. • Purchase of equipment, travel, and training materials. All grantees that expend State funds (including federal funds passed through the N. C. Department of Health and Human Services) are required to comply with the cost principles described in the N. C. Administrative Code at 09 NCAC 03M .0201.
Indirect Cost	De Minimis Indirect Cost Rate 15% of the Modified Total Direct Cost (MTDC)

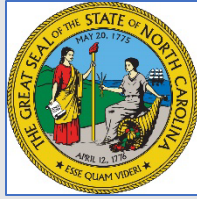
Family First Prevention Services Act

In addition to the above funding sources, NCDHHS DSS has sought to align community-based family support services with the Family First Prevention Services Act (Family First). This federal law transforms the child welfare system and informs NCDHHS DSS strategic investments in child maltreatment prevention across the child welfare continuum. Family First aims to prevent children from entering foster care by allowing federal Title IV-E reimbursement for selected mental health services, substance use treatment, and in-home parenting skill training. The North Carolina Title IV-E Prevention Services Plan draws upon the state's prevention and treatment systems for the implementation of evidence-based and trauma informed services. For more information, click on the following link: [North Carolina's Title IV-E Prevention Services Plan](#).

F. Federal Funding Accountability and Transparency Act (FFATA)

As an applicant of federal funds, each selected applicant will be required to provide certain information required by the Federal Funding Accountability and Transparency Act (FFATA), including the organization's Unique Entity Identifier (UEI) number. Please see www.sam.gov for free registration. Additional information about FFATA is available at <https://www.fsr.gov/>

Applicants must register annually with the System for Award Management (SAM) <https://sam.gov/content/home> to obtain and maintain their agency's Unique Entity Identifier (UEI).



NC DEPARTMENT OF HEALTH AND HUMAN SERVICES

Section B - Application and Submission Specifications

A. How to Apply

The RFA and instructions can be obtained by going to <https://www.ncdhhs.gov/about/grant-opportunities/social-services-grant-opportunities>. Applications must be typed and presented with the same topic headings and in the same order as set forth in Section F (Application Contents and Instructions) of this RFA.

B. Deadline for Submission

The closing date for submission of applications is **January 16, 2026, by 5:00 p.m.** ***Please note that Applications received after 5:00 p.m. will be classified as late and will not be considered for funding.*** No mailed, hand delivered, or faxed applications will be accepted. Since applications must be submitted electronically, please allow additional time for any computer issues that may occur. NCDHHS DSS will provide an Acknowledgement of Receipt for all applications received.

C. Electronic Submission

One complete application, including all signed certifications, attachments, and a signed cover letter on agency letterhead must be emailed to family.support.rfas@dhhs.nc.gov. Each document must be named with the **name of agency** followed by **name of attachment**.

Example: Happy Family Resource Center_Cover Letter

Example: Happy Family Resource Center_Board Member Profile

Example: Happy Family Resource Center_Federal Certs.

Additional specific instructions regarding electronic submission of the application can be found in the NCDHHS DSS Family Support Application Checklist (Appendix A: Required Supporting Documents).

Basic Format:

- Type should be Arial 11-point font size and single spaced.
- Add a footer that includes the agency name and page number.
- Adhere to page limits. Points will be deducted for every section that exceeds the page limits.
- Respond to each section listed in this RFA thoroughly and concisely, in the order requested. ***Include section headings*** as listed in the Family Support Application Checklist.

D. Letter of Intent

All applicants must submit a signed letter of intent by email to family.support.rfas@dhhs.nc.gov by **December 19, 2025**, by 5:00pm on agency letterhead. This letter must include the following information:

- Legal name of the agency that matches IRS letter;
- Mailing address and phone number of the agency;
- Intent to submit a Family Support application to this RFA;
- Name of the proposed program model(s) and if your agency will provide concrete supports;
- County(ies) and NCDHHS DSS Region(s) to be served (see NCDHHS DSS Regional Support Map – Appendix B Reference Materials & Online Resources); and
- Name, title, phone number, and email address of the person who will coordinate application submission.

If the applicant does not submit a letter of intent by the deadline, two points will be deducted from their overall score.

E. Questions

All inquiries regarding the funding opportunity must be submitted in writing to the following email address: family.support.rfas@dhhs.nc.gov by 5:00pm on December 10, 2025. The Subject line of the email should read "Family Support RFA Question(s)/Name of Agency." NCDHHS DSS will post responses to questions at <https://www.ncdhhs.gov/about/grant-opportunities/social-services-grant-opportunities> by 5 PM on December 15, 2025.

F. Technical Assistance Webinar

NCDHHS DSS will sponsor a technical assistance webinar to discuss the application in greater detail on **December 5, 2025, from 1:00 pm to 3:00 pm**. The webinar can be accessed through the following link: [Family Support RFA Technical Assistance Webinar](#)

Participation in the technical assistance webinar is highly encouraged.

G. Contractual Services

Contractual services for purchases of goods or services may be allowed to achieve the goals of the project. Subawards for subrecipients may also be allowed. The budget narrative should include justification for the contractual services or subawards.

H. Application Selection and Scoring

An evaluation/selection committee will review and score all applications received by 5pm on Friday January 16, 2026.

