

**Tab 4: Budget**

**JFS-R-1213-09-8032 Application**

**Budget**

Mediation cost: average cost (\$150) X 150 = \$ 22,500

Pro se package (\$80) X 200 = \$ 16,000

Parenting education: two 2-hr parenting sessions/month X 12 months X \$100/hr = \$4,800

Brochures: 800 X \$.50 = \$400

Security for visitation cases (\$21/hr X 300 hr) = \$6,300

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Total: \$50,000

Matching funds (10%): Administrative support for City of Dayton Mediation Center: \$ 5,000

Grant request: \$45,000.

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Total: \$50,000

Matching funds (10%): Administrative support for City of Dayton Mediation Center: \$ 5,000

Grant request: \$45,000.

### Access/Visitation Project Budget Summary

Name of Grantee MONTGOMERY COUNTY CSEA

|   | SFY12                  | SFY13                | SFY14                | SFY15                    |       |
|---|------------------------|----------------------|----------------------|--------------------------|-------|
|   | October 1 –<br>June 12 | July 12 –<br>June 13 | July 13 –<br>June 14 | July 14 –<br>December 14 | Total |
| <b>Personnel</b>                        |                        |                      |                      |                          |       |
| <b>Fringe Benefits</b>                  |                        |                      |                      |                          |       |
| <b>Travel</b>                           |                        |                      |                      |                          |       |
| <b>Equipment</b>                        |                        |                      |                      |                          |       |
| <b>Supplies</b>                         |                        | 400                  |                      |                          |       |
| <b>Contractual</b>                      |                        | 44,600               |                      |                          |       |
| <b>Other (Define)</b>                   |                        |                      |                      |                          |       |
| <b>10% Cash or In-Kind Contribution</b> |                        | 5,000                |                      |                          |       |
| <b>TOTAL</b>                            |                        | 50,000               |                      |                          |       |
| <b>Grant Amount Requested</b>           |                        | 45,000               |                      |                          |       |

### Access/Visitation Project Budget Summary

Name of Grantee MONTGOMERY COUNTY CSEA

|                                  | SFY12                  | SFY13                | SFY14                | SFY15                    | Total |
|----------------------------------|------------------------|----------------------|----------------------|--------------------------|-------|
|                                  | October 1 –<br>June 12 | July 12 –<br>June 13 | July 13 –<br>June 14 | July 14 –<br>December 14 |       |
| Personnel                        |                        |                      |                      |                          |       |
| Fringe Benefits                  |                        |                      |                      |                          |       |
| Travel                           |                        |                      |                      |                          |       |
| Equipment                        |                        |                      |                      |                          |       |
| Supplies                         |                        | 400                  |                      |                          |       |
| Contractual                      |                        | 44,600               |                      |                          |       |
| Other (Define)                   |                        |                      |                      |                          |       |
| 10% Cash or In-Kind Contribution |                        | 5,000                |                      |                          |       |
| <b>TOTAL</b>                     |                        | 50,000               |                      |                          |       |
| <b>Grant Amount Requested</b>    |                        | 45,000               |                      |                          |       |

## **Tab 1: Applicant Qualifications**

### **Sub-Tab 1a: Mandatory Qualifications**

The Applicant, Montgomery County Child Support Enforcement Agency (CSEA), meets the **mandatory qualifications** as described in Section 2.1, of this RFGA:

1. The application includes two program components: court-ordered mediation and parenting classes, as outlined in Tab 2.
2. As described in Tab 2, security staff will be hired to ensure the safety of program participants while court-ordered mediation services are being provided.
3. The application is being submitted to ODJFS by the Montgomery County CSEA, which is the lead agency for this project.
4. In Sub-Tab 1b, the application explains existing and pending county partnerships with Montgomery County Juvenile Court and one private agency, City of Dayton Mediation Center, which will be involved in providing court-ordered mediation and parenting classes, including the roles and responsibilities of these partners.
5. The application will be submitted to ODHFS by Thursday, June 14, 2012 at 3 pm.
6. Montgomery County's application includes all required affirmative statements and certifications, signed by its responsible representative.
7. Included in those certifications, Montgomery County states that it is not excluded from entering into a contract with ODJFS, due to restrictions related to the federal debarment list, unfair labor findings, or R.C. § 9.24.

