



**Indiana Fathers & Families**  
**Request for Funding Application**  
**2010-2012**

Administered by  
Indiana Department of Child Services  
Child Support Bureau



## REQUEST FOR FUNDS APPLICATION CHECKLIST

The following is a checklist for the sections contained within this Request for Funding Application (RFF). Please review the list and check to determine if all sections are included in the package. If the solicitation package is not complete, please contact the Fathers and Families Initiative at (317) 232-4915 for a replacement package. In addition, a copy of the Request for Funding Application may be obtained at the following website address, [www.in.gov/dcs/fathers/](http://www.in.gov/dcs/fathers/).

\* If this application was obtained via the Internet or third party, applicant organizations are responsible for verifying receipt of a complete solicitation package. Indiana Fathers & Families cannot be held responsible for incomplete applications due to missing sections in the solicitation package.

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Indiana Fathers & Families  
Request for Funding Application for 2010 - 2012

**I. Release Date: September 30, 2009**

The Indiana Department of Child Services (DCS) is pleased to provide you with the Fathers & Families Request for Funds Application (RFF) for funding to support our efforts to increase the emotional and financial involvement of custodial, non-custodial, and putative fathers\* in the lives of their children. Our goal is to renew and strengthen families by initiating or expanding effective strategies to promote and restore fatherhood to the level of dignity and importance it deserves by engaging fathers more fully in the daily lives of their children.

DCS is interested in partnering with organizations and agencies to advance fatherhood programs that address locally determined priorities and needs of non-custodial fathers. Proposals exhibiting thoughtful collaboration and integration of existing services will be valued.

\***Custodial party** – the party to whom care, control and maintenance of a child has been awarded by a court as in a divorce, paternity or separation proceeding.

\***Non-custodial party** – the party to whom care, control and maintenance of a child has not been awarded by a court as in a divorce, paternity or separation proceeding.

\***Putative father** – alleged or reputed father of a child born out-of-wedlock.

Services pursuant to this program are only provided where the families are not intact and the child has actually been born.

**II. Background**

Nationally, an increasing number of children grow up without the active involvement of their fathers, and too many children in Indiana grow up without the father in the home. There is evidence that children who grow up without the active involvement of their fathers are at a higher risk of being poor, dropping out of high school, being placed in a juvenile facility or becoming a teenage parent. There is an increasing body of research emphasizing the important role fathers can play in the cognitive, emotional and social development of their sons and daughters.

Traditionally, social services have focused primarily on mothers and children. DCS has taken an active role in providing community-based organizations with the resources they need to assist non-custodial fathers in becoming more engaged in their children's lives. Since 1997, Access and Visitation grants have provided funding for programs to help fund fatherhood programs and projects. With support from the U.S. Department of Health and Human Services, DCS is providing Access and Visitation funds through the Indiana Fathers and Families Initiative to provide services to these fathers. In 2000, the Indiana Fathers & Families Initiative was launched to combine these grant programs into one initiative which maximizes available resources to help communities help non-custodial fathers improve their children's lives by increasing child support collections and encouraging social and emotional involvement as well as financial involvement.

The Indiana Fathers & Families Initiative seeks to fund intensive services to fathers that will enhance and increase their everyday involvement in the lives of their children and result in observable outcomes for participants. Although the whole family is an important part of this process, **the primary focus of this initiative is on strengthening the non-custodial father's role in the family.**

***Programs found to be the most successful, include the following:***

- Group sessions stressing the importance of the emotional **and** financial involvement of non-custodial fathers in the daily lives of their child(ren).
- Programs to resolve individual barriers to engagement.
- Co-parenting sessions involving custodial and non-custodial parents to assist in resolving issues impacting the father's access to, and relationship with, his child(ren).
- Education and training in age-appropriate activities, discipline, and social behaviors to assist the non-custodial parent in becoming a productive member of the family.
  
- Support groups to advance fatherhood with participants who have encountered situations similar to one another.
- Collaboration with IV-D prosecutors and local attorneys for information on visitation issues, the non-custodial father's rights and responsibilities, and the importance of meeting child support obligations.

**Please note that if your agency is funded, an electronic copy of your proposal is required.**

**III. Proposed Measurable Outcomes or Goals of the Initiative**

Successful applications describing innovative and efficient programming should focus on one or more of the following goals to:

Primary Goals:

1. Increase fathers’ **involvement** with their children
2. Increase fathers’ **parenting skills**
3. Improve **co-parenting relationships**
4. Increase **paternity establishment**
5. Increase **child support collections**

Secondary Goal:

6. Decrease **out-of-wedlock pregnancies**

Funds **will not** be provided for the following activities:

- Job Skills Training
- Job Readiness Training
- Job-Related Education
- Job Counseling
- Housing of Any Kind
- Financial Assistance
- Anger Management

**IV. Available Funding**

Grants will range from \$15,000 to \$50,000. Organizations with both new and existing fatherhood programs are eligible to apply. The number of grantees will be determined by the quality of applications and available funds.

Funding will be for the delivery of services only. The Fathers & Families funding effort does not allow for program development reimbursement. Efforts will be made to address the needs of the regions throughout the state of Indiana.

**V. Timetable**

Solicitation Announcement	<b>September 30, 2009</b>
Deadline for submission of Request for Funds Applications	<b><i>*Proposals are due Friday, November 6, 2009 by 4 pm EST in the DCS office. Proposals should be sent to the attention of Dawn L. Baker, Indiana Government Center, 402 West Washington Street, MS 11, Indianapolis, IN 46204</i></b>
Contract period of work	<b>October 1, 2010 to September 30, 2012</b>

## **Participant Selection**

The RFF requires the proposal to exhibit strong evidence of close community collaboration when identifying the participants for the proposed project and providing program efficiency. Program participant's eligibility should be determined utilizing the following:

- ~ Custodial, non-custodial parents, and putative fathers
- ~ Residents of Indiana. However, for programs providing visitation services, if the child lives in Indiana and the visitations occur in Indiana, the out-of-state non-custodial father may participate.

Preference will be given to programs that plan for innovative and successful client recruitment and retention.