Scoring chart is provided below:

- | | |
|--|-----------|
| 1. Cover Letter / Proposal Summary | 5 POINTS |
| 2. Organization Background and Capacity | 15 POINTS |
| 3. Needs Assessment (Problem Statement) | 15 POINTS |
| 4. Project Design | 35 POINTS |
| 5. Sustainability Plan | 10 POINTS |
| 6. Financial Assistance Contract Package A (Face Sheet/Budget) | 15 POINTS |

7. Supporting Documentation
TOTAL

5 POINTS
100 POINTS

All applications received by the deadline will be reviewed to ensure all required attachments and documentation are complete and included in submitted applications. Once an application has been submitted, the applicant cannot modify it. Applications will then be forwarded to the evaluation/selection committee who will review and score the applications. Please see Appendix B (Reference Materials & Online Resources) to view the Family Support Application Review Tool. Although a primary factor, score alone will not be the sole determinant for awards, NCDHHS DSS staff will also consider factors, such as regional distribution, program variety, target population, community needs, and previous program history when determining final award decisions.

At the discretion of NCDHHS DSS, applicants may be required to respond in writing to additional questions and/or participate in an oral interview and/or a site visit as part of the final award decision making process.

Upon completion of review, NCDHHS DSS will post award notices on the NCDHHS DSS public notice site. Awards will be deemed final. The funding agency reserves the right to not award any grants if determined to be in its best interest.

I. Required Documentation

If an applicant is awarded a Family Support grant, they must provide the following documents:

1. Proof of Non-Profit Status (IRS Tax Exempt Letter) & Annual Verification Form, if applicable
2. Conflict of Interest Policy & Annual Acknowledgement
3. Signed Federal Certifications
4. Signed State Certification
5. Certification of No Overdue Taxes
6. Signature Authority on agency letterhead and signed by the agency's board chair.
7. Proof of automobile insurance and a copy of policy (if providing participant transportation)
8. Documentation of the agency's Unique Entity ID (UEI) number from the Systems Award Management (SAM) website. To register for a free UEI number please follow the instructions on the www.SAM.gov website.
9. Upon award, all agencies are required to be registered as a vendor (at no cost) in the NC e-Procurement system. Please visit <https://eprocurement.nc.gov>, click on Vendor Login and scroll down to "Register". For questions/guidance, please contact the e-Procurement Help Desk at 888-211-7440.

J. NCDHHS DSS reserves the right to:

1. Modify the application and budget after consulting with the applicant. Items that may be modified include, but are not limited to goals, costs, program models, performance, and reporting requirements.
2. Allow or disallow budget amendments during the performance period of the project.
3. Monitor the program based on the Division's Subrecipient Monitoring plan.
4. Implement any change or requirement mandated by State or Federal government during the life of the project.

K. Applicant Financial Capacity

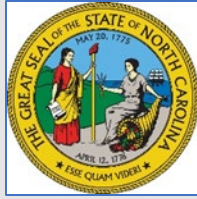
Applicants must have the financial capacity to operate without reimbursement for at least 90 days of the project period. Applicants funded through this grant must submit all requests for payment and expenditure reports by the 10th of each month following the month of service.

L. Period of Performance

- Initial Contract: July 1, 2026, through June 30, 2028
- Renewal Contract: July 1, 2028, through June 30, 2030

M. Cost Reimbursement

Allowable and appropriate costs must be reasonable and necessary to provide the services. Upon execution of the contract, the Grantee must submit via email one signed DSS-1571 III (Administrative Costs Report) to the NCDHHS DSS Program Consultant by the 10th of each month for services provided in the prior month. Please note that the person preparing the invoice must be different from the person authorized to sign it. The DSS-1571 III reports must be accompanied by supporting general ledger documentation. DSS-1571 III reports must be submitted even when no services are provided in a given month. Failure to submit monthly reports may delay receipt of reimbursement. NCDHHS DSS will have no obligation for payments based on expenditure reports submitted later than 30 days after termination or expiration of the contract period. All payments are contingent upon fund availability.



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**

**Section C – Background Checks, Required Trainings, Peer Review,
Positive Childhood Alliance & Child Safeguarding Policies**

1. Background Checks

The Grantee will conduct a criminal history background check and a check of the National Sex Offender Registry for all new and existing staff and volunteers having direct contact with children or families. The agency must document in writing any prior felony convictions or other abnormalities and include a justification for employment. This written documentation must be kept within the volunteer or employee personnel file to be reviewed during a monitoring visit.

2. Required Trainings

The following trainings are required of Family Support Program Services Grantees:

- a. All program staff and/or facilitators must be trained in their approved program model prior to service delivery.
- b. All direct service staff and their supervisors listed in the contract budget, who have not already done so, must complete the *Connecting with Families: Family Support in Practice* six-day curriculum for working with families in center-based programs, support groups, and home visiting. For more information, see [NCSW Learn](#). Staff must complete this training within the first fiscal year of funding. Child Care Providers and Stewards of Children trainers are exempt from this requirement.
- c. All direct service staff and their supervisors listed in the contract budget, who have not already done so, must complete the free online [Bringing the Protective Factors Framework to Life in Your Work – A Resource for Action](#) training course within the first six months of funding. Child Care Providers and Stewards of Children staff are exempt from this requirement.
- d. All direct service staff and their supervisors listed in the contract budget, who have not already done so must complete the following two Prevent Child Abuse North Carolina's self-guided [online courses](#) within the first fiscal year of funding:
 - a. *Recognizing and Responding to Suspicions of Child Maltreatment*
 - b. *What is Prevention?*
- e. All direct service staff, supervisors, childcare providers, and volunteers who have direct contact with children or families on an ongoing basis must review the DHHS mandated Civil Rights annual training. [NC DSS Annual Mandated Civil Rights Webinar Training for Contractors and County Social Services](#)

- f. NCDHHS DSS, in partnership with PCANC, FRIENDS National Resource Center, and other experts, will provide ongoing training and technical assistance on various topics, such as prevention, contract requirements, model fidelity, resilience, and implementation science, throughout the award cycle.

