

Community-Based Child Abuse Prevention (CBCAP) Evaluation Capacity Building Q&A

Application

Q: What are the requirements for references?

A: The CBCAP Evaluation Capacity Building application requires four (4) letters of support as a part of the application process. Applications should include two (2) parent letters of support and two (2) organizational letters of support. Ideally, the parent letters of support should be from parents from the target population you are proposing to serve in the application who are interested in participating in the proposed program. The organization letters of support may be from community partner organizations, advisory committees, board members, community leaders, educators, clergy, or business leaders who have an interest in the success of the program. Only one letter of the two from the organizational letters of support may be from agency leadership roles (such as a member of the board of directors or advisory committees).

Q: Can an agency submit multiple applications for different program sites?

A: Multiple entities for an umbrella organization may submit unique applications for this funding opportunity and be awarded funding as long as there is no overlap between the sites (each operates more or less, independently). However, if it is one organization that has satellite locations (where oversight is centrally located), then if there are multiple applications, only one funding opportunity can be awarded. Any organization is welcome to submit as many applications as they would like, though.

Q: Can for-profit companies apply for funding?

A: Yes, for-profit businesses are allowed to apply for funding. However, if selected for funding additional information may be requested to meet state and federal requirements prior to issuing a contract.

Q: Where should the application be submitted?

A: Applications should be submitted via email to dcyf.strengtheningfamilies@dcyf.wa.gov by 5 p.m. on May 1, 2024.



Washington State Department of
CHILDREN, YOUTH & FAMILIES

Q: Our agency has a DCYF staff person who has a volunteer position on our Board of Directors. Are we allowed to apply for the funding or is this a conflict of interest?

A: This agency is able to apply for the funding as long as the DCYF staff member will not be involved in providing the proposed programming if they were to be selected for funding. Also, the organization would need to follow all of the pathways specified in the instructions for getting questions answered or requesting information about the RFA. The DCYF staff member would not be able to contact the DCYF team issuing this funding to get additional information outside of the specified pathways. As long as those two conditions are met, there should not be a conflict of interest.

Q: I do not see an application form, how do we submit an application?

A: The application this year will not include a form. Applicants are encouraged to create their own application document using the instructions in the guidance. This is meant to allow applicants to better customize the response format to work best for each individual organization. Applicants should include all of the noted section and question labels as listed in the guidance to ensure reviewers can identify when a question is being answered. The minimum requirements are listed in the application guidance on this website:

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

Q: After submitting my letter of intent, when do I get information on how to access the application?

A: Everyone who submits a letter of intent to apply may submit an application to be considered for funding. The application guidance is posted on this website:

<https://dcyf.wa.gov/services/child-dev-support-providers/home-visiting/funding-opportunities>. Completed applications should be submitted to dcyf.strengtheningfamilies@dcyf.wa.gov.

Q: We were wondering if we could receive technical assistance in the form of reviewing our application and informing us about whether we responded to the questions and budget correctly?

A: Unfortunately, we are not able to provide that level of technical assistance for this funding opportunity. However, if you have specific questions as you work on the application, please email them to dcyf.strengtheningfamilies@dcyf.wa.gov by 5 p.m. on April 24, 2024 and we will respond to you.

Q: What is the due date for the letter of intent and is it possible to submit a letter of intent. If we are unable to submit it by this date, are we able to still apply for funding?

A: Letters of Intent to Apply for the Community-Based Child Abuse Prevention evaluation capacity building funding opportunity are due by April 22, 2024 at 5 p.m. We are not able to accept letters of intent after that date and will not consider applications submitted without a submitted letter of intent to apply.

Q: Could we use a state partner to write one or more of our community partner letters?

A: The Organizational Letters of Support may be provided by any organization who has an interest in the success of the proposed program. As long as the state-wide partner meets this guideline, they would be able to provide an organizational letter of support for your application.

Q: Could you provide some clarification related to the requested letters in section G. What is the information that the letters must include?

A: The Parent Letters of Support and the Organizational Letters of Support listed in section G of the RFA guidance do not have any specific requirements regarding content. Our goal is to allow both parents and organizations or persons who have an interest in the success of the program being applied for to share their thoughts, opinions, or ideas in their own words.

