



# Georgia Division of Family and Children Services

## Office of Prevention and Family Support

### Statement of Need (SoN)

### First Steps Georgia

<b>SoN Release Date:</b>	April 10, 2015
<b>SoN Conference Call:</b>	April 21, 2015; 10:00am
<b>Deadline for Application Submission:</b>	<b>May 22, 2015; 5:00 p.m.</b>
<b>Return by U.S. Mail or Commercial Carrier: NO HAND DELIVERIES</b>	Georgia Division of Family and Children Services 2 Peachtree Street NW, 8 <sup>th</sup> Floor Suite 8-297 Atlanta, GA 30303
<b>Contact:</b>	Elisa Storyk Office of Prevention and Family Support Program Specialist Phone: (404) 463-6398 E-Mail: <a href="mailto:Elisa.Storyk@dhs.ga.gov">Elisa.Storyk@dhs.ga.gov</a>

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**Georgia Division of Family and Children Services –  
Office of Prevention and Family Support**

**First Steps Georgia**

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## **1. OVERVIEW**

### **1a. Introduction**

The Georgia Division of Family and Children Services' (DFCS) primary goal is to assist and support families to ensure children are safe from abuse, and families can become more self-sufficient.

### **1b. Office of Prevention and Family Support**

The Office of Prevention and Family Support (OPFS) of the DFCS works in partnership with community-based organizations committed to reducing the incidence of child abuse and neglect by implementing evidence-based prevention and early intervention techniques to ensure positive outcomes for children and families.

State and federal funding provides families throughout Georgia services such as parent support programs, parent training, screening and identification tools, training opportunities, high-quality home visitation and primary and secondary child maltreatment prevention that helps local communities promote the overall health and well-being of Georgia's children, youth and families. OPFS is committed to supporting quality child abuse and neglect prevention and family support programs throughout the state.

OPFS staff will be available to assist you if you have questions in completing this application for contract funding. Please see the ***technical assistance contact list on page 15*** of this Statement of Need (SoN). In addition, please send an e-mail to Elisa Storyk at [Elisa.Storyk@dhs.ga.gov](mailto:Elisa.Storyk@dhs.ga.gov) to register for the SoN informational conference call scheduled for April 21, 2015 at 10:00am.

### **1c. First Steps Georgia Summary**

All parents can benefit from support around the time of birth of a child and during the early years of a child's life. In recognition of the needs of all families, a universal, early intervention parent support plan should be included as part of community strategies to improve outcomes for families. OPFS is seeking applications to fund First Steps Georgia (FSG) that meet the requirements outlined below.

Through this SoN, the goal is to engage communities in planning, implementing, and sustaining universal parent support services through contract funding of FSG in their communities. FSG is one component of a larger Georgia initiative called Great Start Georgia (GSG). GSG represents the development and implementation of a comprehensive, community-based system for expectant parents and for families with children ages birth to

five in Georgia. GSG is first and foremost a *vision* for how communities can provide a welcome to every child; make available natural supports for all expectant parents and for all families with children birth to five; provide basic parenting information and resources; and link families with more intensive services when needed and available. At its heart, GSG creates a community culture of caring, encouragement, and support for all families before and after the birth of a child to age five.

For more information, please visit the GSG website: <http://www.greatstartgeorgia.com>.

Below outlines a summary of FSG:

**Mission:**

To provide universal, free and voluntary support services for all expectant parents and children birth to five and their families.

**Goals:**

- 1) Provide current information on topics of interest and relevance to expectant parents and parents of children birth to five.
- 2) Provide information on community resources relevant to expectant parents and parents of children birth to five.
- 3) Strengthen the protective factor of concrete connections to promote maternal and infant health for expectant parents and parents of children birth to five.

**Essential Service (Function) Requirements**

**Identification and Referral:**

Establish and maintain service delivery location(s) and processes.

**Screening:**

Screen each family served utilizing the GSG Central Intake Core Screen.

**Parent Education:**

Provide parents with relevant and age-appropriate educational materials from reliable sources in each of the following categories:

- a. Maternal Health
- b. Newborn/Child Health
- c. Home and Child Safety
- d. Community and Family Safety
- e. School Readiness
- f. Family Economics/Self-sufficiency

Provide each family served with a localized, annually updated community resource guide that includes resources appropriate to all expectant parents and families with children birth to five years of age.

**Linkage:**

Based on identified family need, provide linkages to available services and resources.

## Essential Practice Requirements

An approved local sponsor will ensure the following:

- a. All direct service providers will complete required FSG training prior to serving families.
- b. The GSG Central Intake Core Screen shall be administered in accordance with FSG training.
- c. Annually at a minimum, families shall be offered an opportunity to provide feedback on the services they receive through FSG using the FSG Family Satisfaction survey.
- d. Parent packet educational materials will be selected from the state list of pre-approved resources or approval must be obtained prior to use.
- e. Staff will participate with Technical Assistance and networking activities as requested.

## Essential Structure Requirements

An approved local sponsor will ensure the following:

- a. Develop a state approved FSG community plan.
- b. Oversee the implementation of FSG services according to the requirements and expectations of the approved FSG community plan.
- c. Designate one person to provide leadership in the implementation of the FSG community plan.
- d. Provide appropriate staff for the implementation of the FSG community plan.
- e. Ensure data is entered into the appropriate GSG data management system(s) as prescribed by the GSG Framework in a timely manner.
- f. Create and implement an ongoing funding strategy for FSG services.

## Guide to Appropriate Staffing

Every community plan will be different, but will include a goal for the number of families who will be served by First Steps each year. In an effort to assist in planning, the following information is offered as a guide to appropriate staffing and goal setting:

Weekly staff hours dedicated to First Steps	Minimum annual expectation	Midpoint annual expectation	High annual expectation
Greater than 40	750	1000	Based on staffing
Up to 40	500	750	900
20	250	500	650
Less than 20*	125	250	400

\*This level of staff hours is reserved for special circumstances. Consultation is required and this level must be pre-approved by the GSG Community Outreach Coordinator prior to submitting application. Approval based on community-specific situations including low capacity.

## 2. STATEMENT OF NEED (SoN) CRITERIA

### 2a. Eligibility Criteria

An eligible applicant must meet **all** of the following criteria:

- a. Be a public government entity or 501(c)(3) non-profit organization;
- b. Serve as the fiscal agent for the contract and the point of contact to OPFS or provide a Memorandum of Understanding (MOU) with fiscal agent;
- c. Be responsible, liable, and oversee all post-award reporting requirements; and
- d. Provide universal, early intervention supports and services in accordance with the FSG community plan.
- e. Be requesting funding for a county where First Steps is not currently supported by a Maternal, Infant, and Early Childhood Home Visiting (MIECHV) contract.

OPFS requires that funded services will comply with performance criteria and fully participate in the requirements as outlined on pages 4-5 of this application.

### 2b. Contract Award Amounts

Each applicant is eligible to apply for a 12-month contract for services and supports that meet the requirements of FSG as outlined on pages 4-5.

The applicant may apply for funding in the amount of \$6,000, \$12,000, \$15,000 or \$18,000 conditional upon the projected number of families that will be served annually. Applicant may apply for funding only for direct service costs including personnel, training and educational materials.

FTE dedicated to FSG services	Minimum annual contract expectation	Contract Award Category
Greater than 1	750	\$18,000
Up to 1	500	\$15,000
.5	250	\$12,000
Less than .5	125	\$ 6,000*

\*This category of funding is reserved for special circumstances. Consultation is required and this category must be pre-approved by the GSG Community Outreach Coordinator prior to submitting application. Approval based on community-specific situations including low capacity.

### 2c. Contract Award Period

The contract award period will cover a 12 month period, from October 1, 2015 through September 30, 2016. FSG sites must continue service delivery activities for the full contract period.

## 2d. Continuation Funding

FSG will be funded for one-year periods with a possibility of annual renewal conditional on availability of funds made available to OPFS through state appropriations and federal contract awards. Agencies are expected to seek other sources of funding to support their services on a long-term basis. The contracting of funds in one year is not a commitment to continue assistance in the future and does not guarantee future funding. Continuation funding is contingent upon organizational capacity, performance history, contractual compliance, and availability of funds.

Continuation funding will be conditional on contractors' ability to:

- a) Exhibit professional management of contract funds and exhibit compliance with OPFS administrative and performance requirements; and
- b) Meet prior year contract performance requirements for those applicants that have a current FSG contract with OPFS.

## 3. APPLICATION SUBMISSION INSTRUCTIONS

### 3a. Actions Required Prior to Submission

Prior to the creation of an application, all applicants must confer with the GSG Community Outreach Coordinator, Lynda Brown. Contact information can be found on page 16.

### 3b. Number of Copies

#### **Submit Original Application and four (4) Copies:**

Application Face Sheet signed in blue ink, Community Plan Application Narrative, Budget Workbook and application attachments with all signature pages signed in blue ink, four (4) additional copies, and one (1) electronic copy.

#### **Electronic Submission:**

The electronic copy shall be submitted on compact disc (CD) or flash (thumb) drive which will serve as the electronic submission. The electronic copy includes a) the Community Plan Application Narrative in Microsoft Word format; b) the Application Budget Workbook in Microsoft Excel format; and c) the Application Face Sheet and **all** attachments in PDF format. OPFS will not accept email copies.

Bind the original application and copies with binder clips. The narrative portion of the application **must** follow the format outlined in Section 4 – First Steps Georgia Community Plan beginning on page 9. The application must be submitted in the order of the checklist provided on page 9.

### 3c. Submission Date

Applications must be postmarked by U.S. Postal Service or common carrier **on or before May 22, 2015** and must include the original signature (in blue ink) of the executive officer of the fiscal agent/applicant on the application face sheet.

Applications postmarked after that date will be classified as late and will not be considered for funding. Applicants are cautioned to request a legibly dated U.S. Postal Service postmark or receipt, or to obtain a legibly dated receipt from a commercial carrier. ***OPFS will not accept hand delivered, office-metered postmarks, faxed, or e-mailed applications.***

Submit all required applicant documents and attachments to:

**Georgia Division of Family and Children Services  
ATTN: First Steps Georgia  
2 Peachtree Street, NW, 8<sup>th</sup> Floor  
Suite 8-296  
Atlanta, Georgia 30303**

Applicants will not receive verification from OPFS regarding receipt of the application package. We ask that you do not call the office to verify receipt. Applicants wishing to verify receipt are encouraged to use a return receipt service provided by the U.S. Postal Service or other such commercial carriers. It is the responsibility of the applicant to ensure the proposal is received by the specific deadline.

### 3d. Disqualification Factors

Disqualification factors for application submissions include the following:

- a) Applicant requests funds to support First Steps in a county where First Steps is currently receiving funding through a MIECHV contract.
- b) Submission fails to be postmarked by U.S. Postal Service or commercial carrier by deadline date.
- c) Submission fails to include the original signature of the executive officer of the fiscal agent (applicant) on the application face sheet.
- d) Submission fails to include the application community plan narrative, application budget workbook and application attachments; applicants must comply with all forms, assurances, and certifications attached to this SoN.
- e) Application lacks original signatures, where requested.

### 3e. Application Formatting Instructions

Please follow the following instructions for formatting your application for submission:

- a) Number every page submitted as part of your application.
- b) Use type that is 12-point font size and one inch margins.
- c) The application community plan narrative should be typed on white paper that is 8 ½ x 11 inches.
- d) Include footer with the fiscal agent's name and page number.
- e) Adhere to page limits for the FSG community plan.
- f) Applications should ***not*** be stapled or bound; ***use*** binder clips or paperclips.
- g) OPFS requires that applicants restate and number each proposal section, followed by the community plan specifics.

### 3f. Application Order

Use the table below to ensure that all requested information is included in your application in the correct order.

Required Application Order	Max Page Limit (where applicable)	Applicant Checklist (Y/N)
1. Application Face Sheet (Form A) signed in blue ink		
2. First Steps Georgia Community Plan		
A. Plan Summary	1	
B. Essential Service Requirements	2	
C. Essential Practice Requirements	2	
D. Essential Structure Requirements	2	
3. Application Budget Workbook (Form B)		
4. Required Forms (Form C) signed in blue ink		
5. Fiscal Agent Financial Statements (A-1)		
6. Legal Agreement with Fiscal Agent (if different from applicant) (A-2)		

## 4. First Steps Georgia Community Plan

The following information provides a description of necessary components to be contained in the community plan portion of the application. Limit the community plan to a maximum of **7 (seven) pages** and use the outline format described in this section. The community plan is a detailed statement of the work to be undertaken and answers *who, what, when, where, why, and how* statements of the contract application. *OPFS requires that applicants restate and number each question followed by the response.*

### 4a. Plan Summary (1 page)

- i. Name of Fiscal Agent.
- ii. What is the total number of FSG families projected to be served during the contract year October 1, 2015 through September 30, 2016?
- iii. Description of FSG services, including geographic area of this community plan (e.g. county, neighborhood, school population, hospital).

### 4b. Essential Service (Function) Requirements (2 pages)

- i. Identification and Referral
  - a) Community Outreach:
    - i) Identify the community partner(s) that will provide access to families for the purpose of providing FSG services.
    - ii) Describe how this access will be provided.
    - iii) Has confirmation been received from the partner(s) listed above of intent to participate as described?

- b) Community Collaboration:
  - i) Indicate the names of the community agencies with which your FSG fiscal agent plans to establish a MOU to support provision of FSG services.
  - ii) Indicate the names of the agencies with which your agency plans to establish a clear point of contact to support provision of FSG services.
- ii. Screening
  - a) Specify the method for screening families.
  - b) Specify the location(s) in your community where FSG screens will be completed.
  - c) Identify other potential locations for the three points of entry into your FSG services: 1) Expectant Mother; 2) Newborn; and 3) Young Child 0-5.
  - d) Where available, describe the plan for ensuring ongoing communication between the FSG Coordinator and evidence-based home visiting program(s).
- iii. Parent Education
  - a) Describe how FSG educational materials and the community resource guide will be provided to families in your community.
  - b) Describe the process for internal review of FSG educational materials and community resource guide and timeframe(s) for review.
- iv. Linkage
  - a) Describe plan for linking families to relevant community resources and services.
  - b) List other services available within your organization to which FSG families may be referred.

#### 4c. Essential Practice Requirements (2 pages)

- i. Describe training plan for service providers.
- ii. Describe how you plan to administer the GSG Central Intake Core Screen.
- iii. Describe plan for surveying families who have been provided FSG services using the FSG Family Satisfaction Survey.
- iv. Describe how parent packet educational materials will be selected.
- v. Describe anticipated contact with GSG Community Outreach Coordinator for FSG technical assistance, and other appropriate GSG technical assistant(s).

#### 4d. Essential Structure Requirements (2 pages)

- i. Who will be responsible for the implementation of this FSG community plan?
- ii. Describe the hiring process for direct service staff.
- iii. FSG Staffing
  - a) Specify the location of work space for the FSG staff.
  - b) Will volunteers/interns be used for FSG direct service?
    - If yes;
      - i) Describe the screening process for hiring volunteers/interns.
      - ii) Describe the process for training volunteers/interns.
      - iii) Who will supervise volunteers/interns and with what frequency?

- iv. FSG Data Entry
  - a) Describe how FSG data will be maintained onsite.
  - b) Who will be responsible for ensuring efficient and accurate data entry into the GSG data management system(s)?

## 5. APPLICATION BUDGET WORKBOOK

### 5a. Fiscal Agent Responsibilities

All applicant agencies receiving OPFS funds should have an annual agency budget that derives at least 25% of its income from other federal, state, local or private funds, exclusive of OPFS awards.

The applicant agency must be able to provide an adequate accounting system that should meet the following criteria as outlined below:

1. Accounting records provide information needed to identify each contract awarded (State, Federal, Local Government, and Private) to applicant by identifying the receipt of funds for each contract and the expenditure of funds for each contract award.
2. Entries in accounting records refer to subsidiary records and/or documentation which support the entry and can be readily located.
3. The accounting system provides accurate and current financial reporting information.
4. The accounting system integrates with an adequate system of internal controls to safeguard the funds and assets covered, check the accuracy and reliability of accounting data, promote operational efficiency, and encourage adherence to prescribed management policies.

*OPFS reserves the right to fund requests completely or partially depending upon total funds available and application review.*

### 5b. Application Budget Workbook Instructions

Complete the Budget Workbook (Form B) in Excel format. The Excel workbook contains a budget summary for the applicant. The budget summary must provide computation of requested funds and justification of costs in relation to activities. A detailed budget narrative should also be submitted for clarity of expenses requested in the different budget categories. Applicants must provide details on each cost item in the proposed budget.

Applicants may apply for funding only for **direct service costs** including:

- 1) Personnel working directly with families/community;
- 2) FSG education materials; and/or
- 3) Required FSG training.

The applicant may apply for funding in the amount of \$6,000, \$12,000, \$15,000 or \$18,000 conditional on projected number of families served annually and FTE (full time equivalent) dedicated to the work of First Steps as detailed below:

FTE dedicated to FSG services	Minimum annual contract expectation	Contract Award Category
Greater than 1	750	\$18,000
Up to 1	500	\$15,000
.5	250	\$12,000
Less than .5	125	\$ 6,000*

\*This category of funding is reserved for special circumstances and must be pre-approved by the GSG Community Outreach Coordinator prior to submission of application. Approval based on community-specific situations including low capacity.

## 6. APPLICATION ATTACHMENTS

The applicant is required to comply with the following as described in the SoN attachments.

**Form A: Application Face Sheet:** Signed in blue ink by executive officer of the applicant agency and fiscal agent, if different from applicant.

**Form B: Application Budget Workbook:** Submitted in Microsoft Excel format. Submit 1) Budget Summary, and 2) Budget Narrative and Justification.

**Form C: Required Forms:** To certify intent to comply with all of the following, the chief executive officer of the fiscal agent must review, complete, sign in blue ink, and submit all of the following forms applicable to the fiscal agent:

1. Background Check Form
2. Tax Compliance Form (non-profits only)
3. Security Immigration and Compliance Contractor Affidavit (non-profits only)
4. Certificate of Liability Insurance- Para 129 Form (non-profits only)
5. Corporate Resolution (non-profits only)
6. Vendor Management Form
7. W-9 Form

**A-1: Fiscal Agent's Financial Statements:** Fiscal agent must maintain compliance and eligibility to receive state funds by complying with audit of OMB Circular A-133 "Audits of States, Local Governments, and Non-Profit Institution" and requirements of O.C.G.A. 36-18-7.

Reference: <http://www.audits.ga.gov/NALGAD/nonProfitDivision.html>

Reference: [https://www.audits.state.ga.us/nalgad/Audit\\_law\\_OCGA\\_36-81-7\\_effective\\_2004.pdf](https://www.audits.state.ga.us/nalgad/Audit_law_OCGA_36-81-7_effective_2004.pdf)

Applicants shall submit the following:

Local Unit of Government Applicant:

Must attach to the contract application an audit from the most recently concluded fiscal year in accordance with OMB Circular A-133.

**Non-Profit Applicant:**

Must attach to the contract application its financial statements from most recently concluded fiscal year:

- Audit from most recently concluded fiscal year in accordance with OMB Circular A-133 “Audits of States, Local Governments, and Non-Profit Institution and requirements of O.C.G.A. 36-81-7.
- Or, if the non-profit applicant is not required to have an audit, attach to the application the following: 1) balance sheet from the most recently concluded fiscal year showing assets and liabilities, and 2) statement of financial activity from the most recently concluded fiscal year showing revenue and expenditures.

**A-2: Legal Agreement with Fiscal Agent (if different from applicant):** Legally binding MOU between applicant agency and its fiscal agency specifying the relationship between the parties and work flow and responsibilities between the parties.

## 7. SELECTION AND CONTRACT AWARD PROCESS

OPFS will review all applications received by the declared deadline to ensure all necessary worksheets and documentation are completed and included in submitted applications. The application review committee will not review incomplete applications, and OPFS will not permit applicants to add information to their application after submission unless clarification or additional information is requested by OPFS.

OPFS will forward all eligible applications to the application review committee who will review, score and rank the applications. For those applying for continuation funding, funding awards will also be contingent upon organizational capacity, performance history, contractual compliance, and availability of funds.

