



**Prevent Child Abuse**  
Kentucky™

# **Upstream RFP**

*Providing funding for Parent Education  
Programming Across Kentucky*

**Request for Proposals**  
**FY 2025- 2026**

**2265 Harrodsburg Road**  
**Suite 200**  
**Lexington, KY 40504**  
**[www.pcaky.org](http://www.pcaky.org)**



January 29, 2024

Dear Applicant:

Prevent Child Abuse Kentucky (PCAK) is excited to issue the Upstream Request For Proposals (RFP), designated for Fiscal Years (FY 2025 and 2026). Successful applicants will provide parent education, support groups (including, but not limited to Parent Cafés), and self-help services designed to support families and their communities. Families involved with the Department for Community Based Services (DCBS) for child protective service-related issues are traditionally served through this funding. Additionally, it is our hope for this application cycle, that applications illustrate a focus on moving prevention upstream, serving families before they become involved with DCBS, CPS, or other systems.

The primary intent for this funding is to meet the needs of families identified by all service providers, not just families identified by local DCBS workers. Providers should work in collaboration with local DCBS offices and other community partners, to promote improved outcomes and positive behavioral changes resulting from use of evidence-based and research-driven parent education and support group programs. Successful applications will reflect strong community partnerships and collaboration within the applicants' community. Successful applications will play a part in a community effort to improve safety, well-being, and permanency outcomes for children and families. Programs should serve as a support to families navigating parenthood and/or the child protection system by providing information and education regarding the child protection system process.

Proposals are to be prepared in accordance with the instructions outlined in this application packet. Proposals will be reviewed on a competitive basis, and failure to comply with instructions shall result in disqualification of your proposal. Previous funding does not guarantee continued funding. Previous rejections of a submitted RFP does not prohibit applicants from seeking funding during the FY 2025 and FY 2026 funding cycle. We expect the RFP process to be more competitive than in past years. *Please note: this RFP is being issued in advance of any contract being executed, and PCAK reserves the right to rescind the RFP at any time for any reason.*

PCAK staff are prohibited from providing further guidance after the RFP process has begun. Please submit any questions to me via email at [aroyer@pcaky.org](mailto:aroyer@pcaky.org). Questions and their corresponding answers will be posted weekly on our website, [here](#), for all applicants to access.

All required documentation and attachments must be submitted with your proposal on or before the due date of **February 29, 2024 at 5:00 PM EST**.

Respectfully,

A handwritten signature in black ink that reads "Amanda Royer".

Amanda Royer | MPA  
Manager of Partner Relations  
Direct Line: 859.201.2272  
[aroyer@pcaky.org](mailto:aroyer@pcaky.org)



### **Benefits of Becoming an Upstream Grantee**

There are many benefits to becoming a Parent Education Provider through the Upstream RFP process.

- **Technical Assistance**

Amanda Royer, Manager of Partner Relations, provides technical assistance to all Parent Education Providers via email and through monthly, optional engagement calls. Questions are answered within a reasonable timeframe, and support is provided on a variety of issues.
- **Attendance at the Annual Kids Are Worth It! Conference**

Parent Education Providers receiving funding through the Upstream RFP process are able to set aside funds to attend the Annual Kids Are Worth It! Conference. This conference is the Commonwealth's premier educational event designed to meet the continuing education, networking, and programmatic needs of diverse professionals who contribute professionally or personally to the safety, well-being, and permanency of Kentucky's children. The Conference is scheduled for September 9-10, 2024 at the Central Bank Center in Lexington, Kentucky.
- **Networking and Collaboration**

Parent Education Providers are offered several opportunities to network, connect, and collaborate with other Providers across the Commonwealth. Through monthly Technical Assistance calls, Providers are able to discuss issues they are experiencing and collaborate to find solutions from PCAK and other Providers. Additionally, an Annual Provider Meeting is held each year, solely for Parent Education Providers. This small training opportunity will offer Providers with trainings aimed at enhancing their knowledge base. Content for the Annual Provider Meeting is guided by Providers and the unique needs each Provider may have.
- **Access to Data**