Q: We are looking at implementing two evidenced based models to create wrap interwoven services. One of the models will be administered as designed and with a trained provider. The second model is evidence based; however, we are looking to do one or two small modifications to the full evidenced based model. We are in conversation with the developer. These changes have not yet been studied, but we are really interested in designing modifications and then studying the results. Therefore, because of the modification, it's an innovative twist on an evidenced based practice. Which section should I put this in? Is it an example of an evidenced based program or an innovative program?

A: When innovating an Evidence-Based Practice, we allow applicants to determine whether they would still consider it an Evidence-Based Practice or an Innovative Program. We do not have any specific guidelines for these situations since it often depends on the types and amount of innovation being proposed.

Q: What will this grant be for? Period? # of employees to cover?

A: This funding opportunity is for community-based and strengths-based family strengthening and child abuse and neglect prevention programs and services in diverse communities in Washington state. Programs must be primary or secondary prevention activities. Services cannot be provided to families with active Child Welfare cases are not eligible for funding. Programs are expected to participate in training and technical assistance with a DCYF-provided evaluation coach to increase their capacity to meet data collection and evaluation expectations. The initial contract period will run from July 1, 2024 – June 30, 2025 with the option to continue funding for an additional 2 years. The total award will be a maximum \$45,000.00 per year, which may be budgeted however each applicant chooses. The number and types of staff positions will vary by applicant.

Q: In the application guidance for this RFP under "Attachments", it states that letters of support (both organizational and parent) "are not to exceed two". In the FAQ's that have been published to date, it states that the application "should include two" of each type of letter. Can you clarify if a total of four letters are being requested?

A: Applications are scored based on 2 parent letters of support and 2 organizational letters of support for 4 letters total. Applications are accepted if fewer than 2 parent letters of support and/or fewer than 2 organizational letters of support are included. However, no more than 2 parent letters of support and 2 organizations letters of support will be considered in the application review process.

Q: Can the parent support letters be in the form of an email?

A: Yes, the parent letters of support may be in the form of an email if that works best for the parents. However, emailed letters of support may not be sent directly to DCYF, it must be submitted as a part of the application packet by the applicant organization.

Q: Can the letter or email from parents (giving support) be in Spanish? Most of our families primarily speak Spanish, so if we ask them to write the letter, it will need to be in their primary language. Also, we community we are targeting in our application is families who identify as Latino/Hispanic, so that's who'd be writing the letter of support.

A: Yes, letter of support may be submitted in the parent's primary language and DCYF will ensure that any necessary translation is provided to application reviewers.

Budget

Q: Can you describe the 25% match requirement?

A: All applications must include a minimum of 25% budget match through other grants or cash funds, in-kind donations, or volunteer time to meet federal requirements.

Q: Can paid staff time from other funding sources be used as the matching funds?

A: Yes, paid staff time can be used as the matching funds. However, staff time must be included in the column for the grants and other cash match on the budget tool, staff time may not be considered in-kind or volunteer time.

Q: What is the end time for spending the funds awarded through this opportunity?

A: The contract that results from this funding opportunity is considered a cost-reimbursement contract. Funded organizations will have 12 months to spend the funds. The funds must be spent, then proof of those expenses must be submitted to DCYF monthly or quarterly and DCYF will reimburse the expenses. If all funds are not spent by the end of the 12-month period, the funds are no longer available. If the contract is eligible for another year of funding, the next year's funding will not be impacted by the previous year's underspend; there will be no rollover of funds.

Q: Can you describe how in-kind donations and volunteer time can be used to meet the 25% match requirement?

A: In-kind and volunteer time is an allowable way to meet the 25% match requirement and there is a field on the application's budget tool to indicate this. In-kind donations would be anything that is donated to or used by the applicant organization at no cost that directly benefits the funded programming. Volunteer time would be someone who donates their time to do work that you would otherwise have to pay a staff person to complete that directly benefits the funded programming. Personnel expenses may not be considered in-kind or volunteer time. If personnel expenses are being used as match, applicants would need to use matching cash funds for this (non-CBCAP funding that is used to pay for the funded programming's personnel expenses). If using in-kind or volunteer time as match, it is important to use appropriate tracking and reporting methods within your organization, financial reports, and on IRS tax forms. Additional information on in-kind and volunteer time may be found at the Washington State Auditor's Office, the Code of Federal Regulations (CFRs), and within Generally Accepted Accounting Principles (GAAPs).

Q: Does the CBCAP funding pay only for the expansion programming or for the entire program including existing and expanded programming?

A: The CBCAP funding can only pay for the new, innovative, or expanded portions of the programming being proposed. Any portions of the programming that previously were in place must be paid for by other funding sources. Although, CBCAP funding may pay for a portion of any shared expenses for the programming.

Q: How should the budget be submitted?

A: Budgets should be submitted on the budget form, which is a separate document from the rest of the application. It can be found at <https://dcyf.wa.gov/services/child-dev-support-providers/home-visiting/funding-opportunities>. The budget template will not be counted toward the application page limit.

Q: Can you use funds obtained from other state or federal sources as matching funds for this funding opportunity?

A: Yes, you can use other public or private funds as a source of the minimum 25% matching funds requirement as long as those funds meet the requirements under section 200.306 of the Code of Federal Regulations on cost sharing or matching.

Q: How do you show proof of the matching funds if a general statement indicating match will be obtained is not considered adequate matching funds?

A: Adequate documentation of matching funds requires that the funds and/or in-kind donations are included under the grants and other cash match or in-kind donations columns of the budget tool. Applicants must also provide a response to the question of identifying the other sources of funding for this project including whether the funds are secured or anticipated that indicates matching funds are available and are from an organization outside of the applicant agency. No additional evidence is required at the time of application, but matching fund documentation may be subject to review during contract monitoring activities if awarded funding.

Q: We will be proposing the use of temporary employees who will likely be paid on a 1099 basis. Where should that go in the budget 'Personnel'? Or 'Contracted services'?

A: A 1099 employee would be budgeted under contracted services rather than personnel.

Q: At the top of the budget form it says: "Do not include unpaid volunteers as in-kind." Then in the Q&A for the proposal it says this: "In-kind and volunteer time is an allowable way to meet the 25% match requirement and there is a field on the application's budget tool to indicate this." It seems the only way to do this is to add it to the In-kind column. These statements seem contradictory. Can you clarify which is correct or if we are misunderstanding one of the instructions along the way?

A: It does appear that the budget document does have a typo on the instructions at the top. For the budget form, it should state to not include unpaid volunteers as in-kind toward personnel expenses, they would be counted as other services and charges. This is because any contract resulting from this application considers personnel budget line items only as paid staff positions. The form has been corrected.

Q: We are going to have many staff (at least 20-25 in our organization and hopefully other organizations) participate in training that would be funded through this grant. As I'm writing the budget, should I put each those staff names and their personnel costs (time and benefits) in section 1.0 of the budget? This will be a big chunk of our budget matching piece.

A: Matching funds do need to be listed in the budget in the appropriate line item. When using personnel expenses as a matching fund source, we ask you to provide as much detail as possible. However, identifying specific staff positions may not always be possible at the time of application, so it is also ok to summarize personnel expenses.

Q: How many hours (ballpark) evaluation and reporting requirements take? Could I put those hours/staff time in the Grants and other Cash Match section, since I don't think we'd charge it to this grant?

A: Evaluation coaches meet every program where they are to best support the individual needs, capacities, and interests of organizations. In the first year of funding, organizations will have an evaluation kick-off meeting and typically work with evaluations more frequently than in subsequent years of funding. Minimally, programs should expect two to four evaluation coaching calls or in-person meetings that last between one and two hours each. In addition to time spent with coaches, programs should plan for time to complete evaluation tasks, which include evaluation design, data collection, data summarizing, and report writing. Coaches will guide programs in these tasks and encourage programs to conduct evaluations that are useful and "do-able." The time needed to engage with coaches and conduct evaluation work is determined by factors including your organization's current capacity for evaluation, the evaluation design you pursue, and the particular details of the program.

Q: We plan to stage fatherhood classes at a community center which will provide the space at a rate that includes the in-kind match that the grant specifies. Is this an acceptable way to provide the matching funds?

A: All or part of the fees for space rental are an allowable source of matching funds as long as matching funds follow all rules and regulations that may be found at the Washington State Auditor's Office, the Code of Federal Regulations (CFRs), and the Generally Accepted Accounting Principles (GAAPs).

Primary or Secondary Prevention Definition

Q: How is it decided to not include families with child welfare involvement for this funding opportunity?

A: CBCAP funding is part of the federal Child Abuse Prevention and Treatment Act (CAPTA). CAPTA funds are split into Title I and Title II funds. CAPTA Title I funds are reserved for funding services to families involved in the child welfare system, CAPTA Title II funds are reserved for families who are not involved in the child welfare system. Federal regulations state that CAPTA Title II funds cannot supplant CAPTA Title I funds.

Q: Can you clarify what qualifies as tertiary prevention?

A: Tertiary prevention is a program or service that is provided to families who are currently receiving any form of Child Welfare involvement including any front-end child welfare interventions such as Family Assessment Response (FAR), Family Voluntary Services (FVS), Voluntary Placement Agreements (VPA), etc. Tertiary prevention is not allowable for this funding opportunity.

Q: Our agency works with families who are kinship caregivers. Some of the families are involved in child welfare services, others are placed outside of the child welfare system. Would we be able to serve those families not involved in the child welfare system?

A: Yes, as long as the family does not have any child welfare involvement, a kinship family may be eligible for services. However, if a child welfare case is opened, including the investigation stage, then the CBCAP funding can no longer be used to provide services to the families.

Q: If a family is involved in the Child Welfare system in any way, would we have to exclude them from programming?

A: If a family is involved in the Child Welfare system, the CBCAP funding can no longer be used to provide services to the family. However, an agency may use alternate funding to provide the same services to families.

Q: Does this definition for tertiary prevention extend to families who have adults being served by adult protective services?

A: No, the definition for the CBCAP tertiary prevention is focused only on child welfare services. A family's involvement with Adult Protective Services does not impact their eligibility for services funded by CBCAP.

Programming

Q: What is considered new, innovative, or expanded programming?

A: New programming is a program that your agency has not provided before and would like to begin offering. Innovative programming is providing existing programming in a different or altered way, such as a program that has only been provided in English being altered to be provided in Spanish. Expanded programming would be existing programming that is being offered to a new population or in a new geographic community.

Q: Can this funding be used to enhance or expand our existing programming?

A: Yes, this would be considered either innovative, if you are altering how the programming is offered, or expanded, if you are offering the programming to a new population.

Q: Does the program need to be designed as a Child Abuse Prevention program?

A: No, the program does not need to be designed specifically for Child Abuse Prevention as long as the program will strengthen at least one of the Strengthening Families Protective Factors. Implementing programs that increase the protective factors surrounding families are likely to decrease the instances of child abuse or neglect occurring.

Q: We want to expand programming into a new geographic location, is that allowable?

A: Yes, this would be considered expanded programming and is eligible for this funding opportunity.

Q: The application guidance says that these funds may not be used to support home visiting programs. Would we be able to provide wrap-around services for home visiting clients?

A: Yes, as long as the program you are proposing does not qualify as a home visiting program, it is eligible to be funded through this funding opportunity.

Q: Following the question above, the innovative services will involve some of our staff that are funded through the HVSA but will not be used to support HV FTE or HV slots. Most of the funds will go towards a population not previously served. However, some will go towards a training module that will help support both HV and non-HV staff as they work with families in this new grant/work, but it will also benefit their work as home visitors. Would this be allowable?

A: Yes, since the proposed programming is recruiting other families for new innovative services and the training is supporting this, then it would be eligible for this funding.

Q: Would our proposed programming require us to screen for Child Welfare involvement?

A: Yes, a CBCAP funded program must have a system in place to screen for Child Welfare involvement. This screening may be a self-report or a passive screening process. If selected for funding, DCYF staff or an assigned Evaluation Coach can help programs develop adequate and reasonable processes for this screening.

Q: Our proposed programming has multiple parts. What is the best way to approach this?

A: Applicants are encouraged to select one primary activity for this funding opportunity. Additional programming elements may be supported along with the primary activity in order to adequately recruit participants, provide more comprehensive services for families, or to provide post-programming supports. Applicants should keep in mind that a comprehensive evaluation process will be expected for each item indicated as a primary activity in the application.

Q: What are the expectations for the number of participants?

A: The number of participants that applicants propose to serve will depend on the type of program being proposed. For example, if using an Evidence Based Program, there may be a standard number of families per programming event. DCYF does not have a minimum number of participants that we expect to be served. The number should reflect the needs of the community and the programming being proposed. Currently, DCYF contracts with organizations to serve anywhere from 15 to 150 families per year.

Q: We are losing funding soon for an existing program, can we apply for this funding opportunity?

A: All proposed programs must be a new, innovative, or expanded programming. If the program you are wanting to get funding for meets one of these definitions, it would qualify for this funding opportunity. This funding is not designed for the continuation of programming already being provided.

Q: Does the innovative programming have to be evidenced based?

A: No, the innovative program does not have to be evidence based.

Target Population

Q: Must the program be primarily for parents or can it be focused on youth with some parent involvement?

A: There are no restrictions on who the primary audience for the programming must be. Programs may focus on providing services to parents or children, as long as the proposed program aligns with the focus population. Programming must also be logically connected to one or more of the Strengthening Families Protective Factors.

Q: What age range of children may be served through this funding opportunity?

A: While younger children are considered a high risk population due to the overrepresentation of younger children in the Child Welfare system nationally, this Community-Based Child Abuse Prevention application may serve families with children of any age including older children and teens or high school aged students. Reviewers will only be asked to consider if the proposed programming fits with the target population.

Q: What age range is considered a child for this funding?

A: On average, children will refer to those prenatally through 18 years of age. However, exceptions may be made for those up to age 21 who are living as legal dependents of their parents.

Q: Military families are not listed as a focus population in the application guidance, are they allowed to be a target population for this funding?

A: Yes, military families may be a target population for this application. Military families are not specifically called out in the application guidance as a focus population because they have not been found to be overrepresented in the Child Welfare system nationally. However, it is acknowledged that all populations can benefit from Child Abuse Prevention programming.

Q: Does immigration status have any bearing on client eligibility?

A: No. We do not require tracking or reporting the immigration status of the individuals being served by contracted organizations for this funding.

Miscellaneous

Q: Has this funding been awarded before?

A: Yes, this funding has been offered annually for the last several years to allow for cohorts of first-year, second-year, and third-year funded programs in order to allow for peer learning opportunities. This is anticipated to continue annually, as funding allows.

Q: How many grants are you intending to award?

A: DCYF anticipates awarding three contracts from this application process, but additional programs may be selected if requested budgets fall below the maximum award level.

Q: May organizations apply for more than one grant if they are offering multiple prevention programs?

A: Yes, programs may apply for more than one program if they are offering multiple unique prevention programs. However, if one organization is identified for multiple awards, DCYF may

have to review the applications and get clarifying information to determine whether separate awards are appropriate.

Q: Can you share examples of projects that have been funded in the past?

A: This funding has paid for a very broad array of programming including things such as resource navigation services, peer support groups, parent education, parent cafes, and many others. The current array of programming may be found on the DCYF website here: <https://dcyf.wa.gov/sites/default/files/pdf/HV-ArrayServices.pdf> under the Community Based Child Abuse Prevention Programs header.

Q: Are there restrictions for agencies that hold other CBCAP grants through DCYF?

A: No, there are no restrictions on currently funded CBCAP agencies to apply for funding as long as the application is for a new, innovative, or expanded program is separate from the currently funded programming.

Q: Will the recording of the webinar be available later?

A: Yes, a recording of the webinar will be shared on this website: <https://dcyf.wa.gov/services/child-dev-support-providers/home-visiting/funding-opportunities>. The recording will not include the question and answer portion of the webinar, but all questions and answers are provided in the FAQ document found on the same website.

Q: Can organizations apply for both funding opportunities listed on the website?

A: Yes, organizations may apply for both the Community-Based Child Abuse Prevention Evaluation Capacity Building funding opportunity and the Perinatal Mental Health Community Capacity Building funding opportunities.

Q: Will I receive confirmation when my application is received by DCYF?

A: Yes, DCYF will send a confirmation email when applications are received, usually within two business days. All confirmations will be sent by 9 a.m. on May 3. If you do not receive a confirmation email within a week or by 9 a.m. on May 3, reach out to DCYF for assistance.

Q: Can you share about the reporting requirements and about the common measures used across funded programs?

A: All funded programs complete quarterly reports, the current template can be found here: https://dcyf.wa.gov/forms?field_number_value=04-225&title=. In addition, there is a year-end report that will focus primarily on the results of the evaluation capacity building, including program-specific outcomes and common measures as well as a few other summary questions. The common measures will include participants' improvement on at least one of the Strengthening Families Protective Factors and one of two participant satisfaction questions: On a scale from 1 (not at all satisfied) to 5 (very satisfied), how satisfied are you with the program? Or, On a scale from 1 (least valuable) to 5 (most valuable), how would you rate this program?

Q: Is the CBCAP funding a source of funds from Washington State or federal funds?

A: The Community-Based Child Abuse Prevention funding is a federal funding source.