

**State of Missouri  
Children’s Trust Fund  
Contractual Service Agreement Renewal  
Child Abuse Prevention Projects  
FY 2025**

The contractual service agreement renewal is between the Children’s Trust Fund, hereinafter referred to as CTF, and the City of Columbia on behalf of the Boone County Department of Public Health and Human Services, P.O. Box 6015/1005 W. Worley St., Columbia, MO 65203, hereinafter referred to as the Provider.

Whereas CTF is authorized under section 210.172(3)(a) RSMo., to enter into contracts with public or private agencies, schools, or qualified individuals to establish community-based educational and service programs designed to prevent or alleviate child abuse or neglect;

Whereas CTF originally awarded a contract to the provider in State Fiscal Year (FY) 2023, for child abuse prevention programming as described in the original application for funding;

Whereas, the Provider has the expertise and ability to perform the services outlined in the approved FY 2025 grant renewal application (attachment 1);

Whereas upon mutual agreement by CTF and the Provider, the contractual service agreement is renewed and shall include all of the obligations therein consisting of the contractual service agreement renewal, the approved FY 2025 grant renewal application, original Request for Applications (attachment 2), and all amendments made to the contract during the contract period. In addition, all conditions as outlined in the original contractual service agreement still apply. The maximum cost of this contract agreement renewal shall not exceed \$128,850.00.

The contract shall be renewed for a period of twelve (12) months and shall commence on July 1, 2024 up through and including June 30, 2025, at which time the contract shall terminate.

\_\_\_\_\_  
Printed Name of Contract Officer for Provider

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of Contract Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director, Children’s Trust Fund

\_\_\_\_\_  
Date

APPROVED AS TO FORM:

By:

\_\_\_\_\_  
Nancy Thompson, City Counselor

**CHILDREN'S TRUST FUND  
GRANT RENEWAL APPLICATION  
COLLECTIVE IMPACT  
FY 2025**

<b>Name of Applicant Agency</b>	City of Columbia on behalf of its Columbia/Boone County Department of Public Health and Human Services
<b>Address</b>	P.O. Box 6015
<b>City, State, Zip Code</b>	Columbia, Missouri 65203
<b>Telephone Number</b>	(573) 874-7626
<b>Federal Tax ID#</b>	City 43-6000810
<b>Contract #</b>	CTF-CI-2302

<b>Tax Status of Applicant Agency:</b>  <input type="checkbox"/> Exempt under sec 501(c)3 of the IRS Code <input checked="" type="checkbox"/> Exempt governmental Unit <input type="checkbox"/> Other (specify) _____	<b>NOTE: Incorporated or governmental tax-exempt agencies applying as the sponsoring agency for an unincorporated association or coalition must attach a memorandum of understanding indicating its willingness to be responsible for the fiscal and programmatic requirements.</b>
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<b>Project Coordinator:</b> Kelly Scheuerman	<b>Email:</b> kelly.scheuerman@como.gov
<b>Fiscal Officer:</b> Steve Hollis	<b>Email:</b> steve.hollis@como.gov
<b>Contract Officer:</b> Steve Hollis	<b>Email:</b> steve.hollis@como.gov

<b>Funding Requested from CTF:</b> \$128,850.00
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<b>Name and brief summary of project:</b> Brighter Beginnings (BB) is a home visiting collective impact initiative focused on increasing access to individualized home visiting, parent education, and pregnancy support services for pregnant people and families with young children in Boone County. Brighter Beginnings seeks to prioritize these resources to the most vulnerable families in Boone County, Missouri. To do so, Brighter Beginnings utilizes an online Coordinatized Referral and Intake System (CRIS), through which families can enroll or be enrolled. Based on responses to a brief questionnaire in the CRIS, families are connected to programs that align with their needs and for which
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they are eligible. Brighter Beginnings partners also work together to strengthen support systems for families by tracking common indicators of family and child wellbeing, with the goal of improving birth outcomes and kindergarten readiness and addressing disparities in these outcomes. To do so, data is collected from Brighter Beginnings provider partners in a secure centralized database, housed as the Brighter Beginnings project in the Office of Childhood (OCC)/Children's Trust Fund's (CTF) REDCap implementation.

