



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 #	Title
433001-G24-0002243	Family Resource Navigator Grant

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.

Request for Applications

Overview

The Wisconsin Child Abuse and Neglect Prevention Board (Prevention Board) is offering this funding opportunity to add a Family Resource Navigator into an existing family serving agency (including, but not limited, to a Family Resource Center, community center, etc.). The goal of this funding is to promote the well-being of children, families, and communities. This grant will be funded through the Community-Based Child Abuse Prevention Grants Supplemental Funding American Rescue Plan Act of 2021.

The Prevention Board seeks applications from community-based agencies currently serving families with children ages birth to 17, with a focus on families with children ages birth to five, to fund a Family Resource Navigator as a primary child maltreatment prevention strategy. 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.

The Family Resource Navigator plays a critical organizational role to link families with children to existing resources in the community and provide the necessary follow-up to ensure the referrals are effective. Connecting families to resources and providing concrete supports is a core service of Family Resource Centers.

Definitions:

- **Navigation services:** Agency staff take an active role in connecting families to resources and supports to address family-identified goals including, but not limited to, identification of the correct service(s) to meet the families' needs, provision of a warm handoff, criteria and information for access of a referral source, a contact within that referral source, and follow-up to see if the family has accessed the referral source or met with barriers.
- **Family:** A 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:** 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 universally, to all families in a community, without identifying an individual family or family member's level of risk or likelihood of child maltreatment. For more details on primary prevention and how the Prevention Board defines other levels of prevention, visit this document: <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. <https://preventionboard.wi.gov/Pages/OurApproach/ProtectiveFactors.aspx>
- **Family Resource Centers:** Family Resource Centers (FRCs) are community-based or school-based organizations that serve as welcoming hubs of services and opportunities designed to strengthen families. Their activities and programs are typically provided at no or low cost to participants. They reflect and are responsive to the specific needs, cultures and interests of the communities and populations served. FRC core services include parenting supports, child development activities, parent leadership development, resource & navigation supports, and community engagement.

The Family Resource Navigator will: Connect families to resources*

- Build collaborative community partnerships and a continuum of care for family support services and parent education initiatives
- Help families identify and access community resources
- Help families build social connections
- Help families understand the importance of quality childcare and find resources to obtain quality providers
- Support parents in preparing children for school through at-home early learning activities
- Encourage and support parents to advocate for their children and themselves with schools and within the community
- Participate in community based initiatives or committees that are relevant to the scope of work
- Plan and coordinate outreach events or family engagement activities
- Offer office hours for families to drop in or make an appointment in a manner that best serves the family (e.g. in person, virtual, etc.)

*Connecting families to resources is beyond providing a family member with a phone number to call for resources. The Family Resource Navigator directly introduces the family to the provider or prepares the family for the referral (i.e. assists with gathering all the paperwork, explains eligibility and/or application process for the provider, etc.).

Eligibility

Community-based organizations currently providing direct services to families with children ages birth to 17 are eligible to apply. Applicant must already be offering some type of primary child maltreatment prevention programming to be eligible. This funding cannot supplant other state or federal funding for navigation services. This funding is not eligible for home visiting services or community health navigation associated with a healthcare institution.

Use of Funds

Funds must be used to:

- Hire a full-time Family Resource Navigator as a primary prevention strategy
- Provide the Strengthening Families Protective Factors Framework training to the Family Resource Navigator and to additional organization staff
- Fund training and onboarding costs for the Family Resource Navigator (i.e. motivational interviewing, etc.)
- Provide outreach materials to build awareness for of the Family Resource Navigator
- Provide Awareness to Action training for the agency on policies and procedures around child sexual abuse prevention
- Provide administrative and data support for the Family Resource Navigator

Successful applicant may also use up to \$10,000 in year one to provide concrete supports to families. The 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

Contract Term

The anticipated contract start date is October 1, 2023, and will run through September 30, 2024, subject to continued federal funding. By mutual agreement of the Prevention Board and the contractor, the contract may be renewed for up to one year (October 1, 2024 – September 30, 2025), subject to compliance with the contract terms, satisfactory performance, and continued availability of funds. All work must be completed during this time.