## **VI. Applicant Eligibility/Qualification Requirements**

Funding will be offered to public, private, and non-profit organizations (including faith-based entities) and agencies that meet the following criteria:

- ~ Credibility of the applicant agency or organization among the target population.
- ~ Demonstrated ability to understand the dynamics of successful fatherhood programs.
  
- ~ Presentation of a credible and practical plan to foster a father's emotional connection to, and financial support of, his children.
- ~ In good standing with Indiana Secretary of State.

\* It is recommended that applicants include examples of their collaborations with other community-based organizations that demonstrate community support and adequate services to the fathers.

## **VII. Contract Specifications and Reimbursement Methodology**

All contracts will be unit priced with performance-based outcomes. Payments will be made upon successful implementation and completion of outcome/payment points listed on the Special Conditions of the approved Exhibit A (provide an example of your proposed outcomes for each goal selected on the simplified Exhibit A, Form 5).

## **VIII. Inquiries/Additional Information**

All inquiries regarding this application must be submitted in writing via mail, fax, or the Internet via e-mail (**no telephone inquiries will be accepted**). Responses will be posted on the Bulletin Board of the Indiana Fathers & Families website approximately October 26, 2009. Submit inquiries to:

Indiana Fathers & Families Initiative  
DCS/Child Support Bureau, MS-11  
402 West Washington Street  
Indianapolis, Indiana 46204  
Telephone: (317) 232-4881  
Fax: (317) 233-4925  
Email: [FathersandFamilies@dcs.in.gov](mailto:FathersandFamilies@dcs.in.gov)  
Website: [www.in.gov/dcs/fathers/](http://www.in.gov/dcs/fathers/)

*Please note that the proposed scoring of the proposals will carry the same weight in each of the 10 areas as last year:*

Section 1: Executive Summary (plus Form 1)	5 points
Section 2: Applicant Organization	5 points
Section 3: Statement of Need	10 points
Section 4: Proposed Service Plan (plus Forms 2 and 3)	25 points
Section 5: Evaluation Plan/Reporting/Record keeping	10 points
Section 6: Staff	10 points
Section 7: Program Budget for Contract Period (plus Form 4)	10 points
Section 8: Program Continuation Plan	5 points
Section 9: Endorsements and Collaborations	10 points

## APPLICATION INSTRUCTIONS

Following are **INSTRUCTIONS** for completing the Request for Funds Application to secure funding to support the Indiana Fathers & Families Initiative. The instructions must be followed, including the format and length of proposal, or an applicant's proposal will be deemed unacceptable and will be automatically disqualified for funding consideration.

### FORMAT

*Applications must be single spaced, printed on one side only, on 8 1/2" x 11" paper, and cannot exceed thirty (30) pages including forms and attachments. The type size must be no smaller than size 12. All pages should be numbered sequentially with forms placed in the order listed below. Please identify the applicant organization name at the top of each page of the application. All copies of the application must be submitted bound only by a staple. DO NOT include photographs, oversized documents, video or audiotapes, or materials that cannot be photocopied. A copy of the completed application should be retained by the applicant organization, for reference purposes. Application materials should be submitted in the following order and each section titled as indicated below:*

#### **Form 1.** Application Cover Sheet

#### **Application Narrative (numbered sequentially)**

- Section 1: Executive Summary
- Section 2: Applicant Organization
- Section 3: Statement of Need
- Section 4: Proposed Service Plan (plus Forms 2 and 3)
- Section 5: Evaluation Plan/Reporting/Record Keeping
- Section 6: Staff
- Section 7: Program Budget for Contract Period (plus Form 4)
- Section 8: Program Continuation Plan
- Section 9: Endorsements and Collaborations
- Section 10: Demonstrated Organizational Experience

1. **Form 2.** Proposed Measurable Outcomes/Goals
2. **Form 3.** Proposed Service Plan
3. **Form 4.** Program Budget for Contract Period
4. **Form 5.** Simplified Exhibit A with proposed Special Conditions
5. **Exhibit A:** Staff Background Pages
6. **Exhibit B:** Endorsement and Collaboration Letters of Agreement

### UNACCEPTABLE APPLICATIONS

An application will be deemed unacceptable if it is received after 4:00 p.m. EST November 6, 2009 in the offices of Indiana Fathers & Families (see "Mailing Instructions" on page 6), or is incomplete, illegible, not prepared according to the instructions, or insufficient to permit an adequate review.



## MAILING/DELIVERY INSTRUCTIONS

Submit one (1) original and four (4) copies of the application and all necessary attachments. These should be delivered to the following address:

Indiana Fathers & Families Initiative  
DCS/Child Support Bureau  
402 West Washington Street, MS11  
Indianapolis, Indiana 46204  
Telephone: (317) 232-4915

**Applications must be received in the office of Indiana Fathers & Families by 4:00 p.m. EST, November 06, 2009. Faxed applications will not be accepted. Please note: An application postmarked by the due date, but received after November, 6, 2009 will not be accepted.**

## SELECTION PROCESS AND EVALUATION CRITERIA

Applications will be reviewed by a team of qualified representatives of the Indiana Department of Child Services, other state agencies, and non-bidding not-for-profit organizations. A point system will be utilized to score each application based on the importance of each section of the application with the highest scoring and strongest proposals being awarded funding. The point value for each section is based on its relative importance as follows:

Section 1: Executive Summary (plus Form 1)	5 points
Section 2: Applicant Organization	5 points
Section 3: Statement of Need	10 points
Section 4: Proposed Service Plan (plus Forms 2 and 3)	25 points
Section 5: Evaluation Plan/Reporting/Record keeping	10 points
Section 6: Staff	10 points
Section 7: Program Budget for Contract Period (plus Form 4)	10 points
Section 8: Program Continuation Plan	5 points
Section 9: Endorsements and Collaborations	10 points

## SPECIFIC INSTRUCTIONS FOR COMPLETING NARRATIVE APPLICATION

For e requested below in the order listed using each Section name as a heading. Note that each section listed below has a point total in reference to its importance in the application evaluation process.

Please provide the following information.

### **Section 1: Executive Summary (1 page maximum plus Form 1) – 5 points**

*Provide a brief summary of the newly proposed program or program continuance/expansion. At a minimum, the Executive Summary is to include the following:*

- ~ The applicant organization's name, location, and proposed service area(s)
- ~ Name of proposed program
- ~ Summary listing of proposed performance-based outcomes with overview of service plan
- ~ Funding amount requested

\* If a contract is awarded, please note that this one-page Executive Summary may be used as a stand-alone document to describe the program for public information purposes.

### **Section 2: Applicant Organization (1 page maximum) – 5 points**

Describe the applicant organization. Include the following:

- ~ The organization's statement of purpose.
- ~ A brief organization history of related experience working with social services and issues related to fatherhood.
- ~ An explanation of how the program will be implemented within the structure of the applicant organization.
- ~ A statement that provides documentation of the applicant organization's credibility among the target population.
- ~ A brief description of partner organization(s) (if applicable).

### **Section 3: Statement of Need (1 page maximum) – 10 points**

Describe the specific problem or need related to fatherhood to be addressed by the program. This section represents the reason for the application and should:

- ~ Be supported by evidence such as statistical data, and/or surveys of community leaders, parents and youth regarding fatherhood issues as a community priority.
- ~ Describe target population(s).

#### **Section 4: Proposed Service Plan (2 pages maximum plus Forms 2 and 3) – 25 points**

The Proposed Service Plan defines the types of services to be offered to achieve the stated goals of the program. For each measurable outcome or goal, at least one service component must be provided as well as the target population for the service, and the measurable outcome to be attained. The proposed measurable outcome will be incorporated into the Special Conditions of the Simplified Exhibit A (Form 5) under **Component Code**.\* The method or tools that will be used to document whether the goal was met (Form 3) will be provided in the **Component Description** and also incorporated into Form 5. Service components and target populations should be described in detail on Form 3; for instance, specify if fathers are from the community or incarcerated fathers.

There must be at least one measurable or quantifiable outcome for each stated goal which ties directly to the goal. For example, Goal 1 will document the **parent's increased involvement with his/her children**. The expected measurable outcome(s) and the tools and methods for achieving them are to be explained in the **Component Description**. For example, **a pre- and post assessment will demonstrate an increase in the number, frequency and kinds of parent-child interactions occurring between the onset and end of services**. Describe the kinds of activities to be offered and how parent will demonstrate ability to implement on a regular basis.

At a minimum, an initial **intake assessment** identifying each client at the beginning of the program should collect information about the ages of the children, their grade in school, father's current relationship with co-parent, current parent-child interaction (how often and what kind), visitation restrictions, if any, and parent's level of education and work history, paternity establishment, and/or court-ordered child support, etc. It should also seek client's input regarding his reason for participating in the program, a description of any prior services received, major issues or barriers hindering parent-child and co-parenting interaction. In addition to the initial assessment, Exhibit C, "The Parenting Dimension Inventory," may be helpful in developing the **Individual Service Plan (IDP)**.

*\*See Exhibit A for the 2008 Service and Component Codes and guides for Component Descriptions.*

#### **Section 5: Evaluation Plan/Reporting/Record keeping (1 page maximum) – 10 points**

Summarize the methods of measuring the achievement of the stated goals. Indicate the intended results related to the proposed service components such as number of fathers who attended parenting education sessions, number of training programs or workshops provided, information and contents of discussions during each contact with a client, data

to be collected during the program contract period, and the person responsible for data collection and reporting.

The report should contain data on the number of fathers who have established paternity, the number now paying child support, the number who found employment or improved their educational or work skills, etc. Although the tools or methods employed to measure outcomes may differ by provider, the expected change or outcome must be documented as described in the component in the “approved” Special Conditions of the Exhibit A of your executed agreement.

Identify the methodology for reporting progress to DCS. Submission of data in a final report is a requirement for funding recipients. DCS has final approval of the data collection methodology, reporting schedule and reporting requirements. The Evaluation Plan results are subject to review including on-site inspection by the State or its appointed contractors. On-site monitoring visits will occur at least once during the contract period to observe program activities, review the Evaluation Plan, and examine selected case files.

Other reporting and record keeping requirements include identifying information for all participants and maintaining individual case files. Identifying information that must be collected and provided for each participant includes name, address, date of birth, race or ethnicity, county of residence, and Social Security Number.

Case files must include the initial assessment (see above), contact notes including content of case management and counseling sessions as well as other interactions with staff and other professionals, documentation of referrals to the fatherhood program, documentation of referrals to other agencies with follow-up, and progress toward achieving the participant’s program goals as indicated by the initial assessment or Individual Development Plan and an exit evaluation. Attendance records must be maintained in the case file for all activities in which client was engaged with completion dates for billing purposes.

**Section 6: Staff (1 page maximum plus attachments) – 10 points**

Describe the relevant experience, training, and education of the program staff, consultants, and volunteers that will enable them to successfully develop, implement, and evaluate the proposed program. A curriculum vitae, resume, or biographical sketch for key personnel may be submitted as an attachment. Specific individuals must be identified; job descriptions alone are not acceptable.

**Section 7: Program Budget for Contract Period (1 page maximum plus Form 4) – 10 points**

The budget is an estimate of what the proposed program will cost. Provide an estimate and justification of the program costs for each of the categories listed on Form 4. The applicant’s program budget must show a direct correlation to the programs’ outcomes and

process objectives. Complete the attached Form 4, "Program Budget for Contract Period". Substitution of this form with another is not acceptable.

Allowable activities utilizing this funding include:

- ~ Parent and Child Activities
- ~ Parenting Education
- ~ Co-parenting education
- ~ Programs to resolve barriers to engagement
- ~ Supervised Visitation
- ~ General Education for the express purpose of increasing child support collections
- ~ Community Resources and Public Education Awareness

Please note: Proposed services may not include direct cash assistance to participants.

**Section 8: Program Continuation Plan (1/2 page maximum) – 5 points**

Describe efforts for continuation of the program after the contract period has ended including self-sufficiency beyond this initial funding.

**Section 9: Endorsements and Collaboration Letters of Agreement (attachments) – 10 points**

Provide letters of agreement [two (2) minimum, five (5) maximum] that describe the collaborations that will occur between the program and other community organizations. Examples of likely partners may include the Division of Family and Children, County Prosecutor's Office, court systems, hospitals, shelters, faith-based organizations, and youth-serving organizations. Letters of endorsement may be from partners or independent third parties that will attest to the past successes or current abilities relevant of the applicant's organization to the delivery of the proposed program of the applicant's organization.