**Counties and population to be served:**

Boone

**Briefly describe how CTF dollars will be used to support this work:**

CTF funding will be used to:

- Offset the personnel costs of the Brighter Beginnings Coordinator position.
- Maintain existing and establish new trusted partnerships with individualized home visiting, parent education, and pregnancy support provider partners in Boone County. This includes providing financial incentives for provider partners participating in data collection.
- Maintain and expand trusted partnerships with community stakeholders, also known as referring partners.
- Collect and analyze data to assess performance and guide quality improvement
- Provide technical assistance to data provider partners as it relates to identified training needs, quality improvement, and quality assurance
- Implement various marketing strategies (literature/fliers, social media campaigns, transit ads, bill boards, etc.) to promote the Brighter Beginnings.
- Conducting training and development activities with provider partners and members of the broader collective.

**Identify the number of dedicated FTE on this project:**

1.0 Social Services Program Coordinator

**Describe your network's plan for recruitment of CRIS-only and full data collection partners this fiscal year.**

Brighter Beginnings will:

- Continue outreach efforts to expand potential provider partners.
- Integrate a quick referral process to reduce the burden of completing a full CRIS intake on provider and referral partners.
- Integrate the Columbia/Boone County Public Health & Human Service Dept. staff in the quick referral process to create a "warm" intake and handoff process.
- Continue to offer incentives to partners for participation in data collection.
- Seek funding for substantial, one-time incentives for provider partners to close side door referrals.

**How many full data partners will you be starting the fiscal year with? How many CRIS-only partners?**

4 full data partners

3 CRIS-only partners

**Identify your network's plan for assessing training needs, and providing training opportunities, for your network of providers this fiscal year:**

With regard to training for provider partners, Brighter Beginnings will:

- Begin to facilitate regularly scheduled data collection/entry/quality technical assistance and training sessions.
- Continue to offer training during monthly partnership meetings and or quarterly stakeholder meetings.
- Continue to share with partners local community training opportunities/conferences, and non-local applicable training/conferences that elevate the work of home visitation services.

We also plan to host the second annual Boone County Home Visitors Community Summit, which will provide training, networking, and support for our provider partners and the members of the wider Brighter Beginnings

**Describe your plans for program improvement/enhancement from previous fiscal year (as applicable):**

Improvement plans are as follows:

- Begin the data collection and analysis process
- Implement a quick referral option in the CRIS and integrate Columbia/Boone County Public Health & Human Services Dept. (PHHS) social services staff who will contact consumers entering through quick referral process for full intake and a warm handoff to provide partners.
- Integrate (PHHS) pregnancy support program as an additional option for consumers and as a backup option if provider partners are at capacity.
- Increase incentives for data partners.
- Seek funding to provide incentives to close side doors and accept referrals exclusively via the CRIS.
- Explore partnerships with the Network with Mid-Missouri Black Doula Collective and Maternal Health Access Project (MHAP)

## CHILDREN’S TRUST FUND GRANT PROGRAM ACTION PLAN - FY 2025

*Add pages, as needed, for additional project goals.*

**PROJECT GOAL:** Reduce disparities in birth and early childhood outcomes in Boone County.

**PROJECT OBJECTIVES:**

- Increase access to home visiting support during the prenatal period for Black/African American families
- Utilize a coordinated entry system to prioritize community resources towards the most vulnerable families
- Implement a MIECHV-aligned data collection system to understand outputs and outcomes across programs

Project Activities	Target Area	Timeline	Staff Responsible	Outputs	Outcomes
Provider partner recruitment	Boone County	FY 2025	Brighter Beginnings Program Coordinator	Maintain and expand BB Tier 2 provider partners	Expand consumer choice options
			Human Services Manager	Maintain and expand BB Tier 1 provider partners	Increase access to high quality home visiting services in Boone County
				Incentive payment for Comprehensive partners	Expand consumer choice options
			Brighter Beginnings Program Coordinator	Increase number of Comprehensive Partners	By closing side doors, ensure that consumers with the most need are being serviced and connected to the most robust services for which eligible
			Human Services Manager PHHS Social Services Supervisor  PHHS Social Services Specialists	PHHS clinical pregnancy support services are integrated in BB as an additional option for consumers and as a backup option if provider partners are at capacity	Increase access to clinical pregnancy support services

