



**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-G25-0002488	Title Child Abuse and Neglect Prevention Supplementary Primary Prevention Grant
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Request for Applications

Overview

The Wisconsin Child Abuse and Neglect Prevention Board (Prevention Board) is offering funding to Family Resource Centers (FRCs), community-based agencies, and Tribes to integrate additional primary prevention programming into agency's existing service continuum.

The Supplemental Primary Prevention grant is designed to support additional primary prevention programming and services beyond solely evidence-based and evidence-informed parent education programming. The Prevention Board recognizes there are many ways agencies meet caregivers' and families' needs. This grant allows agencies to propose programming, both evidence-based/informed, and programs that are not evidence-based/informed to meet one of the following areas of need:

- Building social connections and parental resilience
- Increasing knowledge of parenting and child development
- Strengthening social and emotional competence for families
- Cultural-based programs or adaptations to strengthen families

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>.
- **Parent education** (for the purposes of this application) is a process for helping parents to understand children's development, needs and uniqueness, and their own parental roles and responsibilities by offering strategies, tools, and insight for observing, interpreting, and responding to children's behaviors to maximize positive outcomes for both children and families.

- **Evidence-based/evidence-informed parent education programs to prevent child abuse and neglect** are programs that already have a body of research with evidence on effectiveness on reducing child abuse and neglect.
- **Supplemental primary prevention** (for the purposes of this application) are programs or activities that complement or enhance an organization's child maltreatment prevention service continuum. Selected supplemental primary prevention programs do not have to be evidence-based/informed; however, the applicant must be able to align the program with the Protective Factors.
<https://preventionboard.wi.gov/Pages/OurApproach/ProtectiveFactors.aspx>
- **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

FRCs, community-based organizations, and Tribes* currently offering child maltreatment primary prevention services are eligible to apply.

For the purposes of this Request for Application (RFA), an FRC/community-based organization must meet all the following requirements to be eligible to apply or explain in the narrative how the FRC/community-based organization will alter current procedures and practices to meet the following requirements:

- Offers universal, child maltreatment primary prevention services to all families with children ages birth to five in the service area. Services to families with older children may be offered in addition to those for infancy and early childhood.
- Offers services to all families in the service area instead of or in addition to offering services based on an assessment of risk factors.
- Services are provided using a strengths-based approach.
- Services are grounded in the five [Strengthening Families](#) protective factors (concrete supports, social connections, social and emotional competence of children, parental resilience, knowledge of parenting, and child development).

*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

If the applicant currently receives funding from the Prevention Board, the applicant must explain how funds under this RFA will be used for different purposes than those currently funded.

Your agency is not eligible to receive funding for this grant if your agency is a recipient of the Parent Education grant ([433001-G25-0002469](#)).

Programs may not serve families with open Child Protective Services cases.

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

Multiple Applications

Applicants are not allowed to submit multiple responses to this RFA. Applicants may only submit one application per organization EIN or UEI.

Timeline

Below is the tentative time schedule for this RFA. If the Prevention Board needs to change the timeline, an addendum will be issued announcing the alternate timeline. Applications will be accepted electronically via email to canbprocurement@wisconsin.gov. The deadline for applications is **January 8, 2025**.

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

Application Milestones	Dates
RFA Release / Application Open	October 24, 2024
Public webinar to explain the requirements of the RFA	November 20, 2024 12 P.M. Central Time Zoom information provided below
Deadline for submission of questions for potential respondents	December 11, 2024 by 4 p.m. Central Time
Application due date	January 8, 2025 by 2 p.m. Central Time
Award announcements	On or Before February 14, 2025

Use of Funds

Funds must be used to implement or expand a supplemental primary prevention service offering.

Examples of eligible programs and past funded programs include, but are not limited to, programs and services for small groups or one-on-one interventions. Some specific programs include:

- [Strengthening Families](#)
- [Positive Discipline in Everyday Parenting \(PDEP\)](#)
- [ACT Raising Safe Kids Program](#)
- [24/7 Dad](#)
- [Effective Black Parenting](#)
- [Los Ninos Bien Educados](#)
- [Positive Indian Parenting](#)
- [Abiendo Puertas / Opening Doors](#)
- [Positive Solutions](#)
- [Conscious Discipline](#)
- [FAST Program](#)
- Play and learns / play groups
- Parent Cafes [Be Strong Families](#) model
- Parents Interacting with Infants (PIWI)
- Five for Families
- [Triple P](#)

The Prevention Board will consider programs not listed as long as the program described falls into one of the below categories.

- Building social connections and parental resilience
- Increasing knowledge of parenting and child development
- Strengthening social and emotional competence for families
- Cultural-based programs or adaptations to strengthen families

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 service. 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 item 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 (approved travel expenses shall be reimbursed at the established State of Wisconsin rates as determined by the Division of Personnel Management [Uniform Travel Schedule](#))
- Other (applicants must define and explain why the item is necessary to implement the proposed activities)

Ineligible expenditures

- Fundraising
- Taxes
- Debts, late payment fees, contingency funds

Entities may also request up to \$5,000 of grant funds to provide concrete supports to families.