As a part of Continuous Quality Improvement practice, Grantees should encourage ongoing staff development and budget accordingly.

Grantees must have copies of staff certificates of completion for required trainings available for review during monitoring visits.

3. Peer Review

Grantees will be required to participate in a peer review process once during the 4-year grant cycle. This process is a continuous quality improvement strategy to enhance service delivery and is not part of contract monitoring.

4. Positive Childhood Alliance (formerly known as [Prevention Action Network](#))

The Positive Childhood Alliance is an affiliation of organizations, professionals and concerned citizens who are committed to strengthening and supporting families. Members represent diverse fields such as early childhood, education, public health, mental health, child protection, medicine, domestic violence prevention, law, and family support. The Prevention Action Network offers members access to training, resources, and networking opportunities to help them strengthen their capacity to serve North Carolinians. ***NCDHHS DSS will provide all Family Support Program Services Grantees with an annual Positive Childhood Alliance membership.***

5. Child Safeguarding Policies

Sexual abuse can be prevented. It is the responsibility of all adults in our communities to protect children from child sexual abuse. Using the [Child Sexual Abuse Prevention Starter Kit](#) (Appendix B: Reference Materials & Online Resources) developed by Positive Childhood Alliance North Carolina, all Grantees will be required to develop and adopt a Child Safeguarding Policy within the first year of the grant cycle. Grantees who have an existing Child Safeguarding Policy will be required to review and/or update their policy, if needed.



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**

Section D – Program Requirements

North Carolina Family Support Program Services applicants shall meet ***all*** seven of the following requirements to be eligible for funding:

1. North Carolina Division of Social Services Prevention Framework **(Appendix B: Reference Materials & Online Resources)**

NC DHHS DSS recognizes the importance of creating a child welfare system that works with families to ensure safety, permanency, and well-being. In partnership with state and county child welfare employees, representatives from public and private family support agencies and people with lived experience, NCDHHS DSS developed a comprehensive Prevention Framework. This Framework provides a roadmap for the state, regional organizations, and local communities to support, empower, protect and strengthen families. The Prevention Framework includes five (5) shared principles that include goals and actionable strategies for child-serving systems use on the community, programmatic, and family levels.

Principle 1: Professionals, community members, and families work together in relationships based on mutual respect.

Principle 2: Families are valued as experts and resources to support the development of their own members, other families, programs and communities.

Principle 3: Families have access to quality trauma-informed services and systems to prevent initial child abuse and neglect, repeat child maltreatment incidents, and entry of children into out-of-home placement.

Principle 4: Prevention programs are flexible and continually responsive to emerging family and community strengths and needs.

Principle 5: Community members value positive parenting and know how to support families to prevent child abuse and neglect.

2. Family Engagement and Leadership

Developing strong relationships between families and staff is an essential ingredient in the program's ability to succeed. When parents and other caregivers feel valued and supported, they are more likely to accept and use new information. Caregivers offer unique perspectives to improve the quality of services and ensure the programming meets the community's needs.

3. Levels of Prevention and Target Population

NCDHHS DSS Family Support Program services must be primary or secondary child abuse prevention services since the goal is to provide services *prior* to the incidence of abuse and neglect. Levels of Prevention are defined as follows:

Primary Prevention activities are directed at the general population to stop maltreatment before it occurs. All community members have access to and may benefit from these services. Primary prevention activities may raise the awareness of the general public, service providers, and decision-makers about child maltreatment. Universal approaches to primary prevention might include:

- Parent education programs and support groups that focus on child development, age-appropriate expectations, and positive discipline
- Family support and strengthening programs that enhance the parents' ability to access existing services and support positive interactions among family members

Secondary Prevention activities are offered to populations that have one or more risk factors associated with child maltreatment. While not predictive, risk factors identify common features of families, parents/caregivers, children and their environment where abuse or neglect most often occur. Secondary prevention programs may target services for individuals, neighborhoods, or communities that have a high incidence of these risk factors. Secondary prevention programs might include:

- Parent education programs located in high schools for teen parents or those within substance abuse treatment programs for families with young children
- Home visiting programs that provide support and assistance to expecting and new mothers in their homes

If providing secondary prevention programming, applicants must demonstrate that they intend to **target one or more** of the following populations:

- Families and children living in poverty
- Parents/caregivers abusing substances
- Young parents and/or parents of young children (birth through 5 years)
- Single parents
- Families experiencing domestic violence
- Parents/caregivers and/or children with disabilities or mental illness
- Fathers, non-custodial parents, and parent companions
- Former adult victims of child abuse and neglect
- Homeless youth and families experiencing homelessness
- Tribal populations
- Military families
- Victims of Human Trafficking

Tertiary prevention consists of activities targeted to families that have substantiated child abuse and neglect reports. These families have already demonstrated the need for intervention, either with or without court supervision. Tertiary prevention services will not be funded under this Request for Application.