### **Sub-Tab 1b: Applicant Qualifications**

This grant application, submitted by the Montgomery County Department of Jobs and Family Services (DJFS), requests funding to support an innovative mediation service aimed at facilitating visitation orders and parenting classes for never-married parents. For this ODJFS grant project, the **City of Dayton Mediation Center** will provide a court-ordered Mediation Program for never-married parents who are seeking resolution to custody and parenting time issues. Since 2010, the City of Dayton Mediation Center has collaborated with the Montgomery County Juvenile Court on a Visitation Mediation Program for non-married parents. The Dayton Mediation Center currently provides visitation mediation services for 130-150 court-ordered cases per year. In this innovative mediation program in Montgomery County, the magistrate in Juvenile Court orders mediation at the Dayton Mediation Center for never-married parents who file for visitation or custody. Mediators at the Mediation Center work with the parents to develop a plan for custody, visitation, and parenting time. When the plan is completed to the satisfaction of both parents, the parents are immediately walked over to Juvenile Court, and the agreement is read into the record in front of a court magistrate that day.

In addition, Montgomery County DJFS will contract with the **City of Dayton Mediation Center** to provide 2-hr parenting classes to participating never-married parents who receive court-ordered mediation services. The Mediation Center will hire a Parent Education specialist to teach these classes and childcare personnel to supervise activities by children of the participants while the classes are occurring. For this proposed grant project, the Mediation Center will provide a 2-

hr parenting class, which will be offered twice a month with free childcare, to parents receiving court-ordered mediation services.

**Montgomery County DJFS** will administer this grant and work with the partner organizations to ensure that the deliverables are provided. The DJFS will provide fiscal oversight, including disbursement of funds to the partners for their services. The Department will also assist the Mediation Center in hiring security staff for the center during court-ordered mediation sessions. In addition, the DJFS will be responsible for collecting and reporting data and other outcomes measures associated with this grant to the ODJFS, as outlined in Tab 2.

### **Sub-Tab 1c: Organizational Experience and Capabilities of the Direct Services Provider**

As discussed in Sub-Tab 1b, Montgomery County DJFS will partner with one Direct Services Provider: the City of Dayton Mediation Center, which will provide court-ordered mediation services for at least 150 couples and 24 2-hr parenting education classes to couples participating in court-ordered mediation.

The City of Dayton Mediation Center is a community-based mediation service founded in 1987. It offers conflict resolution services to residents and organizations both public and private. In its 25 years of service, it has conducted over 15,000 mediations and served more than 45,000 citizens. The Center is staffed by three full-time employees and five part-time contractors. The Center promotes early intervention among disputants whether or not other government agencies are already involved.

The Dayton Mediation Center began in January 1987 as a city service designed to help manage conflicts between citizens. In April 1989 services were extended by instituting the Small Claims Court mediation services, with the stipulation that agreements reached during Small Claims mediations would have the same legal ramifications as judgments rendered by the Court. In July 1990 the Juvenile Mediation Program was added to address dispute resolution among referred juvenile offenders. The Dayton Police Department contracted with the Mediation Center in July 1997 to provide mediation and conflict resolution services to citizens referred by police officers. In 1999, the Mediation Center began the Victim/Offender and the Truancy Mediation Programs. In 2001 the Mediation Center established the first of many Transformative Peer Mediation Centers in local high schools. Its services expanded in 2008 and 2009 to include mediation services for landlords and tenants and for Elder Care Mediation. In 2010 the Montgomery County Juvenile Court partnered with the Mediation Center on a Visitation Mediation Program for non-married parents seeking a resolution to custody and/or visitation issues. This grant application seeks funding to support and expand this Visitation Mediation Program.

### **Sub-Tab 1d: Key Staff Experience and Capabilities**

**Grant Manager at Montgomery County CSEA:** Michael Newsom will serve as the Grant Manager for this project. Michael was a Montgomery County SEA supervisor from 2000-2010 and then was promoted to Social Program Coordinator for Job & Family Services in 2010. His role involves Community Outreach for SEA, Fatherhood programming, and grant applications.

Michael reports directly to the SEA Director. He has a Bachelors degree in Business and Masters in Public Administration. His resume is attached.

**Project Director:** Michelle Zaremba will serve as the Project Director for this grant project at the Mediation Center, writing reports and supervising data collection at the Center. Employed by the Center since 1999, she has been the Director of the Dayton Mediation Center since 2009. She has a Master of Public Administration and Bachelors in Applied Conflict Management, and she is a certified mediator with the Institute for the Study of Conflict Transformation and is on the Board of Directors of the National Association for Community Mediation. Her resume is attached.