The Supplemental Primary Prevention grant is designed to focus on programming that supports the following:

- Programs that focus on providing opportunities for parents to build positive relationships that provide emotional, information, and spiritual support
- Programs that focus on increasing parents' and caregivers' knowledge and understanding of child development including physical, cognitive, language, social and emotional development; signs indicating a child may have a developmental delay and needs special help; cultural factors that influence parenting practices and the perception of children; factors that promote or inhibit healthy child outcomes; and discipline and how to positively impact child behavior
- Programs that focus services that build social and emotional competencies in children through their primary caregivers/parents. Programs should strive to increase parents' awareness of the importance of early relationships and of their role in nurturing their child's social-emotional development
- Programs implementing cultural adaptations to existing primary prevention programming, development of a new primary prevention program, or building cultural components into existing curriculum or programs

Contract Term

The anticipated contract start date is July 1, 2025, and will run through June 30, 2026. By mutual agreement of the Prevention Board and the contractor, 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.

Number and amount of Grant Awards

The amount of funding available for the Supplementary Primary Prevention Grant is \$240,000. Applicants may request up to \$30,000. The Prevention Board reserves the right to make award(s) for less than the amount requested based on the content and quality of the application. A 25 percent cash or in-kind match of the total award is required. Should additional funds become available for any of these services, the Prevention Board may utilize the results of this RFA to amend the current contract(s) amounts and/or award a contract(s) to the highest-scoring application(s) not originally funded.

Contract Cycle	Dates	Total amount available	Estimated number of awards	Maximum Grant Amount	Required Match
12 Months	July 1, 2025- June 30, 2026	\$240,000	8	\$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 Supplemental Primary Prevention Grant aims to support agencies’ primary prevention activities and provide funding for supplemental programs that enhance an organization’s existing child maltreatment primary prevention services.

- Strengthen families by increasing protective factors in parents and reducing risk factors
- Prevent incidences of child abuse and neglect
- Improve the availability and sustainability of services for pregnant and parenting people, mothers, fathers, caregivers, and children and youth
- Support creative activities and program offerings that align with the Protective Factors Framework
- Develop structures to support parent leadership and voice
- Integrate the Protective Factors Framework into all aspects of family services, staff development, assessment processes, and programmatic offerings
- Identify, collect, and report on shared outcomes using the Wisconsin Prevention Reporting System (WPRS).

Application Requirements

Please address the following (maximum five (5) single-spaced pages. Label each section with item number and bolded title. The narrative should include the category this application is being submitted for (see funding categories on application cover sheet). Font size must be easily readable by the evaluation team. The budget and budget narrative do not count toward the page limit):

1. **Application Overview / Introduction (recommended 250 words) (10 points)**
 - Provide a detailed narrative of entity’s mission, service profile, years in operation, and county(-ies)/Tribes of service.
 - Describe how the Strengthening Families Protective Factors Framework is embedded into your organization or how you plan to embed it during this grant e.g. 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? If you do not currently use the Bringing the Protective Factors Framework to Life, please explain how you will embed it into your organization, including how many staff you will train.
 - Describe how your agency provides primary prevention programming available to all families in your community, or how you plan to embed primary prevention programming with this funding in your service array.

2. Collaborative Relationships (recommended 250 words) (20 points)

- Describe how this project will align with current prevention efforts within your community, county, or Tribe.
- If applicable, identify other organization(s) that you will partner with in the proposed project and describe their experience providing services to the population and their specific roles and responsibilities for this project.

3. Services and Supports Provided (20 points)

- Describe your current client population.
- Describe the 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.
- Describe efforts to provide culturally relevant programs and services to families (you may include examples of cultural adaptations to programs, strategies to welcome and support LGBTQIA+ families, etc.).

4. Data Collection and Performance Measurement (10 points)

- Provide information on your experience in data collection relating to service utilization and quality improvement (e.g., data that is used to enhance services rather than data stored).
- Describe the organizational processes that will be implemented to ensure the accurate and timely collection and input of data.
- If applicable, describe how data will be collected from partners.

5. Use of funds (35 points)

- Explain how your proposed programming aligns with the eligibility detailed in the application and how proposed programs supplement current service array.
- Describe the project activities, goals, and strategies for proposed grant activities.
 - List and provide rationale for the program models or strategies to be implemented.
 - Describe how you will manage the implementation and ensure program(s) are successfully implemented and staff are supported.
 - Describe methods for recruiting program participants (how will families learn about the program).

6. Budget and Budget Narrative (5 points)

Complete 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 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 the 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 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](#).

Data Collection and Reporting Requirements

- Applicants awarded a contract must report on the number of people served
- Applicants awarded a contract must submit semi-annual progress reports during the contract period
- Other data the applicant must collect will be determined during contract negotiations.

Evaluation and Grant Award

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

Applicants that do not meet the requirements will not be funded. Incomplete applications will not be funded.

Issue Date October 24, 2024	Due Date January 8, 2025 by 2 pm Central Time	
Proposer Zoom	https://us06web.zoom.us/j/87916247003?pwd=oBEUPlabJDCmhDaPpV4bKQ9PICagCk.1	
CANPB Contact Name: Claire Ackerman	CANPB Contact Phone 608-266-6973	CANBP Contact Email CANPBprocurement@wisconsin.gov

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

Application #	Title
433001-G25-0002488	Supplemental Primary Prevention Grant

Legal Applicant/Organization Name	Telephone Number
Applicant Contact Name	UEI Number
Applicant/Organization Mailing Address (Street, City, State, Zip Code)	DUNS Number

Applicant Contact Email Address

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:

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.