**Section 10: Demonstrated Organizational Experience (1 page maximum) – 10 points**

*Describe the applicant organization's past experience in providing services related to fatherhood issues. Also indicate the funding source(s) for these services, with the approximate portion of the budget funded through each source. Describe the organization's ability to achieve observable outcomes for participants in these services and what those outcomes were.*

SPECIFIC INSTRUCTIONS FOR COMPLETING FORMS 1 - 5

**Specific Instructions for completing Form 1 - "Funding Application Cover Sheet"**

- Item 1. Title of Program:** List proposed program name.
- Item 2a. Name of Principal Contact for Application:** Name the person designated from applicant organization as the principal contact regarding this proposal. This person will be the single point of contact with the Fathers and Families Initiative.
- Item 2b. Position Title:** Indicate the title of contact person listed in 2a.
- Item 2c. Telephone Number, Extension, and Fax:** Identify this information for contact person listed in 2a.
- Item 2d. Mailing Address:** Identify mailing address of contact person listed in 2a.
- Item 2e. Website Address and E-mail Address:** Identify website address of applicant organization and e-mail address of contact person listed in 2a. If not available please mark *N/A*.
- Item 3. Application Will Fund:** Check one box.
- Item 4. Geographic Area of Major Impact:** Name the cities and/or counties that this program will impact.
- Item 5a. Budget Period:** Covers one (1) year (Already Noted)
- Item 5b. Estimated Number of Individuals To Be Served:** Record the number of individuals/fathers that are expected to be served.
- Item 6. Funds Requested:** Fill in the total cost of program, the portion of this total cost received from other sources, and the portion of this total amount of funds requested from DCS for this specific program.
- Item 7. Applicant Organization:** Provide the name and address of the organization that will be legally responsible for the proposed program and the name of the person authorized to make legal and contractual agreements on behalf of the organization.
- Item 8. Type of Organization:** Check the appropriate box
- Item 9. Federal I.D. Number:** Enter the organization's Internal Revenue Service employer identification number.
- Item 10. Standing with Secretary of State:** Indicate whether the organization is in good standing with the Indiana Secretary of State and has been on file with the Secretary of State at least 45 days prior to the announcement of this RFF (indicate Not Applicable if the organization is a governmental entity).
- Item 11. Official Custodian of Fund:** Provide the name and telephone number of the applicant organization's controller, treasurer, or auditor.
- Item 12. Signature of Principal/Program Director:** Self-explanatory.
- Item 13. Signature of Authorized Person Identified in Item 7.**

*\* This completed form must be utilized as the cover sheet for the application.*

## Specific Instructions for Completing Form 2 -

### “Proposed Measurable Outcomes or Goals”

**Program Name:** List proposed program name.

**Checklist:**

Identify which specific Proposed Measurable Outcomes the program will address by placing a checkmark next to the goal. At least one primary goal must be checked.

### Specific Instructions for Completing Form 3 – “Proposed Service Plan”

**Program Title:** Name of Program

**Goal:** Select the appropriate number for the Measurable Outcome (Goal) to be achieved from the following (1 – 5 are primary goals and goal 6 is a secondary goal):

1. Increase fathers’ **involvement with their children**
2. Increase fathers’ **parenting skills**
3. Improve **co-parenting relationships**
4. Increase **paternity establishment**
5. Increase **child support collections**
6. Decrease out-of-wedlock pregnancies

**Since all children need the financial support of their parents, please indicate how participation in your program will increase child support collections and how that increase will be measured This requirement is in addition to the goal or goals selected from the above list except for goal 5, which is “Increase child support collections”.**

Some of the primary goals above may have more than one **Component Code** associated with a **Component Description** and some **Component Codes** may not be directly associated with a primary or secondary goal (Measurable Outcome). For example, the **Component Code** for the Assessment is 3.AS (3 denotes Service Code 0003 and .AS defines the service) and is applicable to the initial identification and assessment at intake which will determine the services to be provided to meet the eight (8) goals above. The **Component Description** will identify the kind of data to be collected via the assessment. Similarly, the **Component Code** for the Individual Service Plan is 3.IDP. The **Component Description** will state the outcome as the “Development of an Individual Service Plan as determined by an initial assessment.”

**NOTE:** *Exhibit A contains proposed Service and Component Codes for 2008- 2009 Grants.*

The **Component Description** is associated with the Measurable Outcome or Goal (**Component Code**) and should be a quantifiable measure of success for achieving the goal (performance-based). It should specify the methods, activities and services that will lead to the attainment of the goal (classroom instruction, role-playing, professional presentations, testing, etc.). For example, the **Component Description** for Goal 2 might be “Fathers will demonstrate their ability to apply a minimum of four (4) newly acquired skills through role-playing, observation by staff of hands on application, and/or self-reporting.” Self-reporting is to be used sparingly and only to support classroom observation when there is no opportunity to observe the actual application of skills.

**Target Population(s):** Describe the target populations(s) for the stated service. Distinguish between fathers in the community and incarcerated fathers and custodial and non-custodial parents.



**Specific Instructions for completing Form 4 - "Program Budget For Contract Period"**

**Program Name:** Indicate proposed program name.

**Budget Period:** Already completed.

**Personnel – Wages:** Include the total compensation expected to be paid to those dedicated to the program for the contract period. Also include the compensation that will be allocated for those expected to spend only a portion of their time working on the project.

**Personnel fringes including employer paid taxes:** Include the other costs incurred by the organization correlating to the Personnel – Wages paid as identified above. These costs will include employer's portion of Social Security and Medicare Tax, health insurance, etc. as applicable.

**Sub-Contractor/Consultant Fees:** Include the cost of sub-contracted services or consultant fees directly related to the implementation of the program.

**Supplies and Postage:** Include cost of Supplies and Postage expected to be incurred in direct connection to the program.

**Equipment:** Include the cost of any equipment expected to be needed for execution of the program. Please note that this equipment is subject to being relinquished to the State of Indiana at the end of the program.