**Program Manager:** Cherise Hairston, Program Manager at the City of Dayton Mediation Center, will serve as Program Manager for this grant project, managing training and supervision of mediators. Cherise has a Masters degree in Conflict Resolution. She is a certified mediator with the Institute for the Study of Conflict Transformation. Her resume is attached.

**Mediator:** Trisha Werts will serve as a mediator for this grant project. An employee for the Mediation Center since 2002, she has her B.S. degree with a concentration in Psychology. Trisha is a Master Mediator with the Dayton Mediation Center. Her resume is attached.

**Mediator:** Janet Mueller will also serve as a mediator for this project. Janet began as a volunteer with the Mediation Center in 1995 and was hired in 1997. She has a Masters Degree in Conflict Analysis and Resolution. She is a certified mediator with the Institute for the Study of Conflict Transformation. Her resume is attached.

**Mediator:** Joseph Koch contracts with the Center to provide mediation services in family matters, including custody and visitation referrals from the Montgomery County Juvenile Court. Joe has a B.S. in Business Administration and has since added credentials in mediation. He has earned the Ohio Supreme Court's Certificate for specialized training in Domestic Relations, and the Master Mediator designation from the DMC. His resume is attached.

**Accountant:** Thad Sargent has been a CPA in the State of Ohio since 1997. He is currently an external audit supervisor for the Department of Job and Family Services. Thad received his B.S. in Accounting from the University of Dayton in 1994. His resume is attached.

**Parent Education Specialist:** To be hired on a contractual basis by the Dayton Mediation Center. This person will have a Bachelors degree and be certified in Parent Education.

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## **Tab 2: Narrative Description of Proposed Project**

### ***1. Key Goals and Objectives of the proposed program***

Goals: The goals of this project are to enable noncustodial parents to spend time with and to remain involved in the lives of their children, providing needed financial and emotional support.

Objectives: The objectives of this project are to:

- 1) provide **court-ordered mediation services** for at least 150 never-married couples who are seeking resolution to custody and visitation issues, and
- 2) offer 24 2-hr **parenting education classes** to couples receiving court-ordered mediation services.

Expected Outcomes:

- 1) At least 150 never-married couples will receive court-ordered mediation and attend a 2-hr parenting education class.
- 2) There will be a significant increase in parenting time made by program participants three months before and three months after program participation.
- 3) There will be a significant increase in child support payments made by program participants three months before and three months after program participation.

### ***2. Activity Components***

**Court-Ordered Mediation.** This grant application requests funding to support an innovative mediation service aimed at providing court-ordered mediation services and parenting education classes for never-married parents. In this innovative mediation program in Montgomery County, the Montgomery County DJFS, at the time it issues an administrative child support order, or a judge or magistrate in Juvenile Court upon the approval of such an order, or upon the filing for an order of custody, parenting time, or to modify support, shall refer the parties to the Dayton Mediation Center. In the case of an official Court filing, mediators at the City of Dayton Mediation Center, located in Suite 300 at 371 West Second Street in Dayton, will work with the parents to develop a plan for custody and parenting time. When the plan is completed to the satisfaction of both parents, the parents will be immediately walked over to Juvenile Court at 380 West Second Street, and the agreement will be read into the record in front of a court magistrate that day. The goal of this ODJFS grant project being submitted by Montgomery County is to bundle parenting time with child support. It is envisioned that, for each child support order, this grant would link child support with parenting time by bundling mediation with child support in preview before trial. The mediator would assist the couple to: 1) develop a parenting time plan and 2) complete the pro se paperwork for parenting time. Mediation permits the parents to plan out what they want to do and is available if the parents want to tweak or change the plan they've developed. At the Mediation Center, disputants are encouraged to actively participate in and



|  |      |      |      |       |       |       |      |      |      |      |      |      |   |
|--|------|------|------|-------|-------|-------|------|------|------|------|------|------|---|
| Data (child support, parenting time) after mediation collected |      |      |      |       |       |       |      |      |      |      |      |      |   |
| Deliverable  | 7/12 | 8/12 | 9/12 | 10/12 | 11/12 | 12/12 | 1/13 | 2/13 | 3/13 | 4/13 | 5/13 | 6/13 |   |
| COMPONENT: Parenting Education Classes                         |      |      |      |       |       |       |      |      |      |      |      |      |   |
| Schedule classes at the Dayton Mediation Center                | →    |      |      |       |       |       |      |      |      |      |      |      |   |
| Provide 2-hr Parenting Education Classes twice a month         |      |      |      |       |       |       |      |      |      |      |      |      | → |

Because of the ongoing collaboration between Montgomery County Juvenile Court and the City of Dayton Mediation Center, no start-up time will be required to establish the process for court-ordered visitation mediations. Some start-up time (two - four weeks) will be required to hire security staff, organize the data collection process, and schedule the parenting education classes.

