

**SAN MATEO COUNTY  
HUMAN SERVICES AGENCY  
AND  
CHILDREN'S COLLABORATIVE ACTION TEAM**

REQUEST FOR PROPOSAL (RFP)  
TO CONTRACT FOR

CHILD ABUSE PREVENTION / INTERVENTION  
and  
PROMOTING SAFE AND STABLE FAMILIES PROGRAMS

**FOR THE PERIOD OF  
JULY 1, 2008 THROUGH JUNE 30, 2011**

Human Services Agency  
400 Harbor Blvd., Bldg., B  
Belmont, CA 94002

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RELEASE DATE: October 12, 2007

**Child Abuse Prevention / Intervention  
Promoting Safe and Stable Families Programs  
Request for Proposal**

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# I. RFP SUMMARY

## A. RFP TIMELINE

| <i>IMPORTANT DATES TO REMEMBER</i>              |  |
|---|--|
| Friday, October 12, 2007                        | <b>REQUEST FOR PROPOSAL RELEASE</b>  |
| Monday, October 15, 2007<br>2:30 PM – 5:00 PM   | <b>**Strongly Recommended**<br/>EVALUATION TRAINING</b><br>400 Harbor Blvd., Notre Dame Room<br>Bldg. B, Belmont   |
| Monday, October 22, 2007<br>10:00 AM - 12:00 PM | <b>**Strongly Recommended**<br/>APPLICANTS' CONFERENCE</b><br>400 Harbor Blvd., Notre Dame Room,<br>Bldg. B, Belmont   |
| Thursday, November 1, 2007<br>5:00 PM           | <b>**Mandatory**<br/>LETTER-OF-INTENT and DECLARATION OF<br/>MINIMUM QUALIFICATIONS</b><br>Due at Human Services Agency<br>400 Harbor Blvd., Bldg. B, Belmont      |
| Thursday, November 29, 2007<br>3:00 PM          | <b>PROPOSAL DUE DATE</b><br><i>MUST be received at the Human Services<br/>Agency by 3:00 p.m. Applications received after<br/>this time will NOT be considered</i> |
| Monday, December 10, 2007                       | <b>NOTICE OF TENTATIVE AWARD</b>   |
| Tuesday, December 18, 2007<br>3:00 PM           | <b>APPEALS DEADLINE</b>  |
| July 1, 2008                                    | <b>TENTATIVE CONTRACT START DATE</b>   |
| 14 Days after the end of each quarter           | <b>PROGRESS REPORT DUE</b>   |
| 30 Days after end of each<br>Calendar Year      | <b>(FULL YEAR) PROGRESS REPORT DUE</b>   |

## **B. BACKGROUND AND ORGANIZATION**

In 1982, the California legislature, through the Child Abuse Prevention Coordinating Council Act, declared that child abuse is one of the most tragic social and criminal justice issues of our time. Victims of child abuse and their families face complex intervention systems involving many professionals and agencies. It has been shown that coordination by child protection agencies (government and non-profit) improves the response to victims and their families, and the prevention of child abuse requires the involvement of the entire community.

Therefore, the legislature funded child abuse prevention coordination councils in each California County, the California State Children's Trust Fund (AB2994) Ch. 1399, W & I 18965, and child abuse prevention programs and activities. The Child Abuse Prevention, Intervention and Treatment (CAPIT) program was established under Chapter 1398, Statutes of 1982, AB 1733 (WIC Section 18960, et seq.) to promote programs that bring about changes to help strengthen families. The California legislature also authorized the expenditure of funds to demonstrate the existence of and/or expansion of effective networks of Community Based Grants for the Prevention of Child Abuse and Neglect (also referred to as Community-Based Child Abuse Prevention Grants or CBCAP grants). These programs and services should focus upon child abuse and neglect prevention and intervention activities, with the ultimate goal of providing assistance to at-risk families before children are abused or neglected. The legislation established that the County Board of Supervisors may designate an existing local voluntary commission, board or council to carry out duties primarily related to services for children. These services should focus upon child abuse and neglect prevention and intervention activities.

The Children's Collaborative Action Team (CCAT) is the designated Child Abuse Prevention Council (CAPC) of San Mateo County. It is composed of public sector and non-profit representatives. It exists to develop, implement and continually refine a collaborative interagency system of children's services that provides for a continuum of care from prevention to treatment. CCAT is also the designated AB2994 Child Abuse Trust Fund Commission for the distribution of child abuse prevention funds.

In addition, CCAT as the official CAPC, has also been designated by the Board of Supervisors to oversee the distribution of the Federal Promoting Safe and Stable Families (PSSF) funds. The primary goals of PSSF are to help families alleviate crisis that might lead to out-of home placement; maintain the safety of the children in their own home; support families preparing to unify and adopt; and assist families in obtaining multiple needs in a culturally sensitive manner. The funds are to be spent for services that address family support; family preservation; and time-limited reunification and adoption promotion and support (the last two areas are not covered in this RFP). See glossary for definitions of Family Support and Family Preservation.

### **C. CCAT PRIORITY AREAS**

For fiscal year 2007/2008, CCAT has identified its annual priority areas as:

- 1) Training
- 2) Prevention of Substance Abuse in Families with Children
- 3) Children & Family Services System Improvement Plan

#### **System Improvement Plan**

In 2000, the U.S. Department of Health and Human Services conducted a *Child and Family Services Review* of each state, measuring state performance against new and very high national standards in six performance areas. Each state, in failing to meet the standards, was required to develop a *Performance Improvement Plan* in order to avoid severe financial sanctions, and was required to submit annual reports of progress toward plan goals.

California passed the *Child Welfare Outcomes and Accountability Act (AB636)* in 2001 which required each county to perform a *Self-Assessment* against the federal performance standards.

In response to the self-assessments, the State Department of Social Services required each county to develop a *System Improvement Plan* that would prioritize plans to address those areas that did not meet the federal standards.

CCAT supports the goals of the Human Services Agency Children and Family Services System Improvement Plan (SIP), which currently focuses on three priority outcomes:

**SIP Priority Area One – First and foremost, children are protected from abuse and neglect, and appropriate linkages to mental health assessment and treatment are provided for children and families.**

*Goal One – Design and pilot three paths of services response (Differential Response) to reports of child abuse and neglect.* This will allow families to access preventive and support services before potential risk to child safety escalates to a level warranting Child Protective Services intervention.

Hotline referrals which are determined by Child Welfare Screening Staff involving minimal risk/safety to the child(ren) will be assigned to **Path One**. Community partner case managers will conduct home visit(s) to assess family service needs, work with the family to develop a case plan, and provide case management for 30 – 90 days.

**Path Two** referrals are those that are determined to have low to medium risk. In response to Path Two referrals, home visits will be conducted jointly by a community partner and a Child Welfare Social Worker following a Multi-disciplinary Team meeting. The Social Worker will conduct a risk assessment while, the community partner assesses family

service needs. If no risk is involved, the community partner will take the lead in case management.

**Path Three** referrals, where the risk to a child is high, continue to be handled on an emergency basis by social workers using mandated emergency response protocols in the traditional manner by Child Protective Services.