Program data is collected each month and submitted to PCAK for review and storage. Data is compiled in a variety of ways, and PCAK will provide programmatic data to each Provider quarterly and yearly.
- **Additional Funding**

Parent Education Providers have the potential of being included in federal, state, and private grant opportunities as they present themselves to PCAK.
- **Partner In Prevention Network Membership**

Each Parent Education Provider is required to join the PCAK Partner in Prevention Network. This Network (currently over 300 members strong), represents every county in Kentucky, and offers the following benefits to members:



- First to know about training opportunities, new brochures and resources, grant funding opportunities, and other information received by PCAK
- Opportunity to participate in Child Abuse Prevention Month awareness activities
- Enhanced networking opportunities with other Partners in Prevention through Regional Partner Meetings
- Reduced registration rates for the annual Kids Are Worth It! Conference
- Advertisement on PCAK materials, including your logo on the PCAK website

### **Submission Guidelines**

The proposal narrative shall be no more than 14 pages. The page limit excludes the following materials:

- Cover page
- Required forms
- Attachments
- Upstream RFP Pledge

The proposal narrative should be single-spaced in 12-point font. Accepted fonts include Calibri or Times New Roman. All pages should be numbered with one-inch margins.

### **Projected Funding Cycle**

Contracts issued under the Upstream RFP will be two-year contracts. PCAK anticipates projects will be funded with a start date of July 1, 2024 and an expiration date of June 30, 2026 for fiscal years 2025 and 2026. Please note: this RFP is being issued in advance of any contract being executed, and PCAK reserves the right to rescind the RFP at any time for any reason.

### **Programmatic Expectations**

To support best practices and consistency in our Parent Education Providers, PCAK will utilize FY 2025-2026 to work with all contracted providers to achieve the following goals:

- Increased upstream prevention methods
- Engage with DCBS and other community partners
- Advance diversity, equity, and inclusion practices
- Adhere to contractual obligations

To advance these goals, PCAK requires statewide use of one of the following Parenting Curricula. Please note, providers are required to select one curriculum for the entire funding cycle. Deviations from the use of one curriculum for the entire funding cycle will be considered on a case-by-case basis if agency is in good standing with meeting contractual obligations.



- [Nurturing Parenting](#)
- [Triple P- Positive Parenting Program](#)
- [Chicago Parent Program](#)

Regardless of your selected curriculum, Parent Education Providers will be expected to complete the following evaluations for each program participant:

- Prevent Child Abuse Kentucky's Parent Education Post-Survey
- Prevent Child Abuse Kentucky's Adverse Childhood Experiences Survey
- [Protective Factors Survey 2.0 Traditional](#)

All evaluation materials will be provided in both English and Spanish for program participants. Parent Education Providers are invited to complete any additional evaluations associated with the curriculum of their choice at their own discretion and as their budget may allow.

#### **Response Date**

Applications may be submitted electronically to Amanda Royer at [aroyer@pcaky.org](mailto:aroyer@pcaky.org) or electronically via upload to a cloud based system (Dropbox, Google Drive, OneDrive, etc.). You may also submit hard copy applications via postal mail or in-person to the address below:

Prevent Child Abuse Kentucky  
Attn: Amanda Royer  
2265 Harrodsburg Road  
Suite 200  
Lexington, KY 40504

The application deadline is February 29, 2024 at 5:00 PM EST. Applications received after this deadline will not be accepted, even if postmarked by the deadline. PCAK assumes no responsibility for proposals mailed to an incorrect address, with insufficient postage, lost in transit, or otherwise not received for any reason. Please ensure applications delivered via email or through a cloud based system are able to be accessed by Amanda Royer at [aroyer@pcaky.org](mailto:aroyer@pcaky.org).

#### **Rejection of Proposal and Notification of Funding**

Funding for successful applicants is contingent upon PCAK's contract approval by the Cabinet for Health and Family Services (CHFS). Receipt of a proposal by PCAK confers no rights upon the Proposing Agency nor obligates PCAK in any way. As such, PCAK reserves the rights to:

- Withdraw this proposal for funding if notification is received from CHFS of inability to fund such applications, or for other reasons or factors as designated by the CHFS and/or the PCAK Board of Directors.
- Fund all, part, or none, of any individual proposal to the extent necessary to maximize the facilitation of self-help, parent education, parent cafés, and support groups.



