

TALBOT FAMILY NETWORK (TFN)
Fiscal Year 2025 - Community Partnership Agreement

Request for Proposals Summary Page

Title: Maternal, Infant and Early Childhood Home Visiting

RFP Issue Date: May 2, 2024

Description: Funding has been requested for a two-generation, evidenced-based home visiting program that serves under-resourced families in Talbot County as a strategy for reducing childhood hunger and addressing childhood poverty.

Result Area: Families are Economically Stable **Indicator:** Childhood Poverty

Strategic Goals: Reducing Childhood Hunger

Funds Available: \$107,500 total

Contract Term: July 1, 2024 – June 30, 2025

Issuing Entity: Talbot Family Network - The Local Management Board
Visit [TFN's webpage](#) to learn more about the LMB, and to view its Community Plan and annual data presentations.

Issuing Entity Point of Contact: Nancy Andrew, Executive Director
Talbot Family Network
c/o County Manager's Office
South Wing – Courthouse
11 N. Washington St. Easton, MD 21601
410-200-5532 director@talbotfamilynetwork.org

Deadline for Intent to Apply: Friday, May 17, 2024 by 11:59pm
REQUIRED. Submit by email to director@talbotfamilynetwork.org.

Pre-Application Meeting: Thursday, May 16, 2024 at 1:30pm on Zoom
Applicants are encouraged but not required to attend.
[REGISTER HERE](#)

Deadline for Receipt of Proposals: Monday, June 10, 2024 by 11:59pm
Submit by email to director@talbotfamilynetwork.org.
Incomplete or late proposals will not be considered.

Notification of Award: On or by Monday, July 1, 2024

REQUEST FOR PROPOSALS – Home Visiting Program

Purpose

A two-generation, evidenced-based home visiting program for Talbot County families living in poverty is needed for FY25-27 to help TFN address the prioritized Result, Indicator and Strategic Goals from the Maryland's [Results for Child Well-Being](#) (see Scope of Work below).

Eligibility and Funding Availability

Any agency or organization, public or private, which is located or provides services in Talbot County and can demonstrate the ability to successfully carry out the project in Talbot County, is eligible to apply. Funding will not be awarded to an individual. Individuals are encouraged to contact an organization with which they have an affiliation (such as a church, non-profit agency, etc.) to collaborate on a project for a funding application.

As per the [State of Maryland's Policies and Procedures Manual for Local Management Boards](#), only "home visiting service delivery models as currently identified/approved by the U.S. Department of Health and Human Services Health Resources and Services Administration" are eligible for this funding. For reference, see the [Home Visiting Evidence of Effectiveness review](#) for the 27 models meeting HHS criteria.

Talbot Family Network may revise these instructions at any time and will communicate changes to the applicants and/or awardees. TFN may negotiate all or part of any proposal prior to or subsequent to the award in the event that funding or program requirements so dictate. **This funding may be renewable for FY26 and FY27, based upon performance and dependent upon continued funding from the State. The award amount will be reviewed annually.** Proposals must address sustainability of program services.

INTENT TO APPLY

All parties interested in responding to this RFP are **required** to submit a one-page letter of intent. The letter must be on organization/agency letterhead, signed by the organization's/agency's authorized official, and include the program the applicant will provide, and the estimated amount of funding to be requested if available. Submit letters of intent electronically. A hard copy is not required.

RFP SUBMISSION

TFN reserves the right to accept or reject proposals or parts of proposals received in response to this RFP and to conduct discussions with applicants in order to serve the best interests of the LMB. TFN funding decisions are final and are not eligible for appeal.

RFP responses must contain the sections described below and must address the questions/ topics noted. Failure to do so could result in rejection of a proposal. Proposals that are incomplete or arrive after the deadline will not be considered.

PROPOSAL INSTRUCTIONS AND CONTENT

Include the following components in the stated order.

- Number the pages and label each section clearly.
- Proposals should not exceed eight (8) pages (excluding cover page, budget, and appendixes, if any) with 12 pt font single or double-spaced.
- Submit as one (1) Word document or PDF.