### 5. *Partners*

As discussed in Sub-Tab 1b, Montgomery County DJFS will partner with one Direct Services Provider: 1) the City of Dayton Mediation Center, which will provide court-ordered mediation services for at least 150 couples and 24 2-hr parenting education classes to couples participating in court-ordered mediation. In addition, we will also partner with Montgomery County Juvenile Court, whose court magistrates will permit the mediated agreement to be read into the court record the day that the mediation agreement regarding visitation is reached.

For this ODJFS grant project, the **City of Dayton Mediation Center** will provide a court-ordered Mediation Program for never-married parents who are seeking resolution to custody and visitation issues. Mediators at the Mediation Center will work with the parents to develop a plan for custody, visitation, and parenting time. When the plan is completed to the satisfaction of both parents, the parents will be immediately walked over to Juvenile Court by Mediation Center staff, and the agreement will be read into the record in front of a court magistrate that day. Typically the mediation process takes two sessions for the parents to come to an agreement. A cooperative agreement is currently in place between Montgomery County Juvenile Court and the Dayton Mediation Center. For this ODJFS grant, the Mediation Center will receive \$150 for each completed court-ordered mediation.

Montgomery County DJFS will contract with the **City of Dayton Mediation Center** to provide parenting education classes to participating never-married parents who receive court-ordered mediation services. For this proposed grant project, the Mediation Center will provide a 2-hr parenting class, which will be offered twice a month with free childcare, to parents receiving court-ordered mediation services. The Mediation Center will receive \$100/hr for each class, which will cover the cost of the educational specialist who will teach the class, childcare workers, and administrative overhead.

## **6. *Existing Partners***

Since 2010, the City of Dayton Mediation Center has collaborated with the Montgomery County Juvenile Court on a Visitation Mediation Program for non-married parents who are seeking resolution to custody and visitation issues. The Dayton Mediation Center currently provides visitation mediation services for 130-150 court-ordered cases per year. The charge per couple seeking visitation mediation is \$200 per couple, although couples receiving court-ordered mediation are not currently charged under agreement with Montgomery County. Funds from this ODJFS grant will be used to reimburse the Mediation Center \$150 per each court-ordered mediation.

## **7. *Status-Reporting Procedure***

The Dayton Medication Center will be responsible for keeping records of court-ordered mediation cases. The mediators who handle each case will file a brief summary with the Project Director and Program Manager, outlining successes and any unanticipated problems. At the end of each month, the Project Director will report the number of completed mediation cases, any unanticipated problems, and the resolution to these problems.

## **8. *Data Collection and Reporting***

The Project Director at the Mediation Center will coordinate data collection and will work with Montgomery County DJFS staff to complete the report forms to be sent to ODJFS as required. These data will include the number of court-ordered mediation cases, the number of completed and closed mediation cases, the number of parents who attend the parenting education class, and participant information including marital status, race/ethnicity, income, and services provided. Outcome measures (parenting time, child support payments) will be obtained for each case from court records and personal interviews with participants for time periods three months before and three months after mediation.

## **9. *Technical Approach and Work Plan***

Two deliverables will be accomplished for this project: 1) court-ordered visitation mediation for 150 non-married couples and 2) 2-hr parenting education classes offered twice a month for 12 months. The court-ordered visitation mediation will be bundled with a child support order in preview before trial. Visitation mediation will follow standard practice at the Dayton Mediation Center. At the Mediation Center, disputants are encouraged to actively participate in and take ownership for decisions about how their disagreements will end, as active participation decreases

recidivism and future conflict. Mediators at the Mediation Center will work with the parents to develop a plan for custody, visitation, and parenting time. When the plan is completed to the satisfaction of both parents, the parents will be immediately walked over to Juvenile Court by Mediation Center staff, and the agreement will be read into the record in front of a court magistrate that day. The Program Manager will assign mediators to the court-ordered cases as they arise, review record-keeping by the mediators, and coordinate attendance at the parenting education classes.

The Project Director will work directly with Montgomery County DJFS staff to collect data and file reports with ODJFS. She will also arrange for the parenting education classes to be taught at the Mediation Center. In addition, the Project Director will bill Montgomery County DJFS for court-ordered mediation services at the Dayton Mediation Center.

The Project Director will assign certified and licensed teaching staff to teach the 2-hr parenting education classes at the Dayton Mediation Center two times per month. These classes will cover topics on positive parenting, managing children's behavior with love and encouragement, and effective communication. In addition, the Mediation Center will provide childcare staff for the classes to be taught at the Mediation Center. The teaching staff, in cooperation with the Mediation Center staff, will keep a record of attendance at each parenting education class.

#### ***10. Termination of Services for Participants***

Parents will be encouraged to be active participants in the mediation process, as active participation decreases recidivism and future conflict. Services will not be terminated except in cases where safety issues arise and security forces must be called in to restore order. Terminated cases will be returned to court for adjudication.

#### ***11. Measuring Parenting Times***

The grant manager will collaborate with Dayton Mediation to conduct bi-monthly follow-up calls to participants who have had visitation established by the grant to determine compliance by both parties and to address the barriers they may be facing in their attempts to comply.

#### ***12. Additional Financial Resources***

The Montgomery County Child Support Enforcement Agency (CSEA) has local funding in the amount of \$5,000 that is not earmarked for the Child Support program or as a match for any other grant.

#### ***13. Child Support Collections***

Child support payments will be tracked by the grant manager, who has access to the state Support Enforcement Tracking System (SETS). A simple database will be kept that will allow correlations to be made between those who participate in the grant and those who do not. The grant manager also has access to overall agency collection numbers that will allow him to

compare the two groups (those that were helped with visitation by the grant and those who were not).





**Tab 4: Budget**

**JFS-R-1213-09-8032 Application**

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Total: \$50,000

Matching funds (10%): Administrative support for City of Dayton Mediation Center: \$ 5,000

Grant request: \$45,000.

### Access/Visitation Project Budget Summary

Name of Grantee MONTGOMERY COUNTY CSEA

|                                  | SFY12                  | SFY13                | SFY14                | SFY15                    | Total |
|----------------------------------|------------------------|----------------------|----------------------|--------------------------|-------|
|                                  | October 1 –<br>June 12 | July 12 –<br>June 13 | July 13 –<br>June 14 | July 14 –<br>December 14 |       |
| Personnel                        |                        |                      |                      |                          |       |
| Fringe Benefits                  |                        |                      |                      |                          |       |
| Travel                           |                        |                      |                      |                          |       |
| Equipment                        |                        |                      |                      |                          |       |
| Supplies                         |                        | 400                  |                      |                          |       |
| Contractual                      |                        | 44,600               |                      |                          |       |
| Other (Define)                   |                        |                      |                      |                          |       |
| 10% Cash or In-Kind Contribution |                        | 5,000                |                      |                          |       |
| <b>TOTAL</b>                     |                        | 50,000               |                      |                          |       |
| <b>Grant Amount Requested</b>    |                        | 45,000               |                      |                          |       |

## **Tab 5 – Other**

This tab will contain a letter of support from the Dayton Center for Mediation and resumes for all key personnel, except for the Education Specialist, who has not been hired to date.

### **Sub-Tab 5a**

Letter of Support from the Dayton Center for Mediation is found in this tab.

### **Sub-Tab 5b**

Resumes for Michael Newsom, Michelle Zaremba, Cherise Hairston, Trisha Werts, Janet Mueller, Joseph Koch, and Thad Sargent are found in this tab.

### **Sub-Tab 5c**

Organizational Charts for the City of Dayton Mediation Center and for the City of Dayton are found in this tab.



# Dayton Mediation Center Organization Chart

**Michelle Zarembo**  
Director of DMC

**Cherise Hairston**  
Community Service Advisor

- Community Program
- Adult V/O Program
- Small Claims Program
- Training
- Marketing/Outreach
- Team Development
- Eviction Mediations
- Office Management

Volunteers

DMC Advisory Board

Friends of the DMC Board

**Janet Mueller**  
Case Manager

- Peer Mediation / Youth Training
- Continuing Education Staff and Volunteers
- Community Impact Panel Training
- New Volunteer Training & Support Apprenticeship Management Program.
- Montgomery County Employee Mediation

**Trisha Werts**  
Case Manager

- Juvenile Court Programs
- Peer Mediation/ Youth Training
- Visitation Mediation
- Adult CIP

**Lisa Singh**  
Case Manager

- Grant Writing
- Elder Care Mediation Program
- Community Mediation Program
- Facilitation

**Joe Koch**  
Case Manager

- Visitation Mediation
- Mediation



# Organization of the City of Dayton

Citizens of Dayton

**City Commission**

CLERK

- Board of Zoning Appeals
- Plan Board
- Civil Service Board
- Commission on Youth
- Human Relations Council
- Environmental Advisory Board
- Landmarks Commission

**City Manager**

**Deputy City Manager**

**Office of Management & Budget**

**Office of Public Affairs**

**Law**

Civil  
Criminal

**Human Resources**

**Police**

Administrative Services  
Patrol Operations  
Special Investigations  
Professional Standards

**Water**

Administration  
Environmental Management  
Water Engineering  
Water Reclamation  
Water Supply/Treatment  
Water Utility Field Operations

**Public Works**

Civil Engineering  
Fleet Management  
Street Maintenance  
Waste Collection

**Finance**

Tax & Accounting Administration  
Revenue Administration

**Aviation**

Administration/Finance  
Operations & Facilities  
Maintenance  
Aircraft Rescuer/Firefighting  
Airport Police

**Central Services**

Information Technology Services  
Purchasing  
Property Management

**Convention Center**

Emergency Services  
Strategic Programs & Safety  
Support Services & Resources Management

**Youth Services & Recreation**

Recreation/Youth Services  
Golf

**Office of Economic Development**

**Building Services**

Building Inspection  
Housing Inspection

**Planning & Community Development**

Community Development  
Land Use Administration

**Assistant City Manager Strategic Development**

**ATTACHMENT C**  
**RFGA#: JFS-R-1213-09-8032**  
**Grant Application Score Sheet**

**Applicant:** Montgomery County

**PHASE I: Initial Qualifying Criteria**

The application must meet all of the following Phase I application acceptance criteria in order to be considered for further evaluation. Any application receiving a "no" response to any of the following qualifying criteria shall be disqualified from consideration.

| ITEM | APPLICATION ACCEPTANCE CRITERIA   | RFGA Section Reference | YES | NO |
|------|---|------------------------|-----|----|
| 1.   | The applicant included at least one of the four program components: Court-ordered or voluntary mediation; Neutral drop-off and pick-up; Supervised visitation; Parenting class.   | Sec., 2.1, 1           | X   |    |
| 2.   | The applicant clearly defined how the agency will ensure the safety of program participants while services are being provided.  | 2.1, 2                 | X   |    |
| 3.   | The application was submitted to ODJFS by the local CSEA and is identified as the lead agency.  | Sec., 2.1, 3           | X   |    |
| 4.   | The applicant has included written policies and procedures for the required minimum security measures.  | Sec., 3.1              | X   |    |
| 5.   | Was the application received at the specified location by the deadline as specified in the RFP?   | 1.6<br>2.1, 4<br>5.1   | X   |    |
| 6.   | The applications must explain any existing or pending county partnerships with private or other public agencies which will be involved in any facet of the proposed program. The roles and responsibilities of the various partners in the proposed activities must be clearly described. | 2.1                    | X   |    |

**PHASE II: Criteria for Scoring of Technical Application**

Qualifying technical applications will be collectively scored by an Application Review Team (ART) appointed by ODJFS, Office of Child Support. For each of the evaluation criteria given in the following score sheet, reviewers will collectively judge whether the technical application exceeds, meets, partially meets or does not meet the requirements expressed in the RFGA, and assign the appropriate point value, as follows:

|                           |                             |                   |                      |
|---------------------------|-----------------------------|-------------------|----------------------|
| 0                         | 6                           | 8                 | 10                   |
| Does Not Meet Requirement | Partially Meets Requirement | Meets Requirement | Exceeds Requirements |

A technical application total PHASE II score will be the sum of the point value for all the evaluation criteria. The review team will collectively score each individual qualifying application. Technical applications which do not meet or exceed a total score of at least **432 points** (indicating an application that demonstrates adequate ability to perform contractual duties) out of a maximum of **513 points** will be disqualified from further consideration. Only those applicants whose technical applications meet or exceed the minimum required technical points will advance for consideration for the award of the grant.

| ITEM #                          | EVALUATION CRITERIA   | Weight | RFGA SEC. REF. | Doesn't Meet 0 | Partially Meets 6 | Meets 8 | Exceeds 10 |
|---------------------------------|---|--------|----------------|----------------|-------------------|---------|------------|
| <b>APPLICANT QUALIFICATIONS</b> |   |        |                |                |                   |         |            |
| 1                               | The applicant has described the partnerships' roles and functions (for the CSEA and each individual partner organization), which includes facts such as the project roles of each organization, which partner will provide services, whether the partner organizations have collaborated with the CSEA on this or similar projects in the past, how project implementation will be staffed, and how those staff members qualify to meet the RFGA objectives | 3      | Sec. 2.2       |                |                   | 24      |            |

| ITEM #  | EVALUATION CRITERIA  | Weight | RFGA SEC. REF.       | Doesn't Meet 0 | Partially Meets 6 | Meets 8 | Exceeds 10 |
|---|--|--------|----------------------|----------------|-------------------|---------|------------|
| <b>ORGANIZATIONAL EXPERIENCE AND CAPABILITIES</b> |  |        |                      |                |                   |         |            |
| 2   | The applicant has described the organizational background of the Direct Services Provider. Provide such information as the size of the agency, its history in that or other geographic areas, its charter, its length of time providing access/visitation or related services, its administrative structure, etc.  | 1      | Sec. 2.2, A, 1.      |                |                   | 8       |            |
| 3   | The applicant has provided a narrative description of the Direct Services Provider's history and credential in providing access/visitation services or other human services involving supervised intervention, dispute resolution, parenting instruction, or other similar project goals.  | 1      | Sec. 2.2, A, 2.      |                |                   | 8       |            |
| 4   | The applicant has provided a organizational chart (including any sub-grantees) and specify the key management and administrative personnel who will be assigned to this project. NOTE: Applicant must have someone with an accounting degree or accounting experience with federal grants devoted to this project.   | 3      | Sec., 3.2, D         |                |                   | 24      |            |
| <b>KEY STAFF EXPERIENCE AND CAPABILITIES</b>      |  |        |                      |                |                   |         |            |
| 5   | The applicant has identified, by position and by name, those staff they consider key to the project's success (at minimum, key staff identified must include the direct service provider's project manager and/or a project lead/program manager at the CSEA).   | 3      | Sec. 2.2, B, 1.      |                |                   | 24      |            |
| 6   | The applicant has included resume(s)/CV of key staff expected to work on the project.  | 1      | Sec. 2.2, B, 2.      |                |                   | 8       |            |
| 7   | The applicant has assigned staff to teach parenting classes must be degreed in education or a related field, and must demonstrate experience in designing and/or presenting adult educational programs such as parenting classes. Mediators must possess a related certification, license or degree.   | 1      | Sec. 2.2, B, 3.      |                |                   | 8       |            |
| 8   | The staff accountant must have an accounting degree or accounting experience with federal grants.  | 1      | Sec. 2.2, B, 4       |                |                   | 8       |            |
| <b>OBJECTIVES OF PROJECT WORK</b>                 |  |        |                      |                |                   |         |            |
| 9   | The applicant has provided a security plan with written policies and procedures which describe how security equipment will be used to monitor program participants.  | 3      | Sec. 3.1, A, B and C |                | 18                |         |            |
| 10  | The applicant has described the key goals and objectives of the project activity providing a comprehensive and detailed description of each outcome to be achieved within each component of the program indicating the type of change targeted.  | 3      | Sec. 3.1, D          |                |                   | 24      |            |
| 11  | The applicant provided a comprehensive and detailed description of each component of the activities that will be furnished to the target population(s) that is, for mediation services, a description of who will provide services, defines the partnerships, etc.; for neutral drop-off and pick-up services, a description of who will operate the site. Where the site will be located, what type of security will be provided, etc.; for supervised visitation services, a description of who will operate the program site, where it will be located, what type of security will be provided etc.; for parenting classes, a description of who will teach the class, where classes will be offered, range of topics, etc. | 3      | Sec., 3.1, E         |                |                   | 24      |            |
| 12  | The applicant has described in detail the target populations that include: information about the type and number of individuals being served or potentially to be served. Are the participants married, separated, divorced, or never married?   | 2      | Sec., 3.1 F          |                |                   | 16      |            |
| 13  | The applicant describes the geographic location of the participants that are being served; urban or rural and does the participant have a child support order.   | 2      | Sec., 3.1, F         |                |                   | 16      |            |

