



CHILD ABUSE & NEGLECT

Prevention Board

Child Abuse and Neglect Prevention Board

Request for Applications:

A Guide for Applying
&

Virtual Question and Answer Session

CANPB Tribal Child Maltreatment Primary Prevention Grant

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Objectives

- Review RFA structure
- Present information by sections
- Provide tips on using the RFA to start an application
- RFA highlights
- Q&A

Prevention Board

Mission

Mobilize research and practices to prevent child abuse and neglect and strengthen families in Wisconsin

Vision

Every child in Wisconsin grows up in a safe, stable and nurturing environment

Primary Goal

Prevent first time occurrences of child abuse and neglect across Wisconsin utilizing strategies that are equitable and inclusive of all rural, suburban and urban communities and residents

Prevention Board

Strategic Plan

- Create and advocate for effective prevention public policies
- Promote evidence-informed practice and develop innovative programs that support parents and caregivers
- Collaborate with key stakeholders to leverage resources and implement prevention initiatives
- Educate professionals and community members on child abuse and neglect issues

Funding Announcements

433001-G25-0002471: Child Abuse and Neglect Prevention Board Tribal Child Maltreatment Primary Prevention Grant

Direct questions about this open competitive request for application should be sent to Merrissa Johnson, canpbprocurement@wisconsin.gov. Submit completed applications to canpbprocurement@wisconsin.gov. Applications will be accepted until 2 pm on December 18, 2024.

- 2471 – [Tribal Child Maltreatment Primary Prevention Grant](#)
- 2471 – [Application form](#) (Word document)
- 2471 – [budget spreadsheet](#) (excel spreadsheet)
- 2471 – [budget narrative document](#) (Word document)

Note: *We have been notified that some users are experiencing technical issues accessing the word and excel files. If this occurs, please email (canpbprocurement@wisconsin.gov) and request the files. We apologize for this issue and we are attempting to address it.*

Questions and clarifications regarding the application included noted errors, discrepancies, ambiguities or deficiencies must be submitted in writing to canpbprocurement@wisconsin.gov on or before December 6.

A zoom session is scheduled for October 16. Details in the RFA.

If questions are submitted, the Prevention Board will post an addendum to the RFA. Proposers are expected to submit a signed copy of the addendum with the application.

Request for Application

RFA Structure

- Overview & Purpose of Funds
- Definitions
- Eligibility
- Use of Funds
- Number and Amount of Grant Awards
- Program Objectives
- Data Reporting Requirements
- Application Requirements
- Budget support



Overview, Definitions, Use of Funds

Overview & Purpose

Introduces the funding & its general objectives

Definitions

Provides the applicant with explanations of key concepts related to the RFA

Use of Funds

Explains how grant funds under the RFA can be applied

Eligibility

Defines the types of agencies that can apply for funding

Eligibility

The Prevention Board is releasing this Request for Application (RFA) for the purpose of soliciting applications from the 11 federally recognized Tribes in Wisconsin to support the Prevention Board's purpose to mobilize research and practices to prevent child abuse and neglect and strengthen families in Wisconsin. The responsibilities of the selected applicants will include implementing child maltreatment primary prevention services in alignment with the requirements outlined in this RFA. The Prevention Board is seeking applications from Tribes that present a sound proposal to reach families through child maltreatment primary prevention services, as well as demonstrate an innovative approach to serving families.

Timeline

Application Milestones	Dates
RFA Release/ Application open	September 5, 2024
Q&A	October 16, 2024
Deadline for submission of questions	December 6, 2024
Application due date	December 18, 2024
Award Announcements	On or before February 12, 2025

Use of Funds

- Funds must be used to implement or expand at least one primary prevention program.
- For the purposes of this RFA, eligible applicants will propose programs and services that:
 - Focus on using family strengths to increase parental competence.
 - Offer services to all families in the service area instead of or in addition to offering services based on an assessment of risk factors.
 - Offer universal, child maltreatment primary prevention services to all families with children.
 - Enhance one or more of the protective factors (parental resilience, knowledge of parenting and child development, nurturing and attachment, concrete supports in times of need, social connections, children's social and emotional competence).
 - Be culturally responsive to families' needs.

Use of Funds

- Parenting Support Programs
- Evidence- Based Parent Education
- Parent Engagement Activities
- Up to \$5,000 of total request may be used to provide concrete supports to families

Contract Term

The anticipated contract start date is July 1, 2025, and will run through June 30, 2026. All work must be completed during this time.

Contract Cycle	Dates	Total amount available	Estimated number of awards	Maximum Grant Amount	Required Match
12 Months	July 1, 2025	\$330,000	11	\$30,000	25% of the amount requested

Reporting Requirements

Below are examples of the type of data that will be required to be reported:

- **Training status** of grant-funded program staff (e.g., proof of accreditation/training completion).
- **Client demographic information.**
- **Service utilization data** (e.g., number of clients enrolled, service location, average length of service, program completion rates)
- **Parent outcomes** (e.g., frequency and severity of disruptive behaviors, presence and frequency of positive child behaviors, and parental stress, involvement, positive parenting practices, improvement in knowledge of parenting and child development and program experience).
- **Enrollment and session forms** (contingent upon selection of evidence-based parenting program)

Application Requirements

Application Narrative: Technical Requirements

- Responses should be prepared with a legible font and single-spaced
- Responses should include
 - Applicant Information (template provided)
 - Application narrative (10 page maximum)
 - Budget form (template provided)
 - Budget Narrative form (document provided)

Application Requirements

Application Narrative: Content Requirements

- I. Tribal / Organizational Information
- II. Services and Supports Provided
- III. Narrative Description of Proposed Project
- IV. Budget and Budget Narrative



Budget Submission

- Budget Narrative Template (word document)
- Budget Form (excel spreadsheet)

Budget Form

Budget Category	Grant Award	In-Kind Match	Cash Match	Total
Salaries (personnel)				\$0.00
Fringe Benefits				\$0.00
Travel (staff and participant)				\$0.00
Training				\$0.00
Materials and Supplies				\$0.00
Space				\$0.00
Consultant Fees (including audit)				\$0.00
Indirect Costs (10%)				\$0.00
Other (full description must be included in budget narrative)				\$0.00
Totals	\$0.00	\$0.00	\$0.00	\$0.00
Required 25% match	\$0.00			
Agency Indicated Match	\$0.00			

Budget Narrative

A. Personnel: Provide employee(s) (including names for each identified position) of the applicant/recipient organization, including in-kind costs for those positions whose work is tied to the grant project. Describe the role and responsibilities of each position.

Position	Name	Annual Salary/Rate	Level of Effort	Cost
(1)				
(2)				
(3)				
			TOTAL	

JUSTIFICATION:

Inkind/Cash Match:

B. Fringe Benefits: List all components of fringe benefits rate.

JUSTIFICATION

Inkind/ Cash Match:

C. Travel (staff or participant): Briefly describe the need and purpose for each travel in relation to achieving goals and objectives for the grant. Differentiate between staff and participant travel.

JUSTIFICATION

Budget Narrative

D. Training: Indicate the number of trainees/ attendees/ participants and the unit costs involved.

JUSTIFICATION:

Inkind/ Cash Match:

E. Materials & Supplies: For each line-item cost, include adequate justification and a detailed breakdown of your estimate. List the items by type of supplies (e.g., training materials, desktop computer, laptop, projector etc.), unit cost, quantity, and/or duration. If the applicant will be providing parent resource materials, include the estimated number of clients/ participants in the basis for the costs.

JUSTIFICATION

Inkind/ Cash Match:

F. Consultant Fees: Describe the services and deliverables to be provided by each consultant, contract, or subaward and provide the detailed budgets with the supporting narrative justification. Explain how the services and deliverables relate to the accomplishment of specific project objectives.

JUSTIFICATION

Inkind/ Cash Match:

G. Space: List monthly costs required to provide space for programs and services used specifically for this grant. Provide details on the monthly rental charge(s).

JUSTIFICATION

Inkind/ Cash Match:

H. Other: The Other category is for any expenses not covered in the previous budget categories (postage, utilities, concrete supports, telecommunication expenses, etc.). List items by type and show the basis for computation.

JUSTIFICATION

Inkind/ Cash Match:



Applicant Information

Use of form: Use of this form is mandatory. If the requested information is not provided, the Prevention Board will be unable to process your application. Personal information you provide may be used for secondary purposes [Privacy Law, §15.04(1)(m), Wisconsin Statutes].

Application #	Title
433001-G24-0002366	FRC of Quality Pathway Expansion

APPLICANT INFORMATION

Legal Applicant/Organization Name	Telephone Number	
<input type="text"/>	<input type="text"/>	
Applicant Contact Name	UEI Number	
<input type="text"/>	<input type="text"/>	
Applicant/Organization Mailing Address (Street, City, State, Zip Code)	DUNS Number	
<input type="text"/>	<input type="text"/>	
Applicant Contact Email Address		
<input type="text"/>		
We certify that everything in the application is true to the best of our knowledge and we will adhere to the requirements of the application and the resulting contract.		
Name of Authorized Representative:	Title of Representative:	Phone of Representative:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Signature of Representative:	Date Signed	Email of Representative:
<input type="text"/>	<input type="text"/>	<input type="text"/>

Agency Overview and Project Information

Short Project Summary (2-3 sentences): Click or tap here to enter text.
Grant funding Project Service Area - Counties, Town, City (service area for the FRC services): Click or tap here to enter text.
Provide a brief description of the agency, tribe (include the mission, vision, leadership structure for FRC services, number of families served by FRC services): Click or tap here to enter text.
<input type="text"/>

Getting Started

- Read the RFA thoroughly and carefully
- List required items in the RFA
- Take note of areas that state “Applicants must..”
- Note items that may take additional time to collect Develop a timeline of what needs to be done
- Outline application narrative in order as presented in the RFA

The RFA is your ultimate guide to developing a comprehensive application

Important Dates & Submission

- Deadline to submit questions: December 6, 2024
2 p.m. CT
- Any amendments will be posted on the Prevention Board website: <http://www.preventionboard.wi.gov>
- Application deadline: December 18, 2024, by 3 p.m. CT
- Completed applications must be submitted to canbprocurement@wi.gov
- Review Process