CRIS implementation	Boone County	FY 2025	Brighter Beginnings Program Coordinator  Human Services Manager  Promise 1000 staff	Develop and implement a quick referral process for consumers and professionals. PHHS social services staff will contact consumers entering through quick referral process for full intake.	Increase enrollment in individualized home visiting, parent education, and pregnancy support services  Consumers are provided with a warm hand off to home visiting and parent education provider partners
Provide TA for data collection/entry/quality	Boone County	FY 2025	Brighter Beginnings Program Coordinator  Human Services Manager  Promise 1000 staff	Develop and implement regularly scheduled TA to Tier 1 provider partners as it relates to identified training needs, quality improvement, and quality assurance	Data will be utilized to inform practice  Data will be utilized to identify training needs among home visiting agencies  Data will be utilized to address identified needs among consumers
Training, education, and collaboration	Boone County	FY 2025	Brighter Beginnings Program Coordinator	Host second annual Boone County Home Visitors Community Summit	Workforce development  Increase networking  Increase collaboration  Provide space to honor the hard work of home visiting and the impact that home visitation has with families and in the community

Network with Mid-Missouri Black Doula Collective	Boone County	FY 2025	Brighter Beginnings Program Coordinator	<p>Begin discussions and assess for interests in developing a partnership that could potentially include referrals through BB for Doula services (adding service to CRIS)</p> <p>Mid-Missouri Black Doula Collective, scope of service delivery reaches outside of Boone County, will require collaboration with other Collective Impact sites</p>	<p>Increase access to doula services</p> <p>Address the racial, health disparities in maternal and infant mortality, and early childhood outcomes</p>
Network with Maternal Health Access Project (MHAP)	Boone County	FY 2025	Brighter Beginnings Program Coordinator	<p>Begin discussions to determine possible collaboration and partnerships with MHAP</p>	<p>MHAP becomes a referrer to Brighter Beginnings</p> <p>MHAP refers to statewide CRIS</p>
Marketing and outreach	Boone County	FY 2025	Brighter Beginnings Program Coordinator	<p>Maintain, update and expand BB marketing materials and content</p> <p>Utilize various platforms for marketing</p> <p>Continue outreach activities in community and with providers</p>	<p>Increased awareness of and enrollment in BB</p>

**CHILDREN’S TRUST FUND GRANT PROJECT BUDGET – FY 2025**

This budget sheet is for the proposed project, only. Please feel free to expand the table, as needed. Budget categories may not be modified.

<b>BUDGET CATEGORIES</b>	<b>CTF FUNDS REQUESTED</b>	<b>BUDGET JUSTIFICATION</b>
<b>Salaries and Wages</b> (Project staff positions)	\$62,000.00	1.0 FTE Program Coordinator salary
<b>Fringe Benefits</b> (Project staff positions)	\$16,000.00	1.0 FTE Program Coordinator fringe benefits
<b>Program Related Expenses</b> (e.g., program materials, meeting space, conference registration)	\$2,000.00	Program marketing and outreach materials Partner meetings expenses
<b>Consultant &amp; Contractual Services</b> (Hourly rate x number of hours)	\$8,000	\$5,000 digital media creative and placement contract \$3,000 other marketing/advertising contracts
<b>Consumable Supplies</b> (e.g., desktop supplies, paper, postage)		
<b>Non-consumable Supplies</b> (e.g., furniture, equipment)		
<b>Travel</b> (e.g., mileage <sup>1</sup> , meals, lodging)		
<b>Other Direct Costs</b> (e.g., fees to complete required FCSR and fingerprint-based criminal background screenings)	\$40,850.00	Data collection partner incentives: \$36,000.00 Trainings for collective: \$4,850.00
<b>Indirect/Shared Costs<sup>2</sup></b> (Allowable rates will vary based on organization’s overall budget)		
<b>TOTAL PROJECT BUDGET</b> (All budget categories)	\$128,850.00	

<sup>1</sup> In FY 2025, mileage will be reimbursed at a maximum cost of 65.5 cents/mile.

<sup>2</sup> Allowable rates: 15% for budgets under \$5 million, 12% for budgets between \$5 million and \$100 million, 10% for budgets between \$100 million and \$500 million and 5% for budgets over \$500 million.



# REQUEST FOR APPLICATIONS

## Home Visiting Collective Impact Funding



The Missouri Children's Trust Fund (CTF) is pleased to announce the availability of up to \$500,000 in federal Community Based Child Abuse Prevention (CBCAP) funds to support home visiting collective impact initiatives in Missouri.

### CTF'S APPROACH TO HOME VISITING AND THE ROLE OF COLLECTIVE IMPACT

CTF seeks to improve the home visiting system in Missouri by fostering collaboration/coordination at the state and local levels, advocating for sufficient and equitably distributed funding for services, and promoting an emphasis on key outcomes over service models. When applied to home visiting, the Collective Impact model helps local service providers to center families' needs through a shared agenda, better meet families' needs through mutually reinforcing activities and continuous communication, and better understand the impact of their collective services through the use of shared measurements.

### PURPOSE OF FUNDING

This funding is intended for the maintenance and improvement of infrastructure and operations that support home visiting collective impact initiatives in Missouri, and is not intended to support direct home visiting services.

### ELIGIBILITY TO APPLY AND PROJECT REQUIREMENTS

In order to be considered for this funding, applicants must be a coordinating or "backbone" agency representing a home visiting collective impact project that meets, or is working toward, the following criteria:

- Project design addresses the [five conditions of collective success identified in the Stanford Social Innovation Review's Essentials of Social Innovation](#) in the context of providing home visiting services. These conditions include a common agenda, shared measurement systems, mutually reinforcing activities, continuous communication, and a backbone support organization;
- Project has clearly-defined outcomes that relate to its common agenda, and a plan for evaluating these outcomes;
- Project includes a shared process for continuous quality improvement that 1) engages parents that have previously, or are currently, receiving services through the project, and 2) strives for greater health and social equity;
- Project includes a shared process for identifying and offering services to high-risk populations;
- Project includes a shared process for intake and referral within the catchment area, and is actively enrolling families in services through this process;
- Home visiting agencies participating in the project agree to track all [MIECHV performance indicators and systems outcomes](#) and report them to CTF on an annual basis;
- All home visiting agencies participating in the project offer completely voluntary services for families that are not actively involved in a child welfare investigation and/or court case at the time of referral (i.e. offer non-mandatory, primary and/or secondary prevention services).

### USE OF FUNDS

Awarded funds may only be used for expenses related to home visiting collective impact infrastructure and activities. Eligible expenses include, but are not limited to:

- Staff time and travel expenses related to administering, performing, and/or participating in collective impact activities;

- Information technology hardware, software, and technical support related to administering, performing, and/or participating in collective impact activities (e.g. data collection systems, intake and referral systems, virtual meeting platforms, project management tools, etc.);
- Assessment to identify high-risk populations and available services within the project's catchment area;
- Strategic marketing and outreach to facilitate access to services for high-risk populations;
- Strategic planning for the project;
- Professional development for participating agencies;
- Continuous quality improvement activities and reasonable compensation for parents participating in these activities;
- Indirect costs necessary to the performance of the project, not to exceed 5% of the total contract amount.