Goal Two – Assure appropriate linkages to mental health assessment and treatment services for children and families. Strategies to support this goal include assessment of the available range of, and eligibility criteria for access to, mental health, dual diagnosis, and alcohol and other drug assessment and treatment services; and an analysis of current linkages between these services, with the goal of improving capacity and availability of services.

**SIP Priority Area Two – Children have permanence and stability in their living situations without increasing entry into foster care.**

Goal One – Improve team-based case planning processes. In support of this goal, policies and protocols for team decision making will be reviewed and revised in order to identify and implement practices that work most effectively to support stability for children and families.

An important component of Team Decision Making (TDM) is parental and community participation in the case planning process as well as the involvement of community partners who are best equipped to provide the supports and resources required for successful reunification and/or placement of at risk children.

**SIP Priority Area Three – Family relationships and connections of children will be preserved as appropriate.**

Goal One – Improve supports for social workers, foster and kin parents, and birth parents to help keep youth in family care placements. This goal will be achieved by increasing access to information to families and caregivers about child welfare system requirements, processes and resources, and enhancement of resources needed by adolescents to support their placement in least restrictive care settings and preserve family connections.

Goal Two – Maintain existing and recruit new foster, kin and adoptive homes. including recruitment of resource families who can meet the unique needs of adolescents. Strategies have been developed in order to shift the organizational culture of the child welfare system to a true partnership between foster families and social workers.

## **C. FUNDING**

Funding to promote programs related to services for child abuse and neglect prevention/intervention is provided by the CAPIT Program funds, the Kid's Plate program, and the AB2994 Children's Trust Fund. The Trust Fund consists of fees from birth certificates collected pursuant to Section 103625 of the Health and Safety Code, grants, gifts and bequests from private sources, to be used for child abuse and neglect prevention and intervention programs. The California legislature also funds programs through the CBCAP grants that are allocated to the counties. The CBCAP Program is entirely federally funded and these funds are subject to the Annual Federal Budget process. These programs are to be operated by private non-profit organizations or public institutions of higher education with recognized expertise in fields related to child welfare services. PSSF funding comes from the U.S, Department of Health and Human Services which is then distributed to each State Office of Child Abuse Prevention to then allocate funds to each County following a specific formula.

The Human Services Agency, Children and Family Services, provides administrative support to CCAT and is the grant administrator for the AB2994 Children's Trust Fund, and the CAPIT and CBCAP County Liaison with California Department of Social Services (CDSS) Office of Child Abuse Prevention (OCAP). The Human Services Agency, Children and Family Services, is responsible for assisting CCAT in procuring and contracting for services related to child abuse prevention and intervention and is also responsible for monitoring all child abuse prevention/intervention and PSSF contracts.

Examples of program services funded in the past:

- Prevention education workshops for children, teens and parents
- Support of Family Resource Centers and their services throughout the County
- Child abuse prevention information and referral
- Primary prevention services for at-risk families

Allocations have varied in size from \$10,000 to \$75,000 annually.

## **II. GENERAL INFORMATION**

### **A. Services Requested and Available Funding**

CCAT is requesting proposals from nonprofit agencies to provide child abuse prevention/intervention and/or family support and stability programs. CCAT has identified focus areas for this RFP and proposals must be aligned with one of the following focus areas. **In addition, CCAT strongly encourages proposals that address transportation and child care access to their programs.** The focus areas include:

- Substance abuse programming for families

- Parenting program curriculum for diverse populations
- Mentoring programs for foster youth, youth at risk of abuse, foster youth providers, and peer parenting
- After school programs for at-risk youth
- Permanence and family connections with a particular emphasis on adolescent services.
- Mental health services for families focusing on healthy relationships

The service priority shall be on primary prevention and direct services. The percent of funding allocated at the county level for prevention services versus intervention/treatment must be greater than fifty (50) percent, in favor of prevention, by fund source and fund category. Examples of services that are in alignment with the focus areas above include:

Parent Education Program and Support Groups  
 Family Support and Family Strengthening Programs  
 Information and Referral  
 Parent Support Phone Line  
 Home Visiting Programs  
 Respite Care  
 Family Therapy  
 Group Therapy  
 Play Therapy  
 Substance Abuse Prevention Programs  
 Therapeutic Day Care  
 Adolescent Services (including job preparation, life management skills, teen parenting, Independent Living Programs, and mentoring)

This is not an all-inclusive list and other services which meet the overall criteria will be considered.

Applicants are required to demonstrate how their proposal addresses at least one of the above mentioned focus areas as well as how the proposed services will support the CCAT Priority Areas. Proposals shall include a work plan and provide measurable outcomes for each focus area utilizing the logic model format included in this RFP. In addition, applicants must demonstrate how their program/project fits within the context of the California Evidence-Based practices model (<http://www.cachildwelfareclearinghouse.org/>). Services must be provided within San Mateo County and be provided to San Mateo County residents.

**B. Eligible Agencies**

By law (AB2994; AB1733, and AB2779), only private nonprofit 501 (C) (3) agencies or public institutions of higher education with recognized expertise in fields related to child welfare service are eligible to apply. Applications will be accepted from agencies serving San Mateo County residents. Applicants can have a 501(c)(3) as their fiscal sponsor.

### **C. Evaluation Training**

Training on the overview of the basics of evaluation and development of a logic model will be held on **Monday, October 15, 2007 from 2:30 PM to 5:00 PM at 400 Harbor Blvd., Bldg. B, Notre Dame Room, Belmont.** All applicants are **strongly recommended** to attend this training.

### **D. Applicants' Conference**

An Applicants' Conference will be held on **Monday, October 22, 2007 from 10:00 AM to 12:00 PM at 400 Harbor Blvd., Bldg. B, Notre Dame Room, Belmont.** All applicants are **strongly recommended** to attend the conference.

The purpose of this conference is to provide an opportunity to clarify any questions about the RFP, including specific changes since the last RFP cycle, and the submission process. Questions not answered at the Applicants' Conference shall be answered in writing following the conference and will be sent to all attendees. Anyone not attending is responsible for requesting the minutes and written clarifications, if any, from the Human Services Agency, Children and Family Services. **Staff will not be available to answer questions after the conference.**

### **E. Letter-of-Intent and Declaration of Minimum Qualifications (update later)**

Applicants are **required** to complete and submit one signed original Letter-of-Intent and the Declaration of Minimum Qualifications, see Attachments A and B. The **Letter-of-Intent and Declaration of Minimum Qualifications are due by Thursday, November 1, 2007, 5:00 PM.** An individual authorized to submit the full proposal should sign the Letter-of-Intent. In cases where multiple agencies are applying as a collaborative, only the lead agency or fiscal agent must sign this letter.

**Letter-of-Intent and Declaration of Minimum Qualifications may be mailed, delivered or faxed to:**

Proposal Review Panel  
County of San Mateo, Human Services Agency  
400 Harbor Blvd., Bldg. B  
Belmont, CA 94002  
Attn: Marissa Saludes, Contract Analyst  
Fax (650) 592-3056

## **F. Submission of Proposal**

**Applicants must submit one (1) original and six (6) copies of completed proposal(s).**

Proposals are due by **Thursday, November 29, 2007, 3:00 PM, at 400 Harbor Blvd., Bldg B, Belmont, CA 94002. Applications received after that time will not be accepted.**

In order to be considered, the original proposal must be signed by an individual with authority to submit the proposal as well as by the individual who will be overseeing the program (i.e. program director). **Faxed or e-mailed material will not be accepted.**

All copies of the proposal submitted must include the required attachments to be considered. No additional proposal materials may be added after the above deadline. The reviewers will not consider letters of support not included with the proposal.