4. **Promoting Protective Factors**

NCDHHS DSS is committed to achieving safety, permanency and well-being for North Carolina's children and their families. Although secondary prevention targets populations with risk factors, participating families respond better when their strengths, instead of deficits, are emphasized. The Center for the Study of Social Policy (CSSP) conducted research suggesting that a Strengthening Families Framework that identifies protective factors can significantly reduce incidences of childhood maltreatment and trauma. The Strengthening Families Protective Factors Framework offers an intentional focus on optimal family and child development that identifies five protective factors that are relevant for the continuum of child welfare services.

North Carolina Family Support Program Services agencies' outcomes should support the strengthening of the following five protective factors:

- **Parental Resilience** - A parent's ability to cope effectively with the various challenges of parenting and everyday life and their ability to overcome life's challenges. Examples include services that help caregivers establish relationships with friends, family, and professionals that provide on-going encouragement and knowledge of accessible community resources.
- **Social Connections** - Positive relationships with friends, family members, neighbors, and others who can provide concrete and emotional support to parents and caregivers. Examples include services that strengthen family relationships, friendships, and formal support.
- **Knowledge of Parenting and Child Development** - Accurate information about raising children and appropriate expectations for their behavior. Examples include parenting education through parent support groups, education classes, or home visitation.
- **Concrete Support in Times of Need** – Support may include financial, transportation, and food assistance, job training, and/or mental health services. Examples include services that provide immediate, tangible resources to families in crisis.
- **Children's Social and Emotional Development** - A child's ability to interact effectively with others positively and articulate their feelings. Examples include services that provide children and caregivers a safe and nurturing place to "practice" normal roles and behaviors, strengthening a positive parent-child relationship.

For more information, click on [Strengthening Families and Protective Factors Framework](#)

5. **Model Fidelity and Implementation Support**

Model fidelity is a critical component to successfully implementing evidence-based programs, ensuring that the program is delivered consistently as the developer intended to achieve desired outcomes. All Grantees will be required to maintain model fidelity. Research shows that programs are most effective when providers receive regular, on-going implementation support. Agencies benefit from specific implementation support around developing recruitment plans to enroll and retain eligible program participants; hiring skilled and experienced staff; delivering curricula content; strengthening adherence to model fidelity; making program material relevant to participants and increasing practitioners' confidence and competence in delivering programs.

All Family Support Grantees must obtain and participate in implementation support during each grant year to ensure continued model fidelity and program sustainability. Each Grantee must budget for and use implementation support provided by Positive Childhood Alliance

North Carolina (PCANC). PCANC will provide tailored technical assistance to support DSS Family Support Grantees in strengthening both programmatic implementation and organizational capacity. Applicants are encouraged to contact PCANC staff and visit their website at [Positive Childhood Alliance NC](#) to access program specific information regarding NCDHHS DSS implementation support expectations, including required agency leadership involvement and cost of program implementation support.

Grantees providing Triple P will be required to coordinate with the Lead Implementing Agency (LIA) in their Triple P Region. The LIAs provide implementation support for practitioners on training and coaching; community outreach and communications; and data collection, reporting and continuous quality improvement. Grantees implementing Triple P will also be required to participate in the [Peer Assisted Supervision and Support model \(PASS\)](#). PASS is a feedback structure that allows providers to learn from one another and improve consultation skills. Applicants are encouraged to contact their LIA Coordinator to discuss implementation support available to Triple P Practitioners. Please see Appendix B: (Reference Materials & Online Resources) to view the NC Triple P Regional Map including LIA contacts.

Agencies providing Parents as Teachers will be required to use implementation support provided by the NC Parents as Teachers office. [NC Parents as Teachers](#).

6. Evaluation

Applicants must demonstrate the capacity to achieve positive outcomes for children and families who participate voluntarily in their services. NCDHHS DSS has identified shared outcomes and evaluation tools for all eligible program models listed in this RFA. The list of Programs, Shared Outcomes and Required Evaluation Tools can be found in (Appendix B: Reference Materials & Online Resources). Please see model specific requirements below:

- All Grantees implementing Incredible Years, Circle of Parents, and Triple P are required to participate in state-level evaluations and submit data to PCANC.
- All Grantees implementing Triple P are required to submit data to the appropriate NC Triple P Lead Implementing Agency each quarter.
- All Grantees implementing Parents as Teachers are required to submit the Protective Factors Survey – 2nd Edition and the NFSN Participant Survey to PCANC.
- All Grantees implementing Parents as Teachers and/or Stewards of Children must submit Continuous Quality Improvement (CQI) strategies and outcome evaluation data quarterly to NCDHHS DSS.

7. Collaboration with Community Agencies and Family Resource Centers

Preventing child abuse and neglect is not the responsibility of one agency, but rather a community-wide responsibility. Applicants must demonstrate that they are actively developing and participating in meaningful collaborative relationships with community partners, both public and private agencies as well as Family Resource Centers to prevent child victimization by linking families with appropriate and timely resources and identifying gaps and barriers to a family's ability to access services. To learn more about the NC Family Resource Center Network and the benefits of joining the network, click the following link: [NC Family Resource Center Network | Positive Childhood Alliance NC](#).



