



# CHILD ABUSE & NEGLECT Prevention Board

Child Abuse and Neglect Prevention Board

Request for Applications:

A Guide for Applying  
&  
Virtual Question and Answer Session  
**Triple P Capacity Building Grant**

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# Objectives

- Review RFA structure
- Present information by sections
- Provide tips on using the RFA to start an application
- RFA Triple P Capacity Building 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

## Funding Opportunities

### Funding

#### Grants

-  [DOA Standard Terms & Conditions](#)
-  [DOA Supplemental Terms & Conditions](#)
-  [Prevention Board base contract \(for example only\)](#)

### Prevention Board Grant Application Opportunity

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Below is the current Prevention Board Grant opportunity. The opportunity includes additional information, including the award amount, synopsis, eligibility requirements, how to apply, deadlines and requirements for submitting.



Any awards from this opportunity will require, at a minimum, the DOA Standard Terms & Conditions and DOA Supplement Terms & Conditions linked to the left. The agreement will also include a scope of service and budget.

### Open Grant Opportunities

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- **433001-G23-0001896 Child Abuse and Neglect Prevention Board Parent Education Grant**  
Direct all questions about the application to Claire Ackerman, [CANPBprocurement@wisconsin.gov](mailto:CANPBprocurement@wisconsin.gov).

Submit completed applications to [CANPBprocurement@wisconsin.gov](mailto:CANPBprocurement@wisconsin.gov). Applications will be accepted until 5 pm on January 10, 2022.

-  [1896 – Parent Education Grant](#)
-  [1896 Application, budget and workplan forms \(word document\)](#)

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 4:00 p.m. CST, December 8, 2021.

A zoom session to review the application and answer questions will be held November 16, 2021 at 2 PM. Answers to questions will be posted on Prevention Board website in an addendum. Proposers will be expected to submit a signed copy of the addendum with application.

Questions received after December 8, 2021 will not be answered.



# Request for Application

## RFA Structure

- Overview
- Definitions
- Use of Funds
- Program Goals
- Contract Term
- Number and amount of Awards
- Application Requirements
- Data Collection and Reporting
- Evaluation and Grant Award
- Appendices / Templates



# Overview, Definitions, Use of Funds

## **Overview**

Introduces the purpose of the funding

## **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 are able to apply for Prevention Board grants.

# Triple P Capacity Building RFA

## Use of Funds

- “The Prevention Board is seeking applications from community-based organizations and tribes with a strong capacity and site readiness to convene multiple partners and develop a coalition approach to implement the multi-level, evidence-based parent education program, ***Triple P Positive Parenting.***”
- The awarded organizations will
  - coordinate, scale-up, and support Triple P in a service area.
  - conduct activities around community readiness and planning (Year 1)
  - develop a coalition approach to implement Triple P (Years 2 and 3)



# Program Goals

- To strengthen families by increasing protective factors and reducing risk factors
- To prevent incidences of child abuse and neglect
- To establish & enhance evidence-based parent education programming as part of a comprehensive community support continuum
- To make parent education programming available and accessible to all parents and caregivers in a service area
- To realize population-level benefits for local children, families, and communities



# Program Goals

## Grantee Commitments

- Demonstrate a history of collaboration with other agencies to implement and scale up a program.
- Develop a plan to educate community stakeholders about the need for Triple P.
- Have a clear plan for identifying and linking teams, partners, and stakeholders across the community.
- Understand evidence-based principles and parent –education programming.
- Participate in monthly meetings with Prevention Board and outside consultants.
- Participate in annual grantee meeting.
- Develop a shared vision for positive parenting supports in a service area.
- Provide local strategic direction and facilitate dialogue amongst partners.
- Manage data collection and analysis.
- Coordinate community outreach.
- Disperse funds to service organizations.
- Follow and test capacity building process detailed from the first Triple P Capacity Building grantee co-hort.
- Provide feedback on the capacity building process to refine and improve the Capacity Building Toolkit.

