

## Sample Checklist

-Preventing Child Abuse through Nurse Home Visitation-  
*Projected 2008 Grant Due Date: 07/05/08*

### Summary of the Grant:

*(Taken Directly from the 2007 Requests for Proposals (RFP) Document available online at [www.grants.gov](http://www.grants.gov). It is significant to note that the 2008 Requests for Proposals (RFP) may contain different components and/or areas of program focus among other potential changes).*

The purpose of activities funded under this program announcement is to prevent child abuse and neglect by providing nurse home visitation services and by providing or referring parents who would benefit from them to healthy marriage and responsible fatherhood services. Funded programs will employ strong partnerships with child abuse prevention, child welfare, family support, and other disciplines to implement and evaluate this combination of services. Families who need them should also receive services to address substance abuse, mental health, and family violence issues.

Nurse home visitation programs funded under this program announcement will be based on models which have been proven successful in preventing child abuse and neglect. Funded programs will conduct comprehensive family assessments, build on family strengths, address the most critical risk factors for abuse or neglect, deliver culturally competent services or arrange for appropriate supports, focus on positive parent-child and parent-parent interaction, educate families on child development, and provide or refer parents who would benefit from them to healthy marriage and responsible fatherhood services. These demonstration projects will further explore the connection between intact families and/or active fathers and the occurrence of child abuse and neglect. The programs must institute nurse home visits and services during pregnancy or at birth and provide services of sufficient duration to lower the incidence of child abuse and neglect.

ACF is interested in funding nurse home visiting programs that prevent child abuse and neglect. These programs must also provide or refer parents who would benefit from them to healthy marriage and responsible fatherhood services. Of special interest to ACF are:

- Programs that serve young, low-income first-time mothers, their children, and the fathers of their children;
- Programs that focus on early childhood, beginning during pregnancy or at birth;
- Programs that focus on the whole family; and
- Programs that are available to all families in the community, including families whose children are at risk of abuse and/or neglect, especially those impacted by problems associated with substance abuse, mental health issues, and family violence.

Applicants should describe and justify the community to be served, the target population, and the plan for recruiting, engaging and retaining families. The program must institute nurse home visits and services during pregnancy or at birth.

Applicants should describe and justify the types of healthy marriage and responsible fatherhood services the identified target population is likely to benefit from, and the proportion of the entire client family-base served under this program that would benefit from healthy marriage and responsible fatherhood services. Applicants should describe how they will identify families who would benefit from healthy marriage and responsible fatherhood services, how they will connect these families to these services, how they will ensure that these identified families access these services voluntarily, and how they will assist

families in transferring what they learn about healthy marriage and responsible fatherhood into practice throughout the duration of their involvement with these families.

Research on home visitation programs suggests that some of the barriers to effectiveness include difficulties engaging those clients who: tend to frequently move from one residence to another; break appointments; drop out of the program; and live in sub-standard housing in unsafe neighborhoods, which can be a challenge for the home visitors, not to mention the families themselves. Applicants should describe these and other potential barriers or obstacles to successful implementation of the proposed program, and describe and justify strategies to overcome them.

Funded programs will provide nurse home visitation services to the identified target population and provide or refer parents who would benefit from them to healthy marriage and responsible fatherhood services. Families who need them should also receive services to address substance abuse, mental health, and family violence issues.

Activities funded under this funding announcement are demonstration projects. At the Children's Bureau, a demonstration project is one that puts into place and tests new, unique, or distinctive approaches for delivering services to a specific population.

Demonstration projects may test whether a program or service that has proven successful in one location or setting can work in a different context. Demonstration projects may test a theory, idea, or method that reflects a new and different way of thinking about service delivery. Demonstration projects may be designed to address the needs of a very specific group of clients or focus on one service component available to all clients. The scope of these projects may be broad and comprehensive or narrow and targeted to specific populations. A demonstration project must:

1. Develop and implement an evidence-based model with specific components or strategies that are based on theory, research, or evaluation data; or replicate or test the transferability of successfully evaluated program models;
2. Determine the effectiveness of the model and its components or strategies using a rigorous evaluation approach; and
3. Produce detailed procedures and materials based on the evaluation that will contribute to and promote evidence-based strategies, practices, and programs that may be used to guide replication or testing in other settings.

will expect grantees to engage in an evaluation of sufficient rigor to demonstrate potential linkages between project activities and improved outcomes. Guided by a logic model for the project, this evaluation will include both process and outcomes evaluation components. The process evaluation will assess the implementation of the project, as well as the linkages between the collaborative partners that will help ensure that identified needs of children and families are met. The outcomes component will use a sufficiently rigorous approach to examine how the approaches used in this demonstration project affect key outcomes of interest. The evidence from the evaluation will support evidence-based practice and provide States with examples of strategies that are tied to positive outcomes for children and families.

