STATE OF ALABAMA
GOVERNOR BOB RILEY

DEPARTMENT OF CHILDREN'S AFFAIRS
135 South Union Street, Suite 215
P.O. Box 302755
Montgomery, Alabama 36130
www.children.alabama.gov
Phone: (334) 353-2700
Fax: (334) 353-2701

MARQUITA F. DAVIS, Ph.D.
COMMISSIONER

April 7, 2010

Children's Policy Councils,

The Department of Children's Affairs is pleased to announce the availability of funds to benefit the county Children's Policy Councils. The following Request for Proposals includes the guidelines that must be followed to access these funds. A maximum of ten grants will be awarded, not to exceed $7,500 per grant. Our hope is that this will offer you some assistance at the local level to make a difference in the lives of the children in your county.

This is a competitive award process; therefore, it is important that you read and understand the instructions provided in the RFP. We have tried to make the process a relatively simple one, but we know that it will still require time and effort on the part of your local Children's Policy Council. ***The deadline for submission of proposals is May 17, 2010.*** Do not hesitate to contact me if you have questions regarding this process. I can be reached by e-mail at susan.mckim@dca.alabama.gov or by phone at 334-353-2709. Good luck in preparing your proposals!

Sincerely,

Susan McKim

Susan McKim
Deputy Commissioner

The Alabama Department of Children's Affairs

CHILDREN'S POLICY COUNCILS

Request for Proposals 2010

Deadline: May 17, 2010

Overview of Children's Policy Councils

In 1999, recognizing that state and county level agencies or organizations are often unaware of the activities of other agencies, the Alabama legislature revised a 1975 law that mandated local juvenile judges to form local Juvenile Justice Coordinating Councils. The revised law replaced the Juvenile Justice Coordinating Councils with local county Children's Policy Councils. Each of the councils is also given fiscal and programmatic responsibilities for the local council. The law also specifies fifteen categories of mandated members of the councils while giving each council the responsibility for selecting an additional seven at-large members. By purposely bringing together agency, organization and community members, children's services are more likely to be delivered as a collaborative effort rather than taking place in isolation, often resulting in duplication of efforts or missed opportunities to provide services. The same law created a state children's policy council. The state council members include the head of every state agency that affects children, the state's leading children's advocates, and political figures.

County Children's Policy Councils

The law requires the county Children's Policy Councils to do the following:

- Hold quarterly meetings, although councils may meet as often as they wish and many meet more often than quarterly
- Create and submit a Needs Assessment by July 1st of each year
- Submit an Annual Resource Directory
- Maintain the mandated membership as follows:
  - Juvenile Judge (chairperson)
  - Department of Human Resources
  - Department of Mental Health and Mental Retardation
  - Department of Youth Services
  - Department of Rehabilitation Services
  - Medicaid Agency
  - Department of Public Safety
  - Alcoholic Beverage Control Board
  - Superintendent(s) of Education
  - Chief Juvenile Probation Officer
  - County Health Department
  - District Attorney
  - Local Legislators
  - Chairperson of the County Commission
  - Members at large who are from the community and interested in children's issues

The duties of the county Children's Policy Council include:

- Reviewing the needs of children ages 0 to 19
- Reviewing the responsibilities assigned each agency by lay
- Determining areas of responsibility and identifying area of duplication and/or conflict between agencies
- Identifying local resources
- Developing a local resource guide to services available to children which shall include procedural information concerning how to access such local services
- Articulating and communicating to the local community the needs of children
- Submitting an annual report and needs assessment

The county Children's Policy Councils are assisted by field coordinators from the Department of Children's Affairs.

The Department of Children's Affairs
County Children's Policy Council
2010 Grant Application

Instructions

The Department of Children's Affairs announces the request for proposals for grants to county Children's Policy Councils. Please follow the directions in the application carefully. You are urged to read this RFP thoroughly before completing. **A maximum of ten (10) grants will be awarded, not to exceed $7,500 per grant.**

Eligibility to Apply: County Children's Policy Councils must have 501(c)(3) status or must have a designated fiscal agent in order to apply for funding through this grant application process.

