



**Child Abuse and Neglect Prevention Board  
Request for Application Form**

**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 # 433001-G26-0002471	Title Child Abuse and Neglect Prevention Board Tribal Child Maltreatment Primary Prevention Grant
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The Wisconsin Child Abuse and Neglect Prevention Board is an equal opportunity employer and service provider. If you have a disability and need to access this information in an alternate format, need it translated to another language, or need other accommodations, please contact [canpbprocurement@wi.gov](mailto:canpbprocurement@wi.gov).

**Request for Applications**

Overview

The Wisconsin Child Abuse and Neglect Prevention Board (Prevention Board) has prioritized primary prevention as a strategy that enhances parenting skills and promotes healthy child development. The Prevention Board is seeking applications for primary prevention programs that are grounded in the Protective Factors and have demonstrated effects in preventing child abuse and neglect.

The Prevention Board recognizes the importance of proven prevention strategies to strengthen families and reduce the likelihood of child abuse and neglect. Primary prevention is a key component to a comprehensive community family support continuum. The Tribal Primary Prevention grant is focused on programming with key features such as strengths-based approaches to reinforce and build protective factors, family-centered practices, and the use of both individual and/or group methods.

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.

The purpose of this funding is to:

- Strengthen positive parenting practices (e.g. skills and strategies that help support the healthy development of children and youth).
- Improve emotional challenges (e.g. anxiety), behavioral challenges (e.g. self-regulation, non-compliance) commonly experienced in early childhood.
- Promote child social and emotional development.
- Strengthen child and parent/caregiver relationships, family dynamics, and parent/caregiver involvement.
- Improve the availability and sustainability of services for pregnant and parenting people, mothers, fathers, caregivers, and children and youth.

- Reduce health disparities through improving equitable access to services for parents, caregivers, and children in Wisconsin that are culturally responsive to the populations' needs.

The Prevention Board will award grants, totaling \$330,000, to eligible Tribes to implement or scale primary prevention programs aimed at expanding training, programming, and supports for parent and caregivers in a variety of settings (e.g., homes, communities, schools, clinics).

#### Definitions

- **Family** is a self-defined unit, consisting of those who are significant to one another, whether related by blood, legal bonds, or bonds of friendship and community. The Prevention Board's focus is on families who are responsible for raising children, consisting of at least one adult and one child who are related biologically, emotionally, and/or legally. A family creates a sense of belonging and nurturing emotional ties with one another and sharing resources to provide for one another's physical, emotional, economic, and social well-being.
- **Primary prevention** addresses the root causes of child abuse and neglect before it occurs and builds protective factors which act as buffers against adversity while also promoting the optimal development of children. Strategies are generally offered to all families universally without identifying their individual level of risk or likelihood of child maltreatment. More details on primary prevention and how the Prevention Board defines other levels of prevention: <https://preventionboard.wi.gov/Documents/PreventionApproaches.pdf>.
- **Protective Factors:** Protective Factors are conditions, attributes, and experiences that mitigate or eliminate the impact of child maltreatment. They also promote healthy development and overall enhanced well-being for children and families. Protective Factors Framework (concrete supports, social connections, social and emotional competence of children, parental resilience, knowledge of parenting, and child development).
- **Concrete supports** provide basic resources to families, such as food, water, shelter, safety, health care, and mental health care. The goal of concrete supports is to help families maintain security and meet their basic needs, especially when they feel overwhelmed or stressed.

#### Eligibility

The following Tribes are eligible to apply:

- Bad River Band of Lake Superior Chippewa
- Forest County Potawatomi
- Ho-Chunk Nation
- Lac Courte Oreilles Band of Lake Superior Chippewa
- Lac du Flambeau Band of Lake Superior Chippewa
- Menominee Indian Tribe of Wisconsin
- Oneida Nation
- Red Cliff Band of Lake Superior Chippewa
- Sokaogon Chippewa Community
- St. Croix Chippewa Indians of Wisconsin
- Stockbridge-Munsee Band of Mohican Indians

Applicants offering secondary or tertiary prevention services are eligible to apply only if they offer them in addition to primary prevention services. Applicants must offer, at minimum, one service that is open to all families regardless of level of risk to be eligible for this funding opportunity. Programs funded under this grant must be made available to all families within a community.

