**Instructions:**

The completed application template and all required supplemental documents must be submitted electronically to [home.visiting@dcyf.wa.gov](http://home.visiting@dcyf.wa.gov) by 5 PM PST April 26, 2023.

The completed application must address all of the required questions and supplemental documents described in this document. Please use this template as the format for the application, using Arial 10pt font (or equivalent/larger), with all the margins, headers, and text unchanged. Application Sections 1 through 5 (excluding the Supplemental Documents) may not exceed 10 pages in length. Any pages in excess of the 10-page limit will not be included in the rating review.

1. **Lead Organization Information *not scored***

|  |  |
| --- | --- |
| Organization Name |       |

|  |  |  |  |
| --- | --- | --- | --- |
| WA State Vendor #  |       | UEI Number |       |
| Mailing Address |       | State |       | Zip |       |
| Physical Address (if different) |       |
| Phone Number |       |

Organization Type:  (*If Other please describe*:

Person Completing Application

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Prefix |       | First Name |       | Last Name |       |
| Title |       |
| E-mail |       | Phone Number (incl. area code) |       |

Chief Executive Information [Note: This will be the signatory on the contract agreement.]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Prefix |       | First Name |       | Last Name |       |
| Title |       |
| E-mail |       | Phone Number (incl. area code) |       |

Anticipated Funding Request

Please note, proposed budgets may not exceed $40,000 to avoid automatic disqualification.

|  |  |
| --- | --- |
| **Proposed Planning Budget Total** | **$**       |

**2. Leading Organization 20 points**

i. Please briefly describe your organization’s mission, history, strategic goals and programs, and leadership.

5 points

ii. In reflecting on the community you want to be reached with Home Visiting, how is your organization well positioned to lead this exploration planning effort? Please describe this in terms of your work and your connections with service providers, families, community organizations, key leaders, and others.

5 points

iii. Describe your organization’s experience in leading similar planning efforts. 5 points

iv. Describe how your organization currently approaches ongoing learning, technical assistance, and continuous quality improvement with outside parties. 5 points

**3. Proposed Community to be Reached with Home Visiting Programming 25 points**

1. Proposed Community

i. Please tell us the name(s) of the community to be reached as a result of your exploration planning. This may be one or more city(ies), county(ies), unincorporated areas, etc.

B. Rationale for Exploring Home Visiting in this Community

i. Need: Please describe the need for home visiting in this community - why you believe families need home visiting services here, and how you know this is a gap in the service array. 10 points

ii. Interest: Please share with us the interest in bringing home visiting to this community from the perspective of potentially participating families, partner agencies and other key members of this community. 5 points

C. Community Assets and Resources

i. Please share with us your insights on the strengths of the service array and any other assets available in this community. 5 points

ii. As you ponder staffing up a home visiting program, please describe the “people resources” available to serve this community and any anticipated challenges. 5 points

**4. Advancing Equity and Reducing Disparities 15 points**

i. Describe efforts of your organization and the proposed community to advance racial equity - both internal to your organization and within the proposed community. How will home visiting advance racial equity? 10 points

ii. Describe how your organization currently engages parents and community members, particularly those from marginalized populations, in leadership, policy development, or planning at a program and organizational level. 5 points

**5. Planning Proposal 35 points**

A. Brief Abstract: Overview of your planning proposal

i. In 1 to 2 paragraphs, please describe the general approach and structure and partnerships to this home visiting exploration planning process). 5 points

B. Planning Work Plan

i. Please present an overview of the work plan for this planning/exploration process to include the major steps you expect to take, milestones/deliverables for each step, the timeframe, and those involved (both leading and engaged). You may use fewer rows in the table if relevant. 10 points

| Major Planning Steps | Planning Milestones | Timeline | Lead Person/ Agency | Others Involved |
| --- | --- | --- | --- | --- |
|       |       |       |       |       |
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C. Partnerships

i. Please describe the specific partners and categories of informants you will engage in this process. In your description of each, tell us the organization name, your current relationship, and why you are engaging them in the planning (what you hope they will bring). 10 points

D. Planning Budget

i. Please present an overview of the expected budget for this planning work by completing the table by each of the categories below. 10 points

|  |  |  |
| --- | --- | --- |
| Budget Categories | Expected Cost | Comments/Description/Justification |
| **Personnel** |
|  | $ |  |
|  | $ |  |
|  | $ |  |
|  | $ |  |
|  | $ |  |
| **Goods and Services (Operating Costs)** |
|  | $ |  |
|  | $ |  |
|  | $ |  |
| **Travel Expenses** |
|  | $ |  |
|  | $ |  |
| **Contracted Services** |
|  | $ |  |
|  | $ |  |
|  |  |  |
| **Indirect** |
|  | $ |  |
| **TOTAL** | $ |  |

**6. Supplemental Documents *(required, but not scored)***

*All of the documents listed below may be submitted in pdf format along with the application. Missing documents will incur point deductions in the overall application rating score****. These are described in more detail in the Application Guidance.***

* Organization Letter of Authorization
* Proof of Tax-Exempt Status under the IRS code
* Organizational Chart
* Two (2) Letters from Planning Partners, this may include a parent letter
* List of Current Board Members
* Current Indirect Rate Documentation/Certification, if applicable