

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

Application

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 14, 2025.

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 the noted sections 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 May 1, 2025 and we will respond to you. In addition, support may be available through the Washington Apex Accelerator (<https://washingtonapex.org/>).



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 30, 2025, 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: 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 is 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, the 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, the 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.

Q: Can you clarify the clearinghouse rating requirement? Is it still required if we are proposing an evidence-based program?

A: Applicants may use the Title IV-E Clearinghouse (<https://preventionservices.acf.hhs.gov/>) or the California Evidence-Based Clearinghouse (<https://www.cebc4cw.org/>) to determine the level of evidence as defined by federal guidelines. Include the rating for the proposed programming in your application as listed on either of these sites. If your proposed programming is not listed on either clearinghouse, indicate the program as innovative. This funding opportunity does not require programs to have a minimum rating from either site. Programs will only be considered evidence-based, if listed as evidence-based on either clearinghouse, and this will need to be listed in the application.

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: 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. A sample of the budget template can be found at <https://dcyf.wa.gov/services/child-dev-support-providers/home-visiting/funding-opportunities>. Organizations who submit a Letter of Intent to Apply will be emailed the excel budget template to complete for the application. 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. 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: How many hours (ballpark) do 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 evaluators 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. Evaluation 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: Would flex funds for families in case of emergency be an allowable expense for this funding?

A: This would depend on the proposed programming. If the programming includes this as a key element, it would be allowable as long as the funds are used in accordance with federal regulations including that funds cannot be used to supplant other funds (such as for housing, utilities, or medical expenses).

Q: Do you have guidance for what indirect costs you'd like to see in these applications?

A: As long as you have a signed indirect rate certificate from a federally cognizant agency, indirect rates exceeding 10% of the direct expenses will still be considered by reviewers.

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: 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-person being altered to be provided virtually. 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 strengthens at least one of the five Strengthening Families Protective Factors. Implementing programs that increase the protective factors surrounding families are likely to decrease child abuse or neglect from 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: 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 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 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 proposed programming have to be evidenced based?

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

Q: Can you expand on what it means to have the capacity to deliver high quality family support?

A: Capacity to deliver high quality family support means that an organization has the time and ability to provide programming to families that address a specific need. The programming is planned to be provided in the way it is intended, including fidelity to model or curriculum standards as applicable.

Q: Does ESIT count as a home visiting program?

A: No, ESIT is not considered a home visiting program under the definition provided in the RFA guidance.

Q: Our work aligns best with the Concrete Supports protective factor by ensuring access to basic needs, financial relief, and a reliable support system. Would this be considered under this funding opportunity?

A: As long as the program is logically connected to at least one of the protective factors, including concrete supports, the application would be considered during the review process.

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 higher 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: If this funding is federal, does this mean that a community organization focused on POC communities will be disqualified?

A: At this time, DCYF has not received any guidance from our federal funders to not award funds related to serving BIPOC or other diverse communities. So, if the proposed programming

is related to preventing child abuse and neglect in the focus population named in the application, it will be considered for funding.

Q: May these funds be used to serve currently enrolled clientele, or must they be made available to the general public?

A: This funding opportunity may be used to serve existing clientele, but the funded communities will be encouraged to also offer programming to those outside of existing clientele when appropriate.

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 allowing for peer learning opportunities. This is expected to continue annually, as funding allows.

Q: How many contracts 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: 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 and 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 one business day. All confirmations will be sent by 12 p.m. on the next business day following the application due date. If you do not receive a confirmation email within a week or by 12 p.m. on the next business day following the application due date, 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.

Q: What sort of information would need to be collected on individual families?

A: DCYF requires demographic information to be collected on all parents and children. This includes race, ethnicity, self-report disability status, and self-report refugee or immigrant status. However, the information gathered by programs is only shared with DCYF as a summary, no identifiable data will be requested by DCYF for this funding. There are additional evaluation requirements as well, which will be supported by a contracted evaluation coach.

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.

Q: Is this funding at risk for being cut or reduced with the upcoming state budget cuts?

A: The funds used in this application are federal funds, not state funds. Therefore, are unlikely to be cut or reduced in the anticipated budget cuts.

Q: How many years could this funding be renewed for?

A: Contracts are awarded on a year-by-year basis. For contracts in good standing at the end of the contract term, up to 2 additional years of funding may be awarded for a total of 3 years.