**This grant does not fund home visitation programs or evidence-based parent education at the treatment or tertiary level.**

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#### **Timeline**

Below is the tentative time schedule for this RFA. If the Prevention Board finds a need to alter the timelines listed

herein, an addendum will be issued announcing the alternate timelines. Applications will be accepted electronically via email to [canpbprocurement@wisconsin.gov](mailto:canpbprocurement@wisconsin.gov). The deadline for applications is **December 18, 2024**.

It is the applicant's responsibility to ensure that the submitted application is accurate and complete.

<b>Application Milestones</b>	<b>Dates</b>
RFA Release / Application Open	September 5, 2024
Public webinar to walk through RFA	October 16, 2024 (1:00 pm- 2:00 pm) Zoom information provided below
Deadline for submission of questions for potential respondents	December 6, 2024
Application due date	December 18, 2024
Award announcements	On or before February 12, 2025

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### **Use of Funds**

Funds must be used to implement or expand at least one primary prevention program. Funds can be spent on training, program materials, direct service staff time, parent voice/parent input, office administrative costs. Additional items related to program delivery may be considered during contract negotiations. Funds may also be used for administrative and data support for supporting the implementation of direct services. All applicants will be required to submit a budget proposal for how grant funds will be spent. Applicants are welcome to propose a budget that they feel suits their proposed approach; however, as part of the budget proposal, applicants are expected to provide a detailed justification for each line item in their proposed budget. This justification could include, but is not limited to, why the element is necessary for the proposed approach and how the cost estimation was calculated. The Prevention Board reserves the right to make final determinations about award size, including whether to award full or partial coverage of the applicant's proposed expenses.

Eligible expenditures must be necessary, reasonable, and allocable to the activities proposed in the application. This may include:

- Program materials (e.g., manuals);
- Planning costs;
- Specialized training;
- Staffing (e.g., benefits, contractors);
- Supplies;
- Technology;
- Technical assistance;
- Training costs;
- Travel; and
- Other (applicants must define).

Ineligible expenditures

- Fundraising;
- Taxes; and,
- Debts, late payment fees, contingency funds.

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.

Proposed programs are not limited to a specific list (evidence-based, evidence informed), but the applicant must explain how the proposed program meets the criteria of a primary prevention program or service.

Examples of primary prevention services and activities include (but are not limited to):

**Parenting Support Programs:** Parenting supports are services designed to provide parents with opportunities, knowledge, resources, and strategies to bolster their parenting skills and enhance the quality of their interactions and relationships with their children. Parenting supports are strengths-based, promote protective factors, and reduce risk for child maltreatment. Examples include:

- Parent Café's mirroring the Be Strong Families model
- Caregiver support groups such as Circle of Parents
- Play groups

**Evidence-Based Parent Education:** Evidence-based parent education programs have demonstrated change in outcomes in one or more peer reviewed research stud(-ies). Evidence-based parenting is making use of strategies that are demonstrated to be effective by empirical research and are applied by caregiver in a way that supports the wellbeing of families and is in line with their values. Examples include:

- Period of PURPLE Crying
- Positive Parenting Program (Triple P)
- Stewards of Children
- Nurturing Parenting
- 24/7 Dad

**Parent Engagement Activities:** Parent engagement consists of positive, light touch activities and services. They are short-term and often entertaining with the goal of meeting families' immediate needs and encouraging them to return. Parent Engagement activities are designed to be welcoming to families, introduce them to staff, and build caregiver comfort level with staff. Applicants may include these activities to enhance their application, but parent engagement activities **cannot** be the primary purpose of the application. Examples include:

- Referral to other services
- Concrete supports\* (see below)
- Family and community outreach
- Promotion, marketing, information sharing

Successful applicants may also use up to \$5,000 of the funding to provide concrete supports to families. Funds cannot be used to supplant other federal funding and must be approved by the Prevention Board.