NC DEPARTMENT OF HEALTH AND HUMAN SERVICES

Section E – Risk Management and Performance Monitoring

NCDHHS DSS will monitor Grantee according to ncdhhs.gov/documents/files/dss/monitoring

This includes compliance with federal regulation under the [CFR Title 2 Part 200](#). After the review, the NCDHHS DSS Program Consultant will send a formal written monitoring report letter to the Grantee's Executive Director and Board Chair which contains recommendations and corrective action findings, if applicable. If the Grantee remains in non-compliance status, the contract may be terminated due to failure to meet the terms and conditions of the contract.

In addition, all Grantees will participate in an annual Desktop Monitoring call.

The following documents may be used to monitor the contract:

1. Board Member Profile
2. Job Descriptions for Family Support Program Services positions listed in the budget
3. Organizational Chart

Audit Requirements:

The Grantee is responsible for meeting the following audit requirements.

- [PART 200—UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS](#)
- [§ 159-34. Annual independent audit; rules and regulations.](#)

All non-governmental Grantees that receive \$1,000,000 or more in total financial assistance must submit a single or program-specific audit to the following email address: NCGrantsReporting@dhhs.nc.gov within 9 months of the Grantee's fiscal year end. Audits governed by 2 CFR 200.512 must be posted to the Federal Audit Clearinghouse (FAC) within 30 days of audit completion.

Reporting

The following are required reporting for all Grantees:

Monthly

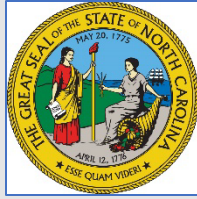
- DSS-1571 III Administrative Costs Report and general ledger/supporting documentation by the 10th of each subsequent month, even if no costs are incurred. Grantees with subcontract(s) must include monthly 1571 Report(s) completed by the subcontractor(s).

Quarterly

- Completed Performance Monitoring Quarterly Report by October 15th, January 15th, April 15th, and July 31st. These quarterly reports include cumulative data on agency functions, program outputs and outcomes.

Annually:

- Federal Funding Accountability and Transparency Act (FFATA) Data Reporting Requirement form due with annual renewal materials.



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**

Section F – Application Contents and Instructions

1. Cover Letter/Proposal Summary (One Page Limit / 5 Points)

Applicants must include a cover letter on agency letterhead, that includes the following program summary information:

- Funding amount requested
- Community being served, including Social Service Region and county(ies)
- Name and brief description of program model(s), including format
 - Number of annual participants who will complete the program model, divided into:
 - Number of parents/caregivers
 - Number of children participating in programming and/or attending childcare
 - Number of total families
 - Will your agency deliver the model in-person, virtually, or a hybrid format? *(Please note that NCDHHS DSS prefers in-person service delivery under most circumstances.)*
 - The number of groups, sessions, home visits, or trainings proposed (frequency, intensity, and duration) for each program model
 - Completion requirement, e.g. *Completion is defined as attending 5 or more Circle of Parents meetings annually*
- Target population or General population
- Physical location(s) where the participants will be served
- Incentives and activities to encourage recruitment and retention.
- If providing concrete supports include:
 - Number of annual participants who will receive concrete supports divided into:
 - Number of parents/caregivers
 - Number of children
 - Number of total families

This letter may not exceed 1 page and must be signed by the authorized official of the agency.

2. Organization Background and Capacity. (Two Page Limit / 15 Points)

Successful agencies have strong organizational capacity to help achieve their goals, including sound programmatic and fiscal policies and procedures, trained staff, professional development opportunities, staff supervision, engaged board and community stakeholders, sufficient resources, and a data collection and evaluation process. In this section, applicants shall provide a detailed description of their organizational background and capacity with specific examples that includes the following information:

- a. State the agency's mission and goals and describe how they relate to the proposed programming.

- b. Describe the history of your agency providing family support services within the community, including evidence that it has the capacity to serve the target population.
- c. Describe your agency's experience providing the proposed program model(s). Include the organization's past achievements and accomplishments and evidence of its impact.
- d. Describe your agency's experience of working with DHHS or other funding agencies including:
 - The length of time that the agency has received Federal or State funding;
 - The services that the agency provided; and
 - Successes and some challenges.
- e. Describe how your agency manages finances, develops budgets, submits invoices & contract amendments, and monitors agency and grant spending.
- f. Describe how your agency will administer and supervise the proposed services.
 - If using a subcontractor, describe how your agency will monitor their grant compliance and evaluate their program performance.

3. Needs Assessment (Problem Statement) (Two Page Limit and 15 Points)

Describe the targeted community need and how the proposed family support program(s) will address it by answering the following questions:

Applicants must use specific examples, data, and citations to support need statements, including the *NC County Child Victimization SFY 2024 Data*. (Appendix B: Reference Materials and Online Resources).

- a. What are your community's strengths, resources, gaps, and needs related to supporting families and preventing child maltreatment?
- b. What are the factors contributing to the child victimization rate in the county(ies) to be served?
- c. How has your agency assessed the current community strengths, resources, gaps, and needs?
- d. How will the proposed service(s) meet community needs and fill gaps in the existing continuum of services to prevent child abuse and neglect?
 - Proposed program models should not duplicate existing programs in the county(ies). If similar services already exist, why is the proposed service needed?

