



Georgia Division of Family & Children Services

**MaryLee Allen Promoting Safe and Stable Families Program
FFY2022 Statement of Need (SoN)**

APPLICATION & PROPOSAL GUIDELINES

Available for download at www.pssfnet.com, Funding Opportunities

Release Date: March 5, 2021

Mandatory Informational Meeting

March 11, 2021

10:00AM - 1:00PM EDT via Zoom

Attendance at Informational Meeting is mandatory for agencies and organizations interested in submitting a proposal for the FFY2022 funding cycle. Registration is required.

To Register:

https://us02web.zoom.us/meeting/register/tZAqceuqrDkrG9PDMiogfXG_lxDU5H783B_Z

Proposal Submission Deadline:

Thursday, April 15, 2021 – NOON EDT

Georgia Division of Family and Children Services
MaryLee Allen Promoting Safe and Stable Families Program (PSSF)

ANNOUNCEMENT

The Georgia Division of Family and Children Services is pleased to release the following funding opportunity announcement. Please review the information below and disseminate to interested parties for response.

Summary: PSSF Funding Opportunity Announcement (FOA)

Federal Fiscal Year: 2022

CFDA Number: 93.556

CFDA Number Description: MaryLee Allen Promoting Safe and Stable Families Program

Cost Sharing/Cash Matching Requirement: Yes - 25% (Non-Federal Funds)
Cash match is not required for Covid Supplemental Aid

Maximum Awards: \$85,000 federal award amount (including COVID Supplemental Aid, if applicable)
New programs are limited to a federal award request of \$37,500

Posting Date: March 5, 2021 at www.pssfnet.com - Funding Opportunities

Mandatory Informational Meeting: March 11, 2021

Submission Period Begins: March 30, 2021 at NOON EDT

Application/Proposal Due Date: April 15, 2021 at NOON EDT

Application Submission Requirements: Applications must be submitted electronically and received in full no later than 12:00 noon eastern daylight time, on the due date referenced above.

Estimated Start Date: October 1, 2021

Eligibility: State, County or City Governments; other Public Entities, including institutions of higher education; Non-profits having a 501(c)(3) status with the IRS.

Additional Eligibility Information: Non-profit applicants must be registered and in active compliance status for 2021 with the Georgia Secretary of State's Office. Faith-based and community organizations that meet eligibility requirements are eligible to receive awards. Individuals, sole proprietors, foreign entities, and for-profit organizations are not eligible to compete for, or receive, awards made under this announcement.

Description: The purpose of the FOA is to solicit proposals for services to improve the safety, permanency and well-being of children, youth, and their families through coordinated, community-based service delivery. These services are designed to build service capacity between state, local child welfare agencies and community-based family service agencies to ensure that children who are at risk for child welfare intervention have access to comprehensive, high quality prevention and early intervention, preservation, reunification or adoption promotion and post-permanency services.

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All forms must be downloaded from website, completed, saved and identified as directed in Section E.

Timeline

Release Date	March 4, 2021
MANDATORY Informational Meeting Mandatory Informational Meeting will be held March 11, 2021, 10:00AM-1:00PM EDT via Zoom.	March 11, 2021 10:00 am-1:00pm EDT
Attendance at Informational Meeting is mandatory for agencies/organizations interested in submitting a proposal for the FFY2022 funding cycle. Registration for Informational Meeting is required.	
To Register: https://us02web.zoom.us/meeting/register/tZAqceuqrDkrG9PDMiogfXG_lxDU5H783B_Z	
SoN Technical Assistance Period Submit questions to SonSupport@pssfnet.com . Questions and responses will be posted on the public site www.pssfnet.com Funding Opportunities	March 11-19, 2021
Submission Period Begins (Usernames & Passwords Activated)	March 30, 2021 Noon EDT
Application/Proposals Due Upload of proposal and all documentation as required must be completed by deadline.	Thursday, April 15, 2021 NOON EDT
Proposal Review	April/May 2021
Award Notification Please include communications@pssfnet.com in the "Trusted Senders", "Safe Senders" or "Whitelist" in your email system as award notices will be sent from this address.	June 2021
Contract Distribution and Execution	Begins July 2021
Contractors Meeting Attendance is mandatory for all contractors.	September 29, 2021
Location: TBA Registration is required. Additional information will be included in award notifications.	
Contract Period <u>Contract start date is October 1, 2021.</u> Expenses incurred prior to the effective start date are ineligible for reimbursement.	October 1, 2021 – September 30, 2022

SECTION A

Mary Lee Allen Promoting Safe and Stable Families Program Statement of Need

Purpose: This “Statement of Need” (SoN) has been issued by Georgia’s Division of Family and Children Services to seek proposals from non-profit organizations and public entities to provide coordinated community-based programs and services for vulnerable children and families in Georgia. Georgia is committed to the development of a coordinated network of community-based supports and services for families and children. Through its PSSF program, the Division of Family and Children Services (DFCS) is working in partnership with community-based agencies to assure that families needing extra support in meeting the challenges of parenthood are identified for early follow-up and linked with responsive supports and services.

Child Welfare Goals:

The following goals reflect the desired results for Georgia's families, children, and communities.

- Safety**
 - Children are, first and foremost, protected from abuse and neglect.
 - Children are safely maintained in their homes whenever possible and appropriate.
- Permanency**
 - Children have permanency and stability in their living situations.
 - The continuity of family relationships and connections is preserved for children.
- Well-Being**
 - Families have enhanced capacity to provide for their children’s needs.
 - Children receive adequate services to meet their physical and mental health needs.
 - Children receive appropriate services to meet their educational needs.

Use of Funds: For the delivery of community-based programs and services in the following areas:

PSSF Family Support services are community-based prevention and early intervention services designed to prevent and reduce the risk of child maltreatment by promoting the well-being of the entire family.

PSSF Family Preservation services are provided to families that come to the attention of child welfare because of child abuse or neglect, child or parent behavioral challenges, or serious parent-child conflict so that families at risk or in crisis can be preserved and children safely maintained in their homes when families receive intensive support and therapeutic services to improve family functioning and stability, as an alternative to placement in out-of-home care.

PSSF Family Reunification services are time-limited, intensive support services provided to a child with a plan of safe, appropriate, and timely reunification or other permanency option and to the parents or primary caregiver of the child. These services may be provided to families while the child is in foster care to facilitate reunification and after the child returns from foster care to sustain permanency.

PSSF Adoption Promotion and Post-Permanency Support services are designed to encourage and support permanency for children through adoption, when adoption is in the best interest of the child, or guardianship. Services may also be provided to support families after adoption to prevent disruption, and to provide additional support to youth who may not achieve permanency, pre- and post-emancipation.

Source of Funds: CFDA 93.556 Social Security Act, as amended, Title IV, Part B, Subpart 2; Omnibus Budget Reconciliation Act of 1993; Public Law 103-66; Social Security Amendments of 1994, Public Law 103-432; Adoption and Safe Families Act of 1997, Public Law 105-89; Promoting Safe and Stable Families Amendments of 2001, Public Law 107-133. Child and Family Services Improvement Act of 2006, Public Law 109-288.

Pursuant to Title 45 CFR 1357.32(f): Applicants may not use the funds under title IV-B, subpart 2, to supplant Federal or non-Federal funds for existing family preservation, family support, time-limited reunification, or adoption promotion and post-permanency support services. For the purpose of implementing this requirement, non-Federal funds means State funds.

General Information

- Who May Apply:**
- Non-profit organizations, state, county or city government agencies, institutions, and other public entities **ONLY**
 - **For-profit agencies are ineligible.**

Proposal **MUST** be submitted by the entity that will perform the proposed services.

Applicant must have a minimum of 2-3 years experience serving at-risk families.

Applicant MUST attend MANDATORY Informational Meeting on March 11, 2021 to obtain a username & password necessary to submit a proposal.

Award Limits: FFY2021 Providers

Total Cost of Services cannot exceed \$110,000

Federal award request of \$75,000.00 plus optional \$5,000 or \$10,000 in Covid Supplemental Aid.

Required cash match contribution maximum of \$25,000.

Cash match not required for Covid Supplemental Aid, if requested.

New FFY2022 Applications/Proposals

Limited to \$50,000 Total Cost of Services

Required cash match contribution of 25% is based on Total Cost of Services.

Federal award is 75% of Total Cost of Services (maximum Federal award request of \$37,500.00)

This limit also applies to new programs proposed by current providers.

Proposal Limits:

First-time applicants may only submit one proposal.

Maximum number of submissions from any single agency/organization is three proposals.

Applicants submitting more than one proposal must demonstrate that the agency has the capacity and resources to meet all programmatic and contract requirements, including aggregate cash match requirement, in addition to demonstrating that there is sufficient need by the target population for proposed additional services. Agencies can submit only one additional new proposal per year, up to the maximum of three.

Each proposal may only include services for a single service model in one of the following program areas:

- PSSF Family Support
- PSSF Family Preservation
- PSSF Family Reunification
- PSSF Adoption Promotion and Post-Permanency Support

Cash Match:

Applicants must provide a **non-federal cash match of 25% of the cost of services.**

Cash match not required for Covid Supplemental Aid, if requested.

For example, proposals with a total cost of \$60,000 would require a \$15,000 cash match for a federal award of \$45,000.

Form #8 Cash Match Commitment, identifying non-federal source of cash match is a proposal requirement.

Subcontractors: In the event that applicant intends to subcontract any proposed services to another registered legal entity (non-profit, for-profit or public entity), this must be disclosed in the proposal and is subject to review and approval during the selection process and thereafter in the event that a proposal is selected. Applicant cannot subcontract more than 49% of proposed services. This provision does not apply to services contracted to an individual such as a licensed therapist or parent educator.

Applicant is responsible for monitoring and supervising the delivery and quality of services provided by subcontractors in addition to ensuring that they meet all applicable contract and service delivery requirements.

Submission Requirements & Deadline:

Proposal Submission Deadline: April 15, 2021 – NOON EDT

Applicant is required to prepare and format proposal and additional documentation as described in Section E.

Applicant **MUST** obtain a username and password at the mandatory Informational Meeting on March 11, 2021 in order to submit proposal electronically. Only electronic submissions are accepted. Mailed or faxed proposals or partial proposals will not be accepted.

Usernames and passwords required to upload proposal to secure website will only be distributed at the MANDATORY Informational Meeting on March 11, 2021.

Submission period will begin (usernames/passwords activated) March 30, 2021 at NOON.

Failure to upload ALL required proposal documents to secure website by the April 15, 2021 NOON deadline will result in disqualification of the proposal.

Please note: Time needed to upload proposals varies and is dependent upon various factors including your internet provider transmission speed. Allow enough time to upload all documents before the deadline.

Proposal Review:

Proposals must satisfy all compliance and technical requirements in order to advance to the qualitative review.

Compliance & Technical Review

Applications that do not meet all submission criteria listed below will be disqualified from further review.

ALL the following **required** forms and documents **MUST** be successfully uploaded by the published deadline. Applications **MUST** also satisfy *italicized* requirements described below.

1. Form #1 Application Cover
MUST be signed by an authorized officer. Electronic signatures not accepted.
2. Form #2 Current Contractor Report: FFY2021 Contractors ONLY
3. Form #3 Narrative including:
 - Proposal Overview
 - Needs Assessment
 - Organizational Information
 - Referrals, Coordination & Resources
 - Program Monitoring & Evaluation
4. Form #4 Services
5. Form #5 Service Delivery Schedule
MUST include all required service elements for chosen service model and be consistent with services described in Form #4 Services.
6. Form #6 Budget
7. Form #7 Disaster Plan
8. Form #8 Cash Match Commitment - ***MUST be signed and notarized***
9. Form #9 Criminal History Investigations Certification - ***MUST be signed and notarized***

-
10. Form #10 DFCS Acknowledgement of Intent to Submit Proposal - **MUST** be signed
 11. Form #11 Notarized E-Verify Affidavit - **MUST** be signed and notarized
 12. Form #12 Budget Narrative
 13. Federal Excluded Parties List Screenshot
MUST confirm current, active registration (SAM) indicating no active exclusions
 14. Secretary of State Registration Screenshot (Non-profits ONLY)
MUST confirm 2021 filing as an active, compliant non-profit registered in Georgia
 15. Certificate of Insurance (COI) (Non-profits ONLY)
 16. Certified Corporate Resolution (Non-profits ONLY) - **MUST** be signed and sealed or notarized
 17. Authorization to Enter into Contract (Public entities ONLY) - **MUST** be signed and notarized

Qualitative Review

Each eligible proposal is read and evaluated by an independent review team. This review includes a comprehensive evaluation of the responsiveness of the proposal to the priorities identified in the SoN as a whole, as well as an evaluation of individual proposal components.

Proposal **MUST** demonstrate **sufficient need** in the identified service area for proposed services and demonstrate that service delivery, including evidence-based strategies, practices or program models utilized, are effective in addressing the child and family needs identified for the target population, and achieving desired outcomes in the timeframes proposed.

Proposals that do not meet the evidence-based standards required will not be considered for PSSF FFY2022 funding.

Award Decisions & Notification:

Proposals MUST satisfy all compliance and technical review criteria and meet high qualitative review standards to be eligible for further consideration for an award.

DFCS has sole discretion to determine awards through the SoN process.

- **All decisions are final.**
- **No appeals will be considered.**

A current PSSF contract does not constitute a commitment for continued funding.

FFY2021 YTD contract compliance and performance and prior history with PSSF will be considered in final award decisions. Proposals submitted by FFY2021 contractors should be reflective of current contract performance as described on the Form #2 Current Contractor Report.

Applicants will be notified by DFCS of award decisions in June 2021. Local and regional DFCS offices will also be notified of the successful applicants in their respective counties. **Please include communications@pssfnet.com in the “Trusted Senders”, “Safe Senders” or “Whitelist” in your email system as award notices will be sent from this address.** Applicants are encouraged to check the PSSF website, www.pssfnet.com for announcements.

All successful FFY2022 applicants are required to participate in a webinar in June 2021 on additional documentation needed to facilitate the timely preparation of contracts. Information on the webinar will be included in the award notification.

Notification of selection does not constitute approval of the proposal as submitted. Prior to preparation of a contract, DFCS reserves the right to review the proposal and require revisions as necessary regarding level of funding, scope of services to be provided, delineation of deliverables, and other issues of concern to align the contract with PSSF objectives. DFCS further reserves the sole discretion to decline to fund proposals if the proposal does not develop into a timely and acceptable contractual arrangement within the parameters defined by DFCS.

Should proposals not be selected, additional information on the review process or feedback on how to improve future PSSF proposals can be requested by contacting Roger Hubbard, PSSF Grant Supervisor, roger.hubbard@dhs.ga.gov.

Distribution of Award:

PSSF contracts are fee-for-service agreements and not a grant. Payment is based on delivery of services as described on approved service plan.

Contractor is required to prepare monthly reports that include an invoice, a programmatic report and family services logs.

The agency should have sufficient capital to cover the cost of services outlined on the budget for the first 45 days after the commencement of the contract.

Contractor may be required to provide additional support documentation to DFCS prior to payment.

Contract Period:

October 1, 2021 (or date contract is fully executed by DFCS, if later than October 1, 2021) through September 30, 2022.

PSSF contracts are negotiated as regional contracts. The County DFCS office identified as the primary service area in the proposal is responsible for their fiscal management, unless otherwise negotiated.

Contract must be fully executed prior to commencement of service provision. Expenses incurred prior to commencement date of contract are ineligible.

Successful first-time applicants must be fully prepared to commence services starting October 1, 2021.

Technical Assistance:

SoN technical assistance will be available from March 11 – 19, 2021.

Questions must be submitted to PSSF by email to: SonSupport@pssfnet.com

A copy of all questions and responses will be posted on the PSSF website, www.pssfnet.com – Funding Opportunities, FFY2022 PSSF SoN Technical Assistance FAQs.

DFCS Program Contact:

Roger Hubbard, PSSF Grant Supervisor
roger.hubbard@dhs.ga.gov

PSSF Technical Assistance Contacts:

PSSF TA Team

Deb Farrell
debfarrell@pssfnet.com

Brandi Shirey
brandishirey@pssfnet.com

Expenses incurred in the preparation of this application are the responsibility of the applicant and are not eligible for reimbursement by the FFY2022 PSSF program. This includes program expenses incurred prior to October 1, 2021.

DHS/PSSF Contract Eligibility & Requirements

Successful applicants awarded a contract by Georgia's Division of Family and Children Services to provide Promoting Safe and Stable Families program services agree to deliver authorized services in accordance with all federal and state laws, regulations, and provisions of the contract.

Contract and programmatic requirements should be reviewed with the organization's board of directors, administration, and/or governing body in advance of submitting the proposal.

Contracts will not be initiated until any additional or revised contract documentation requested has been received, reviewed, and approved. Failure to provide any documentation as directed in the SoN or subsequently requested by DFCS within the specified time frame or as directed in an award letter may result in a delay in the distribution and/or execution of the contract and/or disqualification.

Agencies on the DHS delinquent audit list or on the State Debarment list at the time of selection are considered ineligible for funding.

Cash Match Commitment:

Required for all Proposals

See Section E for instructions on completing Form #8 Cash Match Commitment. Form is available on website for download.

Applicant **MUST** provide a notarized Cash Match Commitment (Form #8), identifying source and date of availability of cash match contribution, certifying that:

- Matching funds do not include any federal funds
- Funds will be provided in compliance with the terms of the contract
- Funds derived from the PSSF contract will not be used to match other federal funding sources

An "in-kind" match does not satisfy the cash match requirement and should not be included on the Cash Match Commitment form.

Criminal History Investigations:

Required for all Proposals

See Section E for instructions on completing Form #9 Criminal History Investigations. Form is available on website for download.

Applicant **MUST** provide verification that it conducts criminal history investigations in accordance with PSSF contract and:

- Is registered with the Georgia Applicant Processing Services (GAPS) at <https://www.aps.gemalto.com/ga/index.htm> and,
- Conducts criminal record background checks to obtain **OIS Fitness Determinations** on all staff, volunteers and/or subcontractors providing direct care, custodial or treatment responsibilities for children served with PSSF program funds pursuant to the provisions of O.C.G.A. §49-2-14.

Corporate Resolution:

Required for Non-Profit Proposals ONLY

See Section E for instructions. Template is available on website for download. Example is included in Section F.

Non-profit applicants **MUST** provide a certified copy of corporate resolution passed by the board of directors authorizing an officer of the non-profit organization to enter into an agreement with DFCS to provide proposed services in accordance with the terms of the contract, if awarded.

Authorization: **Required for Public Entity Proposals ONLY**

See Section E for instructions. Template is available on website for download. Example is included in Section F.

Public entity applicants **MUST** provide proof of authorization passed by the governing body authorizing its representative to enter into an agreement with DFCS to provide proposed services in accordance with the terms of the contract, if awarded.

Public entities include:

- Community service boards
- State, county, or local governments
- Public elementary or secondary school boards
- State post-secondary education institutions

Insurance: **Required for Non-Profit Proposals ONLY**

See Section E for instructions. Example certificate is included in Section F.

Applicant **MUST** provide Certificate of Insurance of current liability coverage.

Certificate of Insurance (COI) describing coverage currently in effect MUST be uploaded with proposal. Should any coverage expire between the date of proposal submission and commencement of the contract, the applicant will be required to provide a new certificate demonstrating that it continues to meet all coverage requirements.

Applicants who are not current PSSF contractors must provide certificate describing their current insurance coverage. Should a contract be awarded, applicants without sufficient liability coverage will be required to obtain additional coverage to satisfy all liability requirements and provide an updated COI prior to receiving a contract.

Contractor will be required to maintain the following limits and types of insurance coverage for the duration of the Contract:

- A. Workers Compensation Insurance (Occurrence) in the amounts of the statutory limits established by the General Assembly of the State of Georgia in Title 34, Chapter 9 of the O.C.G.A. (A self-insurer must submit a certificate from the Georgia Board of Workers Compensation stating that Contractor qualifies to pay its own workers compensation claims). Contractor shall require all subcontractors that are required by statute to hold workers compensation insurance and that occupy the premises or perform work under this Contract to obtain an insurance certificate showing proof of Workers Compensation Coverage.
- B. Commercial General Liability Policy (Occurrence) to include contractual liability. \$1 million per occurrence/\$3 million aggregate policy limits.
- C. Business Auto Policy (Occurrence) to include but not be limited to liability coverage on any owned, non-owned and hired vehicle used by Contractor or Contractor's personnel in the performance of this Contract. \$1 million per occurrence.
- D. Malpractice/Professional Liability Policy (Claims Based) with Errors and Omissions Coverage. \$1 million per occurrence/\$3 million aggregate policy limits. (*Directors and Officers coverage does not satisfy this requirement.*)
- E. Commercial Umbrella Policy (Occurrence). An umbrella policy may cover the aggregate policy limits required herein. There must be no gap between the \$1 million and \$3 million policy limits and the umbrella policy must follow the form of the underlying \$1 million primary policy. Additional umbrella coverage is not required if all other limits are satisfied.

Applicant is responsible for ensuring that any approved Subcontractor maintains required liability coverage.

**Corporate
Registration &
2021 Filing:**

Required for Non-Profit Proposals ONLY

See Section E for instructions.

Non-profit organizations **MUST** upload a screenshot obtained from Georgia's Secretary of State website verifying that it is a registered, active, compliant, non-profit organization for 2021. 2021 registration filing deadline is April 1, 2021.

Identification of applicant (agency or organization) and any signatories on all proposal and contract documentation **MUST** be consistent with how the entity and officers are identified on the Secretary of State registration screenshot.

**Federal
Excluded
Parties List:**

Required for All Proposals

See Section E for instructions.

Applicants **MUST**:

- 1) register with System for Award Management (SAM), the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS.
- 2) provide a screenshot from the SAM website confirming that the entity is 'active', has no 'active exclusions' to prevent it from entering into a contract with DFCS, and has an expiration date later than May 1, 2021.

Please note: There is NO fee to register; however, it may take several days after registering for website to be updated so that the required screenshot can be obtained. Entity **MUST** have a Dunn and Bradstreet (DUNS) # to register with SAM.

**E-Verify
Affidavit:**

Required for ALL Proposals

See Section E for instructions.

All contractors will be required to complete a Contractor affidavit verifying its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of the Department is registered with, is authorized to use and uses the Federal Work Authorization Program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Contractors will be responsible for obtaining and/or completing additional affidavits depending on their business structure. If a PSSF provider uses subcontractors, each subcontractor must complete a sub-contractor affidavit to also include in the contract. If any subcontractor uses a sub-subcontractor, then sub-subcontractor affidavits would also be required.

IMPORTANT NOTE:
**Applicant, officers, and officers' titles MUST be
identified consistently on all required documentation,
certifications, and screenshots.**

PSSF Performance Requirements and Contract Compliance

Staff, Training & Qualifications: Contractor will ensure that all staff, contractors, subcontractors, and volunteers/interns with direct service delivery responsibilities as described on the approved Service Delivery Schedule and associated with expenses on the approved Budget:

- Meet the training, qualifications, and/or experience requirements outlined in Section B for the identified service model.
- Meet the training, qualifications, and/or experience requirements for evidence-based model, strategies or practices included in the approved service plan.
- Have received training as mandated reporters per O.C.G.A §19-7-5.
- Have received Safe Sleep and Trauma-Informed Practice training.

Contractor will ensure that staff, contractors, subcontractors, and volunteers/interns are adequately trained on PSSF performance expectations, including services, service delivery, goals, and objectives to ensure the delivery of services that are consistent with performance expectations.

Contractor will ensure that all individuals with reporting responsibilities are adequately trained on PSSF documentation standards, procedures, and timelines to maintain PSSFWeb data integrity, timely and accurate reporting and to demonstrate compliance with contract performance expectations.

Contractor is required to document in PSSFWeb the qualifications of all staff, contractors, subcontractors, and volunteers/interns with direct PSSF service delivery responsibilities described on the approved Service Delivery Schedule.

Contractor is required to monitor PSSFWeb user access to ensure adequate and appropriate data security.

Contractor will provide timely notification of changes in administrative, supervisory or program staff associated with the delivery, monitoring, documentation and reporting of services.

Contractor is required to report changes to staff, contractors, subcontractors and volunteers/interns with direct service delivery responsibilities in PSSFWeb within 30 days.

Contractor is required to have a plan for ongoing training and staff development, including regular staff meetings for both professional and paraprofessional staff.

Contractor is responsible for ensuring that appropriate supervision is provided for all staff and volunteers.

Service Delivery: Delivery of contracted services must:

- Utilize evidence-based strategies, practices, or program models that have demonstrated their effectiveness in addressing the needs of the target population and achieving desired outcomes.
- Conduct a strengths-based family assessment prior to the commencement of services to determine family needs and priorities and develop an individualized family service plan.
- Be consistent with proposal, including service delivery method, staff qualifications, and staffing levels, unless otherwise expressly stated in the contract.

Reporting: Contractor is required to provide a description of their agency and program activities during the designated submission period and verify information for the online Family Service Resource Guide.

Contractor is required to collect, document, maintain, and report demographics, services, and outcomes data regularly on all families/clients receiving services funded by PSSF in the dedicated web-based data collection system – PSSFWeb.

Contractor is required to report significant changes in client information or placement status of an open case within 45 days.

Contractor is required to encourage families to provide feedback on their experience with their PSSF program and the services they received by completing an online client satisfaction survey at case closure.

Contractor is required to submit quarterly expenditure reports. Contractors should maintain detailed records to support reported expenses.

Invoicing and Payments: Payments to contractor are based on services provided and reported each month. Contractor is required to prepare a programmatic report each month that includes an invoice for direct services provided to families during the reporting period. These reports must be submitted to local county DFCS offices each month for review and approval. County DFCS offices forward approved PSSF invoices to regional accounting for payment processing.

Relationship with local county DFCS and other referral sources: Contractor shall:

- Meet with county DFCS staff within first 30 days of contract period to prioritize and coordinate the delivery of services to families referred by county DFCS.
- Contact DFCS case manager or referring agent to obtain intake information, family history, recent family assessments, and goals of the case plan or service plan, if applicable.
- Establish and maintain working lines of communication for referral, monitoring, and reporting of clients' needs and outcomes with DFCS case managers and the courts to ensure provision of necessary services and maximize positive outcomes.

Proposals should ensure there is a sufficient source for referrals in the community to support proposed service delivery schedule.

SECTION B

Georgia Division of Family and Children Services

Vision

Safe Children. Strengthened Families. Stronger Communities.

Mission

Prioritize the safety of Georgia's children in the decisions we make and the actions we take.
We strengthen families toward independence and build stronger communities
with the caring, effective and responsive service.

Guiding Principles/Values

As the Division of Family and Children Services we...
Demonstrate our commitment to the safety of our children in the decisions we make and the actions we take.
Empower, strengthen, and support families on their path toward independence.
Serve with compassion.
Provide caring, responsive and effective service.
Engage, listen and respond to our participants, communities and each other.
Collaborate with our communities to create systems of support.
Develop a competent, professional, and efficient workforce that never stops learning and growing.

Families at risk, and those served by the child protection system, often have complex and interrelated problems such as poverty, unemployment, domestic violence, substance abuse, and mental health issues that impair family functioning and put children at risk of abuse and neglect. This makes it essential that children and families are assessed on an ongoing basis and that those assessed needs are addressed with individualized services and supports in a timely manner.

The Division recognizes the long-term residual impact of trauma on children and families. Assessments, services, and supports provided must be trauma-informed to ensure appropriate identification of needs (and diagnoses) and appropriate services to minimize further trauma to children and families.

Maintaining children with their own families and safe family reunification are the preferred permanency options for all children served by Georgia's child protection system. In cases where children cannot safely remain with or be reunified with their families, adoption and legal guardianship are preferred so that children have lifelong connections with caring adults.

MaryLee Allen Promoting Safe and Stable Families Program Title IV-b, Subpart 2

The MaryLee Allen Promoting Safe and Stable Families (PSSF) program, established under the Adoption and Safe Families Act (ASFA) of 1997, provides federal funding to enable states to develop and establish, or expand, and to operate coordinated programs of community-based family support services, family preservation services, family reunification services, and adoption promotion and support services. The purposes of PSSF are aligned with the broad federal policy goals of safety, permanency and well-being, particularly maintaining children in their own homes, providing families with enhanced capacity to provide for their children's needs, and facilitating timely exits from foster care to reunification, adoption, or guardianship.

An important element of Georgia's child welfare program improvements is the development of a strengths-based, prevention-driven community response to vulnerable children and families. Families at greatest risk of entering Georgia's child protection system often have complex and interrelated problems such as poverty, unemployment, domestic violence, substance abuse, and teen pregnancy which increase family stressors, impair family functioning, and place children in situations where they may be unsafe. Children have the greatest chance for a safe and stable home environment when their parents and caregivers are knowledgeable of and have access to essential supports and services in their own communities.

PSSF objectives include:

- **Family Support** services to prevent child abuse and neglect among at-risk families.
- **Family Preservation** services to ensure children's safety within the home and preserve intact families when maltreatment has occurred when the family's problems can be addressed effectively.
- **Family Reunification** services to address the problems of families whose children have been placed in foster care so that reunification, and other permanency options, may occur in a safe and timely manner in accordance with the Adoption and Safe Families Act and to help sustain reunification.
- **Adoption Promotion and Post-Permanency Support** to promote and support adoptions and other permanency options, to prevent disruption or dissolution, and to help prepare youth for the transition to independent adult living.

FFY2022 PSSF Service Models Overview

FAMILY SUPPORT To prevent and reduce the risk of child maltreatment by promoting well-being of entire family	
Prevention & Early Intervention (FSS/PEI): Voluntary, in-home or center-based services designed to strengthen family protective capacity, help families identify and address family issues that threaten child safety to reduce the risk of CPS intervention.	Home Visiting (FSS/HVS): Voluntary, in-home services designed to support positive parent-child relationships, child health and development, parental self-sufficiency, and safe home environments to prevent child abuse and neglect.
Healthy Relationship & Co-Parenting (FSS/HMI): Services designed to build and maintain healthy partnerships, identify, and manage stress that threatens relationships, and promote and support life-long parental or co-parenting relationships.	Supports & Services for Homeless Youth & Families (FSS/SHY): Services designed to help unaccompanied homeless youth or victims of sexual exploitation transition to independent living and homeless families become self-sufficient through community involvement and relationships, education, employment, health, and safety.
FAMILY PRESERVATION To preserve families, ensure child safety and prevent repeat maltreatment	
Placement Prevention (FPS/PPS): Services and supports designed to address caregiver characteristics or child behavior and reduce the risk of removal to foster care when children can remain safely in the home.	Crisis Intervention (FPS/CIS): Services designed to support families in crisis where children are at imminent risk for removal or placement disruption, are transitioning to a new placement after a disruption, or are at risk for escalated involvement with DJJ (CHINS) due to disruptive or unruly behavior.
Relative Caregiver/Kinship Family (FPS/RCS): Services designed to support grandparents and relative caregivers who are primary caregivers of children other than their own to address caregiver capacity, family functioning, child well-being, and placement stability.	Residential/Post-Placement Aftercare (FPS/RAC): Therapeutic services designed to support the reintegration of children into their homes and communities and/or to sustain treatment outcomes to prevent placement disruption.
Substance Abuse Family Recovery & Support (FPS/STR): Services designed to prevent abandonment, maltreatment or child removal due to caregiver substance abuse, and/or to support reunification, and prevent relapse.	
FAMILY REUNIFICATION To promote and sustain permanency for children and their families and to prevent repeat maltreatment	
Supervised Family Visitation (TLR/SFV): Services designed to increase the frequency, quality, and consistency of the interactions of children in foster care with their parents, siblings, extended family or other significant adults to facilitate safe, timely, and sustainable permanency.	Child & Family Advocacy (TLR/CFA): Services designed to support children and their families involved in dependency proceedings to advocate for timely permanency decisions that are in the best interest of the child.
Parent Reunification Services (TLR/PRS): Services designed to help parents whose children are in care to support efforts to achieve case plan goals, facilitate timely reunification, and prevent subsequent removal.	
ADOPTION PROMOTION & PERMANENCY SUPPORT To promote and sustain adoption and support community connections and independent living for youth	
Adoption Promotion (APP/APS): Services designed to encourage and support adoption or relative guardianship and/or to prevent disruption/dissolution of adoptions.	Transition & Emancipation (APP/TES): Services designed to help youth transitioning, or who have transitioned, out of foster care develop skills for independent living and establish meaningful adult connections.

