

**2023**  
**Home Visiting Services Account**  
**Southern Washington Rural Exploration Planning**  
**Funding Opportunity**

**March 3, 2023**

# **Application Guidance**

**Strengthening Families Washington**



Washington State Department of  
**CHILDREN, YOUTH & FAMILIES**

## Summary

### 2023 2023 Southern WA Rural Home Visiting Exploration Planning Funding Opportunity

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**Purpose:** The purpose of this announcement is to provide information to those organizations applying for the Home Visiting Services Account 2023 Southern WA Rural Home Visiting Exploration Planning Funding Opportunity. This Funding Opportunity is intended to support exploration and planning for a home visiting program in one or more rural communities currently unserved by HVSA Funding and located in one or more of the following Washington State counties: Asotin, Columbia, Garfield, Klickitat, and Skamania. This guidance offers an overview of the priorities associated with the funding opportunity, explains the application submission requirements and template, topic areas and questions. Finalists may also be expected to participate in an interview to occur on May 30, 2023; with at least 2 weeks' notice as to time.

**March 22, 2023 2:30 – 4:30 pm Webinar: Application Bidder's Conference** (120 minutes) *highly recommended*

**Application Deadline:** April 26, 2023 5pm

**Total Funding Available:** up to \$40,000

**Scope:** Up to two (2) awards

**Eligible Organizations:** Local government agencies including health departments and school districts, nonprofit organizations, educational institutions, and federally recognized Tribes located in Washington State.

**Priority Service Areas:** Applicants may only propose to conduct planning for exploration of home visiting programs in communities located within one or more of the following counties in Washington State:

Asotin      Columbia      Garfield      Klickitat      Skamania

**Anticipated Contract Term:** July 1, 2023 to March 31, 2024.

## Key Dates:

March 3, 2023, 5 pm	Application and Guidance Released
<b>March 22, 2023 2:30 pm</b>	<b>Webinar: Application Bidder's Conference</b> (120 min.) ~highly recommended
<b>April 12, 2023 10 am</b>	<b>Webinar: Office Hours/Live Q&amp;A</b> (60 min.) ~highly recommended
April 14, 2023 5 pm	<u>Last day to submit questions</u> about the HVSA Southern WA Rural Home Visiting Exploration Planning Funding Opportunity
April 19, 2023	Last FAQ for Applications Posted on DCYF Home Visiting Web Site <i>(please note - at this point no communication may occur with DCYF except for finalist interviews until the entire process is completed- awards determined)</i>
<b>April 26, 2023 5 pm</b>	<b>Application Deadline</b>
April 27 - May 13, 2023	Panel Review of Applications
<b>May 30, 2023</b>	<b>Finalist Interviews</b> <i>(to be scheduled with selected applicants)</i>
June 7, 2023	Announcement of Awardees for 2023 HVSA Southern WA Rural Home Visiting Exploration Planning Funding Opportunity
June 7-30, 2023	Contract Negotiations with Awardees
July 1, 2023	Contract Execution/Start Date

All times are Pacific Time

**Contact Information:** For more information please contact DCYF Home Visiting at: [home.visiting@dcyf.wa.gov](mailto:home.visiting@dcyf.wa.gov)

### **Application Submission Instructions Summary:**

- All applications for funding, including the supplemental documents must be submitted electronically as one packet/email to [home.visiting@dcyf.wa.gov](mailto:home.visiting@dcyf.wa.gov) by **April 26, 2023 no later than 5 p.m. PT.** Applications or components submitted after this time will not be reviewed.
- Documents may be in pdf format.
- Please use the detailed instructions in this guidance for more specific instructions.