| ITEM #   | EVALUATION CRITERIA   | Weight | RFGA SEC. REF. | Doesn't Meet 0 | Partially Meets 6 | Meets 8 | Exceeds 10 |
|--|---|--------|----------------|----------------|-------------------|---------|------------|
| 14   | The applicant provided a time line for each component of the program displayed by SFY focusing on which individual activities will be performed and/or services provided and their expected duration.   | 2      | Sec., 3.1, G   |                | 12                |         |            |
| 15   | The applicant provided a comprehensive and detailed description of the roles and duties of any partners who will participate in the program, including; a description of the manner in which these partnerships will be established (by contract, cooperative agreement, etc.).   | 2      | Sec., 3.1, H   |                |                   | 16      |            |
| 16   | The applicant described in detail the manner of payment, if any, to the listed partners.  | 2      | Sec., 3.1, H   |                |                   | 16      |            |
| 17   | The applicant has established a status-reporting procedure for reporting work completed and resolution of unanticipated problems.   | 2      | Sec., 3.1, I   |                |                   | 16      |            |
| 18   | The applicant has provided a detailed description on how specific data on each component of the program(s) will be collected, maintained and reported quarterly to ODJFS.   | 2      | Sec., 3.1, J   |                |                   | 16      |            |
| 19   | The applicant has identified and described the technical approach and work plan of the proposed programs deliverables/activities that are to be implemented and discussed in detail how those deliverables will be accomplished.  | 3      | Sec., 3.1, K   |                |                   | 24      |            |
| 20   | The applicant has provided a narrative clearly describing when an access and visitation service is terminated and described the procedures that will be taken to terminate a participant from the program who no longer uses any of the access/visitation services.   | 1      | Sec., 3.1, L   |                |                   | 8       |            |
| 21   | The applicant has provided a narrative describing how they plan to measure parenting times as it relates to implementing access and visitation services that include methods and tools to be used to measure if the non-custodial parenting time has increased.   | 3      | Sec., 3.1, M   |                |                   | 24      |            |
| 22   | The applicant provided a narrative that describes in detail how the applicant will obtain additional financial resources, or already has obtained additional funding from the local community.  | 3      | Sec., 3.1, N   |                |                   | 24      |            |
| 23   | The applicant has provided a narrative detailing how child support collections will be tracked and recorded for all noncustodial parents who are ordered to pay child support, and participate in the access/visitation program.  | 2      | Sec., 3.1, O   |                |                   | 16      |            |
| 24   | The applicant has provided an explanation for the process that will be used to obtain the amount of child support obligation due and the amount collected three months prior to the noncustodial parent beginning the access/visitation program, and the child support obligation due and the amount collected three months after the noncustodial parent leaves the program. | 2      | Sec., 3.1, O   |                |                   | 16      |            |
| 25   | The applicant has provided a budget summary for the access/visitation services proposed, which is for a minimum of \$45,000 per year and clearly indicates a minimum of 10% cash or in-kind match.  | 3      | Sec., 3.1, P   |                | 18                |         |            |
| <b>Column Subtotal of "Does Not Meet" points</b>   |   |        |                |                |                   |         |            |
| <b>Column Subtotal of "Partially Meets" points</b> |   |        |                |                |                   |         |            |
| <b>Column Subtotal of "Meets" points</b>           |   |        |                |                |                   |         |            |
| <b>Column Subtotal of "Exceeds" points</b>         |   |        |                |                |                   |         |            |
| <b>GRAND TOTAL SCORE</b>                           |   |        |                |                |                   |         |            |

Based upon the Grand Total Technical Score earned, does the application proceed for consideration for award of the grant? (Applicant's Grand Total Technical Score must be at least 432 points.)

Yes \_\_\_\_\_ No \_\_\_\_\_ (If "No," the application will not be considered for award of the grant.)

If yes, has the applicant provided evidence of focusing on or including mediation or parenting education? If there is not this focus, the application advances for consideration but the final technical score remains unchanged. If there is a focus on mediation or parenting education, the applicant's technical score is increased by ten (10) points for consideration.

| <b>PHASE II B.—Additional Consideration for focusing on or including mediation or parenting education?</b> | Sec. 3.1 | <b>NO</b> – Phase II A technical score unchanged | <b>YES</b> - Phase II A technical score plus 10 pts. |
|--|----------|--|--|
| Has the applicant provided evidence of focusing on or including mediation or parenting education?          |          |  |  |
| <b>GRAND TOTAL SCORE [Phase II A. + Phase II B. score]:</b>  |          |  |  |

Montgomery County

Date

7-18-12

1. meets

2. meets

3. meets

4. meets

5. meets

6. meets

7. meets

8. meets

9. partially meets - not enough detail

10. meets

11. meets

12. meets

13. meets

14. partially meets - only outlined one Fiscal year

15. meets

16. meets

17. meets

18. meets

19. meets

20. meets

21. meets

22. meets

23. meets

24. meets

25. ~~meets~~ partially meets - only 1 Fiscal year explained