Please send one clipped unbound copy and four stapled copies of the completed application, including support letters and signed Grantee Commitments. DO NOT SEND binders, folders, or covers. DO NOT SEND brochures, pamphlets, etc. Application can be no more than four numbered pages (excluding application forms and support letters), double-spaced, Times New Roman or Palatino Linotype font, 12 inch font size, with one inch margins.

Applications may be mailed to:
Attn: CPC-RFP
Alabama Department of Children's Affairs
P. O. Box 302755
Montgomery, AL 36130-2755

Applications may be hand delivered to:
Attn: CPC-RFP
Alabama Department of Children's Affairs
135 South Union Street, Suite 215
Montgomery, Alabama 36130

Note: Applications must be received by the deadline date of May 17, 2010 at 5:00pm. No exceptions.

Grantor: Department of Children's Affairs
Contact Person: Dr. Susan McKim
135 South Union Street, Suite 215
Montgomery, AL 36130
susan.mckim@dca.alabama.gov or 334-353-2700

Section A: Title Page

***Instructions*: Complete each item. The authorized person (e.g. Executive Director, Judge) must sign and date.**

County Name: _____

Name of Organization with fiscal responsibility: *(may be the CPC if 501(c)(3) or a fiscal agent)*

_____

Organization's Address:_____

City: _____ Zip Code _____

Application Contact Person: _____

Title: _____

Telephone Number: _____ FAX: _____

E-mail Address: _____

Mailing Address: _____

City: _____ Zip Code _____

Person authorized to give final approval and sign application and contract:

Name: _____

Title: _____

Signature: _____ Date: _____

Section B: Program Description (Narrative)

Instructions: Please explain, in detail, your efforts in the areas below. This section should be no more than four pages. For all attachments (excluding application forms), please use double spaced, Times New Roman or Palatino Linotype font, one inch margins, and font size 12. Note: Incomplete applications will not be read.

I. OVERVIEW (25 points)

Please provide an overview of the manner in which you plan to spend grant funds.

- Describe your county Children's Policy Council (history, mission and vision)
- Provide an overview of how you will utilize the requested funds
- Include evidence that the funds will be handled in a fiscally responsible manner

II. EVIDENCE OF NEED (25 points)

Describe evidence of need for the purpose for which you are requesting funding.

III. QUALIFICATIONS/PRIOR EXPERIENCE (10 points)

Provide the qualifications of the person(s) who will be responsible for the operation/administration of the program. Describe prior experience in administering grants and in providing services to meet the needs of children and/or their families. If applicable, include level of education, and other certification/credentials.

IV. COLLABORATION (15 points)

Provide two letters of support from partnering agencies or community organizations. Letters should indicate the role of the partner in working with the Children's Policy Council.

V. BENEFIT TO CHILDREN (25 points)

How will the children in your county directly or indirectly benefit from expenditure of the funds you are requesting? If you are requesting funding for a specific project, please include information regarding the target population, services to be provided, and the expected outcomes.

Section C: Budget

Instructions: Please include the completed budget form as well as a budget narrative. Under the Budgeted Expense column, please list the specific item/category of expense. For example, if funds are being requested for a specific project and supplies/workbooks must be purchased, list the specific items being purchased. Include only items for which grant funds will be utilized. In the narrative, please explain how these budgeted expenses will enhance the well being of children in your county. Please note: A match is NOT required.

Children's Policy Council Budget Form

Budgeted Expense	Amount	In-Kind or Match (if applicable)	Total
TOTAL			

Section D: Grantee Commitments

Instructions: **Please check each item to verify that requirements will be met. The authorized person must sign and date.**

_____ The Department of Children's Affairs will have a designated date during the next Legislative Session (2011) and grant recipients will be expected to participate by interacting with and educating legislators. Provide a listing of those who might represent the Children's Policy Council for your county along with their role in the Children's Policy Council for your county. A minimum of two individuals who have agreed to participate should be included, pending selection of the date. Once the date is established, a firm commitment from those who will be involved is required. Selection of participants is at the discretion of the local Children's Policy Council but should include either the local judge and/or the director of the Children's Policy Council.

_____ The grantee will provide the Alabama Department of Children's Affairs a report of how grant dollars have been expended six months after award of grants and at the end of the grant period (end of twelve months).

Person authorized to give final approval, sign the contract, and make commitments for the grantee:

Name: _____

Title: _____

Signature: _____ Date: _____