Funded programs can establish/implement their own healthy marriage and responsible fatherhood programs, or refer families to services provided by other community agencies. Participation in these healthy marriage and responsible fatherhood programs must be voluntary. Healthy marriage and responsible fatherhood services can be provided in the home or outside the home. Applicants should identify which of these options they will implement and justify their choice. If provided outside the home, applicants should describe and justify plans for ensuring that family members who would benefit from these services, and who volunteer to participate, enroll in these programs, get to these programs

(e.g., address scheduling, transportation and childcare issues), complete the program, and transfer what they've learned into practice.

Funded programs may use grant funds to provide existing services or to develop and provide new services. Funded programs may also use grant funds to develop and/or support a limited amount of infrastructure to coordinate existing services, but this infrastructure should be modest, both in cost and in duration, in relation to the overall scope of the project. In either case, applicants should describe and justify their choice.

## **Checklist**

*(A full checklist is available by purchasing a GrantWell Federal Grant Service Package. Please see our services page for more information) :*

Section 1: Objectives & Need for Assistance

Section 2: Approach

Section 3: Results & Benefits Expected

Section 4: Evaluation Methodology

Section 5: Organizational Profiles

### **5A. Past and Current Experience:**

#### Description of the Organization(s) & Services:

- Provide a brief description of the *Applicant* organization (including a mission's statement, a history/description of all organization services, and any research reports documenting program or participant-related reported success with such programs). Within this component, clearly establish that the lead organization has a history and well-respected reputation in operating programs including, but not limited to, preventing child abuse, the formation of healthy family relationships, and nurse home visitation and/or preventing child abuse through nurse home visitation projects. Provide brief examples of these services and (where applicable if not on-going programs) dates/locations where these services have been provided. If the applicant organization has cooperated with other local or national non-profit organizations in addressing project-related or other community needs, also briefly describe these activities. If applicable, also provide examples of such efforts and dates/locations where these efforts have taken place.
- Provide a brief description of each of the *Partnering* organizations (including a mission's statement, a history/description of services, and any research reports documenting program success with the target population). Within this component, establish that each partnering organization has a history and well-respected reputation in operating programs including, but not limited to, efforts related to preventing child abuse, the formation of healthy family relationships, and nurse home visitation and/or preventing child abuse through nurse home visitation. Provide brief examples of these services and indicate any previous efforts and/or collaboration projects the partnering organization has undertaken that give experience, expertise, and credibility to the proposed project.
- Briefly reiterate how each organization (including *both the Applicant and Partnering* organization) will be involved in the project and if applicable, provide a brief narrative that expresses a

history of previously successful working relationships together (such as conferences held together or a successful referral network relationship).

- Provide supporting information on the applicant organization(s) and partners, such as organizational charts, the lead agency's last two operating budgets, the lead agency DUNS number, contact persons and telephone numbers, licenses and other documentation of professional accreditation (where applicable), information on compliance with Federal/State/local government standards (where applicable), documentation of experience in the program area (such as an award or newspaper article), and other relevant information. If the applicant organization is a non-profit organization, provide proof of this status by providing:
  - A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations
  - A copy of a current, valid IRS tax exemption certificate;
  - A statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has a non-profit status and that none of the net earnings accrue to any private shareholders or individuals;
  - A certified copy of the organization's certificate of incorporation or similar document that establishes non-profit status, or
  - Any of the items above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

*(Note: Such supporting documentation is traditionally included in various parts of the grant application, including forms, the abstract, and appendix sections).*

#### **5B. Staff and Position Data:**

- List and describe the positions required for the project and the individuals who will fill these positions. Provide a detailed explanation of the work that these individuals will be required to perform. Provide resumes of key staff, outlining their education and experience in completing their assigned activities for the project. If applicable, describe their work, experience, or relationship with other community-based or nationally-based agencies, businesses, or organizations.

Section 6: Forms & Assurances

Section 7: Appendices