**In-State Travel Costs:** Include the cost of all program related in-state travel. Reminder, the Organization must adhere to State of Indiana travel policy guidelines.

**Out-of-State Travel Costs:** Include the cost of all program related out-of-state travel costs. These costs are also subject to State of Indiana travel policy guidelines.

**Other Direct Services and Expenses (Describe: \_\_\_\_\_):** Include those costs not classifiable elsewhere on Form 4 that can be directly attributable to this program, describe.

**Allocated Costs – Facilities:** Include overhead-related costs associated with the organization's facilities that are allocable to this program. These costs include rent, utilities, etc.

**Allocated Costs – Other (Describe \_\_\_\_\_):** Include any other indirect costs that will be allocated to this program and describe the cost.

**Total Cost of Program:** Self explanatory

**Specific Instructions for completing Form 5**

**“Simplified Exhibit A with Component Descriptions”**

*All Indiana Fathers & Families contracts will contain performance-based outcomes, service components, and payment points. An approved Exhibit A with Special Conditions will be part of the Fathers & Families contract. An Attachment A, which will list the specific payment points, will also be a part of this contract. The unit cost for each component will be assigned by DCS and loaded into the Contract Management System (CMS) through which all claims must be entered and paid. Therefore, it is recommended that applicants have Windows NT, Windows 2000 or Windows XP in order to utilize CMS. Upon receipt of an award, an electronic copy of the Exhibit A must be provided to the Fathers and Families Program.*

SUMMARY OF OUTCOMES AND PAYMENT POINTS

**PROCESS OBJECTIVE:** Describe primary and secondary goals of the program, target population(s), types of curricula, number of class cycles or sessions anticipated, etc.

**SERVICE CODE:** 0124 BASIC EDUCATION

**Component Code:** .5 Increased Parenting Skills

**Component Description: Parenting Skills Training** (Name the service component initially) and then describe the tasks, services, activities that will be provided to achieve the outcome. For example, four one-hour weekly workshops with pre- and post assessment of skill levels. Fathers must demonstrate ability to implement 5 of 7 age appropriate discipline skills through role-playing and/or hands on application with child. Workshop content to include, but not limited to, social and emotional growth, health and nutrition, developmental stages, age appropriate discipline, and positive reinforcement. Workshop content with attendance documented in case file.

**Unit Cost:** Leave blank—to be assigned

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*Exhibit A contains a list of Fathers and Families SFY 2008 Service and Component Codes. Even though some of the outcomes incorporate specific requirements, you should still describe how your program intends to achieve the goal. Also, Unit Costs that are listed are the maximum allowable for that outcome.*

**INDIANA FATHERS & FAMILIES FUNDING APPLICATION COVER SHEET**

Follow Instructions Carefully

**FORM 1**



**INDIANA FATHERS & FAMILIES - Proposed Measurable Outcomes or Goals**

Program Name: \_\_\_\_\_

Please indicate which of the following measurable outcomes or goals the proposed program will address:

*Primary Goals (at least one must be checked)*

- \_\_\_\_\_ 1. Increase fathers' **involvement with their children**
- \_\_\_\_\_ 2. Increase fathers' **parenting skills**
- \_\_\_\_\_ 3. Improve **co-parenting relationships**
- \_\_\_\_\_ 4. Increase **paternity establishment**
- \_\_\_\_\_ 5. Increase **child support collections**

*Secondary Goal*

- \_\_\_\_\_ 6. Decrease out-of-wedlock pregnancies

**SAMPLE SERVICE PLAN**

Program Title:

Choose your proposed Measurable Outcomes from primary goals 1 through 5 and/or secondary goal 6 and/or additional measurable outcomes from the Exhibit A.

Measurable Outcome or Goal: (2) Increase fathers' parenting skills (See Exhibit A for appropriate Component Code)

Target Population(s): Fathers from the community

**Component Description:** Parenting Education to increase father's parenting skills: Participants will complete one session of eight (8) one-hour parenting classes including, but not limited to, age appropriate discipline methods, social-emotional and mental developmental stages, nutrition and health, and working with the school system. Participants will demonstrate their ability to apply five of seven newly acquired parenting skills through role-playing and/or observation by staff of hands on application or self-reporting. Pre- and post-test to be administered at the beginning and completion of session to assess participant's knowledge and understanding of concepts presented in the classes.

**Important Announcement**

Although Assessments are a valuable component to a program, no more than 20% of your total award can be utilized for Assessments. It is anticipated that screening is initially done on your own to:

1. Determine if the individual meets the criteria to
2. ~~Participate~~ if the individual is interested in participating **and** completing your program

**New!!!!**

- Unreimbursable Items/Classes/Training**
- Anger Management**
- Job Skills Training**
- Job Readiness Training**
- Job-Related Education – trade school, tuition, GED classes etc.**
- Job Counseling**
- Housing of Any Kind**
- Financial Assistance**

**PROPOSED SERVICE PLAN**

Measurable Outcome/**Component Code** (from Exhibit A): \_\_\_\_\_

\_\_\_\_\_

Target Population(s): \_\_\_\_\_

**Component Description (Services):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Measurable Outcome/**Component Code:** \_\_\_\_\_

\_\_\_\_\_

Target Population(s): \_\_\_\_\_

**Component Description (Services):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Measurable Outcome/**Component Code:** \_\_\_\_\_

\_\_\_\_\_

Target Population(s): \_\_\_\_\_

**Component Description (Services):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Measurable Outcome/**Component Code:** \_\_\_\_\_

\_\_\_\_\_

Target Population(s): \_\_\_\_\_

**Component Description (Services):** \_\_\_\_\_

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Measurable Outcome/**Component Code:** \_\_\_\_\_

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Target Population(s): \_\_\_\_\_

**Component Description (Services):** \_\_\_\_\_

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Measurable Outcome/**Component Code:** \_\_\_\_\_

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Target Population(s): \_\_\_\_\_

**Component Description (Services):** \_\_\_\_\_

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Measurable Outcome/**Component Code:** \_\_\_\_\_

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Target Population(s): \_\_\_\_\_



**Component Description (Services):** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Attach additional sheets OR complete simplified Exhibit A – Form 5*

**INDIANA FATHERS & FAMILIES  
PROGRAM BUDGET FOR CONTRACT PERIOD**

Program Name: \_\_\_\_\_

Budget Period: July 1, 2008 through June 30, 2009

EXPENSE LINE ITEMS	Column A Total Program Costs	Column B Funds from other Sources	Column DCS Requi Fund
Personnel – Wages			
Personnel fringes including employer paid taxes			
Sub-Contractor/Consultant Fees (If applicable)			
Supplies and Postage			
Equipment			
In-State Travel Costs *			
Out-of-State Travel Costs *			
Other Direct Services and Expenses (Describe: _____)			
Allocated Costs - Facilities			
Allocated Cost - Other (Describe: _____) <i>* Subject to State of Indiana travel guidelines and limitations</i>			
<b>Total Cost of Program</b>			

**FORM 5**

**SIMPLIFIED EXHIBIT A  
WITH COMPONENT DESCRIPTIONS**

SUMMARY OF OUTCOMES/PAYMENT POINTS

Program Title:

Total Amount Requested by Applicant: \$\_\_\_\_\_

Agreement # (if known):

PROCESS OBJECTIVE:

*Note: From the total available outcomes listed below, **choose the Services and Outcomes applicable to your program goals by placing a check mark in the space provided beside the Component Code.** Outcomes and payment points (marked with an asterisk\*) are contained on the Exhibit A and have already been transferred to this form for your convenience. Services with "Component Descriptions" that are blank, or partially blank, are to be completed by summarizing the services described on your "Sample Service Plan." For others, the Exhibit A provides suggestions which may be tailored to meet the proposed measurable outcomes of your specific program.*

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SERVICE CODE: 0122 ASSESSMENT

\_\_\_\_\_ Component Code: .AS\*

Component Description: Initial Assessment: Father identified as non-custodial, custodial, or putative. Face-to-face assessment to include number and ages of children, current level of father-child interaction (type and frequency), current relationship with co-parent, educational level of all family members, work and child support history of father, barriers to interaction with child and family, past services and outcome, and reason for seeking additional services. (Gather any additional pertinent information that will enhance delivery of services.)

Unit Cost: \$50 maximum per client per assessment

---

\_\_\_\_\_ Component Code: .IDP\*

Component Description: Individual Service Plan: Services to be determined by initial assessment. For reporting and program evaluation purposes, the IDP should be reviewed at completion of program to determine if goals were reached. Copy in case file signed by participant.

Unit Cost: \$50 maximum per client one time only

---

SERVICE CODE 0124 BASIC EDUCATION

\_\_\_\_\_ Component Code: .1

Component Description: Increased Involvement of Non-Custodial Father with Child(ren) (See Exhibit A for service suggestions and requirements.)

Unit Cost: \$100 maximum per client

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\_\_\_\_\_ Component Code: .1-2

Component Description: Increased Involvement of Non-Custodial Father with Child(ren) (See Exhibit A for service suggestions and requirements.)

Unit Cost: \$250 maximum per client

---

\_\_\_\_\_ Component Code: .5

Component Description: Increased Parenting Skills C-1 (Must document non-custodial or putative father's ability to apply or implement at least four (4) newly acquired skills. (See Exhibit A for service suggestions.)

Unit Cost: (To be assigned)

---

\_\_\_\_\_ Component Code: .5-2

Component Description: Increased Parenting Skills C-2 Document father's ability to understand, apply and implement at least six (6) newly acquired skills. (See Exhibit A)

Unit Cost: (To be assigned)

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\_\_\_\_\_ Component Code: .PEP

Component Description: Partial Completion of Parenting Education (See Exhibit A)

Unit Cost: (To be assigned)

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\_\_\_\_\_ Component Code .PEP-2

Component Description: Completion of Parenting Education (See Exhibit A)

Unit Cost: (To be assigned)

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\_\_\_\_\_ Component Code .6

Component Description: Improving Co-Parenting Relations (See Exhibit A)

Unit Cost: (To be assigned)

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\_\_\_\_\_ Component Code: .PP

Component Description: Pregnancy Prevention Workshop to decrease out-of- wedlock pregnancies (See Exhibit A)

Unit Cost: (To be assigned)

---

#### SERVICE CODE 0126 MISCELLANEOUS

\_\_\_\_\_ Component Code: .01\*

Component Description: Support Group Meetings for participants with issues relating to fatherhood and personal growth willing to share experiences and successes/failures with parents with similar concerns. May be open to co-parents of participating fathers. Staff member in attendance. Notes on content of discussions and client attendance records in case files. Limited to six (6) group meetings per participant at \$20 per meeting.

Unit Cost: \$20 per session with six (6) session limit per person

---

SERVICE CODE 0127 CASE MANAGEMENT

\_\_\_\_\_ Component Code: .2\*

Component Description: Paternity Established with documentation in case file that father understands the legal obligations of the establishment of paternity and enforcement consequences.

Unit Cost: \$40 maximum per client per child

---

\_\_\_\_\_ Component Code: .3\*

Component Description: Increased Child Support Collections billable upon documentation of **eight (8) consecutive weekly payments** of court-ordered child support equal to or greater than the court order. Father to provide proof through the Clerk's Office, or Prosecutor through ISETS, whichever is applicable. Documentation must show an actual increase in support collections.

Unit Cost: \$50 maximum per client/one time only per child

---

\_\_\_\_\_ Component Code: .3-2\*

Component Description: Increased Child Support Collections billable upon documentation of **four (4) consecutive bi-weekly payments** of court-ordered child support equal to or greater than the court order. Father to provide proof through the Clerk's Office, or Prosecutor through ISETS, whichever is applicable. Documentation must show an actual increase in support collections.

Unit Cost: \$50 maximum per client/one time only per child

---

\_\_\_\_\_ Component Code : .6\*

Component Description: Co-Parenting Plan developed, agreed upon, and signed by both parents with copy in case file. Payment upon documentation that plan is being followed and improving level of cooperation between parents after two (2) months of implementation. Initial assessment may be used as baseline for documenting improvement. (Not to be used in conjunction with mediation.)

Unit Cost: \$100 maximum per client/one time only per co-parent

---

\_\_\_\_\_ Component Code: .CM\*

Component Description: Individual Case Management (preferably face-to-face contact) with documentation of discussions, date, time, place of session, participants, and reason for contact. Limited to ten (10) hours per client and billable in increments of one-half hour at \$5 per half-hour.

Unit Cost: \$5 maximum per half-hour session or total contact time, if not face-to-face

---

\_\_\_\_\_ Component Code: .CO\*

Component Description: Counseling Session Complete – Reserved for issues not amenable to group discussion. Documentation of content, date, time, place and participants in case file. Limited to ten (10) hours per client and billable in one hour increments only.

Unit Cost: \$35 maximum per hour

---

\_\_\_\_\_ Component Code: .CR\*

Component Description: Court Related Activity – Court papers compiled and filed; content of reports and testimony in case file. May include pro bono attorney referrals with documented access to attorney's services in case file. Billable per activity at not more than \$60 per activity. (List the activities you expect to provide)

Unit Cost: \$60 maximum per activity

---

\_\_\_\_\_ Component Code: .MD\*

Component Description: Mediation Session – Negotiation of co-parenting issues relating to visitation, or other barriers to parent-child interaction. Documentation of session content, date, time, place and participants in case file. Billable in half-hour increments of \$25.

Unit Cost: \$25 maximum per half-hour

---

\_\_\_\_\_ Component Code: .SV\*

Component Description: Supervised Visitation Session completed with notes in case file and the expectation of a decrease in supervised visits leading to an increase in open visitation. Billable in one-half hour increments of \$30 and limited to 20 hours per client.

Unit Cost: \$30 maximum per half-hour

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## EXHIBIT A

### FATHERS & FAMILIES 2007 SERVICE AND COMPONENT CODES

*Note: Components with an asterisk \* have been assigned a maximum payment point for all providers and are non-negotiable. Components with classroom instruction, workshops, etc., will be assigned payment points according to the component description and proposed outcomes.*

#### SERVICE CODE 0122 ASSESSMENT

**Component Code:** .AS\* Assessment

**Component Description:** Father Identified as Non-custodial, Custodial or Putative. Face-to-face assessment to include number and ages of children, current level of father-child interaction (type and frequency), current relationship with co-parent, educational level of all family members, work and child support history of father, barriers to interaction with child and family, past services received and outcome, and reason for seeking additional services.

**Unit Cost:** \$50 maximum one time only per client

---

**Component Code:** .IDP\* – Individual Development Plan

**Component Description:** Individual Development/Service Plan: Services determined by initial assessment. For reporting and program evaluation purposes, IDP should be reviewed at completion of services to determine if goals were attained. Copy in case file signed by participant.

**Unit Cost:** \$50 maximum one time only per client

---

#### SERVICE CODE 0124 BASIC EDUCATION

**Component Code:** .1\* - Increased Involvement with Child

**Component Description:** Increased Involvement with Child(ren) payable when non-custodial father has documented increased communication/involvement with at least one child by a minimum of four (4) contacts within a month – (contacts may be in person, by phone, e-mail, letters, etc., and may be educational, recreational or social in nature). Current involvement determined by initial assessment and increased involvement by post assessment after two months enrollment. Documentation of services required to achieve the goal must be in case file.

**Unit Cost:** \$100 maximum per client

---

**Component Code:** .1-2\* – Increased Involvement with Child

**Component Description:** Increased Involvement of Non-Custodial Father With at Least One Child by completing at least 6 out of 10 possible enrichment activities and/or other structured activities with fathers and their children. May include attending pre-school and/or school functions during and after hours, accompanying or taking child to medical appointment, providing emergency contact numbers, assisting in developing disciplinary processes and rewards for the child, and other forms of interaction including play and leisure time activities. All activities must be documented in case file and goal attainment determined by level of interaction at initial assessment.

**Unit Cost:** \$250 maximum per client

---

**Component Code:** .5 - Increased Parenting Skills (C-1)

**Component Description:** Curriculum 1 (for non-custodial fathers) - describe specific outcomes and methods or tools to be used and course content. Copies of pre- and post-tests or other assessment tools in case file along with attendance records. Documentation of ability to apply or implement at least four (4) newly acquired skills required.

**Unit Cost:** To be assigned

---

**Component Code:** .5-2 Increased Parenting Skills – C2

**Component Description:** Increased Parenting Skills - Curriculum 2 - document same as above. Must document ability to understand (pre- and post-test) and apply or implement at least six (6) newly acquired skills.

**Unit Cost:** To be assigned

---

**Component Code:** PEP – Partial Completion of Parenting Education

**Component Description:** Parenting Education Classes such as “It’s My Child, Too!” Document outcomes to be achieved and tools for accomplishing goal(s). Copies of all participant activities, tests/assessments, and attendance record in case file.

**Unit Cost:** To be assigned

---

**Component Code:** .PEP-2 Completion of Parenting Education

**Component Description:** Parenting Education Completed: Document outcomes to be achieved and tools for accomplishing goal. Copies of all participant activities and tests/assessments must be in case file.

**Unit Cost:** To be assigned

---

**Component Code:** .6 - Improve Co-Parenting Relationships

**Component Description:** Improve Co-Parenting Relationships – (specify whether classroom instruction, support groups, case management, etc.) Topics to include, but not limited to, conflict resolution, barriers to child and family interaction, financial issues, scheduling coordination, working with child care providers and the school system, and other common issues relating to children. Specify measures that will document the expected improvement or changes at completion of goal as determined by the initial assessment or IDP. **PLEASE NOTE THAT THERE IS NO LONGER COMPENSATION FOR ANGER MANAGEMENT!**  
Limited to five (5) hours per client.

**Unit Cost:** To be assigned

---

**Component Code:** .PP - Pregnancy Prevention

**Component Description:** Decreasing Out-of-Wedlock Pregnancies: Workshop(s) to include, but not limited to, emphasizing the importance of two parents to a child's emotional, social and mental well-being. Document increased knowledge and understanding of the goal with copies of pre- and post-assessments and attendance in case file. Please note that education for high school/ GED attainment is no longer computerized.

