CBCAP Evaluation & Capacity Building Application Process Q&A

Evaluation

Q: Can you clarify what this funding is for? Is it for evaluation or the protective factors?

A: This funding opportunity is for new, innovative, or expanded Primary or Secondary Child Abuse Prevention programs that are logically connected to the Strengthening Families Protective Factors. Funded programs will then receive evaluation coaching to help programs implement an evaluation process that is most appropriate for each unique program.

Q: It seems the focus is on evaluation. But the outcome may be years down the line, so how is that handled?

A: The evaluation coaches that work with all funded programs help to design an evaluation process that can measure short-term outcomes (such as increased knowledge after attending a class) as well as output data (such as attendance and demographics). Funded programs are assisted in developing an evaluation process unique to each individual program that is reasonable and achievable. The evaluation coaches can also assist in thinking about how to measure more long-term outcomes when appropriate.

Letter of Intent to Apply (LOI)

Q: Are we submitting the Letter of Intent (LOI) through hard copy or email -- and, then, of course, are we submitting the full proposal through hard copy or email?

A: Both the Letter of Intent and the full proposal should be submitted through email. We do confirm receipt of all emails, so you should know that we receive your information. If you don't hear back from us within 2 business days, please reach out to us so we can find the issue and correct it when possible. All letters of intent and application packets can be submitted to this email address strengtheningfamilies@dcyf.wa.gov.

Q: What is required for the LOI? Is there a form?

A: The instructions for the LOI are under the How to Apply header in the application packet. Each LOI must include the name and business address of the applicant, the name and contact information of the primary contact for the applicant, and a statement of the applicant's intent

to apply. There is no form that needs to be used. LOIs must be submitted to
strengtheningfamilies@dcyf.wa.gov by April 3, 2023 at 5:00 p.m.

Q: Will I receive a confirmation that my LOI has been received?

A: Yes, a DCYF representative should respond to confirm receipt of the LOI. Responses should be sent within 2 business days. If you do not receive a confirmation, please reach out to DCYF so we can find the issue and correct it when possible.

Q: Our organization submitted a Letter of Intent with the plan to implement one program, but after reviewing the opportunity more carefully, we have decided to foucs on a differen program. Do we need to resubmit the LOI?

A: No, you do not need to resubmit the LOI. Since the Letter of Intent does not require you to specify the programming you are proposing to provide you can still make changes to your plans.

Budget

Q: For the budget with the application, do we submit a budget for just one year, or do we submit for the three years assuming that the funding is renewed?

A: The budget for the application should focus only on the first year of funding. If contracts are renewed for additional years, a new budget will be negotiated each year.

Q: How should we budget for the $6,000 in concrete goods that is mentioned in the application materials?

A: The budget that is submitted with the application does not need to include the $6,000 for concrete goods. The budget should focus on the $40,000 maximum budget request from DCYF along with demonstrating that the organization can provide the minimum match funding, which is 25% of the DCYF requested budget. For example, for a $40,000 budget request, the minimum matching funds should be $10,000. The additional $6,000 for concrete goods will be discussed with applicants once funding awards are made.

Q: Can the 25% match come from in-kind services, for example fiscal management through existing bookkeeper, office space, or training space?

A: In-kind is an allowable way to meet the 25% match and has a field on the application's budget template. 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. Personnel expenses may not be considered in-kind. If personnel expenses are being used as match, applicants would need to use matching funds (non-CBCAP funding used to pay for a portion of the personnel expenses). If you use a contracted service for any of these activities and they will

support this funding as well for no additional charge, that could be considered in-kind if documented appropriately. If using in-kind, it is important to use appropriate tracking and reporting methods within your organization, financial reports, and on IRS tax forms.

Q: Are contracts a reimbursement style grant or is the funding given up front upon award?

A: The contracts issued from this funding opportunity are a cost-reimbursement contract. Contracted organizations will need to invoice DCYF for all costs incurred during the contract period. Organizations can bill as often as twice monthly or as infrequently as quarterly to meet the fiscal needs of your program and the invoicing capacity of your organization.

Q: Is there an estimated time commitment for working with an evaluation coach? How should we plan the budget for this work?

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 evaluation coaches more frequently than in subsequent years of funding. Minimally, programs should expect two to four evaluation coaching calls (or in-person meetings, when possible) that last between one and two hours. In addition to time spent with coaches, programs should build in 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 also "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.

Proposed Programming

Q: Will you please share more with us about the type of programs that are considered for this? Does a site need to have an established child abuse prevention program already? If so, does this include home visiting programs funded by DCYF?

A: The type of programs that are considered for this funding opportunity are quite broad. The goal is to find new, innovative, or expanded programming that should be able to begin serving families within 6 months of the contract start date. The programming must be strengths-based, logically connected to the Strengthening Families Protective Factors, primary or secondary child abuse and neglect prevention, and appropriate for the target population. However, home visiting programs are not funded through this opportunity since there is a dedicated home visiting fund within the agency.

