

Community-Based Child Abuse Prevention (CBCAP) Funding Opportunity Guidance

The Department of Children, Youth, and Families (DCYF) requests applications from Washington state organizations to provide new, innovative, or expanded primary or secondary Child Abuse and Neglect prevention programs, while enhancing their program evaluation capacity. Organizations aiming to bolster their knowledge, understanding, and application of program evaluation are encouraged to apply.

Priority and Eligibility

The following types of community-based organizations are encouraged to submit a Letter of Intent (LOI) to apply by April 22, 2024, followed by a full application due on May 1, 2024:

- 501(c)(3) Private Non-Profit Organizations
- Local Governments
- Public and Private Schools
- Tribal Nations and Recognized American Indian Organizations

Note: DCYF funds Home Visiting in Washington state through the Home Visiting Services Account. *The funds offered in this application cannot be used to support Home Visiting programs.*

Funding is available for up to \$45,000 per year. At the end of each contract year, DCYF may offer an additional year of funding for organizations in good standing for their funded program. A maximum of 3 years of funding will be awarded on a year-by-year basis. In addition, successful applicants may be offered an additional \$6,000 per year to provide concrete goods for families, pending the availability of funds.

Priority will be given to organizations serving communities and populations represented in the child welfare system at disproportionately high rates, including Black, American Indian/Alaska Native, Hispanic/Latino, families with LGBTQ+ individual(s), or families speaking a primary language other than English.

Funding Focus

DCYF seeks to support programs that offer community-based and strengths-based family strengthening and child abuse and neglect prevention programs and services in diverse communities in Washington state, including (but not limited to) racial, cultural, linguistic, and geographic diversity. The intended outcomes of programs must be reasonably connected to one or more of the Strengthening Families Protective Factors (see Appendix A for more information). The applicant agency must commit to directly providing the majority of the proposed programming. Subcontracting is allowed, provided the subcontract makes up less than 50% of the contracted programming and budget.



Washington State Department of
CHILDREN, YOUTH & FAMILIES

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Partnerships, Prevention and Services Division | Family and Community Supports | Approved for distribution by
Laura Alfani, Strengthening Families Washington Administrator

*Funded programs must provide either primary prevention or secondary prevention. Primary prevention activities are directed at the general population (a service open to any member of a specific geographic area or community regardless of their risk factors or experience with child abuse or neglect) to prevent abuse or neglect. Secondary prevention activities are offered to families experiencing one or more risk factors for abuse or neglect prior to abuse or neglect occurring. Tertiary prevention services are for families with active Child Welfare cases and are **not eligible** for this prevention funding.*

Programs should focus on delivering culturally relevant, responsive services to unserved or underserved populations. Programs should use approaches and methods tailored specifically to the needs and interests of parents and caregivers in the local community, neighborhood, ethnic, linguistic, or other community of focus. Funding considerations will also include (but are not limited to) consideration of diversity including racial, cultural, linguistic, and geographic diversity.

Programs must be strengths-based and reasonably connected to one or more of the Strengthening Families Protective Factors. DCYF seeks to enhance funded programs' capacity to collect and use data related to their services and participants. Successful applicants should be prepared to engage in data-reflection, peer-sharing, and other learning activities, individually and together with other funded organizations.

Evaluation Expectations and Supports

Funded programs are expected to collect, summarize, and submit program data such as attendance, participant demographic characteristics, and outcomes. Programs will be expected to participate in training and technical assistance with an evaluation coach (provided by DCYF at no cost to funded programs). Evaluation coaches “meet programs where they are” and help them increase their capacity to meet data collection and evaluation expectations. Funded programs may build on an existing evaluation or develop a new evaluation plan. Successful applicants will be encouraged to implement an evaluation that is relevant and useful to their program.

Reporting Requirements

Funded programs are expected to complete quarterly and year-end reports and participate in up to four peer-learning opportunities related to the evaluation process and other topics throughout each funding year. Programs must have the capacity to work effectively with DCYF staff and evaluation coaches through the coaching and technical assistance relationship, building in time for check-in calls that can occur up to monthly, an annual site visit, and preparation of quarterly- and year-end reports.