1. Cover Page (5 points)

Complete the Cover Page Form GP3 included herein. This is not counted in the total page limit.

2. Executive Summary (10 points)

Give a brief narrative summary (one page or less) with an overview of the program and its goals. Explain how your program meets a critical need of local children and families, and how it will support the identified Result, Indicator, and Strategic Goal (see Scope of Work). Summary should include the specific service(s), number of clients to be served, the amount requested and the anticipated results.

3. Capacity of the Organization (20 points)

Give an organization description including experience in the field and readiness to engage in the collective impact initiative with TFN and other community partners (see Scope of Work). Describe the organization's ability to use resources effectively in conducting the program. Review prior funding from TFN, if any, and the funded programs' outcomes, including progress on Performance Measures. Describe how the organization uses and/or will incorporate with this program the priority themes from Maryland's Children's Cabinet (MCC):

- Racial and Ethnic Disparities - All programs/strategies must incorporate intentional efforts to address racial and ethnic disparities.
- Adverse Childhood Experiences (ACEs) and trauma-informed practices (TIPs) – All programs/strategies must include intentional efforts to reduce ACEs and increase TIPs.

4. Target Population (15 points)

Include the estimated number of individuals to be served/reached, any eligibility criteria, and supports/incentives used for recruitment, if any.

Describe how your agency already interfaces with the target population or describe how you will reach and engage that audience. Discuss how your program outreaches to people of color, under resourced families, and/or English language learners.

5. Program Implementation and Delivery Plan (15 points)

Provide a project description and implementation timeline including items key to the successful delivery of the program, such as family recruitment, home visits and/or events schedule. Staffing should reflect the racial demographics of the target population. Also, discuss the evidence-based model used in the program and review current accreditation status, if applicable.

6. Program Evaluation Plan and Experience (10 points)

Talbot Family Network utilizes Results Based Accountability (RBA) for evaluating funded programs. The vendor must track and maintain data on set program measures (see Scope of Work). Describe your organization's experience in collecting program data. Discuss your program's performance measures.

7. Strength of Linkages with other Agencies (10 points)

Identify partnerships formed to support the program; describe each partner's role. Explain how you collaborate with other organizations serving the target population. Discuss any agreements made with other agencies to accomplish the program goal(s).

8. Program Budget, Narrative and Sustainability Plan (15 points)

These grants funds are time limited. Each proposal must include a discussion on sustainability. Describe the plan for continuation in the event that this funding is no longer available.

Submit a line-item budget on Form GP4. Add a budget narrative here detailing and justifying the line-item expenditures. List the program's other sources of funds and note the status of each. Projected costs should be reasonable. *No overall indirect cost or organizational overhead cost may be included.*

These funds cannot supplant other funds for an existing program. TFN administers funding from the MCC's Interagency Funds, which is a funding source of last resort. By applying for this funding, applicants affirm that these dollars will not supplant other funding.

NOTE: Applicants must submit the organization's most recent audit/ financial review or most recent IRS Form 990 and financial statement. Proposals without this may not be reviewed

Proposal Review: A committee of TFN Board members will review the proposals. Members of the committee must be in compliance with the Representation of Absence of Conflict of Interest and Confidentiality Statement and complete Form GP1. The Committee (as a group or individually) will rate and comment on each proposal based on the 100-point scoring rubric below. Proposals will be scored based on the clarity and thoroughness of the proposal content and on demonstrated capacity to carry out the proposal.

The committee will recommend the vendor(s) for funding through a structured discussion and scoring process. TFN will issue a Notice of Grant Award and contract to the leadership of the approved program(s). Unsuccessful applicants will be notified of the final decision.

SCOPE OF WORK

Home Visiting FY25-27

Child Well-Being Result	Families are Economically Stable
Indicator	Childhood Poverty
Strategic Goals	Reducing Childhood Hunger
Program Description	Maternal, infant, and Early Childhood Home Visiting to help pregnant people and parents of young children who are experiencing poverty to improve health and well-being for themselves and their families. Trained home visitors come alongside families to set and achieve goals.