There is no guarantee that submission of a proposal will result in funding, nor that funding will be awarded at the level requested.

Failure to comply with any and all parts of the RFP requirements may be cause for the elimination of the proposal from consideration. The County/CCAT reserves the right to reject all proposals and not to award any contract pursuant to this RFP.

## **III. APPLICATION INSTRUCTIONS**

### **A. Procedures for Submitting Proposals**

All proposals must be prepared using the following format.

- a. Proposals must be typed on standard **8 1/2 X 11 inch plain white paper with 1" margin on both sides. Include the agency name on the top right hand corner of each page.** Proposals must use a standard **12 point font or larger. For the logic model, use 8 1/2 X 14 inch plain white paper and use Arial narrow and 11 point font.** Proposals must be **on 3-hole punched paper, double-sided preferred.** Proposals may be single or doubled spaced. All proposals shall be submitted in a sealed envelope. The outside of the proposal envelope should be marked in the lower left corner "Proposal for Child Abuse Prevention / Intervention / PSSF." The proposal narrative should not exceed ten pages. Logic Model, Budget, Budget Narrative, Required Attachments, and Letters-of-Support are considered attachments and do not count toward the project narrative page limits. Any materials in excess of the limits will not be considered.

- b. Each copy of the proposal should be fastened with a removable fastener. Do not bind proposals. No fancy binders or covers are expected or required. No materials (i.e. photos or brochures) should be attached that are not on 8 1/2 X 11 inch white paper (that is copyable).
- c. An original and six copies of the proposal must be submitted to the **Human Services Agency, Children and Family Services, 400 Harbor Blvd., Bldg. B, Belmont, CA 94002 at 3:00 PM, Thursday, November 29, 2007.**
- d. All costs of provider's proposal preparation shall be borne by the provider.
- e. All proposals in response to this RFP become the property of San Mateo County Human Services Agency and will be "public records" as set forth in Government Code Sections 6250 et. seq., (the "Public Records Act"), which defines a "public record" as any writing containing information relating the conduct of the public business. The Public Record Act provides that public records shall be disclosed upon written request, and that any citizen has a right to inspect any public record, unless the document is exempted from the disclosure.
- f. The County of San Mateo cannot represent or guarantee that any information submitted in response to the RFP will be confidential. If the County receives a request for any document submitted in response to the RFP, it would not assert any privileges that may exist on behalf of the person or business submitting the proposal. It is the responsibility of the person or business entity submitting the proposal to assert any applicable privileges or reasons why the document should not be produced.
- g. Failure to comply with any and all parts of the RFP may be cause for the proposal being eliminated from consideration.

## **B. Content of Proposal**

### **a. Cover Sheet**

The cover sheet should be on agency letterhead. It should clearly identify the lead agency/fiscal agent and its primary business office address. The cover sheet should also note the name, title, telephone number, email address and signature of the principal contact person – the person that will be overseeing the project (see Attachment C). The Cover Sheet shall also be signed by an authorized representative of the applicant agency. A proposal with an unsigned cover sheet will not be accepted.

### **b. Table of Contents**

Each proposal must contain a Table of Contents showing page numbers. All pages of the proposal must be numbered consecutively.

### **c. Background**

1. *Organizational Background* – Provide one or two paragraphs describing your agency’s history, mission and goals. Briefly explain the services and programs currently offered.

2. *Agency Qualifications and Experience* – (1) demonstrate Agency’s expertise and experience in providing the proposed or equivalent related services and in serving the proposed target populations. (2) Describe specific evaluation results of a similar project, if any.

### **d. Project Description**

1. *Proposed Project* – Address the following: (i) Name of Proposed Project – describe the problem or need to be addressed and provide a rationale for its selection. State if this is a new or on-going project. (ii) Amount of funding requested (iii) Project Integration with the CCAT priority areas identified in this RFP (iv) Describe the research and/or evidence-based practices that support the success of your proposed project. (v) Explain why your agency is the “right” organization to do this work.

2. *Target Populations* – Please identify the target population you will serve, including:

- Identify the geographic area(s) covered by your proposed project.
- The racial/ethnic and socio-economic make-up, age (if children), include families if they are the focus of your program, and statistics on the percentage of your target population that is socially and/or economically disadvantaged.
- Describe how your project will be culturally/linguistically appropriate for this/these populations (including those with special needs).
- Describe the agency’s accessibility and proximity to public transportation and the plan to address transportation barriers and child care.
- Explain specifically the activities you will conduct to outreach to this population and your plan to address barriers to participation in services such as transportation and child care.

3. *Project Goals and Objectives*

*i. Project Goals* – Goals are broad-based statements toward which your project’s efforts are directed. They should express the big picture vision of what you intend to accomplish and its intended impact (s) on the target audience.

*ii. Project Objectives* – Objectives should follow directly from the stated goal. Objectives should clearly state what activities will take place to achieve your goal. They must be clear, measurable, specific and achievable. The applicant should be able to support why these objectives are realistic and how they will be

accomplished within the time period. Please specify objectives for the 3-year grant periods from July 1, 2008 – June 30, 2009, July 1, 2009 – June 30, 2010, July 1, 2010 – June 30, 2011.

Unless previously approved by the contracts monitor and CCAT, objectives can not be changed after the RFP review panel has approved a proposal. The progress made to accomplish these objectives is what the agency will be evaluated on to measure the success of the project. Funding may be withheld if the objectives are not being met.

**e. Logic Model** (See Attachment D)

1. Program Focus - Identify the focus areas of the project (e.g., Parenting Program, Mentoring Program, Family Support, etc.)
2. Inputs- Indicate which staff person or agency is responsible for carrying out, coordinating or managing each activity.
3. Outputs (i) Activities - List the key activities that will be undertaken to accomplish the goals and objectives. Specify what services will be provided and how much will be provided (give specifics on the unit of services, such as how many times each activity will take place and how long each will be. (ii) Engagement – Who will receive and/or benefit from services (note the population and number served), identify if duplicated or unduplicated. Include engagement outcomes that measure customer satisfaction and successful participation. Note that the services to be provided must reflect the activities specific to this grant. The level of service may only change if agency is not awarded the funding level requested.
4. Outcomes serve as the evaluation plan for this proposed project and is crucial to continued funding. Address the following: (i) Short-Term reflect changes in knowledge, attitudes, skills and aspirations of participants within a relatively short period of time (ii) Intermediate measure changes in applied skills and behavior (iii) Long-Term reflect long-term changes, primarily in status and conditions.
5. Data Collection - Indicate the methods and tools you will use to document what you are doing and who you are serving. Address the following: (i) Sources- Who will have this information (ii) Methods – How will we gather the information? (iii) Sample – Who will we question? (iv) Instruments – What tools shall we use? (v) Who's responsible – Who will collect the data?