# Contract Term

Contract Cycle	Dates	Total amount available	Number of grants	Grant Amount	Required Match
Planning Year	July 1, 2022- June 30, 2023	\$100,000	2	\$50,000	\$12,500
Renewal 1	July 1, 2023- June 30, 2024	\$200,000	Renewal	\$100,000	\$25,000
Renewal 2	July 1, 2024- June 30, 2025	\$200,000	Renewal	\$100,000	\$25,000



# Triple P Capacity Building Application Requirements

## Application Narrative: Technical Requirements

- Responses should be prepared with a legible font and single-spaced
- Responses should include
  - Applicant Information Form (template provided)
  - Application narrative (8 page maximum)
  - Project Budget (template provided)
  - Budget Narrative
  - Personnel Breakout (template provided)
  - Grant Proposal Work Plan (template provided)
  - Partnership Letters (MOUs or Letters of Support / Intent)

# Triple P Capacity Building Application Requirements

## Application Narrative: Content Requirements

- I. Organization Description
- II. Organizational Capacity and Staff Qualifications
- III. Community Partners
- IV. Project Description Narrative and Workplan
- V. Data Reporting, Outcomes, and Evaluation
- VI. Budget and Budget Narrative



# Reporting Requirements

This section of the RFA outlines reporting expectations if your agency is awarded a contract.

- Unique to each RFA
- WPRS
- Assessments, Implementation Plan(s), Semi-Annual Report(s)



# Forms and Attachments

- Applicant Information
- Project Budget Summary Form
- Personnel Breakout
- Work Plan

# Applicant Information

## APPLICANT INFORMATION

Legal Applicant/Organization Name		Telephone Number
Applicant Contact Name		DUNS Number
Applicant/Organization Mailing Address (Street, City, State, Zip Code)		
Applicant Contact Email Address		
Applicant Service Area:		
<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:



# Personnel Breakout

## Personnel Breakout

Staff	Title	Hours/week	Hourly rate	Funding Source
		hours/week		<input type="checkbox"/> Grant Award <input type="checkbox"/> In-Kind <input type="checkbox"/> Cash Match
		hours/week		<input type="checkbox"/> Grant Award <input type="checkbox"/> In-Kind <input type="checkbox"/> Cash Match
		hours / week		<input type="checkbox"/> Grant Award <input type="checkbox"/> In-Kind <input type="checkbox"/> Cash Match
		hours/week		<input type="checkbox"/> Grant Award <input type="checkbox"/> In-Kind <input type="checkbox"/> Cash Match
		hours/week		<input type="checkbox"/> Grant Award <input type="checkbox"/> In-Kind <input type="checkbox"/> Cash Match
		hours/ week		<input type="checkbox"/> Grant Award <input type="checkbox"/> In-Kind <input type="checkbox"/> Cash Match

add more rows as needed)

# Grant Proposal Work Plan

<b>Agency:</b>	
<b>Project Title:</b>	
<b>State Date - End Date:</b>	

<b>Project Goal(s) Statement:</b>	
<b>Objective(s):</b>	
<b>Outcome measure(s):</b>	

Activity	Timeframe	Responsible Person	Anticipated Outcomes

# Project Budget Summary Form

BUDGET CATEGORY	COLUMN A	COLUMN B	COLUMN C	TOTAL OF COLUMNS A, B AND C
	GRANT AWARD	IN-KIND MATCH	CASH MATCH	
Personnel (including volunteers)				
Fringe Benefits (% of salaries)				
Consultant Services (including audit)				
Staff Travel				
Participant Travel				
Training costs				
Parent resource materials				
Consumable Supplies				
Equipment Rental				
Space				
Postage				
Telephone				
Indirect Costs (10% of funding request)				
Other (include detailed description in narrative)				
TOTAL				



# Expenses

*The first year of funding should be focused on community readiness and planning. Year 1 budget should not exceed \$50,000 + a 25% match or inkind requirement.*

## **Example Allowable Expenses**

- Personnel (salary/wages, fringe benefits) for Community Coordinator
- Necessary travel for purposes of grant activities
- Supplies (e.g. office supplies, technology under \$5,000, community outreach materials)
- Contractual costs (e.g. consultant services)
- Training and professional development for staff
- Indirect expenses (indirect rates equal to that approved by recipients' cognizant agency may be used. Lacking a current, approved Indirect Rate Agreement, the rate used must be no more than 10% of total proposed project budget)
- Space, postage, telephone or other occupancy-related costs

<https://dcf.wisconsin.gov/files/finance/fias/pdf/dcfallowablecostmanual.pdf>

# 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 (data, MOUs, signatures, etc.)
- 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 8, 2021  
4 p.m. CST
- Applications are due by 5 p.m. CST on January 10, 2022
- Completed applications must be submitted to [canpbprocurement@wi.gov](mailto:canpbprocurement@wi.gov)
- Review Process

....Questions??