### **Supplemental Materials Check List:**

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

*Applications that are missing supplemental materials will receive point reductions from their overall score for each missing document.*

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# 1. Home Visiting Services Account Overview

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The 2010 Washington Early Learning Plan lays out a 10-year roadmap to support achieving the state's early learning vision to ensure that all kids start life with a solid foundation to be successful. Strategy #5<sup>1</sup> directly addresses the role of home visiting:

*Make evidence-based and promising prenatal and child (birth to 5 years) home visitation services more widely available to at-risk families and caregivers.*

Concurrent with the Early Learning Plan, the Washington State Legislature established the Home Visiting Services Account<sup>2</sup> (HVSA) in 2010 to leverage state and federal home visiting funds by matching them with private investments. Its purpose is to increase the availability of high-quality evidence-based, research-based, and promising home visiting practices in Washington. During State Fiscal Year 2022-3, the HVSA issued 49 contracts with local implementation agencies (LIAs) to provide home visiting in communities throughout Washington for an annual investment of \$20.7 million.

The HVSA resides within the state's treasury and is administered by the Department of Children, Youth & Families (DCYF). HVSA legislation guides the expenditures, bid process, and values of this work. The HVSA is aligned with DCYF's vision: "All Washington's children and youth grow up safe and healthy – thriving physically, emotionally and educationally, nurtured by family and community." Home visiting continues to be a key strategy outlined in the DCYF [Racial Equity and Strategic Plan](#).

## Expenditures

According to the HVSA legislation ([RCW 43.216.130](#)) funds must be:

- Used for implementing evidence-based, research-based, and promising home visiting models that:
  - Enhance child development and well-being by alleviating the effects on child development of poverty and other known risk factors
  - Reduce the incidence of child abuse and neglect
  - Promote school readiness for young children and their families
- Administered through a competitive application process

## Values

HVSA funding investments are informed by a number of **values** developed through the collaborative work of Washington's many home visiting stakeholders, including the HVSA Advisory Committee. These values include:

- **Portfolio Approach:** The HVSA applies a portfolio approach to fund a range of models and programs, supporting home visiting that will meet the needs of diverse communities and populations.
- **Diverse Representation:** The HVSA seeks that the portfolio of funded programs includes representation from diverse geographic, racial, and cultural communities.
- **Funding a Range of Capacity:** The HVSA invests in a wide range of program capacity, including small, medium, and large organizations.

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<sup>1</sup> 2010 Washington Early Learning Plan, p.84, accessed at

<https://www.k12.wa.us/sites/default/files/public/earlylearning/pubdocs/washingtonearlylearningplan.pdf>

<sup>2</sup> Full text of the HVSA statute is accessible at: <http://app.leg.wa.gov/rcw/default.aspx?cite=43.216.130>

- **Contractor Participation:** The HVSA fosters participatory engagement with contractors across technical assistance, continuous quality improvement, and evaluation processes.

## Home Visiting Outcomes

Washington has developed a monitoring and evaluation framework for home visiting programs funded through the HVSA in alignment with the federal Maternal, Infant, and Early Childhood Home Visiting (MIECHV) program, administered through the Health Resources and Services Administration (HRSA). The HVSA seeks to impact the following outcomes:

- Improved maternal and newborn health;
- Prevention of child injuries, child abuse, neglect, maltreatment, and reduction of emergency department visits;
- Improvement in school readiness and achievement;
- Reduction in crime or domestic violence;
- Improvements in family economic self-sufficiency; and
- Improvements in the coordination and referrals for other community resources and supports.

The HVSA has established Aligned Measures that all contractors agree to collect and share data on for all participants enrolled in the HVSA funded programs. These include the following performance measures:

- |                        |  |
|------------------------|--|
| – Breastfeeding        | – Parent-Child Interaction               |
| – Depression Screening | – Early Language and Literacy Activities |
| – Well Child Visit     | – Developmental Screening                |
| – Child Maltreatment   | – Intimate Partner Violence Screening    |

Additionally, programs are required to collect and report on participant demographics and service utilization information (e.g., enrollment and visit frequency).