**f. Staffing**

Describe the duties of each staff member for whom funding is requested, as well as administrators who will have significant involvement in the project. Note the experience and training of each incumbent staff member. Please note any orientation or continuing training plan for staff relevant to this grant. Résumés

may be included as attachments. Please be clear about who will be providing the services (i.e. agency staff, contractors). If you are subcontracting any of the services, describe with whom and what their affiliation is.

#### **g. Evaluation**

All contracted service providers must participate in an evaluation of their services. Describe/list the consultant(s) and/or staff who will be responsible for conducting the evaluation and their training and experience in conducting evaluation at this level.

#### **h. Reporting Requirements**

Describe how applicant agency will ensure appropriate, timely, and accurate data collection, analysis of data, and how you will use your findings to inform program planning, invoicing, and progress reporting. Identify the staff person(s) and their contact information at the applicant agency responsible for these tasks.

#### **i. Start-up Plan**

Describe whether applicant agency is currently able to provide the proposed services. If not, please describe a realistic timeline and scope of work for start-up. Please note the timeline (by month or quarter) for each significant program activity. Include all relevant details, i.e., hiring staff, recruitment activities, and the number and type of activities. Start-up time for a project should not exceed 90 days from start of funding.

#### **j. Interagency Collaboration**

Collaborations are encouraged but this is not the same as subcontracting services. See definition in the glossary of terms. If a collaborative exists, provide a narrative that (1) lists any partners to the project (2) a brief description of each partner's role in the project (3) why the collaborative was formed (4) name a lead agency and/or fiscal agent (5) any history of collaboration between your organizations (6) describe how grant funds will be dispersed, distributed, and/or apportioned to partners. Describe why the collaboration is important to the success of the project.

#### **k. Agency Capacity**

Briefly describe (1) the agency's ability to implement this project (i.e. resources available – staff and facilities) (2) how current funds are being leveraged to obtain new funding for the project (3) what part will this project have in the overall funding of the agency?

## **I. Sustainability Plan**

Please describe how you intend to continue your project beyond the availability of this funding. Note any current funding sources, as well as current planned effort to diversify sources of support. Applicants are encouraged to demonstrate that their program has diverse and ongoing support and how this program fits into the overall strategic plan of the agency.

## **m. Budget Instructions**

There is no guarantee that any agency, if funded, will be awarded the amount requested. Funding will be reviewed annually and may not continue by end of year one if funding is not available and/or it has been deemed by the contracts monitor and CCAT that the agency has not fulfilled its agreed upon objectives.

Develop and attach a detailed line item budget and narrative that describes and justifies each expense. Prepare a separate budget for July 1, 2008 - June 30, 2009, July 1, 2009 - June 30, 2010, and July 1, 2010 - June 30, 2011. This budget should also include revenues, both cash and in-kind (10% minimum) allocated to the proposed program.

Please complete the attached budget forms (see Attachment E) including:

1. Personnel:  
List all personnel who will be receiving a salary provided by this grant, their time on the project, and whether they are administrative or direct service positions and if they are new or existing staff.
2. Operating Expenses:  
This section includes cost for materials, meeting space, and related items necessary to provide the services that applicant/s is/are proposing to provide. Operating expenses (overhead) can not exceed **15%** of the total project budget.
3. Budget Narrative:
  - 1- Describe how the proposal budget supports the stated activities of the project.
  - 2- Discuss how the funds are allotted to minimize administrative costs and support training/services capacity.
  - 3- Discuss proposed staff's commitment/percentage of time to other efforts, in addition to this project.

Please submit an annual agency budget for each year with a column for the proposed program. The budget should show how the proposed program fits into the total agency budget and what percentage it is of the overall program services.

During contract negotiations, HSA will determine the appropriate payment structure for each contractor.

**n. Reporting and Accountability**

Reports must be submitted to Human Services Agency, Children and Family Services

|  |  |
|--|--|
| <b>14 days after the end of each quarter</b> | <b>PROGRESS REPORT DUE</b>             |
| <b>30 Days after end of each Fiscal Year</b> | <b>(FULL YEAR) PROGRESS REPORT DUE</b> |

**Payment will be held until reports are received.**

Successful applicants will be required to provide program data and reports to the Human Services Agency, Children and Family Services. Data submission must be in a timely fashion to allow for program monitoring and evaluation. These requirements will be discussed during contract negotiations and will be specified in contracts. Requirements will include data needed to evaluate performance measures adopted by the San Mateo County Board of Supervisors and OCAP. If these requirements are not met, CCAT reserves the right to hold back funds to the agency.

After the award is granted, the design of the evaluation forms will be finalized in conjunction with Human Services Agency, Children and Family Services. Reporting requirements will consist of a quarterly and annual year-end evaluation. Included in the annual year-end report are the OCAP client data and financial report.

Progress reports, site visits and on-going communication with Human Services Agency, Children and Family Services contracts monitor and CCAT shall provide important information about your project's progress in meeting the project's objectives. During the site visit, contract monitor will review documentation and materials. Examples include: contact logs, sign-in sheets, case notes, meeting minutes, etc. These tools will need to be available for inspection by CCAT and the contracts monitor if required.

It is the responsibility of the grantee to notify the contracts monitor within 30 calendar days if staff changes of greater than 30 day vacancies and/or change of staff roles occur during the funding cycle that are likely to affect the project.

Grantees shall submit a comprehensive evaluation report at the end of their grant term providing a complete picture of the impact of the project in the community. More detail will be given at the contracts negotiation meeting.

Grantees are required to give a presentation to CCAT about the project at least once during their grant term. In addition, grantees are required to participate in CCAT and attend/send a representative to all monthly meetings. CCAT reserves the right to withhold funding due to non-attendance. In addition, applicants are encouraged to participate on a CCAT committee.

These reporting/accountability requirements are subject to change at any time as deemed necessary by Human Services Agency, Children and Family Services and CCAT.

#### **o. Attachments**

Attach the following materials, if applicable, in the order listed.

1. Logic Model
2. Resumes or Job Descriptions of key staff and positions to be funded by this grant
3. Organizational Chart
4. List of Board of Directors
5. Letters of Support (maximum of three)

### **IV. CONTRACT REQUIREMENTS**

#### **A. Contract Period**

The term of the contract is July 1, 2008 through June 30, 2011. Years two and three of the contract are subject to the availability of State funds, the fund balance of the Children's Trust Fund, and acceptable program performance. San Mateo County and CCAT reserve the right to terminate the contract or adjust the funding level if the County does not receive the anticipated amount of funding. Outcomes may need to be adjusted if funding level changes. Award of a contract under this RFP does not guarantee any future funding beyond June 30, 2011.

#### **B. Contract Language**

All applicants must agree that they will sign a contract that contains the following:

##### **a. Insurance Requirements**

The Contractor shall not commence work or be required to commence work under this Agreement unless and until all insurance required under this paragraph has been obtained and such insurance has been approved by Risk Management, and Contractor shall use diligence to obtain such issuance and to obtain such approval. The Contractor shall furnish the Department/Division with

certificates of insurance evidencing the required coverage, and there shall be a specific contractual liability endorsement extending the Contractor's coverage to include the contractual liability assumed by the Contractor pursuant to this Agreement. These certificates shall specify or be endorsed to provide that thirty (30) days' notice must be given, in writing, to the Department/Division of any pending change in the limits of liability or of any cancellation or modification of the policy.