Applicants may find some statistical data and/or needs assessments at collaborating agencies and organizations. Additional information can also be found at the following links:

- [NC Early Childhood Action Plan County Data Reports](#)
- [Annie E. Casey Foundation](#)
- [NC Child](#)
- [US Census Bureau: Population Estimates](#)
- [UNC School of Social Work Social Services Data](#)
- [Community Tool Box: Assessing Community Needs and Resources](#)

1. Project Design (7 Page Limit / 35 Points)

Applicants must describe your program design that answers all of the following questions labelled in lower case letters (for example: a.) under each of the seven requirements listed below. The description should be detailed and provide relevant examples.

1. North Carolina Division of Social Services Prevention Framework

- a. How will your agency model all six Principles, Goals and Strategies within the Prevention Framework? Provide specific examples.
- b. How will your agency promote the use of this framework within your community?

2. Family Engagement and Leadership

- a. How will your agency conduct community outreach to recruit family and caregiver engagement in programs?
- b. How will staff work proactively to support families who are isolated, drawing them into social networks and activities?
- c. How will your agency promote and sustain meaningful family engagement and leadership? Provide specific examples.

3. Levels of Prevention and Target Population(s)

NCDHHS DSS Family Support Program services must be primary or secondary child abuse prevention services that provide services *prior* to the incidence of abuse and neglect.

- a. Who is the target population of the proposed program model(s)? How were they identified?
- b. How will your agency ensure that other underserved/marginalized populations, including tribal populations and/or families experiencing homelessness will know about your programs and services?
- c. Are the proposed program models primary or secondary prevention?
 - If primary prevention, speak to your agency's universal focus.
 - If secondary, speak to your targeted population and the identified risk factors and/or lack of protective factors.
 - How will your agency ensure that participant referrals are only accepted with a Primary or Secondary focus?

4. Promoting Protective Factors

- a. How will your proposed program promote the five protective factors? Give specific examples.
- b. If your agency selected to provide concrete supports with this funding, how will your agency manage this process?

5. Model Fidelity and Implementation Support

- a. Why did your agency select the proposed program model(s)?
- b. How will your agency plan for program delivery?
 - What is your program's implementation timeline?

- c. How will your agency engage in implementation support for the proposed program model(s)? Applicants must include:
- The name of the organization that will provide the support
 - The type of activities that will be provided
 - The staff positions that will participate in implementation support and how leadership will be involved
 - The supervision that will be provided to ensure that staff are engaging in regular implementation support

6. Evaluation

- a. How will your agency ensure that Quarterly Reports and evaluation data are submitted timely and accurately?
- b. How will your agency measure outputs, outcomes, and participant satisfaction?

7. Collaboration with Community Agencies and Family Resource Centers

- a. How does your agency collaborate with local organizations, coalitions, Family Resource Centers, and parent partners (including your County Department of Social Services) that focus on child, family and community well-being? Provide detailed examples of significant, relevant collaborative efforts.
- b. How does your agency contribute to community efforts to prevent child abuse and neglect?
- c. How does your agency assess family members' needs and make referrals to programs within your agency and other community organizations?
- d. Does your agency belong to the NC Family Resource Center (FRC) Network? [NC Family Resource Center Network | Positive Childhood Alliance NC](#)
- If so, how has your agency benefited from this network?
 - If not, would your agency consider joining this free network? What benefits do you think your agency would gain from joining the FRC Network?

E. Sustainability Plan (One Page Limit / 10 Points)

Applicants must address how they will plan and implement sustainable actions to ensure continuing the project beyond the award period, such as future financial support, staff capacity, and continued community interest. Sustainability is important because service interruptions may increase risk of child victimization. Applicants must answer the following questions:

- a. What types of financial support, organizational capacity, and in-kind resources from both your agency and community partners will contribute to sustainability?
- b. How will your agency diversify funding?
- What specific sources of local, state, federal, foundation, and corporate funding will your agency actively cultivate to continue this program?
- c. How does your agency prepare for leadership succession and transitions?

- Does your agency have a written plan or policy for leadership succession?
- d. How will your agency market the NC Children's Trust Fund, including the [Kids First License Plates](#)?

F. Financial Assistance Contract Package A (No Page Limit, 15 Points)

Applicants must complete the Excel workbook, NCDHHS DSS Financial Assistance Contract Package A and submit required annual documents that include:

- Face Sheet (Tab 1)
- Contract Budget – Year 1 (SFY 2026) (Tab 3)
- Salary and Fringe – Year 1 (SFY 2026) (Tab 4)
- If appropriate, Subcontractor Budget – Year 1 (SFY 2026) (Tab 5)
- Contract Budget – Year 2 (SFY 2027) (Tab 6)
- Salary and Fringe – Year 2 (SFY 2027) (Tab 7)
- If appropriate, Subcontractor Budget – Year 2 (SFY 2027) (Tab 8)

Applicants will complete and submit a line-item budget for both the first and second year of the Contract (SFY2026 and SFY2027).

Agencies selected for funding will complete required certifications annually. This will include a 2-year scope of work and budget for SFY2028 and SFY2029. Continued funding will be based on availability of funding, grantee performance and contractual compliance.

Read the Excel workbook Budget Worksheet Instructions tab carefully (Tab 2) because it contains information required to develop a budget, including entering salary and fringe benefits. Make sure that all expenses are clearly explained in the Narrative column.