Award notifications will be sent via U.S. mail. Applicants awarded funding will begin October 1, 2015 and end September 30, 2016. Communication via telephone, email, and/or fax regarding award notices is prohibited before official notification by OPFS.

### 7a. Contract Award Agreement

OPFS will offer a performance-based contract agreement to selected applicants that will define performance standards, process and quantitative outcomes, and an approved budget. Contract payments will be based on the achievement of specific accomplishments of process and quantitative outcomes rather than incurred costs of the contractor.

OPFS reserves the right to make changes to the application budget at the time of the contract award and will communicate any changes to the fiscal agent. OPFS may negotiate all or part of any proposed budget after award of the contract award agreement in the event that funding or program requirements so dictate.

## 7b. Contract Award Management Training

If an applicant is awarded a contract, it is mandatory to participate in OPFS contract award management training as requested. The initial training may include Contract Reporting Training, FSG Core Training and GSG Data Management System(s) training. The trainings will take place in a central location, at the contractor's site and/or online via webinar. The timing of the trainings will be determined at a later date.

OPFS will also offer a number of post-award training opportunities and technical assistance activities. Individual technical assistance and other supportive training activities will also be conducted for contractors.

## 7c. Reporting, Performance, and Evaluation Requirements

OPFS requires that contractors comply with and fully participate in the following components of reporting, performance and evaluation:

### Reporting in Data Management System(s):

By the end of each quarter, the contractor will ensure that service and participant data are reported through the prescribed online data management and reporting system(s). The contractor will be responsible and liable for reviewing all data entered into the online data management system(s) for completeness, accuracy, and compliance with OPFS reporting requirements.

### Performance Measures:

Applicants applying for funding of FSG universal, early intervention parent support services in their community will be required to meet the following FSG annual performance outcome measures.

Indicator	Annual Performance Outcome Measure
Families Served	<ul style="list-style-type: none"> <li>At least 95% of projected participants will be served.</li> </ul>
Family Health Insurance	<ul style="list-style-type: none"> <li>At least 90% of target families will have health insurance coverage or receive referrals/ additional information pertaining to health insurance programs.</li> </ul>
Family Medical Care	<ul style="list-style-type: none"> <li>At least 90% of target families will have a primary care physician or receive referrals/ additional information pertaining to primary care physicians.</li> </ul>
Family Satisfaction Survey	<ul style="list-style-type: none"> <li>At least 25% of families served will provide feedback using the FSG Family Satisfaction Survey.</li> </ul>

Failure to meet performance requirements may result in a reduction in performance payment for each performance measure not met by the contractor.

**Evaluation:**

OPFS may conduct a FSG evaluation and/or a cross-site evaluation of contractors. Contractors will be expected to participate if requested. Contractors will have the following roles and responsibilities within the evaluation:

- a. Participate in and assist the First Steps evaluator with scheduling or administering interviews, focus groups, and/or surveys of stakeholders; and
- b. Collect, enter, and maintain participant-level implementation and outcome data within the online data management system(s).

## 8. TECHNICAL ASSISTANCE

OPFS asks that applicants direct all questions to the staff listed below. Questions will be permitted until the day before the application submission date. Applicants are strongly encouraged to pose all questions as early as possible in the SoN process.

**STATEMENT OF NEED QUESTIONS:**

Elisa Storyk  
Prevention and Family Support Program Specialist  
[Elisa.Storyk@dhs.ga.gov](mailto:Elisa.Storyk@dhs.ga.gov)  
(404) 463-6398

**FINANCIAL/ADMINISTRATIVE QUESTIONS:**

Kirby McClendon  
Finance Officer  
[Kirby.McClendon@dhs.ga.gov](mailto:Kirby.McClendon@dhs.ga.gov)  
(404) 232-1614

**FIRST STEPS GEORGIA QUESTIONS:**

Lynda Brown  
Great Start Georgia Community Outreach Coordinator  
[lfbrown@uga.edu](mailto:lfbrown@uga.edu)  
(478) 719-8000

## Attachment A-1

Georgia Division of Family and Children Services - Office of Prevention and Family Support

### Fiscal Agent Financial Statements

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## Attachment A-2

Georgia Division of Family and Children Services - Office of Prevention and Family Support

### Legal Agreement with Fiscal Agent

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