- Reject any and all proposals received or to negotiate separately with any source(s) necessary to serve the best interests of the Commonwealth.
- Request additional information for any application received.

PCAK operates on a reimbursement system. While every effort will be made to honor your reimbursement request in a timely manner, PCAK has no jurisdiction over the reimbursement process utilized by CHFS and cannot stipulate a timeframe within which you will receive reimbursement. Funded agencies are encouraged to plan budgets accordingly.

### **Important Application Considerations**

Please read the following considerations carefully, before completing your application.

- Eligible applications are community-based programs, public schools, and nonprofits holding a tax exemption certificate from the Kentucky Department of Revenue with a 501(c) designation from the IRS.
- Subcontracts awarded shall be governed by laws of the Commonwealth of Kentucky.
- PCAK Board of Directors or their designee(s) shall have authority to resolve protests or other controversies regarding solicitation or award of any allocation.
- Contents of submitted applications shall become part of any subcontract awarded.
- Sub-contracting by the applicant agency is prohibited.
- PCAK does not award Indirect (F&A) Costs. These expenses should not be included in the proposal budget.
- If full budget is not awarded, an amended budget must be submitted.
- No out-of-state travel expenses are authorized under this subcontract.
- PCAK does not award funding for the sole purpose of personnel costs. Budgets should be submitted reflecting a well rounded program, including, but not limited to, the purchasing of training for facilitators, materials for groups, and other incidental experiences associated with program implementation.
- No equipment purchases are authorized under this subcontract.
- No fundraising and/or lobbying efforts can be paid for through this subcontract.
- A “self-help group” or “parent café” or “parent support group” program refers to a group of two (2) or more parents or caregivers of children under the age of eighteen (18). Individual sessions, or one-on-one meetings are not classified as a group and are not allowable through this grant.
- All grantees are required to utilize one of the following curriculum: Nurturing Parenting, Triple P, or Chicago Parent Program.
- All grantees are required to submit the following evaluations for each program participant: Prevent Child Abuse Kentucky’s Parent Education Post-Survey, Prevent Child Abuse Kentucky’s Adverse Childhood Experiences Survey, and the Protective Factors Survey 2.0 Traditional.
- Attendance at an annual grantee meeting is mandatory. Date and time to be determined by PCAK during the contract period.



- Successful applicants will be asked to sign other documents when the contract is awarded, one of which is the “Business Associate Agreement” modeled after what PCAK is required to sign with the state. This Business Associate Agreement spells out certain HIPPA guidelines and regulations that PCAK is required to ensure all subcontractors follow.
- By submitting a proposal, applicants understand and agree to submit monthly reports, requested data, invoices, etc. within timeframes established by PCAK. Late receipt of monthly documentation could adversely affect reimbursement and future funding.



**Upstream RFP Application for Funding Cover Page**

**Fiscal Year 2025- 2026**

Name of Applicant Organization	Name of Person Completing Application	
Address:		
City:	State:	Zip Code:
Website URL, if available:		
Social Media Handles		
Facebook:	X (Twitter):	
Instagram:	LinkedIn:	
Phone:	Fax:	
Program Contact:		
Phone:	Email:	
Fiscal Contact (if different from above):		
Phone:	Email:	
Federal Employer Identification Number (EIN):		

The \_\_\_\_\_ (*name of entity requesting funding*) hereby requests the following funding amount from Prevent Child Abuse Kentucky for the voluntary, free of charge, self-help, education, or support groups for parents who want to prevent or cease the abuse of their children.

	FY 2025	FY 2026
<b>Amount requested from PCAK</b>	\$	\$
<b>Amount from other sources</b>	\$	\$
<b>Total required to administer project</b>	\$	\$

The applicant certifies by signing this application that no officer, employee, or other representative of the agency, including persons who were without salary or other payment for their services, either directly or indirectly, received assistance from any officer, employee, or appointee of Prevent Child Abuse Kentucky with completion and development of the application being submitted for the aforementioned services.