The Prevention Board may request the Contractor(s) continue providing services on a month-to-month basis beyond the contract term, not to exceed twelve (12) months, for the purpose of completing a future procurement and/or transition to a new Contractor(s). The original contract terms and conditions shall remain unchanged during the transitional renewal period, as applicable, unless otherwise agreed to in writing by both parties. The Prevention Board shall provide written notice to the Contractor(s) to exercise the transitional renewal period which shall include the length of the contract continuation and the dollar amount. Written notice shall be provided up to six (6) months prior to the end date of the current contract term. During the transitional renewal period, the Contractor(s) shall provide the Prevention Board all reasonable cooperation, assistance, and services in order to assist the Prevention Board in transiting to a new Contractor(s).

Number and amount of Grant Awards

The total amount of funding for the Family Resource Navigator Grant is \$100,000 annually for two years (\$200,000 total). At least one grant will be awarded but additional awards could be available depending on the number and quality of applications. A 20 percent match is required. Match may be cash or in-kind. Funds cannot supplant other Prevention Board funding.

Should additional state or federal funds become available for these services, the Prevention Board may utilize the results of this RFA to amend the contract(s) and/or award a contract(s) to the highest scoring proposal(s) not originally funded.

Program Objectives

The Family Resource Navigator provides resource coordination functions including assisting families and community partners to understand the services available in the community and make referrals. Staff work with the family to identify immediate needs and assist with connecting the family to formal and informal resources (e.g., childcare, after school activities, parenting supports, mental health treatment, child health and development).

The Family Resource Navigator will have a strong knowledge of community services, availability of services, eligibility, and accessibility. The Family Resource Navigator will make referrals to community services/resources and follow up as needed. The Family Resource Navigator should seek out agencies for referrals when the Family Resource Navigator's agency does not provide the direct service and should have information on community partners' program services, eligibility, hours, and program capacity. The Family Resource Navigator can contact community programs directly to facilitate the appointments and services and are able to attend appointments with participants if needed. This role differs from that of a Case Manager or Parent Educator in that they will provide light touch and follow through and the level of contact is dependent on the family's needs.

The Family Resource Navigator not only works to mitigate risk factors and connect families to resources, but also identifies and builds protective factors of parents and caregivers.

Application Requirements

Please address the following (maximum 5 single-spaced pages. Label each section with Item number and bolded title. Font size must be easily readable by the evaluation team. The budget and budget narrative do not count toward the page limit):

1. Please describe your organization and the programs and services provided (15 points)

- Describe the general population in your service area (e.g. general population numbers, birth to 5 population, family structure, income and education, types of diversity, including ethnic, racial, urban, rural etc., employment)
- Describe the geographic population of the service area you will target with this grant (e.g. will you focus on a specific neighborhood(s), or county, or will you provide resource coordination for agency wide service area)
- Describe the strengths of your Tribe or community and some of the challenges you face
- Describe how the Strengthening Families Protective Factors Framework is embedded into your Tribal services or organization or how you plan to embed it during this grant
- Describe the services you currently provide and whether a program or service is evidence-based or evidence-informed; also indicate which of your programs are primary child maltreatment prevention programs. Include the number of unique parents served by each program or service annually
- Describe the ongoing training and support for staff and volunteers to effectively carry out their responsibilities
- Describe the niche that your Tribal services or organization fills in your service delivery area and how these services are or could benefit the community

2. Use of funds (10 points)

- Describe how you will use the funds--funds must be used for the primary prevention of child maltreatment (defined in "Use of Funds" section) and promoting child and family well-being
- Describe what specific services the Family Resource Navigator will provide to families in your agency
- Describe how the Family Resource Navigator might learn about all community resources, build collaborative relationships, and keep current on eligibility for services

3. Collaboration and Community (20 points)

- Please describe the community-based coalitions, county-based initiatives, etc. that exist in your community and provide details of your relationship to and participation in each listed
- Provide a minimum of two examples of your agency's participation in other community-based coalitions, initiatives and partnerships and describe your organization's role in each example, highlighting coalitions, initiatives, and partnerships that focus on early childhood, family strengthening, and having parent voice
- Provide a minimum of two examples of specific community projects or initiatives where your agency played a role in other community-based coalitions, initiatives, and partnerships, and describe your organization's role in each example

4. Position Development (20 points)

- Describe any resource navigation services your agency/Tribe provides and how you provide those services (e.g. is resource coordination built into existing roles; are all staff trained in handling resource coordination as part of their jobs, etc.)
- If your agency/Tribes does not provide resource navigation services, describe how you handle inquiries for services outside the agency scope of work

- Describe organizational capacity to do this project, to work effectively with multiple partners, and to manage grant funds
- Describe how your agency/Tribe will build the Family Resource Navigator position into your existing agency structure by addressing the following:
 - Provide examples of how this role would be integrated into your agency
 - Provide examples of the intended benefits of incorporating a family navigator to your agency
 - If you plan to hire for roles, provide the hiring timeline and onboarding plan for staff integration
 - If you plan to adjust existing staff FTE please provide a plan for the timeline of role shift, plan for coverage, and plan to ensure staff can devote the expected amount of time to the role based on contract requirements

5. Engaging Families (20 points)

- Describe how your organization or Tribe creates a welcoming environment for all families and any challenges you face in that regard
- Describe how you engage families in services and how you build trust between the family and your organization
- Describe how you would ensure families continue to feel welcome once the family has engaged in a request for support
- Please describe your experience in tailoring services to be relevant to specific audiences in your service area: Tribal communities, Black, Latinx, Hmong, rural, urban, fathers, LGBTQIA, grandparents, etc.

6. Budget and Budget Narrative (15 points)

Please submit a complete, detailed budget along with a budget narrative. The budget narrative must explain the estimated costs by line item or category in the budget. Budget narratives must explain how the costs associated with each line item or category relate to the implementation of the project as outlined in the proposal being submitted. Narratives should be written in such a way that someone not specifically familiar with the project can understand the rationale, purpose, and calculation of the costs identified in the Budget Summary Form. Applicants must also describe the source of the required match and a plan for securing match funds for the entire grant period. (NOTE: The in-kind and cash match budgets must be clearly separated from the grant request in both the budget narrative and Budget Summary Form). **The budget excel worksheet form and the budget narrative template will not count towards total page limit.**

- For each sub-category, provide narrative descriptions that support each line item of cost budgeted and show cost calculations
- 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.
- 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.
- 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 number of staff to be trained and any associated fees (registration, accreditation, materials, etc.).
- 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).

- 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.
- 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.
- 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.
- Indirect Costs: 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](#).

Data Collection and Reporting Requirements

- Applicants awarded a contract must report on the number of people served
- Applicants awarded a contract must report on how the community benefitted from this grant
- Other data will be negotiated depending on the program being implemented (e.g. parent education would report on the number of classes offered and number of attendees; father engagement – number of fathers reached)

Progress reports will be due quarterly: January 15, 2024; April 15, 2024; July 15, 2024; October 15, 2024; January 15, 2025; April 15, 2025; July 15, 2025; and October 15, 2025.

Evaluation and Grant Award

Applications will be evaluated using the point scale as set forth in the “Application Requirements” section. Applications will be evaluated by a team of evaluators. The evaluation team will recommend the Prevention Board fund the top scoring application.

Submission Information

Applicants must submit one (1) electronic copy of all materials no later than July 11, 2023 by 2 PM Central Time by email to: canpbprocurement@wi.gov. If your agency needs accommodations or need an alternative method for submitting a response other than email, send an email to canpbprocurement@wi.gov or call Claire Ackerman, 608-266-6973. Applications must be received by the specified time stated above. All applications will be timestamped by the State email system. Receipt of an application by the state email system constitutes receipt of an application by the Prevention Board for the purposes of this Request for Application. The state may provide confirmation of application receipt by request. The Prevention Board will not accept applications by mail, hand delivery, or facsimile machine (fax), unless accommodations are pre-approved.

Issue Date	Due Date
May 24, 2023	July 11, 2023 by 2 PM
Proposer Zoom	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 PM CST, July 21, 2023 June 21, 2023 . NOTE: Corrected date 6/12/23.
June 7, 2023 11 AM	Applicants may ask clarifying questions regarding this RFA during the Non-Mandatory Question and Answer Webinar schedule via Zoom (June 7, 2023 11:00AM-12:00 PM) to discuss the requirements of the grant. Meeting ID: 818 4875 9461

<p>https://us06web.zoom.us/j/81848759461?pwd=WjkxMXRsNkILNzNONytMeIV1Z2Y0dz09</p> <p>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.</p> <p>Questions received after June 21, 2023 will not be answered.</p>		
CANPB Contact Name Claire Ackerman	CANPB Contact Phone 608-266-6871	CANBP Contact Email canpbprocurement@wisconsin.gov
<p>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</p>		

APPLICANT INFORMATION

Legal Applicant/Organization Name		Telephone Number	
Applicant Contact Name		UEI Number	
Applicant/Organization Mailing Address (Street, City, State, Zip Code)			
Applicant Contact Email Address			
		No. full-time employees	No. part-time employees
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:	
Signature of Representative:	Date Signed	Email of Representative:	