## Start Early Washington Implementation Hub

To develop and maintain “the infrastructure for home visiting programs, including training, quality improvement, and evaluation,” as required by the HVSA statute, DCYF contracts with Start Early Washington (formerly Thrive Washington and Ounce Washington) to serve as the Implementation Hub. The Hub supports scale up of new services in addition to ongoing supports for quality implementation. These supports include model fidelity, continuous quality improvement (CQI), coaching, training, and technical assistance (TA) in a framework informed by Implementation Science, delivered as part of a coordinated state home visiting system. All HVSA contractors are required to participate in all aspects of TA offered by the Implementation Hub TA initiated through the completion of a TA Self-Reflection and follow-up by developing and implementing a TA Plan.

## Department of Health

DCYF contracts with Washington State Department of Health (DOH) to lead data monitoring and evaluation efforts for the HVSA. This includes establishing data sharing agreements with each program to facilitate sharing of program data with DCYF and DOH. DOH manages the data processing and reporting to meet state and national funding requirements. DOH works closely with funded programs to ensure complete, accurate, and timely data reporting; DOH also supplies data to programs to support continuous quality improvement and overall HVSA evaluation efforts.

## 2. Funding Opportunity Description

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### Background

The Department of Children, Youth & Families conducted a [home visiting scan](#) in the Fall 2019 which identified 9,863 slots<sup>3</sup> for home visiting across 10 different program models in Washington. Currently, the HVSA funds approximately 3,100 slots; this amounts to 25 to 31% of all voluntary, early childhood home visiting in Washington. The slots available contrasts starkly with the need; based on the [2020 Home Visiting Needs Assessment](#), an estimated 44,329 families would benefit from home visiting.

In the 2021 State fiscal year budget and the passage of the Fair Start for Kids Act, the Washington State Legislature authorized funds to expand the reach of home visiting in the state in both SFY22 and SYF23. These funds are the source of the HVSA funds for this funding opportunity.

During the 2018 Legislative Session, the Legislature required the HVSA to develop report proposing a plan to expand home visiting to scale. This report, [Opportunities and Considerations for Expanding Home Visiting Services in Washington State](#), presented a scenario for full-scale expansion of home visiting across Washington State to reach a minimum saturation of home visiting services in every county based upon findings from the 2017 Home Visiting Needs Assessment. The 2023 HVSA Southern WA Rural Home Visiting Exploration Planning Funding Opportunity reflects an initial step guided by the methodology detailed in the expansion plan, and it is one of the policy documents guiding this funding opportunity.

### Building Capacity and Funding Opportunity for Rural Home Visiting

Under this current funding opportunity, the Department of Children, Youth, and Families (DCYF) is seeking to support efforts to explore planning and establishing home visiting in communities located within one or more of the following Washington State counties:

- Asotin
- Columbia
- Garfield
- Klickitat
- Skamania

State funding was provided in order to expand evidence-based, research-based, or promising practice home visiting programs in high need rural communities with no existing home visiting services. These communities were identified through analysis of population factors and available services. In 2022, Start Early Washington also conducted a Home Visiting Exploration Study among these 5 counties to examine program interest and feasibility for home visiting offered through the HVSA. This was following by DCYF-hosted listening sessions to hear directly from those serving in these communities.

DCYF is requesting applications from organizations who intend to explore the feasibility and supports needed to establish home visiting in their community. The organization(s) awarded funding will be expected to work with community members, families, partner organizations, and other key individuals

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<sup>3</sup> A slot refers to the enrollment capacity of the program. For some programs a slot is the number of mothers that can be served, while for others it refers to the number of children. *The HVSA defines slots as the number of families and pregnant mothers for the purposes of reporting consistent data across models.*

and organizations to determine needs, interest, resources and preparedness to implement and sustain a home visiting program.

This funding opportunity will provide funding and technical assistance to explore the needs of their communities, determine the resources available and needed to establish home visiting, and determine the best model for the community, from among 9 eligible models. An organization must be able to clearly identify the need for services in their community and the role of home visiting in meeting the need.