The budget is subject to the following requirements:

- All funds are distributed on a reimbursement after expenditure basis.
- Funds from this grant may not be used to supplant other funds.
- Expenditures for travel and daily subsistence may not exceed state approved rates, which are listed in the NCDHHS DSS Grantee Package Instructions and can also be found on <https://www.osbm.nc.gov/budget/budget-manual#Sect51>.
- Equipment (e.g. computers, printers, televisions, video cameras, etc) may be purchased if it is required by the program model or supports the contract goals and outcomes. Grantees that received funding in previous years to purchase equipment must submit a clear justification of the need to purchase duplicate equipment under this grant.
- Cost allocation plan, if sharing costs across multiple funding streams.
- To include indirect costs, applicants may use:
 - An indirect cost negotiated rate determined by an external CPA/auditing firm. If claiming indirect costs, the agency must use the rate on the letter, even if it

is less than de minimis rate of up to 15%. The agency's indirect cost rate letter must be submitted with the agency's application.

- The de minimis indirect cost rate of 15%.
- If the applicant is claiming between 0% up to 15% indirect costs without a negotiated indirect cost rate, they must submit a letter on agency letterhead stating that they are declining the de minimis rate.

Please see the attached guidance on Indirect Costs in Appendix B (Reference Materials & Online Resources).

- Anticipated Revenue Summary (Appendix A: Required Grantee Documents)

Budget and Narrative

The RFA/ line-item budget shall constitute the total cost to provide the services. The line items should be necessary, allowable, and reasonable. For example, if setting a salary for a position, check the fair market value for the salary of the similar position in the similar area. The budget should indicate a clear relationship with the project.

Every line item should have a narrative with equations. A budget narrative is the justification of how and why a line item is required to meet the goal of the project.

G. Supporting Documentation (No Page Limit, 5 Points)

Applicants must complete and submit the following Supporting Documentation with their application:

1. Board Member Profile (Appendix A: Required Grantee Documents)
2. Organization Chart for your agency. Use position titles. Do not include individual employee's names.
3. Job descriptions for each position listed in the budget. Use position titles. Do not include individual employee's names.
4. 3 Letters of Support, including one from a parent/caregiver or consumer

APPENDIX A: Required Documents

✓	EMAIL #1	Page Limit / Points
	NCDHHS DSS Family Support Application Checklist	
	A. Cover Letter/Proposal Summary on Agency Letterhead	1 page / 5 points
	B. Organization Background and Capacity	2 pages / 15 points
	C. Needs Assessment (Problem Statement)	2 pages / 15 points
	D. Project Design 1. NCDHHS DSS Prevention Framework 2. Family Engagement and Leadership 3. Levels of Prevention and Target Population(s) 4. Promoting Protective Factors 5. Model Fidelity and Implementation Support 6. Evaluation 7. Collaboration with Community Agencies & Family Resource Centers	7 pages / 35 points
	E. Sustainability Plan	1 page / 10 points
	EMAIL #2	
	F. Financial Assistance Contract Package A YEAR 1 (SFY26) & YEAR 2 (SFY 27) (Excel Workbook) • Face Sheet (Tab 1) • Contract Budget – YEAR 1 & 2 (Tab 3 and Tab 6) • Salary and Fringe – YEAR 1 & 2 (Tab 4 and Tab 7) • If appropriate, Subcontractor Budget – YEAR 1 & 2 (Tab 5 & Tab 8) Required grantee documents: • Cost Allocation Plan, (if applicable) • If claiming Federal rate above 15% indirect cost, include current Federal rate letter and Audit documentation for approval. • If claiming zero or less than 15% indirect cost, submission on letterhead stating agency is declining the de minimis 15% rate • Anticipated Revenue Summary	No page limit / 15 points Face Sheet – Excel Budget – Excel Submit all other documents as separate attachments, rather than a combined pdf.
	EMAIL #3	
	G. Required Supporting Documentation a. Board Member Profile b. Organization Chart c. Job Descriptions (for all staff listed in the budget) d. 3 Letters of Support, including one from a parent/caregiver or consumer	No page limit / 5 points Submit each attachment as a separate document, rather than a combined pdf.
	If awarded funding, the following documents will be collected:	
	Governmental Organizations and UNC System Entities: • State Certifications • Federal Certifications • FFATA Data Form • Authorized Signatures Form Non-Governmental Organizations • State Certifications • Conflict of Interest Acknowledgement and Policy • Annual Conflict of Interest Verification • Annual IRS Tax Exemption Verification • Copy of IRS Tax Exemption Letter • No Overdue Tax Debts Certification • Federal Certifications • FFATA Data Form • SAM (System for Award Management) Registration Screenshot • Authorized Signatures Form	

	Proof of automobile insurance and a copy of policy (if providing participant transportation)	
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APPENDIX A: Required Supporting Documents for Submission

- Anticipated Revenue Summary (Word)
- Board Member Profile (Word)
- Financial Assistance Contract Package A: Year 1 & Year 2 (Includes Face Sheet) (Excel)
- NCDHHS DSS Family Support Application Checklist (Word)

APPENDIX B: Reference Materials & Online Resources

Reference Materials:

- Family Support Application Review Tool
- Indirect Cost Instructions
- NC County Child Victimization 2024
- NC Family Resource Centers Network Summary 2024
- NC Triple P Regional LIA Map (Updated November 2024)
- NCDHHS DSS Prevention Framework 10-2025
- NCDHHS DSS Regional Support Map
- PCANC CSA Online Toolkit Downloads
- PCANC Implementation Guide
- Program Models, Shared Outcomes & Eval Tools
- Sample Concrete Support Report – Month
- Sample Risk Matrix
- Site Monitoring Checklist TEMPLATE

Online Resources:

[Circle of Parents](#) provides a supportive environment for parents to discuss the successes and challenges of raising children. Group meetings are co-facilitated by agency staff and parent leaders with other participants playing specific roles, such as greeter and timekeeper.