Performance Based Contracting

Funded programs will also participate in the CBCAP Performance Based Contracting. Funded programs will be encouraged to work toward specific data-use and evaluation capacity milestones. Programs that are successful in achieving these milestones will be offered financial incentives of up to \$2,500 per contract term. Those who are not able to achieve these milestones will engage in a quality improvement process or potentially not have their contract not renewed. Evaluation capacity will be determined using items adapted from the Standards of Quality for Family Strengthening and Support (SQFSS) from the National Family Support Network. DCYF staff and evaluation coaches will use submitted reports and discussions with contracted programs to complete this determination. DCYF aims to ensure that contracted programs are aware of their progress in this area, which will be regularly discussed with contractors throughout the year.

Contracting

The maximum annual funding request is \$45,000 with the possibility of continued funding for up to an additional 2 years with a base-funding award of at least \$45,000 per year. In addition, while funds remain, funded programs may be offered \$6,000 to provide concrete goods in their communities for a maximum total funding award of \$51,000.00. DCYF anticipates awarding approximately three new contracts throughout Washington state for Fiscal Year 2025 (July 1, 2024 through June 30, 2025).

Contract Period

The initial contract period will run from July 1, 2024 – June 30, 2025. A required Program Orientation will take place via webinar in July or August 2024. There will also be two required in-person or virtual contractor meetings, up to four required webinars, four quarterly calls per year, and an annual site visit.

How to Apply

Organizations interested in applying for these funds must submit a letter indicating the applicant's intent to apply followed by an application.

Selection Process and Timeline

Webinar	March 15, 2024
Letter of Intent Due	April 22, 2024
Final Date for Submitting Questions	April 24, 2024
Funding Application Due	May 1, 2024
Announce Successful Applicants	May 20, 2024
Contract Effective Date	July 1, 2024

Letter of Intent

Applicants **must** submit a *signed* Letter of Intent (LOI) to apply by April 22, 2024 emailed to DCYF.strengtheningfamilies@dcyf.wa.gov. Each LOI must include:

- The name and business address of the applicant organization;
- The name and contact information of the primary contact for the applicant organization;
- A statement of the applicant's intent to apply; and
- The required attestation indicated below.

The following language must be included for the required attestation demonstrating that the individual submitting the application has authority to submit a proposal on behalf of the organization:

I certify that I have the authority to submit a proposal on behalf of this organization and that all information provided is true and accurate.

Any applications received from organizations that do not submit the LOI will not be considered for funding. Any letter that does not include the provided attestation language will not be accepted, and any subsequent applications will not be considered for funding opportunity.

Application

Organizations **must** submit one copy of the application via email to DCYF.strengtheningfamilies@dcyf.wa.gov, including all required attachments by 5 p.m. on May 1, 2024. Applications must use no less than 11-point font and a minimum of one-inch margins on a document that is formatted for letter size paper (8 ½ by 11 inches). Each section (A through F below) and question must be clearly labeled using the numbering and titles in the guidance below. Any section or question that is not clearly labeled in sections A through F may not be awarded any points in the application review process. The point values for each section that are included in the section labels below do not need to be included in the application. Section G does not have to be labeled.

The application should consist of the page limits indicated below. Pages submitted that exceed specified page limits will not be considered as part of the application review process. Applications may be submitted as one single document, or the application and attachments may be submitted as separate documents. Applications must be submitted as unlocked PDFs or Word documents, and the budget tool must be submitted as an unlocked PDF or in the original Excel document.

- Section A must include a one-page cover sheet, followed by a summary of the research base (there is no page limit for the summary of the research base).
- Sections B through F must be a maximum of eight pages total, excluding the budget tool.
- Section G does not have a page limit.

By submitting an application, you are attesting that the information provided therein is true and accurate. If you are applying on behalf of a faith-based organization, you understand that federal and state law prohibits the use of public funds for religious worship, exercise, instruction, or support of any religious establishment (<http://www.acf.hhs.gov/programs/occ/resource/equal-treatment-regulations-for-faith-based-organizations>). You also agree that the applicant organization will not receive reimbursement for any costs incurred in preparing the proposal, and that if awarded funding, the proposal will be incorporated into the final contract.