(1) *Worker's Compensation and Employer's Liability Insurance* The Contractor shall have in effect during the entire life of this Agreement Workers' Compensation and Employer's Liability Insurance providing full statutory coverage. In signing this Agreement, the Contractor certifies, as required by Section 1861 of the California Labor Code, that it is aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions of the Code, and I will comply with such provisions before commencing the performance of the work of this Agreement.

(2) *Liability Insurance* The Contractor shall take out and maintain during the life of this Agreement such Bodily Injury Liability and Property Damage Liability Insurance as shall protect him/her while performing work covered by this Agreement from any and all claims for damages for bodily injury, including accidental death, as well as any and all claims for property damage which may arise from contractors operations under this Agreement, whether such operations be by himself/herself or by any sub-contractor or by anyone directly or indirectly employed by either of them. Such insurance shall be combined single limit bodily injury and property damage for each occurrence and shall be not less than the amount specified below.

Such insurance shall include:

|   |             |
|---|-------------|
| (a) Comprehensive General Liability . . . . .   | \$1,000,000 |
| (b) Motor Vehicle Liability Insurance . . . . . | \$1,000,000 |
| (c) Professional Liability . . . . .            | \$1,000,000 |

County and its officers, agents, employees and servants shall be named as additional insured on any such policies of insurance, which shall also contain a provision that the insurance afforded thereby to the County, its officers, agents, employees and servants shall be primary insurance to the full limits of liability of the policy, and that if the County or its officers and employees have other insurance against the loss covered by such a policy, such other insurance shall be excess insurance only.

In the event of the breach of any provision of this section, or in the event any notice is received which indicates any required insurance coverage will be diminished or canceled, the County of San Mateo at its option, may, notwithstanding any other provision of this Agreement to the contrary,

immediately declare a material breach of this Agreement and suspend all further work pursuant to this Agreement.

**b. Hold Harmless**

Contractor shall indemnify and save harmless County, its officers, agents, employees, and servants from all claims, suits, or actions of every name, kind, and description, brought for, or on account of: (A) injuries to or death of any person, including Contractor, or (B) damage to any property of any kind whatsoever and to whomsoever belonging, (C) any sanctions, penalties, or claims of damages resulting from Contractor's failure to comply with the requirements set forth in the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and all Federal regulations promulgated there under, as amended, or (D) any other loss or cost, including but not limited to that caused by the concurrent active or passive negligence of County, its officers, agents, employees, or servants, resulting from the performance of any work required of Contractor or payments made pursuant to this Agreement, provided that this shall not apply to injuries or damage for which County has been found in a court of competent jurisdiction to be solely liable by reason of its own negligence or willful misconduct.

The duty of Contractor to indemnify and save harmless as set forth herein, shall include the duty to defend as set forth in Section 2778 of the California Civil Code.

**c. Non-Discrimination**

Section 504 applies only to Contractor who is providing services to members of the public. Contractor shall comply with § 504 of the Rehabilitation Act of 1973, which provides that no otherwise qualified handicapped individual shall, solely by reason of a disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination in the performance of this Agreement. *General non-discrimination.* No person shall, on the grounds of race, color, religion, ancestry, gender, age (over 40), national origin, medical condition (cancer), physical or mental disability, sexual orientation, pregnancy, childbirth or related medical condition, marital status, or political affiliation be denied any benefits or subject to discrimination under this Agreement.

*Equal employment opportunity.* Contractor shall ensure equal employment opportunity based on objective standards of recruitment, classification, selection, promotion, compensation, performance evaluation, and management relations for all employees under this Agreement. Contractor's equal employment policies shall be made available to County of San Mateo upon request.

*Violation of Non-discrimination provisions.* Violation of the non-discrimination provisions of this Agreement shall be considered a breach of this Agreement and subject the Contractor to penalties, to be determined by the County Manager, including but not limited to

- i) termination of this Agreement;
- ii) disqualification of the Contractor from bidding on or being awarded a County contract for a period of up to 3 years;
- iii) liquidated damages of \$2,500 per violation;
- iv) imposition of other appropriate contractual and civil remedies and sanctions, as determined by the County Manager.

To effectuate the provisions of this section, the County Manager shall have the authority to examine Contractor's employment records with respect to compliance with this paragraph and/or to set off all or any portion of the amount described in this paragraph against amounts due to Contractor under the Contract or any other Contract between Contractor and County.

Contractor shall report to the County Manager the filing by any person in any court of any complaint of discrimination or the filing by any person of any and all charges with the Equal Employment Opportunity Commission, the Fair Employment and Housing Commission or any other entity charged with the investigation of allegations within 30 days of such filing, provided that within such 30 days such entity has not notified Contractor that such charges are dismissed or otherwise unfounded. Such notification shall include the name of the complainant, a copy of such complaint, and a description of the circumstance. Contractor shall provide County with a copy of their response to the Complaint when filed.

*Compliance with Equal Benefits Ordinance.* With respect to the provision of employee benefits, Contractor shall comply with the County Ordinance which prohibits contractors from discriminating in the provision of employee benefits between an employee with a domestic partner and an employee with a spouse.

Where applicable, the Contractor shall comply fully with the non-discrimination requirements required by 41 CFR 60-741.5(a), which is incorporated herein as if fully set forth.

**d. HIPAA (Health Insurance Portability and Accountability Act)**

A statement of HIPAA compliance shall also be included, if applicable.

#### **e. Child Abuse Prevention, Reporting, and Fingerprinting Requirements**

Contractor agrees to ensure that all known or suspected instances of child abuse or neglect are reported to a child protective agency as defined in Penal Code Section 11165.9. This responsibility shall include:

- A. A requirement that all employees, consultants, or agents performing services under this contract who are required by Penal Code Section 11166(a), to report child abuse or neglect, sign a statement that he or she knows of the reporting requirement and will comply with it.
- B. Establishing procedures to ensure reporting even when employees, consultants, or agents who are not required to report child abuse under Penal Code Section 11166(a), gain knowledge of, or reasonably suspect that a child has been a victim of abuse or neglect.
- C. Contractor agrees that its employees, subcontractors, assignees, volunteers, and any other persons who provide services under this Agreement and who will have supervisory or disciplinary power over a minor or any person under his or her care (Penal Code 11105.3) will be fingerprinted in order to determine whether they have a criminal history which would compromise the safety of children with whom Contractor's employees, subcontractors, assignees or volunteers have contact. All fingerprinting services will be at County's sole discretion and Contractor's sole expense.
- D. The fingerprinting process will be completed and the results of the process will be obtained before any of Contractor's employees, subcontractors, assignees or volunteers are assigned or permitted to work at the program. Alternatively, the Contractor may set a hire date prior to obtaining fingerprinting results contingent on the candidate certifying that (1) his or her employment application truthfully and completely discloses whether he or she has ever been convicted of a felony or misdemeanor or been on parole or probation, and (2) that the applicant understands that a background check will be conducted, and that he or she will be dismissed from employment immediately if he or she has failed to provide information regarding convictions, has provided incomplete information regarding convictions, or has omitted information regarding convictions, or if the fingerprinting results reveal any conviction incompatible with this employment.
- E. Contractor will maintain, and make available to County upon request, a written certification for each individual employee, subcontractor, assignee, volunteer and any other person who works at the program and/or provides services under this Agreement. Such certification shall state that the individual has

been fingerprinted, that the results of the fingerprinting process have been obtained, and that the process has disclosed no criminal history on the part of the individual which would compromise the safety of persons with whom that individual has contact.

#### **f. Compliance with Contractor Employee Jury Service Ordinance**

Contractor shall comply with the County Ordinance with respect to provision of jury duty pay to employees and have and adhere to a written policy that provides that its employees shall receive from the contractor, on an annual basis, no less than five days of regular pay for actual jury service in San Mateo County. The policy may provide that employees deposit any fees received for such jury service with the contractor or that the contractor deduct from the employees regular pay the fees received for jury service.

### **V. PROPOSAL REVIEW**

A Proposal Review Panel, free of any conflict of interest, shall be appointed by the RFP Task Force Committee and shall consist of at least five representatives. These individuals are chosen for their knowledge of youth and family issues. This panel shall screen, review, and make recommendations to CCAT regarding funding awards from the **\$300,000** for child abuse prevention programming and **\$234,000** for family support and preservation programming that is available from the AB2994 Children's Trust Fund, CAPIT, CBCAP, and PSSF, and Kid's Plate Programs for FYs 2008-2011. The funding amounts are contingent upon the final State determination of funds available. CCAT shall review the panel's recommendations and will in turn make recommendations to the Board of Supervisors. The San Mateo County Board of Supervisors has final approval of all funding decisions.

The Human Services Agency, Children and Family Services, plays an administrative role in the RFP process including the negotiation of the contract and oversight monitoring of the programs provided during the contract term. Human Services Agency, Children and Family Services does not participate in determining who will be awarded funds or the services and funding levels for each contract.

Projects that have previously received funding from Human Services Agency, Children and Family Services may be reviewed for past program compliance including financial management, progress report, monitoring results, and any other relevant documentation or information.

## **A. Evaluation Criteria**

All proposals will be evaluated based on the following criteria:

1. Individual or agency qualifications
2. Ability to serve the identified population
3. Clarity, approach and completeness of program proposal
4. Program design – Objectives and Outcomes
5. Consistency with the CCAT Priority Areas and the focus areas described in this RFP
6. Cost effectiveness and reasonable budget and financial stability of the agency
7. Experience with similar effective and efficient programs
8. Strength and likelihood of proposal's success

The Review Panel will make recommendations to CCAT to ensure that selected services cover the diverse population of San Mateo County.

## **B. Notice of Tentative Award and Appeals Process**

Letters notifying applicants whether their proposal was recommended to CCAT will be mailed and/or faxed to the applicant by Monday, December 10, 2007. Applicants who have not received a letter by Thursday, December 13, 2007, may call (650) 802-7609.

Human Services Agency, Children and Family Services, will make every effort to release the notice of selection by this scheduled date, but the program is not responsible for unforeseen circumstances which may delay this notification.

When multiple agencies are applying as a collaborative, the County of San Mateo reserves the right to address all correspondence and communications to the contact person listed in the Letter-of-Intent. It is the responsibility of the collaborating agencies to ensure that all partners are informed of this communication.

Applicants whose proposals are not recommended for funding may file a **written appeal** with the CCAT RFP Task Force, Attn: Marissa Saludes, Human Services Agency, 400 Harbor Blvd., Bldg. B, Belmont, CA 94002. Appeals must be hand delivered with proof of receipt or sent via certified mail or overnight mail. **Appeals must be received by Tuesday, December 18, 2007, 3:00 PM.** After review of the appeal, the CCAT RFP Task Force shall issue a written response within five working days.

Applicants not satisfied with CCAT RFP Task Force' response must file a written appeal with the Board of Supervisors. This appeal must be received within five working days of the response from the CCAT RFP Task Force.

### **C. Contract Approval**

The San Mateo County Board of Supervisors will approve the final decision of whether to enter into any agreement under this RFP and the terms of any such agreement. CCAT reserves the right not to award any contract under this RFP.

### **VI. ATTACHMENTS**

The following forms are attached. Please complete and follow instructions in the RFP regarding Attachments A and B. Complete and attached forms C, D and E as noted in the prior application instructions.

- A. Letter-of-Intent
- B. Declaration of Minimum Qualifications
- C. Cover Sheet
- D. Logic Model
- E. Budget Forms

**SAN MATEO COUNTY CHILDREN AND FAMILY SERVICES  
CONTRACT FOR CHILD ABUSE PREVENTION / INTERVENTION AND  
PROMOTING SAFE AND STABLE FAMILIES PROGRAMS**

**LETTER - OF - INTENT**

From: Agency's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

This is to notify the Child Abuse Council of San Mateo County of

\_\_\_\_\_  
(Agency's name)

and \_\_\_\_\_

\_\_\_\_\_'s  
(collaborating Agency's name and address)

intent to submit a Proposal for consideration of Children's Trust/Child Abuse and Neglect Prevention and Intervention project funds.

This letter also acknowledges that the Proposal must be received by the RFP Task Force Committee of San Mateo County Child Abuse Council, c/o Human Services Agency, 400 Harbor Blvd, Bldg B, Belmont, CA 94002, by **Thursday, November 29, 2007, 3:00 PM**. Faxed or e-mailed proposals will not be accepted. Proposals not received by the deadline will not be accepted even if such proposals have a postmark on or prior to the deadline.

I hereby certify that all statements in the letter of intent and declaration of minimum qualifications are true. This shall constitute a warranty, the falsity of which shall entitle the County to pursue any remedy authorized by law, which shall include the right, at the option of the County, of declaring any contract made thereof as a result to be void.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Print Name and Title

**SAN MATEO COUNTY CHILDREN AND FAMILY SERVICES  
CONTRACT FOR CHILD ABUSE PREVENTION / INTERVENTION AND  
PROMOTING SAFE AND STABLE FAMILIES PROGRAMS**

**DECLARATION OF MINIMUM QUALIFICATIONS**

A prospective contractor must have the experience, a good performance record and the capacity to perform the required services in order to qualify as a contractor. The following contains a list of qualifications and requests for information necessary to evaluate each prospective contractor's qualifications. **PROSPECTIVE CONTRACTORS MUST MEET ALL OF THE CONTRACTORS QUALIFICATIONS TO BE CONSIDERED.** Prospective contractors shall submit all information requested in this section with the Letter-of-Intent.

**A. General Qualifications**

Applicant agency:

1. Is a private non-profit entity with tax exempt status under section 501 ( C ) ( 3).

|     |    |
|-----|----|
| YES | NO |
|     |    |

2. Has a minimum of two years experience in providing required, equivalent, or similar services.

|     |    |
|-----|----|
| YES | NO |
|     |    |

3. Is an organization that is adequately staffed and trained to perform required services or demonstrates capability for recruiting such staff.

|     |    |
|-----|----|
| YES | NO |
|     |    |

4. Complies with applicable Federal, State and San Mateo County's local laws and regulations regarding equal opportunity requirements.

|     |    |
|-----|----|
| YES | NO |
|     |    |

5. Provides services that benefit San Mateo County residents.

|     |    |
|-----|----|
| YES | NO |
|     |    |

6. Is able to provide evidence upon request that it has or can obtain all insurance required by the County of San Mateo.

|     |    |
|-----|----|
| YES | NO |
|     |    |

7. Is willing to provide the County with any and all information deemed necessary for an accurate determination of the prospective contractor's qualifications?

|     |    |
|-----|----|
| YES | NO |
|     |    |

**B. Statement of Experience**

Please complete the following:

1. Complete business name and address:

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2. Federal Tax ID number:

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3. Legal entity by which a proposal will be submitted (such as Corporation, Co- partnership, Combination):

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4. Number of years in business under the present business name, as well as any related prior business names:

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5. If during the last two years, any contractor was terminated prior to the original termination date of any contract, failed to complete a contract, or refused to complete a contract, complete for each such contract (use additional sheet if needed):

a. Date of completion of contract: \_\_\_\_\_

b. Duration of contract: \_\_\_\_\_

c. Type of services: \_\_\_\_\_

---

d. Total dollar amount received and actual number of training/services provided:

e. Location of area served: \_\_\_\_\_

f. Name and address of agency with which you contracted and agency person administering the contract:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for termination:

\_\_\_\_\_  
\_\_\_\_\_

6. With respect to contracts currently in effect, complete the following for each such contract (use additional sheet as needed):

a. Date due for completion of contract: \_\_\_\_\_

b. Duration of contract: \_\_\_\_\_

c. Type of services: \_\_\_\_\_

d. Location of area served: \_\_\_\_\_

e. Name and address of the agency with which you contracted and agency person administering the contract:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. List the name(s) of any other organization or business in which prospective contractor holds a controlling interest, and the name (s) of any other person or organization who owns or has a controlling interest in prospective contractor's business:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Give explanation of any litigation involving the prospective contractor or any principal officers thereof in connection with any contract:

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**C. Financial Statement**

Prospective contractors must submit:

1. Your agency's current fiscal year's financial statements which, at a minimum, must include the following:
  - a. operating budget presenting a breakdown of revenue sources (funds received from government grants, county funds, private foundation grants, funds from other sources, and related interest income);
  - b. operating expenditures and encumbrances classified by type and program (e.g., salaries and benefits, supplies, consultant and subcontract expenditures, etc.)
  
2. Your agency's last year's audit and the management letter that accompanied the audit, if such a letter was issued by your auditor (this is the letter describing the auditors' findings and/or concerns.) If you do not have an audit, please provide a statement explaining why an audit is not available and provide an annual report with year-end financials.

**SAN MATEO COUNTY CHILDREN AND FAMILY SERVICES  
CONTRACT FOR CHILD ABUSE PREVENTION / INTERVENTION AND  
PROMOTING SAFE AND STABLE FAMILIES PROGRAMS**

**COVER SHEET**

**Applicant Agency:** \_\_\_\_\_

**Contact Person (person who will oversee the project)  
(name and title):**

\_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**OFFICIAL AUTHORIZED TO SIGN FOR APPLICANT:**

**Signature:** \_\_\_\_\_

**Executive Director**

**Print Name and Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**ATTACHMENT D – Logic Model**

Provider:

Program:

Program Focus:

**Program & Outcomes Model**

| PROGRAM FOCUS | INPUTS                  | OUTPUTS                        |                                  | OUTCOMES - IMPACT            |                              |                               | DATA COLLECTION                                  |  |                                       |   |   |
|---------------|-------------------------|--------------------------------|----------------------------------|------------------------------|------------------------------|-------------------------------|--|--|---------------------------------------|---|---|
|               | <i>(What we invest)</i> | <i>Activities (What we do)</i> | <i>Engagement (Who we reach)</i> | <i>Short Term (Learning)</i> | <i>Intermediate (Action)</i> | <i>Long Term (Conditions)</i> | <i>Sources (Who will have this information?)</i> | <i>Methods (How will we gather the information?)</i> | <i>Sample (Who will we question?)</i> | <i>Instruments (What tools shall we use?)</i> | <i>Who's Responsible (Who will collect the data?)</i> |
|               |                         |                                |                                  |                              |                              |                               |  |  |                                       |   |   |
|               |                         |                                |                                  |                              |                              |                               |  |  |                                       |   |   |
|               |                         |                                |                                  |                              |                              |                               |  |  |                                       |   |   |

**SAN MATEO COUNTY CHILDREN AND FAMILY SERVICES  
 CONTRACT FOR CHILD ABUSE PREVENTION / INTERVENTION AND  
 PROMOTING SAFE AND STABLE FAMILIES PROGRAMS**

**BUDGET INSTRUCTIONS**

AGENCY NAME: \_\_\_\_\_

Proposed Contract Budget Fiscal Year: \_\_\_\_\_

| PROGRAM<br>REVENUE SOURCES | Current Year<br>FY 2007-08 | Proposed<br>Program<br>Funding<br>Sources FY<br>2008-09 | Proposed<br>CCAT Funding<br>Request FY<br>2008-09 | % of Request<br>to Total |
|----------------------------|----------------------------|---|---|--------------------------|
| CCAT Funding               |                            |   |   |                          |
| San Mateo County           |                            |   |   |                          |
| Other Counties             |                            |   |   |                          |
| Cities                     |                            |   |   |                          |
| State                      |                            |   |   |                          |
| Federal                    |                            |   |   |                          |
| Foundations                |                            |   |   |                          |
| Individual Donors          |                            |   |   |                          |
| Corporate Donors           |                            |   |   |                          |
| Special Events             |                            |   |   |                          |
| In-Kind Contributions      |                            |   |   |                          |
| Fee for Services           |                            |   |   |                          |
| Other (Specify)            |                            |   |   |                          |
| TOTAL REVENUES             |                            |   |   |                          |