Q: If we work with foster families and foster children a lot, which sounds as if it would be tertiary prevention, is that correct?

A: Yes, services provided to families or children currently involved in the Child Welfare system would be considered tertiary prevention.

Q: What about programming focused on breaking the generational cycle of abuse? Would that be considered primary or secondary prevention?

A: This potentially may be considered secondary prevention, but would largely depend on who the services are provided to. If programming is provided to children still being served by the Child Welfare system, then it would be considered tertiary prevention. If the programming is offered to former foster youth who have aged out of the child welfare system, then it would be considered secondary prevention and would be allowable for funding.

Q: My understanding is that as long as the family does not have a currently open CPS case, they could be a target population. Is this correct?

A: This funding can only be used to serve families who do not have a current open Child Welfare case, including CPS, Family Assessment Response (FAR), or any other Child Welfare program.

Q: Can these funds be used to just add additional services to a home visiting program, or does it have to be a new program?

A: This funding is for new, innovative, or expanded programming. This opportunity may provide programming to support families, including home visiting program clients, but may not be used to fund home visiting services since there is a dedicated home visiting fund within DCYF.

Q: What do you mean by new, innovative, or expanded programming?

A: This specific funding opportunity is to support programming in one of three categories. First, new programming would be activities or events that have not previously been offered by the organization. Second, innovative programming could be existing programming that is being offered in a new way (e.g., offering a previously English-only parenting class in Spanish or offering an event virtually that has only ever been offered in person) or making changes to an existing program curriculum or process to meet community needs. Third, expanded programming would be existing programming being offered to a new population or in a new community.

Q: I wanted to clarify if the program we choose tow ork on can be implemented within the community we already serve. What would the limitations be?

A: Applicants are able to specify the population they hope to serve, there are no guidelines on how you select this target population. The only limitations surrounding who is served is that

this funding can only be used for primary or secondary prevention populations. If programming is provided to families currently being served by the Child Welfare system, then it would be considered tertiary prevention and not allowable.

Q: The programming we want to provide is one that is not voluntary. Families can only get this program based on judges appointing cases to us for service. Is this allowed?

A: No, all of the CBCAP funded programming must be voluntary for families to join.

Miscellaneous Questions

Q: I am interested in attending the webinar on March 15th regarding the CBCAP funding opportunity. Can you please provide me with the time of the webinar and the link?

A: The Applicant webinar will be on March 15th from 11-12:30. The link for the webinar can be found on this webpage under the Community Based Child Abuse Prevention (CBCAP) Funding Opportunity listing: https://dcyf.wa.gov/services/child-dev-support-providers/home-visiting/funding-opportunities. The slides will also be posted on the same page following the webinar. Reach out to DCYF by emailing strengtheningfamilies@dcyf.wa.gov if you have any questions not answered by the slides.

Q: Is there a template and/or additional info re this grant.

A: All of the information about the funding opportunity and the template for the application and budget can be found on this webpage: https://dcyf.wa.gov/services/child-dev-support-providers/home-visiting/funding-opportunities under the Community Based Child Abuse Prevention (CBCAP) Funding Opportunity. The CBCAP Capacity Building Form will be the template for applying as well as have the additional information about the funding opportunity.

Q: Can you share a recording of the webinar or the slides that were shared?

A: The slides will be posted this webpage: https://dcyf.wa.gov/services/child-dev-support-providers/home-visiting/funding-opportunities. The recording for the webinar did not work correctly, and DCYF will look for solutions. If we are able to create a recording, it will be posted on the same website listed previously.

Q: Will I receive a confirmation that my application has been received?

A: Yes, a DCYF representative should respond to confirm receipt of the application. Responses should be sent within 2 business days. If you do not receive a confirmation, please reach out to DCYF so we can find the issue and correct it when possible.

Q: Is the expectation that we will insert our content into the provided format included in the RFA, or are we able to submit the narrative on a separate document?

A: Responses to the questions listed in sections A through F should be inserted into the provided RFA and budget templates. The attachments listed in section G may be submitted on separate documents.

Q: How is the page limit for the application determined?

A: The page limit for the application is measured from where section B begins; which, if the form was formatted correctly, should be the top of a page. From there we count 12 pages. If on the thirteenth page, the content is still from sections B through F, those pages are redacted from the application before being shared with the review panel until section G. We do not count section A, the budget, or the attachments in the page limit. Some applicants also choose to convert the application into a PDF, which may allow them to delete the introduction and instructions (pages 1-4 of the application), which is allowed, in order to better track sections B through F. No additional document is needed to document the page limit.

Q: The application states that no less than 11 point font with 1-inch margins are required. But the application is preformatted, do we have to provide a secondary document to demonstrate these requirements?

A: No, a secondary document is not required. Although the application is pre-formatted, occasionally issues have arisen in which an applicant has a version that does not recognize those pre-formatted requirements. We do specify the font size and margins in case the form is not operating properly for an applicant, they are still able to see the guidelines we use for the application before making changes to the font size or margins.