[The Incredible Years](#) provides early intervention parenting education groups to strengthen parenting skills, increase parent involvement, and promote children's academic, social, and emotional skills.

[Parents as Teachers](#) provides information on the home visiting model, including curricula, training, supervision, research, quality improvement, virtual service delivery, and becoming an affiliate.

[Stewards of Children](#) provides information and statistics on child sexual abuse, prevention resources, and training.

[Triple P](#) provides information about the Positive Parenting Program, including selecting the right level, finding a provider, and accessing Triple P Online.

[Center for the Study of Social Policy](#) (CSSP) developed the Strengthening Families framework to engage families, programs, and communities in building five Protective Factors. The website includes tools for self-assessment, aligning practice, action sheets, building parent partnerships, ensuring accountability, and implementing protecting factors in child maltreatment prevention systems.

[Child Welfare Information Gateway](#) connects child welfare and prevention professionals to resources to protect children and strengthen families. They have topic webpages dedicated to

family-centered practice, preventing child abuse and neglect, and supporting and preserving families.

[Children's Bureau](#) provides information on federal funding for child maltreatment prevention programs, including Promoting Safe and Stable Families and CBCAP grants.

[FRIENDS National Resource Center for Community Based Child Abuse Prevention](#) provides information and resources about CBCAP, Prevention, Parent Leadership, and Evaluation. The evaluation tab contains information about logic models, continuous quality improvement, evidence-based practice, program assessment, and protective factors surveys.

[NC Early Childhood Action Plan County Data Reports](#) provides data for North Carolina and all 100 counties on 50 measures that affect young children's healthy development, including infant mortality, food and housing security, emergency room visits, child health, foster care, early learning, and early literacy. County Data Reports include data that is disaggregated by age, race, ethnicity, and geography.

[North Carolina's Title IV-E Prevention Services Plan](#) is in response to the Family First Prevention Services Act (FFPSA) (2018) which requires significant shifts in fiscal, administrative and programmatic functions in Child Welfare services. NC's Title IV-E Prevention Services Plan was approved by the Children's Bureau (CB) in August 2022 and aims to provide a phased roll-out of approved evidence-based programs for candidates of foster care.

[NC Office of State Budget and Management](#) contains information on the Grants Management System and the Suspension of Funding List. In addition, it lists Travel Policies and Regulations that contain NC subsistence per diem rates and travel policies for non-state employees, including Grantees.

[Positive Childhood Alliance NC | PCANC](#) is dedicated to advancing policies, programs, and practices to ensure that every child grows up in a safe, nurturing environment filled with positive experiences. Their website has information about implementation support provided for Circle of Parents, Incredible Years, and Triple P. It has resources on child maltreatment and prevention, training opportunities, public awareness, community prevention action plans, NC's Family Resource Center Network and the Prevention Action Network.

APPENDIX C: DEFINITIONS

Child Victimization Rates Child victimization rates are calculated by dividing the number of unique children reported as victims of maltreatment by the number of children living in the state and counties as estimated by the U.S. Census Bureau. The child victimization count is the non-duplicated number children whose cases were substantiated for child abuse, neglect, or dependency or received a finding of "Services Needed." during a state fiscal year. That figure is then multiplied by 1,000 to obtain a rate per 1,000. The annual rate of child maltreatment is reported statewide as well as for individual counties

Continuous Quality Improvement (CQI) CQI activities ensure that programs are systematically and intentionally increasing positive outcomes for the families they serve. It is an ongoing process that involves: Collecting data, reviewing and analyzing data, and adjusting practices based on findings.

Core Components These are the key services or activities of an evidence-based program that have been demonstrated to lead to the identified program outcomes. These components must remain intact during any implementation of that program.

Evidence-Based Programs use a defined curriculum or services that, when implemented with fidelity, have been validated by research. Different types of evidence-based programs include “supported” or “well-supported,” based on the strength of the research design.

Measurement Tools are valid, reliable instruments that determine whether a goal or outcome has been achieved.

Model Fidelity This means implementation of an evidence-based program as it was intended by the program developer. Fidelity Measures are evaluation measures that monitor the faithfulness of implementation to the core components of the model. This measure allows programs to understand if outcomes are based on the model or are attributed to other, possibly unknown, factors.

Program Developer The program developer is the originating source of an evidence-based program or practice model. This may be an individual or an institution.

Inputs/Resources detail what the program needs to provide services according to model fidelity. Resources may include staffing, a curriculum, training, childcare, transportation, meals, meeting space. Think of this as a budget justification.

Target Population This is a description of the population the program serves or plans to serve.

APPENDIX D: If awarded funding, the following documents will be collected after award notifications are announced.

- Annual Conflict of Interest Verification
- Annual IRS Tax Exemption Verification Form
- Authorized Signature Template
- Conflict of Interest Acknowledgement and Policy
- Federal Certification
- FFATA Form
- SAM Registration
- Proof of automobile insurance and a copy of the policy is needed if an agency is planning on providing participant transportation with agency vehicles.
- State Certification
- State Certification_No Overdue Tax Debts