FFY2022 PSSF Priorities

This Statement of Need solicitation for community-based services in Georgia was designed to reinforce ongoing service and population priorities, support the state's five-year Child & Family Services Plan, and address needs identified in the state's quality assurance reviews and other input from staff and stakeholders as solicited through:

- Consultation with Division leadership, unit and program managers
- Consultation with community stakeholders, December 2020
- DFCS Survey

Feedback from multiple stakeholder sources on special or under-served populations, under-served communities, specific service needs, and service delivery approaches was incorporated into the FFY2022 Statement of Need, are reflected in service models described in Section C, and will be a factor in the decision process regarding funding of programs for FFY2022.

DFCS survey responses reinforced ongoing PSSF service priorities including, but not limited to:

- Mental and behavioral health including substance abuse treatment and recovery supports, behavior management, crisis intervention services, and therapeutic services for caregivers and children
- Skill-based services including evidence-based parent education and home visiting programs, basic life skills, financial literacy and employment supports
- Additional supports and services including childcare (including after school supervision), temporary or transitional housing, transportation, and peer support groups

Most frequent services identified in survey responses needed to prevent families from coming to the attention of the child protection agency were substance abuse treatment for caregivers, therapeutic services for caregivers and children, services for victims of domestic violence and their children, evidence-based parent education and life skills.

Most frequent services identified as critical placement prevention strategies included emergency childcare and after school supervision, crisis intervention, in-home behavior management, services for victims of domestic violence and their children, and therapeutic services for caregivers and children.

PSSF is committed to building capacity in its community-based network through opportunities to support personal and professional development by sponsoring specialized training that promotes family engagement and enhances the effectiveness of program services and service delivery, to improve outcomes.

In response to the COVID-19 pandemic, PSSF is making available an additional \$5,000 or \$10,000 to supplement service plans in an effort to provide some relief to families confronted with unexpected expenses and income disruption.

VULNERABLE POPULATIONS

Homeless Youth and Homeless Families with Children

Homeless families were frequently cited as both growing and a population in need of services. To address this special population, the Family Support, **Services and Supports for Homeless Youth** service model was expanded to include homeless families with children. Service requirements for this model were enhanced to help address the unique needs of caregivers and their children experiencing homelessness.

Caregivers with a Plan of Reunification with Children in Foster, Relative/Kinship, or Voluntary Kinship Care

Parents, already facing many personal challenges, struggle to make progress on the conditions they must satisfy before their children can be returned to the home. Lack of resources and a stable support system often undermine their ability to effectively address the issues that resulted in their children's removal, prepare for the safe return of their children, and help sustain a stable home post-reunification. In addition to often what is a lack of capacity to

understand what is required of them or how to do it, many challenges facing these parents include substance use or mental health issues, lack of basic life skills, unemployment, lack of suitable housing, poor parenting skills, affordable childcare, and access to transportation.

To help address this special population, **TLR/Parent Reunification service model** was designed to provide additional supports and services to help parents meet the conditions set forth for the return of their children, prepare for their return, navigate through the transition, and help sustain reunification. Services are available for up to 15 months post-reunification.

Families with Children ages 0-5

Data tells us that children from birth to age 5 are most vulnerable and at risk for child abuse and neglect. Decades of research in neurobiology underscores the importance of children's early experiences in laying the foundation for their growing brains. Rigorous evaluation of high-quality home visiting programs has them to be effective in improving in birth outcomes, reducing incidences of child abuse and neglect, improved school readiness for children, and increased high school graduation rates for mothers participating in the program.

The Family Support, **Home Visiting** service model offers high-quality home visiting programs that can improve outcomes for children and families, particularly those that face added challenges such as teen or single parenthood, maternal depression, and lack of social and financial supports. Visits focus on linking pregnant women with prenatal care, promoting strong parent-child attachment, and coaching parents on learning activities that foster their child's development and supporting parents' role as their child's first and most important teacher. Home visitors conduct regular screenings to help parents identify possible health and developmental issues.

Under-Served or Priority Populations

Caregiver substance abuse and/or mental illness, and child mental health or behavior were identified as the most frequent factors resulting in DFCS involvement. Incarcerated, low-functioning, or disabled caregiver, and non-custodial fathers were also identified as underserved populations that frequently have CPS involvement. Several PSSF Family Support and Family Preservation service models are responsive to the needs of those populations. This also is true of:

- Victims of domestic violence and their children (FSS/PEI)
- Children in Need of Services, CHINS (FPS/CIS)
- Families when caregiver(s) is in active treatment (inpatient or out-patient) and/or during recovery (FPS/STR)
- Families where the primary care for children has been assumed by a grandparent, including children placed temporarily through Voluntary Kinship (FPS/RCS)

Under-Served Communities

It is acknowledged that generally there is a disparity in the availability and accessibility of services for families and children in communities across the state. PSSF makes a concerted effort every year to encourage proposals from eligible organizations that have the capacity to extend their service areas into the rural or remote communities that have few resources or qualified providers to meet the needs of families. Increasing service array and availability for Regions 6, 8, 9, 10, and 11 are a Division priority.

See Section D, Special Populations, for additional information and resources on serving these and other special populations.

COVID SUPPLEMENTAL AID

Georgia's Division of Family and Children Services, Promoting Safe and Stable Families program, has recognized many of the families it serves are often in need of temporary assistance to meet basic critical needs when faced with an unexpected expense or a shortfall in income due to the prolonged coronavirus pandemic.

To help address this need, PSSF is offering a funding opportunity to FFY2022 proposals to include temporary, but critical, financial relief to the families they serve.