\*Examples of concrete supports include, but are not limited to:

- Food
- Items for infants such as diapers, wipes, formula, and baby food
- Internet access for families to participate in virtual services
- Phones for families to participate in services that can be offered through telephone
- Emergency funds for housing
- Childcare and summer programming assistance for parents returning to work or searching for jobs
- Car seats for children
- Transportation assistance
- Hygiene and cleaning supplies

**Number and amount of Grant Awards**

The anticipated contract start date is July 1, 2025, and will run through June 30, 2026, subject to continued funding. By mutual agreement of the Prevention Board and the grantee, the contract may be renewed up to two (2) additional one (1) year periods and shall be subject to satisfactory performance and continued availability of funds.

The total amount of funding for the Prevention Board Parent Education Grant is \$330,000. Eleven (11) Primary Prevention Grants of up to \$30,000 each will be funded. The total number of awards will depend on the proposed budget. A 25 percent match is required. Match may be cash or in-kind. Applicants may only submit one application per Tribe. Should additional funds become available for any of these services, the Prevention Board may utilize the results of this RFA to adjust the number or amount of the contract awards.

Contract Cycle	Dates	Total amount available	Estimated number of awards	Maximum Grant Amount	Required Match
12 Months	July 1, 2025- June 30, 2026	\$330,000	11	\$30,000	25% of the amount requested

**Program Objectives**

The Prevention Board recognizes the importance of a variety of prevention strategies to strengthen families and reduce the likelihood of child abuse and neglect. Primary prevention is a key component to a comprehensive community family support continuum. The objectives of the funding are to:

- Identify and provide universal primary prevention services to improve outcomes for families;
- Support the development of happy, healthy, and successful children and families that addresses family and child health, development, early learning, family support, and child abuse and neglect prevention needs;
- Implement high-quality culturally relevant primary prevention programs in Tribal communities;
- Support and strengthen cooperation and coordination and promoting linkages among various programs that serve families, resulting in coordinated, comprehensive family-serving systems in communities.
- Identify, collect, and report on shared outcomes.

**Data Reporting Requirements**

As a condition of funding, all grantees are required to share standardized data, in a manner and form determined by The Prevention Board. As part of the award, grantees must agree to report data and outcomes as applicable.

Below are examples of the type of data that will be required to be reported (please note that this is not an exhaustive list):

- 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 and/or parent satisfaction (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 forms (contingent upon selection primary prevention program).

Grantees will receive technical support from specialized technical assistance providers contracted through the Prevention Board on topics such as best practices in project design, data collection, and grant reporting to help them fulfill reporting expectations. The Prevention Board or its technical assistance partners will host a grantee orientation near the beginning of the grant period where the reporting process and expectations will be discussed in greater detail. Grantees will be expected to provide feedback on the overall program structure, capacity building, and technical assistance services provided, and the

overall grantee experience. Feedback may be collected via a survey and/or in listening session format and is intended to uncover strengths, challenges, and potential improvements to processes, tools, and oversight procedures.

### **Application Requirements**

Please address the following (maximum 6 single-spaced pages). Label each section with Item number and bolded title. The budget and budget narrative do not count toward the page limit:

#### **1. Tribal Organizational Information**

- Identify and describe the service area where the project will be implemented and the families that will be impacted by the proposed program.
- Describe the experience of your Tribe/Tribal Organization with similar projects and/or providing services to Tribal families.
- Identify any other organization(s) that will partner in the proposed project. Describe their specific roles and responsibilities.
- Provide a brief description of the program that is the focus of your grant application.
- Describe how the Strengthening Families Protective Factors Framework is embedded into your organization or how you plan to embed it during this grant. Do you have a certified Bringing the Protective Factors Framework to Life in Your Work trainer? How many current staff have completed the 12-hour Bringing the Protective Factors Framework to Life in Your Work training?