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**Signature****Title****Date**





### Proposal Narrative

The items contained in the subsequent sections should be answered completely. Your responses to these items form the basis for your application. Proposal reviewers will be looking for concise, but thorough answers. Responses can be provided in paragraph, bullet, or a combination of both formats.

#### **1. Agency and Program Service Area**

- a. Provide a general description of your agency, including the types of services and programs offered, agency philosophy, and mission statement.
- b. What county(ies) does your program serve? If your program serves more than one county, please list the percentage of participants the agency expects to serve from each county.

#### **2. Program Information**

- a. Describe the parent education, self-help, parent café, and/or support group program to be implemented with PCAK funding including which curriculum will be utilized.
- b. Discuss your program goals and how implementing this program will positively impact your community, promoting family well-being and prevention of child abuse and neglect.
- c. What are the demographics of the population to be served?
- d. What are the qualifications and role of each program staff member and/or group facilitator associated with the proposed program?
- e. Describe your referral networks and your organizations' referral process.
- f. Describe your intake process.
- g. Screening for drug and alcohol use at intake is a requirement for all funded programs. Describe the process to link participants to drug and alcohol treatment services. PCAK recommends the UNCOPE screening tool, as there is no cost to utilize this tool. Further information can be found [here](#).
  - i. Please note: if your agency uses a screening tool other than UNCOPE, please provide a copy of the tool along with credentials for use.

**Please provide a narrative response and complete the logic model (example included) for Section "2 h.-k."**

- h. Approximately what number of adult participants (new, unduplicated) will be served, along with the number of children (new, unduplicated), during each funding cycle?
- i. What is the projected timeline for each cycle of classes? How many cycles will your program deliver each year? What is the length of each class? Each cycle of classes must be a minimum of 12 weeks, with class sessions at least 1.5 hours in duration.
- j. With the implementation of the Family First Prevention Services Act (FFPSA), emphasis is on providing services prior to child placement in out of home care. What is the percentage of intact families currently served by your agency? How do you plan to promote prevention services resulting in 25% of families served in year 1 being intact and 50% in year 2?

- k. Recent years have brought about many challenges and have highlighted areas for improvement in meeting the needs of Kentucky families and children. Describe your program's plans for meeting and engaging with participants (virtual, in-person, hybrid, etc.). If sickness or other natural disasters impact your service area, how will your agency ensure contract compliance, including engagement with families, providing parent education services, etc.
- l. Describe how your program will address overall recruitment, retention, and participant attrition.
- m. Fathers are essential in the growth and development of children. What strategies will your program utilize to recruit and engage male caregivers? Approximately how many male caregivers will be served (new, unduplicated) during each funding cycle?
- n. What strategies will your organization utilize to include children as a part of service delivery?
- o. What are the requirements for completion of your program? How does your program support participants who may be struggling? If participants fail to complete the program, how do you address dropouts?
- p. What process will your organization utilize to report participant progress and outcomes to referral sources such as the Department for Community Based Services (DCBS), the Administrative Office of the Courts (AOC), or other stakeholders?
- q. Describe how your program might utilize graduated program participants with lived experience to support and/or mentor current and future program participants.
- r. How will your program address barriers such as transportation, domestic violence, no contact orders, language, literacy, and reading comprehension?
- s. How does your agency address the implementation of diversity, equity, and inclusion into service provision and agency personnel practices?
- t. How will your work help your agency, Prevent Child Abuse Kentucky, and the State of Kentucky move Upstream in our prevention efforts?

### **3. Community Partnerships**

Community partnerships and a collaborative approach are important to ensure service delivery, successful participant outcomes, and program completion.

- a. Describe your partnerships in your service area. How will these partnerships encourage recruitment of program participants before involvement with DCBS, CPS, or other government agencies?
- b. Describe how your program intends to collaborate with outside agencies and how you intend to utilize these agencies to meet the needs of program participants.
- c. Describe your process to connect participants to community and outside agency resources.
- d. Describe how your organization collaborates with DCBS to ensure successful recruitment, service delivery, and program completion. Discuss procedures to collaborate on individual client cases, including, but not limited to, participating in Family Team Meetings (FTM) and/or case planning conferences.
- e. Describe how you will help guide and educate program participants about child protective services.



**4. Program Evaluation**

- a. Describe program use of the Protective Factors Survey 2.0 Traditional, Prevent Child Abuse Kentucky's Parent Education Post-Survey, and the Prevent Child Abuse Kentucky's Adverse Childhood Experiences Survey as a part of the evaluation model.
- b. Describe how group attendance and program completion data is used to enhance service delivery.
- c. Describe how your program will address behavioral, attitudinal, and situational changes, or the lack thereof.
- d. Does your program utilize any other tools or methods for measuring outcomes? If so, please describe.

**5. Administrative, Financial Management, and Budget**

- a. Briefly describe your agency's Board of Directors role in the budgeting and fiscal monitoring process.
- b. Describe the system in place for the maintenance of attendance records, service recording, program income, and/or program expense records, as well as a description of the agency's financial management system. Include, as an attachment, your agency's financial policies.
- c. Briefly describe anticipated program implementation plans. Items to consider in this section include:
  - i. Program oversight and management
  - ii. Cost associated with training for staff and purchase of curricula
  - iii. Cost of any additional evaluation tools your agency may choose to utilize
  - iv. Cost per participant per cycle
  - v. Other costs included in the budget form (Attachment A)
- d. Use the budget format (Attachment A) to submit your program budget. Provide detailed justification under each line item, including direct expenditures for the proposed program. Please submit a copy of your expected agency budget, as a separate attachment, including total revenue and total expenditures for FY 2025 and FY 2026.

**Logic Model Example**

<b>Problem</b>	<b>Goals</b>	<b>Objectives</b>	<b>Activities</b>	<b>Outputs</b>	<b>Outcomes</b>
<p>1. Lack of responsible parenting evidenced by substantiated neglect cases within Fayette County due to substance use.</p>	<p>1. Increase and strengthen parent-child relationship for 125 parents and 125 children through implementation and delivery of Parent Education classes and Parent Cafés over a 12-month period.</p> <p>2. Reduce neglect and abuse through Parent Education programming delivery to parents referred to PCAK's Parent Education Program.</p>	<p>1. Provide Parent Education to families within Fayette County through delivery of Triple P curricula.</p> <p>2. Provide substance use screening via utilization of UNCOPE screening tool.</p> <p>3. Engage in effective referral source communication for each program participant.</p>	<p>1. Delivery of Triple P curricula to program participants.</p> <p>2. Receive referrals from local libraries, school FRYSCs, and DCBS.</p> <p>3. Make appropriate participant referrals.</p>	<p>1. Deliver four (4) cycles of Triple P curricula each cycle twelve (12) weeks in length within Fayette County.</p> <p>2. Triple P delivered to other counties within service region.</p> <p>3. Targeted referrals received from DCBS for all neglect and abuse cases requiring parent education.</p>	<p>1. Program will demonstrate at least a 50% completion rate among all participants.</p> <p>2. At least 35 families will successfully complete the Triple P Program.</p> <p>3. 75% of program participants will demonstrate learning in Evaluations.</p>

**Attachment A**

**Budget and Justification**

Instructions: Use the following format for the program budget, providing a detailed justification under each line item to include direct expenditures for the proposed program. Include figures for FY 2025 and FY 2026.

In a separate attachment, please submit a copy of your expected agency budget, including total revenue and total expenditures.

<b>Line Item (Examples)</b>	<b>Total Project Cost FY 2025 <i>(July 1, 2024- June 30, 2025)</i></b>	<b>Total Project Cost FY 2026 <i>(July 1, 2025- June 30, 2026)</i></b>	<b>PCAK Funds Requested</b>	<b>In-Kind/ Other Funding Sources, if any</b>	<b>Justification  <i>Please be detailed and specific for each line item</i></b>
Personnel					
Programs/ Meeting Materials and Supplies					
Travel/ Transportation Assistance					
Space/ Utilities (based on % of use for program)					
<b>TOTALS</b>					

**Please note:**

- No out of state travel expenses are authorized under this contract
- All travel and meal reimbursement must be at or below state rate, including meals during program activities
- Awareness events or other agency activities are allowable expenses only if there is a demonstrated need and connection to the Self-Help, Parent Education, and Parent Support Groups
- No lobbying and/or fundraising activities are authorized
- No subcontracting of any kind is authorized
- No equipment may be purchased with contract funds
- PCAK does not award funding for the sole purpose of personnel costs. Budgets should be submitted reflecting a well-rounded program, including, but not limited to, the purchasing of training for facilitators, materials for groups, and other incidental experiences associated with program implementation.

Agencies funded at an amount different than requested in the application shall submit a revised budget reflecting the changes appropriate to the allocation.

**Attachment B**

7/1/97

**Cabinet For Health and Family Services**

**Certification on Lobbying**

February 11, 1991

No State funds appropriated to the Second Party pursuant to this contract shall be used to influence, either directly or indirectly, the introduction or modification of any Federal or State legislation, or the outcomes of any Federal, State, or local coalition, referendum, or initiative.

In addition, for any payment involving federal funds, the Second Party certifies, to the best of his or her knowledge and that for the preceding contract period, if any, and for this current contract period:

No Federal appropriated funds have been paid or will be paid, by or on behalf of the second party, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract grant, loan, or cooperative agreement.

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract grant, loan, or cooperative agreement, the second party shall complete and submit Standard Form-III "Disclosure Form to Report Lobbying," in accordance with its instructions.

The second party shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontractors, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered. Submission of this certification is a prerequisite for making or entering into this transaction imposed under Section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for such failure.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



Attachment C

**Invoice and Legal Documentation Authorization**

I hereby authorize the following person(s) to **sign agency invoices** from this agency in accordance with the terms of the contract with Prevent Child Abuse Kentucky.

NAME

SIGNATURE

1) \_\_\_\_\_

2) \_\_\_\_\_

I hereby authorize the following person(s) to **sign agency legal documents** from this agency in accordance with the terms of the contract with the Prevent Child Abuse Kentucky.

NAME

SIGNATURE

1) \_\_\_\_\_

2) \_\_\_\_\_

\_\_\_\_\_

Authorized Official's Signature

\_\_\_\_\_

Title

\_\_\_\_\_

Date

\_\_\_\_\_

\_\_\_\_\_

Agency Name and Address



**Attachment D**

**Statement of Understanding Regarding Program Requirements**

I, \_\_\_\_\_, representative of \_\_\_\_\_ (agency), if awarded funding for fiscal year 2025 – 2026 (July 1, 2024 – June 30, 2026), agree to fulfill the following requirements in accordance with the Upstream Request for Proposal:

- Attend the annual provider meeting (date and time TBD)
- Submit monthly service reports by the 15<sup>th</sup> of each month during the funded period
- Provide PCAK with identifying information (e.g., name, date of birth, social security number) for all program participants
- Submit billing statements by the 15<sup>th</sup> of each month during the funded period
- Utilize and submit Protective Factor Survey 2.0 Traditional for each participant within 30 days of class completion
- Submit a Prevent Child Abuse Kentucky’s Parent Education Post-Survey and the Prevent Child Abuse Kentucky’s Adverse Childhood Experiences Survey for each participant within 30 days of class completion
- Notify PCAK of any organizational changes impacting the program or fiscal contacts identified in this application within ten (10) business days
- Utilize data in a positive manner that supports an Upstream approach
- Promotion of PCAK programs and initiatives, such as: Lean On Me Kentucky, Child Abuse Prevention Month, etc.
- Take the Lean On Me Kentucky Pledge and attend at least one Lean On Me Kentucky training during the two-year funding cycle.