| PROGRAM EXPENSES           | Current Year FY 2007-08 | Proposed Program Expenses FY 2008-09 | Proposed CCAT Program Expenses FY 2008-09 | % of Request to Total |
|----------------------------|-------------------------|--------------------------------------|---|-----------------------|
| Personnel Expenses         |                         |                                      |   |                       |
| Salaries                   |                         |                                      |   |                       |
| Benefits                   |                         |                                      |   |                       |
| Payroll Taxes              |                         |                                      |   |                       |
| TOTAL PERSONNEL EXPENSES   |                         |                                      |   |                       |
| Operating Expenses         |                         |                                      |   |                       |
| Insurance                  |                         |                                      |   |                       |
| Audit                      |                         |                                      |   |                       |
| Rent                       |                         |                                      |   |                       |
| Utilities                  |                         |                                      |   |                       |
| Phone                      |                         |                                      |   |                       |
| Postage                    |                         |                                      |   |                       |
| Office Supplies            |                         |                                      |   |                       |
| Travel                     |                         |                                      |   |                       |
| Staff Development/Training |                         |                                      |   |                       |
| Maintenance/Repair         |                         |                                      |   |                       |
| Books/Publications         |                         |                                      |   |                       |
| Printing/Publishing        |                         |                                      |   |                       |
| Sub-contractors (specify)  |                         |                                      |   |                       |
| Capital Expenses           |                         |                                      |   |                       |
| Other (Specify)            |                         |                                      |   |                       |
| TOTAL OPERATING EXPENSE    |                         |                                      |   |                       |
| Equipment/Software         |                         |                                      |   |                       |
| Computer Hardware/Software |                         |                                      |   |                       |
| Automobiles                |                         |                                      |   |                       |
| Furniture                  |                         |                                      |   |                       |
| Rentals                    |                         |                                      |   |                       |
| Other (Specify)            |                         |                                      |   |                       |
| TOTAL EQUIPMENT EXPENSE    |                         |                                      |   |                       |
| Program Expenses           |                         |                                      |   |                       |
| A.                         |                         |                                      |   |                       |
| B.                         |                         |                                      |   |                       |
| C.                         |                         |                                      |   |                       |
| TOTAL PROGRAM EXPENSE      |                         |                                      |   |                       |
| Indirect                   |                         |                                      |   |                       |
| Miscellaneous (specify)    |                         |                                      |   |                       |
| TOTAL EXPENSES             |                         |                                      |   |                       |

**I certify the information provided above is true and correct:**

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Print Name & Title

Signature & Date



## VII. Glossary of Terms

**CAPIT** – Child Abuse Prevention, Intervention, and Treatment Program – State funding allocated to counties through the Office of Child Abuse Prevention.

**CAPC** – Child Abuse Prevention Council. According to the California Welfare and Institution Code, each County in California will designate a Child Abuse Prevention Council to coordinate and advocate with other agencies (public and private) child abuse and neglect prevention and intervention activities.

**CBCAP** – Community Based Child Abuse Prevention Grants - Federal funding. 50% is allocated to counties for County Children’s Trust Fund and 50% through grants and contracts.

**CCAT** – Children’s Collaborative Action Team – is the designated Child Abuse Prevention Council for San Mateo County. It exists to develop, implement, and continually refine a collaborative interagency system of children’s services that provides for a continuum of care from prevention through treatment.

**Children’s Trust Fund** – State funding that comes from the Kids license plates fees (vanity plates), voluntary State income tax check-off, donations, and birth certificate fees. Funds may be used for research, evaluation, dissemination of information to the public, the establishment of public-private partnerships to increase public awareness about child abuse and neglect.

**Collaboration** – Collaboration is a mutually beneficial and well-defined relationship entered into by two or more organizations to achieve common goals. The relationship includes a commitment to mutual relationships and goals; a jointly developed structure and shared responsibility; mutual authority and accountability for success; and sharing of resources and rewards.

**Differential Response** – Differential Response is a strategy to provide comprehensive and appropriate social services when responding to allegations of abuse and neglect. The Human Services Agency and community partners assist families that have been reported through the Child Welfare hotline with an array of social services, not solely Child Welfare, on a case by case basis based on the assessment to one of three paths (1) community partner response – low risk, (2) joint response (low to moderate risk) and (3) human services agency response (high risk).

**Evidence-Based best practices** – The Institute of Medicine (IOM) defines "evidence-based practice" as a combination of the following three factors: (1) best research evidence, (2) best clinical experience, and (3) consistent with patient values (IOM, 2001). These three factors are also relevant for child welfare with the following slight variation that incorporates child welfare language: Best Research Evidence, Best Clinical Experience, and Consistent with Family/Client Values .A

resource for evidence based best practices in California is <http://www.cachildwelfareclearinghouse.org/>.

**Family Preservation Services** – comprehensive, short-term, intensive services for families delivered primarily in the home and designed to prevent the unnecessary out-of-home placement of children or to promote family reunification. They are services for children and families designed to help families (including adoptive and extended families) at risk or in crisis.

**FRC** – Family Resource Center – locations, often located at school sites, throughout the County that provide family support services for at-risk and low income families.

**Family Support Services** – services developed to respond to the concerns, interests, and needs of families within a community. Family Support Services are community-based services to promote the well-being of children and families, designed to increase the strength and stability of families (including adoptive, foster, and extended families), to increase parents' confidence and competence in their parenting abilities, to afford children a stable and supportive family environment, and otherwise to enhance child development.

**Goals** – outcome statements that define what the program is trying to accomplish both programmatically and organizationally. Goals usually are: a collection of related programs, a reflection of the major action of the program.]

**Indirect costs** Indirect costs are those costs incurred for joint or common benefit that cannot be allocated to individual project budgets.

**Inputs** – The resources (products, services, information) that support and produce program activities. For example, the number of program staff, the programs' infrastructure (building, land, etc.) and the program's annual budget.

**Intervention services** – Programs designed to address specific issues for example, drug treatment services, case management after child abuse has been reported.

**Logic Model** – A systematic and visual chart to describe how a program should work, present the planned activities for the program, and anticipated outcomes.

**Objectives** – Precise, time-based, and measurable actions that supports the completion of a goal. Objectives should relate directly to the goal, be clear, concise, and measurable, begin with an action verb, specify a date of accomplishment, and be measurable.

**OCAP** – Office of Child Abuse Prevention (State of California) - To prevent child abuse and neglect, OCAP funds and coordinates local services that help

strengthen and preserve families. OCAP also develops and distributes information to individuals and organizations

**Outcomes** – The results of program operations or activities; the effects triggered by the program. Outcomes, are often expressed in terms of: knowledge and skills (these are typically considered short-term outcomes); behaviors (these are typically considered intermediate-term outcomes) and values, conditions and status (these are typically considered to be long-term outcomes).

**Outputs** – The direct products of program activities; immediate measures of what the program did. For example, the number of children served, the length of time treatment was provided, or the types of services provided.

**Prevention Activities** – include (1) Primary prevention activities are designed to impact families at the community level prior to any allegations of abuse and neglect (examples are: include public education activities, parent education classes that are open to anyone in the community, and family support programs and (2) Secondary prevention activities are designed to families that have one or more risk factors including families with substance abuse, teen parents, parents of special need children, single parents, and low income families (examples are: parent education classes designed for high risk parents, respite care for parents of a child with a disability, or home visiting programs for new parents).

**Program Evaluation** – Evaluation has the following characteristics relating to focus, methodology, and function. Evaluation assesses the effectiveness of an ongoing program or practice in achieving its objectives, relies on the standards of evaluation design to distinguish a program's effects from other forces, and may be used to improve the program through modification of current practices/operations.

**PSSF** Promoting Safe and Stable Families – Federal funding given to counties to fund family preservation and family support services, adoption promotion and support and time limited family reunification.

**SIP** – System Improvement Plan -. Each CA County is required to develop a plan that addresses and evaluates their child welfare program around the following critical factors – safety, stability and child/family well-being.

**TDM** – Team Decision Making - This team meeting is based involves not only caseworkers and their supervisors, but also birth families, community members, resource families, service providers in all placement decisions regarding children.