## **Funding Availability**

This funding opportunity makes available up to \$40,000 for exploring what is necessary to implement one of the 9 HVSA-eligible evidence-based, research-based, or promising home visiting programs within a community located within one or more of the 5 eligible counties listed. Applications requesting funding in excess of \$40,000 will not be considered.

## **Scope of Funding Requests**

Proposals will be accepted to describe a 6 to 9 month exploration planning process. Applicants proposing budgets less than or equal to \$40,000 will not be prioritized based on the amount (high or low) of their budget request.

## **Funding Period**

The funding period is anticipated to begin July 1, 2023, and it may last through March 31, 2024. The exact term will be negotiated the successful awardee.

## **Eligibility Requirements**

### **Eligible Lead Organizations:**

Eligible lead organizations include those organizations working within their communities to lead the planning process. These include:

- Local government agencies including health departments and school districts
- Nonprofit organizations, including neighborhood-based, community, regional, or statewide organizations
- Educational institutions
- Federally recognized Tribes located in Washington State

### **Eligible Communities:**

Applicants must propose exploration planning for home visiting programming to occur within communities located in one or more of the following 5 Washington State Counties:

- Asotin
- Columbia
- Garfield
- Klickitat
- Skamania



## Known Parameters for Home Visiting Programming

### **Eligible Home Visiting Models:**

This funding opportunity will support planning for identification and exploration of installation of one of the following **voluntary** evidence-based (EB)/research-based (RB) models and promising practices (PP) home visiting models:

- Child Parent Psychotherapy (CPP) (delivering services to child and permanent caregiver in a dyadic modality)
- Early Head Start Home-Based Program (EHS)
- Early Steps to School Success (ESSS)
- Family Spirit
- Nurse-Family Partnership (NFP)
- Outreach Doula
- ParentChild+ (formerly Parent-Child Home Program)
- Parents as Teachers (PAT)
- Steps Toward Effective, Enjoyable Parenting (STEEP)

### **Eligible Participant Age Groups:**

This funding will support exploration of home visiting programming to reach families with children ages 0 through 4 years (prenatal up to a child's fifth birthday).

## Values Informing HVSA Funding Decisions

The general eligibility guidelines noted above provide a threshold for applications. DCYF will also apply review criteria to identify the strongest proposals according to general funding priorities of the HVSA noted below, when relevant to exploration planning.

The overarching values informing HVSA funding decisions include:

- Community need
- Model and organizational fit in the community
- Supporting diverse communities
- Organization's commitment to home visiting
- Organizational and program capacity to implement services proposed
- Commitment to implementation with quality
- Contributing to a strong, coordinated system of services supporting young children and their families
- Program Engagement and Reflection

### 3. Application Instructions

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#### General Instructions

All organizations intending to apply for 2023 HVSA Southern WA Rural Home Visiting Exploration Planning Funds **must submit their completed Application Packets (including Proposed Budget and Supplemental Documents) by 5 p.m. PT on April 26, 2023.** In addition, application finalists may be asked to participate in an interview and presentation on May 30, time to be determined.

- Complete the Application using the template provided by DCYF and described in this Guidance.
- Gather the Supplemental Documents listed in the Application and this Guidance.
- Submit the Application Template and all Supplemental Documents to [home.visiting@dcyf.wa.gov](mailto:home.visiting@dcyf.wa.gov).
- **Complete Application Packets must be submitted in one email on or before 5 p.m. PT on April 26, 2023. Applications or components submitted after this time will not be reviewed.**
- Applications that are missing supplemental documents will receive a 3-point deduction from their overall score for each missing document.

#### Application Overview

The Application consists of 7 sections. Each section contains a set of questions or requested information from the applicant.

Application Component	Total
1. Lead Organization Information	Not scored
2. Leading Organization	20 points
3. Proposed Community to be Reached with Home Visiting Programming	25 points
4. Advancing Equity and Reducing Disparities	15 points
5. Planning Proposal	35 points
6. Supplemental Documents	Not scored
<b>Total Points</b>	<b>95 points</b>

#### Submission Instructions

1. **Submit completed Application Packet to include the Application, using the electronic template provided and the Supplemental Documents on or before 5 p.m. PT April 26, 2023.** An electronic version of this application is available at <https://www.dcyf.wa.gov/services/child-dev-support-providers/home-visiting/funding-opportunities>.
2. Applications (Sections 1-5) may not exceed 10 pages in length including questions and answers (excluding Section 6-Supplemental Documents). **Any pages of Sections 1-5 beyond the 10-page limit will not be included in the review and therefore not scored.** This page limit does not apply to Section 6. Supplemental Documents.

## Webinars and Application Technical Assistance

We understand the time and effort required to complete this application. Please make use of the technical assistance described below to clarify any questions you may have for developing and submitting the application:

### – Applicant Bidders’ Webinars

- **Rural Exploration Planning Application Bidder’s Conference** (~120 minutes)

**Wednesday, March 22** from 2:30 – 4:30 p.m. PT

*highly recommended for all applicants*

Link: <https://dcyf.zoom.us/j/82447804994?pwd=K1RqTzhFV3R6a09tYWx6dHVCa2d0QT09>

- **Rural Exploration Planning Application Office Hours and Live Q&A** (~120 minutes)

**Wednesday, April 12** from 10-11 a.m. PT

Link: <https://dcyf.zoom.us/j/82586953813?pwd=NVR5NUNRYmhjK0VidWRRc3ZGckdHdz09>

- **Questions about the Application:** Questions asked during the webinars as well as those submitted to the HV Inbox ([home.visiting@dcyf.wa.gov](mailto:home.visiting@dcyf.wa.gov)) *on or before* April 14, 2023 will be consolidated with responses assembled into an FAQ document to be posted weekly on the [DCYF Home Visiting web page](#).

The last updated post of the FAQ document will be April 19, 2023. Please use “2023 HVSA Exploration Planning Application Question” in the subject of your email with questions.

### 3. Application Completion

- Provide the requested responses to all questions in the application section below within the fields provided, keeping your text within the specified 10-page limit.
- All questions are required, unless noted specifically in the instructions for that question.
- Assemble all of your supporting documents in electronic format.
- Name ALL your supporting document files using your organization name and the document title. For example, Org Name\_Application; Org Name\_Board List, Org Name\_Org Chart).
- If you encounter any problems or issues with the template, please reach out to [home.visiting@dcyf.wa.gov](mailto:home.visiting@dcyf.wa.gov) as soon as possible.

### 4. Submission

- To submit your application, email your Application and Supporting Documents in 1 email packet to [home.visiting@dcyf.wa.gov](mailto:home.visiting@dcyf.wa.gov).

### 5. Application Deadline

- Applications (including all supporting documents) *must be received no later than 5 p.m. PT on April 26, 2023. No applications or supporting documents will be accepted after this deadline for any reason.* It is best to submit your application well ahead of the 5pm deadline in the event you encounter technical difficulties that occasionally arise.

## Special Instructions

The section below provides additional special instructions that will help to inform your answers for the Application, Budget and Attachments sections. *Please keep the relevant Values Informing HVSA Funding Decisions (starting on page 9) in mind as you develop your responses to the sections below.*

This Application serves as the description of the core components of the exploration planning process you are proposing to implement during the related contract term. It will serve as the foundation for the potential contract and deliverables. If your proposal is successful, your application will be used to:

- **Inform the development of the Statement of Work and Budget for your contract:** the content in the application will serve as the initial work plan for activities and deliverables and the basis for your budget.
- **Initial work plan for the exploration planning process:** Your application serves as the rubric for your planning process, the core activities, partner engagement, and deliverables.
- **Guide assessment of planning progress:** The structure of the contract creates a framework for assessing progress against expectations and charting a path for potential course corrections.

### **1. Lead Organization Information (not scored):**

**Section 1** asks primarily for details of the organization making application for funds, including the total Anticipated Funding Request. The [federal government](#) transitioned from Data Universal Numbering System (DUNS) on April 4, 2022. The new identifier is called Unique Entity Identifier (UEI). Please report your UEI number. Go [here](#) to view your UEI. In addition, please include updated contact information for your organization and program, as this is how we will be contacting you with potential interview and award information.

### **2. Leading Organization (20 points):**

**Section 2** asks for the organizational context for who will be leading the planning effort.

Initially applicants are asked to present a brief description of their organization's mission, history, strategic goals and programs, and leadership. This is intended to introduce the organization to the review panel.

Second, applicants will describe their experience and ability to reach the community intended for home visiting services as a result of this exploration planning. Applicants should describe this in terms of their current work and experience with their community. They are also asked to describe their connections with service providers, families, community organizations, key leaders, and others important to exploration planning and potentially installing a home visiting program. Applicants will demonstrate they have strong connections to interested parties, including parents, who will ultimately benefit from the installation of home visiting.

Third, applicants are asked to describe their organization's experience in leading similar planning efforts. The description should include the aims, approach, and community engagement along with the overall results. The applicant will build a case that they have the expertise needed to lead a successful planning process.

Fourth, applicants will describe how they currently approach ongoing learning, technical assistance, and continuous quality improvement with outside parties. The applicant will demonstrate they value continuous learning by how they currently engage in these processes with existing programming.

### **3. Proposed Community to be Reached with Home Visiting Programming (25 points):**

In **Section 3**, applicants will describe the community they plan to impact (bring home visiting) through the planning process.

#### **A. Proposed Community**

Applicants will name the community of focus for the home visiting exploration planning process. This may be one or more city(ies), county(ies), unincorporated areas, etc

## **B. Rationale for Exploring Home Visiting in this Community:**

Applicants are asked to describe:

- i. Need: the need for home visiting in this community, detailing why families need home visiting services and how it is a gap in the service array. The response should demonstrate need for home visiting in the identified community and the source(s)/data for understanding the need. Descriptions may include more specifics on the population characteristics and associated needs that are anticipated to be reached with home visiting.
- ii. Interest: the interest from potential families that would participate in a home visiting program, from partner agencies, and from other key community members. The response will indicate that should home visiting services be installed within the identified community, there is support and interest in these services enough to assure viability.

## **C. Community Assets and Resources:**

- i. Applicants are asked to share their thoughts on the strengths of the service array in the community as well as any other assets that are available to the community. The response indicates a strengths-based understanding of the identified community.
- ii. Applicants are asked to describe the availability of potential home visiting program staff and any challenges they might face to staffing a potential program. Applicants are encouraged to present a reality-based perspective, rather than overly optimistic.

## **4. Advancing Equity and Reducing Disparities (15 points):**

DCYF is committed to advancing equity and eliminating disparities in outcomes for children based on race and ethnicity. Applicants should describe how their community and organization's work currently advances racial equity within the identified community. The response may include both equity work occurring within the organization and outside of the organization. It should also include a reflection on how it is anticipated that the addition of a home visiting program in the community will further advance racial equity.

Additionally, applicants are asked to describe how their organization currently engages parents and community members in leadership, policy development for their organization, or planning at a program and organizational level. The response should indicate engagement beyond receipt of organization services.

## **5. Planning Proposal (35 points):**

In **Section 5**, applicants will describe how they will approach the exploration planning.

### **A. Brief Abstract: Overview of your Planning Proposal**

Applicants will briefly describe the proposed overall approach, structure and partnerships to their home visiting exploration planning process. This is not a detailed work plan, and includes the goals, values, and parameters of the process as well as the approach to engaging community stakeholders external to the organization.

### **B. Planning Work Plan**

Applicants will complete the table to briefly outline the work plan for this planning process. This will include the primary steps, milestones, expected time frames of these and the lead people involved.

### **C. Partnerships**

Applicants will list the specific partners they plan to engage in the process, detailing the organizations' or individuals' names (or category of informant), current relationship with that entity, and the purpose for involving each in the planning process.

#### **D. Planning Budget**

Applicants will provide an overview of their expected budget by category for this planning process by filling out the provided table. The budget does not need to be an itemized listing of anticipated expenses, and can offer sub-categories within each section. Please use the comments column to briefly describe the sub-category and how you arrived at cost estimates for each.

#### **6. Supplemental Documents –required for a complete application submission (not scored):**

Supplemental documents are considered essential elements of the application. Please note, a 3-point deduction from overall application score will occur for each required supplemental document that is missing from the application packet. Please ensure all document filenames include your organization name and the title of the document (listed below).

All of the documents listed and described below may be submitted in pdf format and must be submitted along with your application in one packet.

1. Organization Letter of Authorization  
*Letter of authorization from the Executive Director (or appropriate director) allowing organization application for these funds. This letter should identify a back-up contact person if the primary contact person is not available for an extended period of time.*
2. Proof of Tax-Exempt Status under the IRS code, if applicable  
*Certification, letter from Secretary of State, or other documentation, indicating organization is a public or not-for-profit entity.*
3. Organizational Chart  
*Current organizational chart with clear indication of any staff necessary for this exploration planning as well as where the applicant currently anticipates the home visiting program/staff would reside*
4. Two (2) letters from Planning Partners (one may be from a parents)  
*Letters from planning partners supporting applicant organization's fit for conducting this planning process. One letter may be from a parent in the community who might benefit from home visiting.*
5. List of Current Board Members  
*Current list of organization's board members.*
6. Indirect Rate Documentation/Certification, if applicable\*  
*The approved federal certificate that supports the rate presented in your proposed budget, if the proposed indirect rate exceeds 10% of the direct costs.*

## **4. Review Process and Award Notification**

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### **Review Process**

DCYF implements a peer review process to ensure fair and neutral selection of HVSA investments. An overview of the process for this funding opportunity is below:

1. **Compliance Review:** DCYF staff review all Applications to ensure compliance with the eligibility and other requirements outlined in the application packet.
2. **Individual Peer Review:** All proposals are reviewed and scored individually by system and service peers with knowledge of home visiting; the panel may also include parents.
3. **Finalist Interviews/Review:** Application finalists may be required to participate in a 90-minute Interview with the review panel. **Interviews will be scheduled to occur on May 30, 2023, time to be determined. Finalists will receive a minimum of 2 weeks advanced notice**, with opportunity to participate in scheduling. The interview will be conducted via audio-visual remote (remote presentations must include visual interface); finalists will be responsible for arranging their own video technology or video equipment (please reach out to DCYF Home Visiting if assistance is needed). The Review Panel will weigh Finalist Interviews as well the Application scoring collectively to make final funding recommendations.
4. **Funding Decisions:** The decision to contract with applicants will be determined according to the priorities outlined in the Funding Priorities section of this guidance document. All funding recommendations will be evaluated by DCYF and the HVSA Home Visiting Management Team. A final contract award may differ from the applicant budget request, based upon available funding.

## Award Notification

The anticipated date to inform applicants of award decisions and application status is June 7, 2023.

## Contractor Requirements

### Proposed Deliverables

For awarded contractors, the application submitted for this funding opportunity will serve as the basis for the contract, subject to negotiation with DCYF. Contractors will be required to complete the activities, outputs and outcomes proposed in the application. It is therefore critical that the deliverables proposed in the application are well-informed and meet this funding opportunity requirements.