#### **2. Services and supports provided**

- Describe what services your Tribe/Tribal Organization currently provides and how you meet the eligibility criteria. Please include the number of caregivers served annually and their demographic information if applicable.
- Describe the Tribe's strategy for conducting outreach and engagement to reach families. Please provide at least one example of a time when you successfully engaged clients in a manner that resulted in increased access to services.
- Describe efforts to involve parents in planning or implementation of family strengthening efforts.
- List all current primary prevention programs and initiatives your Tribe/Tribal Organization offers currently.
- Discuss how your program builds upon or strengthens existing child maltreatment prevention efforts in the community.

#### **3. Narrative description of proposed project**

Applicants are to include, at minimum, the following narrative structure for the proposed workplan:

- Provide a description of your proposed child maltreatment primary prevention program. Applicants should indicate whether this project is a new or start-up program, or if the applicant is seeking funding to sustain the operations of a current program.
- Describe how the program will be organized and implemented, including duration, projected enrollment, description of outreach activities, service locations, etc.
- Describe the proposed program's goals, activities, and outcomes for each activity.
- Describe how the proposed program is responsive to an existing, unmet need identified for the community.
- Provide a clear, detailed timeline for the implementation of your program that includes program start and end dates; planned dates of hiring any new staff, if applicable; program reporting metrics; and any evaluation activities.

#### **4. Budget and Budget Narrative**

Complete a budget form using the attached cost template and provide a narrative explaining each budget item. (Exhibit 1).

Provide an estimated budget based on your understanding of the scope of your project. The budget total should equal the grant amount you are proposing for and should be itemized by specific resources (e.g., staff salaries by level of effort, supplies, etc.) tying back to key deliverables or other program goals.

If your organization plans to use subcontractors, this must be clearly explained in the application and identified separately in the budget.

**The budget Excel worksheet form and the budget narrative template will not count towards the total page limit.**

For each sub-category, provide narrative descriptions that support each line item of cost budgeted and show cost calculations.

- i. Personnel & Fringe: Enter a description of itemized personnel (staff) costs required. These costs should only include labor costs of staff assigned to the project, and not those of contractors or other third parties. Provide a brief explanation of the work to be completed by each position budgeted for the project and how the work of each budgeted person will support the purpose of and goals of the overall project. Within the Personnel category, document the fringe benefits rate applied to each budgeted staff position assigned to the project. These costs should only include the fringe costs of the organization's staff and not those of contractors or other third parties.
- ii. Travel (staff or participant): Describe the purpose of the travel and the assumptions used in estimating the cost of all travel that the applicant is paying for directly. Each travel subcategory should include a narrative that addresses the purpose of the travel and how it assists with accomplishing the goals of the project.
- iii. Training: Provide a description of costs associated with the training, education, and development of the staff assigned to the project. Include a brief explanation of how the training will support the goals of the overall project. The justification should include the number of staff to be trained and any associated fees (registration, accreditation, materials, etc.).
- iv. Materials & Supplies: Describe and itemize the materials and supplies requested for purchase, the intended purpose, and how the estimated costs were determined for each item (this includes both consumable supplies and parent resource materials).
- v. Consulting (including audit services): Explain the need for any contractual/consulting agreements and how their use will support the purpose and goals of the grant. For each agreement, describe the associated activities, scope of work or services to be provided, and how the costs were estimated.
- vi. Space: The cost of the rent may be charged against the award if the space is used specifically for the grant. The cost of securing space for programming may also be charged to the grant. The budget narrative should provide justification details on the monthly rental charge.
- vii. Other: Enter a description of each budgeted cost item that does not appropriately fit in the above categories. Explain the need for each item, how it will further the objectives of the project, and how the cost estimation was determined.
- viii. Indirect Cost: Indirect costs may not exceed 10% of the total direct cost.