Applications will be disqualified from receiving funding if they do not meet the minimum requirements. These minimum requirements include:

- Applications must be received by 5 p.m. on May 1, 2024;
- Minimum 11-point font size;
- Minimum 1-inch margin size;
- Document formatted for letter size paper (8 ½ by 11 inches);
- Proposed programming does not qualify as a home visiting program;
- Proposed programming is considered new, innovative, or expanded programming;
- Proposed programming will serve families in Washington state;
- Proposing primary or secondary prevention services, no tertiary prevention may be included;
- Providing a minimum 25% budget match; and
- Any subcontracted elements may not exceed 49% of the total budget (including match funds).

Applications will be reviewed by a panel of DCYF staff, DCYF partner-agency staff, community representatives, and parents. Applications will be scored on a 100-point scale, and the number of points per section is as follows:

- Section A: 10 points.
- Section B: 5 points.
- Section C: 30 points. Applicants can receive an additional 5 bonus points in Section C if the target community includes a priority population as listed on page 1 of this guidance.
- Section D: 15 points.
- Section E: 15 points.
- Section F: 15 points.
- Section G: 10 points.

Submitting Questions

Questions may be submitted to dcyf.strengtheningfamilies@dcyf.wa.gov or by contacting the DCYF program contact below. Questions must be submitted by April 24, 2024, and any questions submitted after this date may not be answered. All questions that are asked and answered will be included in a Frequently Asked Questions document and updated weekly on the following website:

<https://dcyf.wa.gov/services/child-dev-support-providers/home-visiting/funding-opportunities>.

DCYF Program Contact	Sara Winkelman, Strengthening Families WA
Phone Number	360-701-8736
Email Address	sara.winkelman@dcyf.wa.gov

Application

The following section headers (A through F) and numbered question labels must be included in all submitted applications. The specified point values indicated in the section labels below do not need to be included in the submitted application. Any sections or questions that are not labeled in the submitted application may not be awarded points during the application review process. The details included after some section headers and numbered question labels do not need to be included on the application.

A. Applicant Information (10 Points)

Questions 1 through 8 must be included on the application cover sheet and may not exceed one page. Question 9 should begin on a separate page and does not have a page limit. A UEI number is not required to apply for funding but will be required and verified prior to DCYF issuing a contract. UEI number information can be found at: <https://sam.gov/content/duns-uei>.

1. Proposed Program Title
2. Organization Name
3. Unique Entity Identification (UEI) number (if known)
4. Mailing Address
5. Contact Person Name, Phone, and E-mail
6. Organization Type
501(c)(3) Private Non-Profit, Tribal Nation or Recognized American Indian Organization, Local Government, Public Education Organization, Private Educational Organization, or Other [please specify]
7. Primary Strengthening Families Protective Factor
While we know your programming will likely affect more than one Strengthening Families Protective Factor, please indicate the primary protective factor by selecting only *one* from the following options (see Appendix A for additional information on the Strengthening Families Protective Factors):
 - knowledge of parenting and child development
 - social and emotional competence of children/nurturing and attachment
 - parental resilience
 - social connections
 - concrete supports for families
8. Contract Signatory
If selected as a successful applicant, this is the name and contact information for the person who will sign the contract.
9. Program Model or Research Base

Effective child abuse or neglect prevention programs are based on sound theory and research. Indicate whether this program is based on a specific program model. If so, include the research and reference for your program evaluation findings for the model you have selected to implement. If you are not implementing a specific model or curriculum, please identify your program as innovative and briefly identify research that supports its use with your target population. Describe the theory or research that supports your program design and provide citations for your references. Include the following in your response: model, curriculum, whether the program is innovative, and the research to support. Examples are provided in Appendix C.

B. Program Abstract (5 Points)

1. Summarize your program in 150 words or less
Summaries should include the population to be served; activities including frequency, intensity, and duration of each activity; curriculum; who will administer the services; and number of parents and children to be served per year. An example program abstract is provided in Appendix D.

C. Resources (30 Points)

1. Primary Community Population
While you may serve families from more than one population, please select the primary population you are proposing to serve from the following options:
 - Urban
 - Suburban
 - Rural
2. Three Primary Characteristics of Focus Population to be Served
Select no more than 3 from the following options:
 - Low-Income Families
 - Special-Needs Families
 - Non-English-Speaking Families
 - African-American Families
 - Asian/Pacific Islander Families
 - Adult Former Victims of Domestic Violence or Child Abuse or Neglect
 - Other (please specify; for example, parents receiving substance abuse treatment)
 - Refugee/Immigrant Families
 - Tribal Communities
 - Latino/Hispanic Families
 - Families with Children 0-3
 - Unaccompanied Homeless Youth
 - Teen Parents
 - Single Parents
 - Homeless Families
 - Relative Caregivers
 - Fathers
 - Mothers
3. Proposed Community
Describe the community you are proposing to serve. For this application, a community is defined as groups of individuals with shared characteristics, such as geographic location, culture, language, identity, or other factors. Clearly specify if you are serving a high priority population

such as Black families, American Indian/Alaska Native families, Hispanic/Latino families, families with LGBTQ+ individuals, or families speaking a primary language other than English, which is worth up to 5 bonus points in the application review. What is your experience working with this community and what experience do you have connecting with families from this community? If your organization primarily works with families in the Child Welfare system (providing tertiary services, which are not allowed through this funding), describe how you plan to attract and serve families who are not involved in the child welfare system.

4. Staffing & Volunteers

Successful organizations are able to dedicate at least part of specific employees' time to carrying out the contract requirements, including recruitment/registration processes, delivering programming, evaluation, report writing, and communicating with DCYF and evaluation coaches. Describe the number of full-time equivalent (FTE) positions you will need, the qualifications, and responsibilities of staff you will need. Indicate whether they are existing staff or will be new hires. Describe to what extent are staff culturally and linguistically matched to the families/community to be served. If you rely on volunteers for this work, please describe your plan to ensure continuity of high-quality programming. Indicate the number of volunteers needed, number of volunteer hours needed per week, volunteer duties, training, and, supervision planning.

5. Parent Involvement

One key element of programming funded through this opportunity is that parents/program participants are involved in the planning and decision-making related to this programming. Funded programs will be expected to share ongoing updates on parent engagement in the quarterly reports using the [Ripples of Transformation Toolkit](#). Explain how parents have been and will continue to be meaningfully engaged and participating in this way.

6. Budget

This question does not need to be included in the application narrative, but will be included in the application review process. Use the provided budget proposal tool provided with this application guidance. Programs should include information that aligns with the staffing details above. When indicating receipt of in-kind funding, note the source (provider) of this funding on the form and provide a letter of agreement that verifies this contribution. The source of in-kind funding is always an organization outside of the applicant agency. Use the comments column in the Budget proposal tool to describe each category and how the funds will be utilized. To be considered as matching funds, the dollar amounts must be shown by budget line item. A general statement indicating that a match will be obtained will not be considered as providing adequate matching funds.

All applications must include a minimum 25% match to the DCYF-requested funds, which must be included on the budget form. For example, if you requested \$45,000 in DCYF funding, your match must be at least \$11,250. **Inadequate match or matching funds not detailed on the budget tool will disqualify an application.** A 25% match will be required for each year of funding.

D. Program Services (15 Points)

1. Proposed Programming
Describe the proposed programming. Explain the difference between programs or services you are currently offering and the new, innovative, or expanded program or service you will be providing through this funding. Include the activities that will occur, how they will be delivered, and methods for engaging participants. If you are proposing an approach with multiple elements, specify (1) the primary programming to be funded through this opportunity, (2) what additional activities or services will support or enhance the primary programming, and (3) How your organization ensures that programming is accessible and engaging for participants.
2. Fit with Community
Describe how you determined community need (some resources for this may be found in Appendix B). What evidence do you have to demonstrate this need? How does the proposed programming address the need? How does addressing this need contribute to preventing child abuse and neglect?
3. Start Up Plan
Describe the expected steps to be taken and the estimated timeline to implement this program.
Note: Services must begin within six months of the initial funding.

E. Expected Outcomes and Activities (15 Points)

1. Outcomes
Describe how the proposed programming is expected to impact your primary Strengthening Families Protective Factor selected in Section A. What outcomes (i.e., changes in knowledge, attitudes, behaviors, or connections) would you anticipate seeing in participants who successfully complete adequate amounts of the programming? What is the ultimate goal of providing this programming in your community?
2. Anticipated Participants

Specify how many families, parents/adults, and children/youth you are proposing to serve in a 12-month period. You must specify all three categories in your response; this information will be used for contract writing purposes.

3. Services and Dosage

Quantify the activities that this programming will be providing. Describe the outputs that you plan to collect to help track your proposed program's progress. Outputs include the number of participants per class and/or event offered, the number of units of service provided (e.g., number of classes, groups, visits, events, materials produced, training opportunities), and the minimum amount of programming you anticipate a participant would need to participate in for the programming to make a difference for the family.

F. Agency Capacity (15 Points)

1. Mission Statement

Provide the mission statement for the applicant organization.

2. Experience with Primary or Secondary Prevention

This funding opportunity must be used to provide primary or secondary child abuse or neglect prevention activities only and may not be used for families involved in child welfare or other child abuse and neglect intervention systems. Describe your organization's experience with child abuse and neglect prevention and family strengths promotion programming. Include any relevant program results that are available, such as graduation/retention rates or program outcomes.

3. Experience with Contract Compliance

Describe your organization's experience in successful compliance with contract requirements and completion of contract.

4. Capacity for Engaging in Evaluation Coaching

This funding opportunity will require participation in evaluation coaching. Describe your organization's capacity for engaging in data collection and evaluation activities. Briefly explain your organization's interest in developing evaluation skills and your plan for ensuring staff have adequate time to devote to data collection and evaluation activities. This includes ensuring that staff who are directly involved in data collection and reporting participate in evaluation coaching calls, webinars, and meetings.

G. Attachments (15 Points)

This section does not need to be labeled in the application. Only the attachments listed below will be accepted and reviewed as part of the application review process.

1. Parent Letters of Support
Letters from parents who come from the community you are proposing to serve and who are interested in participating in the program or service. This is not to exceed two letters. If more than two letters are received, only two letters will be selected at DCYF's sole discretion to be considered during the review process.
2. Organizational Letters of Support
Letters from organizations or persons who have an interest in the success of this program. Letters of support may be provided by social service providers, advisory committees, board members, community leaders, educators, clergy, business leaders, etc. This is not to exceed two letters. A maximum of one letter may be provided by someone in a leadership role within the applicant agency (such as a member of the board of directors). If more than two letters are received, or more than one from someone in a leadership role within the applicant agency, only the maximum number of letters (selected at DCYF's sole discretion) will be considered during the review process.
3. Memoranda of Understanding/Letter of Agreement
If applicable, a MOU or LOA from organizations identified in your application that are participating in your program. If you do not have specific organizations collaborating in the program this is not required.
4. Indirect Rate Certificate from a Federally Cognizant Agency
If the indirect rate reported in section C Budget exceeds 10% of direct expenses – provide an indirect rate certificate from a federally cognizant agency that demonstrates a current approved rate at, or exceeding the rate, in the budget worksheet. Not providing an indirect rate certificate from a federally cognizant agency will disqualify programs proposing an indirect rate that exceeds 10% of the direct expenses in the Budget Proposal form. *This is only required if your indirect rate will exceed 10% of the direct expenses.*

Appendix A: Evaluation Activities and Glossary of Evaluation Terms (do not include in application)

Protective Factor

Based on research and the past experiences of Community-Based Child Abuse Prevention funded programs, DCYF utilizes the Protective Factors Framework developed by the Center for the Study of Social Policy. These five protective factors contribute to the health and well-being of families and children and are associated with reduced incidence of child abuse and neglect. Enhancing one or more of these protective factors for families is a required outcome for funded programs. Please review relevant protective factors information at [the Center for the Study of Social Policy](#). The purpose of the funded programs is to work toward building a protective factor with the participants being served.