### **APPLICATION PROCESS AND REQUIREMENTS**

The application period for this funding opportunity begins at 9:00 am on March 14, 2022, and ends at 9:00 am on April 25, 2022. To successfully apply, the following components must be completed and emailed to [CTF@oa.mo.gov](mailto:CTF@oa.mo.gov) as a single PDF document before the deadline stated above:

- Cover letter;
- Letter of support from agencies participating in the home visiting collective impact project (one letter signed by all agencies is acceptable);
- CTF application form (must use template provided);
- Project budget (must use template provided) detailing total project costs, requested CTF allocation of total project costs, and applicant allocation of total project costs. ***Applicants may request up to \$150,000 in CTF funds to cover 90% of total project costs, and must use non-federal funding to cover no less than 10% of total project costs (i.e. grantees will be responsible for 10% local matching funds);***
- Application narrative (must respond to the prompts/questions provided);
- Signed certifications form (must use template provided);
- IRS 501(c)(3) certification letter, if applicable;
- Applying agency's most recent financial audit or financial statement;
- Applying agency's current operating budget, including income and expenses;
- Applying agency's current list of Board of Directors and their affiliations to demonstrate organizational leadership and community representation.

**Applications submitted after 9:00 am on April 25, 2022, will not be considered.**

### **AWARDS AND GRANT REQUIREMENTS**

Award announcements are expected to be made the week of June 6, 2022. Initial contracts will have a term of one year, effective on July 1, 2022, with the option to renew annually for three (3) additional years. Award amounts are based on need and funds available, and therefore subject to change from year to year. All grantees will be subject to the following contract requirements:

#### Local Match Requirement

Grantees will be responsible for ten percent (10%) of total project costs, annually. Matching funds must come from non-federal sources (e.g. local fundraising, state funds that are not used as match for other federal awards, etc.). For example, if annual project costs total \$100,000, \$90,000 may be requested from CTF and \$10,000 is required by the grantee in matching funds.

### Background Checks

CTF grantees must ensure that all employees and volunteers, having direct contact with children younger than eighteen years of age through their CTF-funded program, complete the following requirements:

- Register with the Family Care Safety Registry (FCSR) and provide FCSR screening results to employer, prior to working with children. FCSR screenings must be completed annually after initial registration/screening. Fees to meet this requirement may be included in the grantee's project budget. More information about the FCSR program is available at [www.health.mo.gov/safety/fcsr/about.php](http://www.health.mo.gov/safety/fcsr/about.php).
- Complete a state and national, fingerprint-based, criminal background check as part of the hiring process through the Missouri Volunteer and Employee Criminal History Services (MOVECHS) program <https://mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/CRID/MoVECHSProgram.html>. If these background checks were not completed upon hire, they must be initiated within thirty (30) days of receiving a CTF grant award.

### Monitoring and Reporting

All grantees must consent to monitoring requirements as established by CTF, which may include on-site and/or virtual reviews to ensure financial and programmatic compliance. Grantees will also be required to submit an annual program report.

### Contracting and Payment

Contracts must be signed and returned to CTF by the date noted in the award letter. Payment is reimbursement-based and will only be issued for expenses incurred during the contract period, which begins on July 1, 2022. In order to receive payment, grantees must register as a vendor with the State of Missouri through the MissouriBUYS eProcurement System (<https://missouribuys.mo.gov/registration>). Additionally, all CTF grantees must participate in the E-Verify program (<https://www.e-verify.gov/>), have no taxes due to the State of Missouri, and be in good standing with the federal government.

## **RESOURCES**

Collective Impact article in *Essentials for Social Innovation*

[https://ssir.org/articles/entry/collective\\_impact#](https://ssir.org/articles/entry/collective_impact#)

Collective Impact Forum YouTube Channel

<https://www.youtube.com/channel/UChr0dK18-9X3Xn4BtVOY6fg>

Every Child Succeeds

<https://www.everychildsucceeds.org/>

DESE Office of Childhood Home Visiting Site

<https://dese.mo.gov/childhood/home-visiting>

MIECHV Performance Indicators and Systems Outcomes

<https://mchb.hrsa.gov/sites/default/files/mchb/programs-impact/performance-indicators-sys-outcomes-summary.pdf>

Home Visiting Collaborative Improvement and Innovation Network 2.0: Toolkit to Build Parent Leadership in Continuous Quality Improvement

<https://uwm.edu/mcwp/wp-content/uploads/sites/337/2019/08/Parent-Leadership-Toolkit.pdf>

Child Welfare Information Gateway's *Racial Equity Resources for Child Welfare Professionals*

<https://www.childwelfare.gov/topics/systemwide/diverse-populations/racialequity/>