This one-time option for supplemental funds is available to be included on proposals at \$5,000.00, or \$10,000.00. **There is no cash match requirement for Covid Supplemental Aid, if requested.** Funds are to cover a family's expense(s) cannot be used for program expenses. Must meet criteria and guidelines outlined in Section D, Service Categories & Delivery Guidelines, COVID Supplemental Aid.

See also Section D, Service Categories & Delivery Guidelines, COVID Supplemental Aid.

PRACTICE STANDARDS

DFCS is committed to providing supports and services that embody a family-centered approach to family engagement and service delivery to help children and families achieve safe, stable, and healthy lives. Family-centered practice is a way of working with families, both formally and informally, to enhance their capacity to care for and protect children. This practice focuses on the needs and welfare of children within the context of their families and the community.

All proposals for PSSF services **MUST** utilize **evidence-based practices**, strategies, or program models with a medium to high relevance to child welfare that are effective in addressing the needs of the target population and achieving desired outcomes. In addition, program models are executed using Trauma-Informed services which involve the integration of understanding, commitment, and practices organized around the goal of successfully addressing the trauma-based needs of families and children involved in the child welfare system.

Staff, contractors, subcontractors, and volunteers must meet required professional standards regarding training, qualifications, and experience for all services.

Proposals that do not meet PSSF evidence-based standards will not be considered for FFY2022 funding.

All services or service categories that MUST utilize an evidence-based model/strategy or practice are designated as "EBM".

See Section D, Evidence-Based Practice, Trauma-Informed Care & Practice, and Family Centered Practice, for additional information and resources

INDIVIDUAL SERVICE PLAN EXPECTATIONS

PSSF service plans should include all required services identified for the selected service model. A list of required services is outlined for each service model in Section C. All PSSF Services are described in Section D.

Unless otherwise indicated in Section C, each PSSF Service Model may have the following required service components:

- Initial Assessment at (Intake)
- Case Management
- Core Services (includes EBM where applicable)
- Additional Service(s)

PSSF Initial Assessment (at Intake): The collection of information to inform decision-making about a child, youth, or family. It is always conducted to identify issues the family is facing, design a plan, and provide a plan for effective service delivery that will work to address and assist in resolving the issues identified.

The PSSF Initial Assessment should include a comprehensive family assessment and ongoing practice of identifying and considering factors that impact children, youth, and families, including:

- Safety
- Risk of maltreatment
- Ability to achieve permanency
- Progress toward health and well-being
- Barriers to receiving services/engagement

The PSSF Initial Assessment is be used to develop and individualized service plan.

Individual Service Plans address the needs identified in the assessment and include:

- Delivery (frequency and intensity) of core services
- Identification of goals
- Benchmarks used to measure progress
- Projected timeframe for completion (expected exit date from PSSF Program)

The focus of comprehensive family assessment is not only on the presenting issues, but also on the underlying reasons for behaviors and conditions affecting children. Assessing needs and strengths of the child and family from point of referral through case closure is essential to ensure positive outcomes.

See also Section D, Service Categories & Delivery Guidelines, Assessment

Case Management: Case Management is required for most PSSF service models. Case Management includes Service Coordination, Information & Referral, and/or Advocacy as it relates to the individual or family's progress toward PSSF objectives and goals.

See also Section D, Service Categories & Delivery Guidelines, Case Management for full description of all PSSF Case Management Services

Core Services: Core Services for each program model are identified in Section C. Proposed service plans must include sufficient investment in **core services** to adequately support PSSF objectives for the service model and desired outcomes for the target population. PSSF program specific information relating to a service is identified in Section C, under each service where applicable. Complete descriptions, etc.

Each core service listed on the proposal should clearly identify why, for the target population, the evidence-based model was chosen, and how it supports the PSSF goals, objectives, and expected outcomes.

Additional Service(s): Proposals must demonstrate how any additional service addresses the unique needs of the target population, enhances the effectiveness of core services, and/or reduce barriers to effective engagement of families in their service plans.

Proposals are not limited to the number of services listed in Section C, other additional services may be proposed as long as they meet the above requirements regarding additional services.

See also Section D, Additional Services (chart), for most frequent services by service model (target population).

All proposed services provided should be consistent with the requirements of the Evidence Based Model (EBM) proposed.

STAFF QUALIFICATIONS

Staff Qualifications: Staff providing direct services must have training, qualifications, and experience commiserate with their role and responsibilities. Core services should be delivered, at a minimum, by a bachelor's level professional, supervised paraprofessional, contractor, or volunteer, **or** those with equivalent combined education and experience working with the identified target population. Training, qualifications, and supervision must also satisfy Evidence-Based model requirements.

Therapeutic services are to be provided by a clinically licensed professional with a master's in social work, counseling, or a related field (possession of a master's or doctorate, and licensure from the GA Composite Board as a Psychologist, LCSW, LMFT, LPC, LMSW, LAMFT, LAPC; possession of master's or doctoral degree in a Human Services/Social Services field under supervision for licensure by a licensed Psychologist, LCSW, LPC, or LMFT in accordance with the GA Composite Board).

Service providers must be knowledgeable of and collaborate with DFCS and Courts to ensure that families have access to the array of supports and services needed to meet case plan goals.

See also Section D, Service Categories & Delivery Guidelines for each service for additional staff qualifications (where applicable)

PROGRAM EVALUATION

Evaluating the outcomes of child welfare programs is critical for program growth and improvement. Programs need to provide convincing evidence that their work makes important differences for the children, families, and communities they serve.

Proposals should incorporate a plan for evaluation that is supportive services to children and families and provides clear goals, measurable objectives, and timelines necessary to achieve outcomes.

See Section D, Program Evaluation, for additional information