Programs will work toward at least one of the following protective factors/outcome areas:

1. Increase parents'/caregivers' positive **social and emotional competence of children** (also known as **nurturing and attachment**) with their children.
2. Increase parents'/caregivers' **knowledge of parenting and child development**.
3. Parents/caregivers development of **parental resilience**.
4. Increase parents'/caregivers' use of effective **social connections**.
5. Increase parents'/caregivers' **concrete supports**.

Appendix B: Community Needs Resources (do not include in application)

There are many resources available to determine what the needs of your community are. The following is a list that is often utilized by DCYF in understanding community need and are available for public use.

- DCYF Office of Innovation, Alignment and Accountability Dashboards for the Fair Start for Kids Act: <https://www.dcyf.wa.gov/practice/oiaa/reports/early-learning-dashboards/child-care-stabilization#dashboard>
- DCYF Office of Innovation, Alignment and Accountability Prevention Dashboard: <https://dcyf.wa.gov/practice/oiaa/reports/prevention-dashboard>
- Department of Social and Health Services, Research and Data Analysis, Community Risk Profiles: <https://www.dshs.wa.gov/ffa/research-and-data-analysis/community-risk-profiles>
- Department of Health – Community and State Health Assessment tools - <https://www.doh.wa.gov/ForPublicHealthandHealthcareProviders/PublicHealthSystemResourcesandServices/CommunityHealthAssessmentandImprovement/CHA>
- Casey Family Programs – Community Opportunity Map - <https://www.casey.org/community-opportunity-map/>
- Program or community specific needs assessments, interviews, reports that may highlight the needs you describe.

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Appendix C: Program Model & Research Base Examples (do not include in application)

Example for an Evidence Based Program

Model: Triple P Positive Parenting Program

Curriculum: Utilizing the Triple P Levels 1, 2, 3, 4 and 5

Innovative Program: N/A

Research to Support: Studies have found that parent knowledge of positive parenting practices significantly improved for families receiving Triple P Parent Coaching:

Pickering, J.A. & Sanders, M.R. (2016). Reducing child maltreatment by making positive parenting programs available to all parents: A case example using the Triple P-Positive Parenting Program. *Trauma, Violence, & Abuse, 17*(4), 398-407.

Prinz, R.J., Sanders, M.R., Shapiro, C.J., Whitaker, D.J., & Lutzker, J.R. (2009). Population-based prevention of child maltreatment: The U.S. Triple P System Population Trial. *Prevention Science, 10*, 1-13.

Example for an Innovative Program

Model: Support Group for Mothers who are Suffering from Perinatal Depression

Curriculum: Utilizing Information from Beyond the Birth: A family guide to Postpartum Mood Disorders, 6th Edition. Postpartum Support International of Washington (2010).

Innovative Program: Yes

Research to Support: Studies find that peer support groups, along with professional psychotherapy and medication when necessary, helps reduce the isolation of depressed mothers and can help encourage positive interaction between mothers and their babies:

Lundy, B et al., (1999). Prenatal depression effects on neonates. *Infant Behavior and Development, 22*(1), 119-129.

Gurian, A. (2003). Mother blues, child blues: How maternal depression affects children. *New York University Child Study Center Letter*, 7(3).

Appendix D: Program Abstract Example (do not include in application)

Example

This is a parent education program targeting low-income parents with pre-school children ages three to five provided by the Early Learning Coordination Team at Community Services. The project's intended outcomes are to improve parents' effective communication skills and knowledge of non-punitive discipline techniques. This program will provide three 13-session parenting classes and two follow-up home visits to 15 participants per session for a total of 45 low-income parents served each year. Class topics will include parent-child communication methods, understanding child development and positive discipline techniques. Methods include didactic learning, role-play, and peer support. Books and videos will be available for use at home as well as support from other class parents and facilitators. Child care will be provided on-site during all class sessions.