_____ Signature	_____ Title	_____ Date
_____ Witness	_____ Date	





### Application Checklist

***The following documentation should be included with your proposal:***

- Proof of nonprofit or 501(c) status (this may include Charter of Incorporation or IRS determination)
- Proof of current Insurance (property, liability, D&O, fidelity bonding)

*Note: The funded applicant must obtain a comprehensive general liability insurance policy that shall be in the amount not less than \$1,000,000 per occurrence. PCAK shall be named as an additional insured.*

- Listing of current Board of Directors, including a notation of officers and contact information
- Staffing pattern and organizational chart
- Statement of security procedures for both staff and program participants
- Statement of confidentiality protocol utilized by both staff and program participants
- Current Annual Report (for those applicants whose budget exceeds \$100,000)
- Proof of safety assurances (include fire, health and other appropriate inspections or licenses)
- Copy of most recent financial audit. If the audit is more than one year old, document when a current audit will be available and sent to PCAK.

*Note: Applicants whose agency budget is less than \$250,000 are not required to submit an audit. Alternatively, provide a full copy of the board approved financial policies.*

- Copy of evaluation tool utilized for drug and alcohol abuse screening, if not using UNCOPE
- Budget worksheet (**Attachment A**) and a copy of the expected total agency budget
- Certification on lobbying (**Attachment B**)
- Invoice Authorization & Legal Documentation form (**Attachment C**)
- Statement of Understanding Regarding Program Requirements (**Attachment D**)



Upstream RFP			
Scoring sheet for submissions to the FY 2025- FY 2026 Funding Cycle			
<i>Please note: PCAK will utilize this scoring sheet to evaluate your submitted applications.</i>			
<b>Agency Name:</b>			
<b>Reviewer:</b>			
<b>Points Possible</b>	100	<b>Points Assigned</b>	0
Points may be deducted for information out of place, inadequately identified, or otherwise not included.			
Proposal Format		Points Possible	Points Assigned
<b>2 points each:</b> Page limit not exceeded Font size and type Clear and concise narrative formatting Spacing and margins		8	
Agency & Program Services Areas		Points Possible	Points Assigned
<b>2 points each:</b> Services offered Programs offered Agency philosophy Mission statement Service area		10	
Programmatic Information		Points Possible	Points Assigned
<b>2 points each:</b> Preferred curriculum identified Program goals and community impacts Service demographic Program staff information Referral process Intake process SUD screening tool and service provision Anticipated service numbers Compliance plan for FFPSA Recruitment, retention, and attrition Logic model Fatherhood engagement Child engagement Facilitation of parent/ child interactions Completion requirements and drop-out procedures Support for participants remaining "at risk" after program completion Participant process reporting to referral sources Engaging graduated participants		40	

Addressing barriers to participant success Diversity, equity, and inclusion		
<b>Community Partnerships</b>	<b>Points Possible</b>	<b>Points Assigned</b>
<p><b>3 points each:</b></p> <ul style="list-style-type: none"> <li>Collaboration with other community organizations</li> <li>Connecting participants to local resources</li> <li>Collaboration with the Department for Community Based Services</li> <li>Assisting clients with understanding and navigating child protective services</li> </ul>	12	
<b>Program Evaluation</b>	<b>Points Possible</b>	<b>Points Assigned</b>
<p><b>2 points each:</b></p> <ul style="list-style-type: none"> <li>Program use of PCAK Post-Survey Tool</li> <li>Program use of PCAK ACEs Evaluation Tool</li> <li>Use of Protective Factors Pre- and Post- Survey</li> <li>Use of data to enhance service delivery</li> <li>Evidence that behavioral, attitudinal, and situational change is occurring in the families served</li> <li>Use of other tools for methods of measuring outcomes</li> </ul>	12	
<b>Administrative, Financial Management, and Budget</b>	<b>Points Possible</b>	<b>Points Assigned</b>
<p><b>2 points each:</b></p> <ul style="list-style-type: none"> <li>Board of Directors information</li> <li>Record maintenance and management</li> <li>Program management and oversight</li> <li>Program costs (staff training, program materials, etc.)</li> <li>Cost per participant</li> <li>Other experiences included in the budget</li> <li>Budget clarity</li> <li>Budget justification</li> <li>Fund diversification</li> </ul>	18	
<p><i>For applications previously awarded funding for Parent Education, information obtained from quarterly reports, attendance records, monitoring, etc. will be used in the consideration of this proposal.</i></p>		
<b>Additional Reviewer Comments:</b>		