OVERVIEW

Home Visiting Programming is included in TFN’s [FY25-27 Community Plan](#) in support of a safe, healthy, caring and equitable community for all Talbot County children and families. TFN will invest funding in a two-generation, evidenced-based home visiting program that serves Talbot families living in poverty.

PROGRAM DELIVERABLES

Home visitors and families develop strong relationships and trust by meeting regularly to address families’ needs. The Program must aim to:

- Improve the overall health of mothers and children
- Get children ready to succeed in school
- Improve families’ economic well-being
- Connect families to other resources in their community (for example WIC, SNAP benefits and other food resources, Medicaid, employment and educational resources, and housing support)

USE OF RESEARCH BASED PRACTICES - REQUIREMENTS FOR HOME VISITING PROGRAMS:

As per the State of Maryland’s Policies and Procedures Manual for Local Management Boards, only “home visiting service delivery models as currently identified/approved by the U.S. Department of Health and Human Services Health Resources and Services Administration” are eligible for this funding. For reference, see the [Home Visiting Evidence of Effectiveness review](#) for the 27 models meeting HHS criteria. *TFN will prioritize applications from established programs.*

COLLECTIVE IMPACT

Priority two of TFN’s [FY25-27 Community Plan](#) concentrates on systems change to foster [upward mobility](#) from poverty. TFN will be convening a community-wide cross-sector coalition using the [collective impact 3.0 framework](#). In partnership with community members/clients, including youth, the coalition will set a shared Trauma Informed Resiliency Oriented and Equitable (TIROE) vision for upward mobility. TFN will serve as the inaugural backbone organization to support this network in enhancing the conditions that empower people to move out of poverty.

Programs that TFN has identified for FY25-27 funding were selected as components of this long-term vision. Contract requirements for funded programs will include active participation in the collective impact initiative.

EVALUATION AND PERFORMANCE MEASURES

TFN uses Results Based Accountability (RBA) for program evaluation. These are the planned performance measures. Modification of these may be considered based on program goals, the target population, and the research-based program model. **Funded programs are required to report their data disaggregated by race.*

STRATEGIC GOAL: Reducing Childhood Hunger

Proposed Performance Measures	For Percentages, indicate the numerator and denominator (NUM/DEM)
What/How Much We Do	
# of unduplicated participants served by Home Visitors (meet the minimum # of visits required for the evidence-based program model being implemented). <i>*disaggregated by race</i>	
# of unduplicated participants served by Home Visitors who are food insecure (e.g. receive SNAP; visit food pantries).*	
# of home visits completed in accordance with the evidence-based program model standards.	
How Well We Do It	
#/% of participants reporting they are satisfied or very satisfied with the program based on participant survey. *	NUM: # participants reporting they are satisfied or very satisfied.
	DEN: # of participants who completed the Participant Satisfaction Survey.
#/% of participants that maintain or reach the target range for “Mobilizing Resources” using the Health Families Parenting Inventory (HFPI)	NUM: # of participants that maintain or reach the target range for “Mobilizing Resources” using HFPI/ the inventory tool during the reporting period.

or other tool from the evidence-based program implemented. *	DEN: # of participants who have been evaluated with HFPI/ the inventory tool during the reporting period.
Is Anyone Better Off?	
#/% of parent participants without child abuse/neglect findings while enrolled in the Home Visiting program. *	NUM: # of unduplicated enrolled participants without child abuse/neglect findings.
	DEN: # of unduplicated participants served by the Home Visitors
#/% of family participants who report increase in self-sufficiency as measured by the HFPI or other tool from the evidence-based program implemented. *	NUM: # of participants who report increase in self-sufficiency.
	DEN: # of participants who have been evaluated with HFPI/ the inventory tool during the reporting period.
#/% of participants who report a reduction in food insecurity when surveyed. *	# of participants who report a reduction in food insecurity.
	# of participants who completed the survey.