**Unit Cost:** To be assigned

---

#### **SERVICE CODE 0126 MISCELLANEOUS**

**Component Code:** .01\* - Social Services Plan Elements

**Component Description:** Support Groups For participants with issues relating to fatherhood and personal growth who are willing to share experiences and successes/failures with parents with similar concerns. May be open to co-parents of participating fathers. Staff member in attendance. Notes on content and client attendance in case files. Limited to six (6) sessions at \$20 per session per participant.

**Unit Cost:** \$20 maximum per session

---

#### **SERVICE CODE 0127 CASE MANAGEMENT**

**Component Code:** .2\* - Paternity Establishment

**Component Description:** Paternity Established and documented in case file. Documentation that father understands legal obligations of establishment of paternity and enforcement consequences in case file.

**Unit Cost:** \$40 maximum per client per child

---

**Component Code:** .3\* - Increased Child Support Collections

**Component Description:** Billable upon documentation of **eight (8) consecutive weekly payments** of court-ordered child support equal to or greater than the court order. Father to provide proof from Clerk's Office, or Prosecutor through ISETS, whichever is applicable. Documentation must show actual increase in support collections.

**Unit Cost:** \$50 maximum per client/one time only per child

---

**Component Code:** .3-2\* - Increased Child Support Collections

**Component Description:** Increased Child Support Collections Billable upon documentation of **four (4) consecutive bi-weekly payments** equal to or greater than the court order. Father must provide proof from Clerk's Office, or Prosecutor through ISETS, whichever is applicable. Documentation must show actual increase in support collections.

**Unit Cost:** \$50 maximum per client/one time only per child

---

**Component Code:** .6\* - Improve Co-Parenting Relations

**Component Description:** Improve Co-Parenting Relations Development of Plan for co-parenting agreed upon and signed by participants with copy in case file. Payment upon documentation that plan is being followed and improving level of cooperation between parents after two (2) months of implementation. (Not to be used in conjunction with mediation.)

**Unit Cost:** \$100 maximum per client/one time only per co-parent

---

**Component Code:** .CM\* - Case Management

**Component Description:** Individual Case Management: Must document content of discussions and date, time, place of session, and participants. Limited to ten (10) one-hour sessions per client. Billable in one-half hour increments at \$5 per client.

**Unit Cost:** \$5 maximum per half-hour session

---

**Component Code:** .CO\* - Individual Counseling Sessions

**Component Description:** Counseling Session Complete: Reserved for issues not amenable to group discussion. Documentation of content, date, time, place and participants in case file. Limited to ten (10) hours per client and billable in one-hour increments only at \$35.

**Unit Cost:** \$35 maximum per hour per client

---

**Component Code:** .CR\* - Court Related Activity

**Component Description:** Court Papers Compiled and Filed: Contents of reports and testimony in case files. May include pro bono attorney referral with documented access to attorney's services in case file. Billable per activity at no more than \$60 per activity. List proposed activities.

**Unit Cost:** \$60 maximum per activity per client

---

**Component Code:** .MD\* - Mediation Session

**Component Description:** Negotiation of Co-Parenting Issues Relating to visitation, or other barriers to parent-child interaction. Documentation of session to include content, date, time, place, and participants in case file. Billable in one half-hour increments of \$25. Limited to six (6) hours per client. (Not to be used in conjunction with ..6-Development of Co-Parenting Plan.)

**Unit Cost:** \$25 maximum per half-hour per client

---

**Component Code:** .SV\* – Supervised Visitation

**Component Description:** Documentation of Supervised Visitation session completed with notes in case file and expectation of a decrease in supervised visits leading to and increase in open visitation. Billable in one-half hour increments of \$30 each. Limited to twenty (20) hours of visitation per client.

**Unit Cost:** \$30 maximum per half-hour per client

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**EXHIBIT B**

**Please List and Describe Organizations and Programs Funded in 2008**

The Parenting Dimension Inventory

(May be used in conjunction with Initial Assessment or development of IDP )

Answer the following questions about your relationship with your child over the last two months. If the question does not make sense for your child, then circle DA for doesn't apply.

<i>Not at all Descriptive of me 1</i>	<i>Slightly Descriptive of me 2</i>	<i>Somewhat Descriptive of me 3</i>	<i>Fairly Descriptive of me 4</i>	<i>Quite Descriptive of me 5</i>	<i>Highly Descriptive of me 6</i>	<i>Doesn't Apply to me DA</i>	
		1	2	3	4	5	6
1. I encourage my child to talk about his/her troubles.		1	2	3	3	5	6
2. I always follow through on discipline for my child, no matter how long it takes.		1	2	3	4	5	6
3. Sometimes it is so long between occurrence of a misbehavior and an opportunity for me to deal with it that I just let it go.		1	2	3	4	5	6
4. I do not allow my child to get angry with me.		1	2	3	4	5	6
5. There are times I just don't have the energy to make my child behave as he/she should.		1	2	3	4	5	6
6. My child can often talk me into letting him/her off easier than I had intended.		1	2	3	4	5	6
7. My child convinces me to change my mind after I have refused a request.		1	2	3	4	5	6
8. I think a child should be encouraged to do things better than others.		1	2	3	4	5	6
9. My child and I have warm intimate moments together.		1	2	3	4	5	6
10. I encourage my child to be curious, to explore, and to question things.		1	2	3	4	5	6
11. I find it interesting and educational to be with my child for long periods.		1	2	3	4	5	6
12. I don't think children should be given sexual information from their parents.		1	2	3	4	5	6
13. I believe a child should be							

### The Parenting Dimension Inventory (continued)

18. I believe in toilet training a child as soon as possible.	1	2	3	4	5	6
19. I believe that most children change their minds so frequently that it is hard to take their opinions seriously.	1	2	3	4	5	6
20. I have little or no difficulty sticking with my rules for my child even when close relatives are there.	1	2	3	4	5	6
21. When I let my child talk about his/her troubles, he/she ends up complaining even more.	1	2	3	4	5	6
22. I expect my child to be grateful and appreciate all the advantages he/she has.	1	2	3	4	5	6
23. Once I decide how to deal with misbehavior of my child, I follow through on it.	1	2	3	4	5	6