For additional information on allowable costs, please refer to the [WI DCF Allowable Cost Policy Manual](#).

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### **Submission and Selection Process**

Applications will be evaluated by The Prevention Board. The Prevention Board intends to fund all eligible applications unless they are not responsive to the RFA or are received after the application deadline.

**Applications must include all attachments and requirements** listed in the RFA to be included in the review process. Completed applications must be emailed to [canpbprocurement@wi.gov](mailto:canpbprocurement@wi.gov) by **December 18, 2024, 2:00 pm Central Standard Time**. The time the application is received by the Prevention Board is the official time of receipt, not the time the applicant sends the application. Since applications must be submitted electronically, please allow additional time for any computer issues that may occur.

**WISCONSIN CHILD ABUSE AND NEGLECT PREVENTION BOARD**  
**Tribal Child Maltreatment Primary Prevention**

Applications received after the deadline will be rejected. No mailed, hand delivered, or faxed applications will be accepted unless approved in writing in advance by the Prevention Board. The Prevention Board will provide an Acknowledgement of Receipt for all applications received.

All applications received by the deadline will be reviewed to ensure all required attachments and documentation are complete and included in submitted applications. Applications will then be evaluated by a team of reviewers who will review and score the applications using the point scale as set forth in the "Application Requirements" section.

<p>Issue Date <b>September 5, 2024</b></p>	<p>Due Date <b>December 18, 2:00 p.m. CST</b></p>
<p>Proposer Zoom <b>Wednesday, October 16</b></p>	<p>Questions or clarifications regarding this application including noted errors, discrepancies, ambiguities, exceptions, additions, or deficiencies must be submitted in writing through email on or before <b>2:00 p.m. CST, Friday, December 6.</b></p> <p>Applicants may ask clarifying questions regarding this RFA during the Non-Mandatory Question and Answer Webinar schedule via Zoom (<b>October 16, 1:00 p.m. CDT</b>) to discuss the requirements of the grant.</p> <p>Join from PC, Mac, Linux, iOS or Android:  <a href="https://us06web.zoom.us/j/82120717011?pwd=qksAdnagbWLOmrERSxg82aWgeg1dpm.1">https://us06web.zoom.us/j/82120717011?pwd=qksAdnagbWLOmrERSxg82aWgeg1dpm.1</a>          Password: 630773</p> <p>Dial-in:          USA 215 446 3649          USA 888 557 8511 (US Toll Free)          Conference code: 123975</p> <p>Answers to questions will be posted on <a href="#">Prevention Board website</a> in an addendum. Proposers will be expected to submit a signed copy of the addendum with application.</p> <p>Questions received after <b>December 6, 2024</b> will not be answered.</p>

<p>CANPB Contact Name Merrissa Johnson</p>	<p>CANPB Contact Phone (608) 266-3737</p>	<p>CANBP Contact Email <a href="mailto:CANPBprocurement@wisconsin.gov">CANPBprocurement@wisconsin.gov</a></p>
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Successful applicants must sign a contract. Most will be signing the Prevention Board Standard Contract. For situations where the Standard Contract is not required, the DOA Standard Terms and Conditions will apply. Some awarded applicants may be asked to establish their financial stability. Samples can be found on the Prevention Board's Grant Opportunities Page. <https://preventionboard.wi.gov/Pages/Funding/FundingOpportunities.aspx>

**APPLICANT INFORMATION**

<p>Legal Applicant/Organization Name</p>	<p>Telephone Number</p>
<p>Applicant Contact Name</p>	<p>UEI Number</p>



**WISCONSIN CHILD ABUSE AND NEGLECT PREVENTION BOARD  
Tribal Child Maltreatment Primary Prevention**

Applicant/Organization Mailing Address (Street, City, State, Zip Code)				
Applicant Contact Email Address				
			No. full-time employees	No. part-time employees
<b>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.</b>				
Name of Authorized Representative:		Title of Representative:		Phone of Representative:
Signature of Representative:		Date Signed		Email of Representative: