



**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-G25-002489	Title: Family Resource Center of Quality
<p>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 <a href="mailto:canpbprocurement@wi.gov">canpbprocurement@wi.gov</a>.</p> <p><b>Request for Applications</b></p> <p><u>Overview</u></p> <p>The Wisconsin Child Abuse and Neglect Prevention Board (Prevention Board) is offering this funding opportunity to support the sustainability of Family Resource Centers (FRCs) of Quality accreditation. The Prevention Board seeks applications from organizations that have participated in:</p> <ol style="list-style-type: none"> <li>1. Cohort 1 or Cohort 2 of the FRC Infrastructure Grant or are in the process to obtain FRC of Quality accreditation (i.e. FRC of Quality Pathway Expansion Grant),</li> <li>2. are a member of the Supporting Families Together Association (SFTA) network, <b>and</b></li> <li>3. no conflict of interest exists at the time responses are submitted with the accrediting entity SFTA.</li> </ol> <p>The goal of this grant is to provide funding to FRCs meeting the above criteria to implement sustainability planning to:</p> <ol style="list-style-type: none"> <li>1. maintain FRC of Quality Accreditation, and</li> <li>2. implement recommendations from the FRC of Quality Application that either move the agency from provisional to full accreditation or address identified areas of growth.</li> </ol> <p><b>Grant Objectives</b></p> <p>The objective of the previous FRC Infrastructure Grant was to generate the impact and changes listed below. This grant aims to provide agencies with funds to sustain and improve upon agency changes achieved in the first two years of the infrastructure grant, including the following:</p> <ul style="list-style-type: none"> <li>• Shift organizational culture, increase awareness, incorporate intentionality, and facilitate the process of continuous quality improvement.</li> <li>• Sustain and expand upon the <a href="#">Wisconsin Family Resource Center Model</a>, an asset-based approach to build strengths within FRCs, promote child well-being, and implement child maltreatment primary prevention strategies.</li> <li>• Strengthen agency infrastructure, standards of service delivery, and organizational structure to ensure uniform quality of services throughout each FRC and across Wisconsin, while acknowledging the unique needs of each community and family the FRC serves.</li> </ul>	

- Incorporate parent voice and parent leadership throughout all operational levels of the FRC.
- Integrate the Protective Factors Framework across the organizational, service provision, educational, family, and community levels.
- Utilize a statewide evaluation system to assess and share the benefits of FRC programming and services, individually and across the state.
- Enhance capacity to provide a menu of high-quality programming and services, including evidence-based or evidence-informed programming, to meet the diverse needs of families.
- Participate in a quarterly learning community of FRC leaders and staff to benefit from the resources and experiences of one another.

Desired outcomes of creating a uniform FRC infrastructure for Wisconsin include enhancement and maintenance of the cultural, organizational, and operational change initiated during the process of becoming an FRC of Quality, comprising:

- Support for workforce development.
- Opportunity for statewide awareness-building and promotion of FRCs.
- Increase capacity to demonstrate the impact of FRCs.
- Build capacity to offer evidence-based or evidence-informed and other high-quality programming and support services across the state.
- Community of Practice to support ongoing continuous quality improvement of FRCs.

Definitions:

- **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>
- **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

Any FRC that has participated in Cohort 1 or Cohort 2 of the FRC Infrastructure Grant or is in the process to obtain FRC of Quality accreditation, 2) is a member of the SFTA network, **and** 3) no conflict of interest exists at the time responses are submitted with the accrediting entity SFTA.

Use of Funds

The objective of the funds is to cover FRC infrastructure sustainability, concrete supports for families, and primary prevention programming.

This grant will fund:

- Dedicated staff time to provide internal leadership to maintain and improve upon FRC Infrastructure work accomplished, including specific staff time allocated to Protective Factors and Parent Voice/Leadership integration.
- Dedicated staff time for action plan updates and implementation, including integration of the Quality Standards for Family Strengthening and Support Programs, the Protective Factors Framework, parent voice and leadership, and child sexual abuse prevention policies and procedures.
- Dedicated staff time for evaluation including data collection and reporting.
- Dedicated staff time to participate in the FRC of Quality Community of Practice for the Wisconsin FRC Network. Dates will be determined during the contract negotiation timeline.
- Staff time to participate in Wisconsin Family Resource Center Professional Development System trainings, prioritizing trainings and professional development activities required for the FRC of Quality accreditation. Ensure all family support staff have PDS accounts to allow for training records to be tracked to verify that each agency is meeting the training expectations of being an FRC of Quality.
- Concrete supports for families. Successful applicants may also use up to \$5,000 of the funding 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.

If the funding limit has not been reached after the above requirements have been met, agency may budget to support for implementation of family strengthening primary prevention programming and services, including training, marketing, staff time, and technical assistance.

**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 must be submitted electronically via email to [canpbprocurement@wisconsin.gov](mailto:canpbprocurement@wisconsin.gov). The deadline for applications is 2 PM central time on **January 15, 2025**.

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	November 6, 2024
Public webinar to explain the requirements of the RFA	December 4, 2024, 12:00 PM Central Time (via Zoom)
Deadline for submission of questions for potential respondents	December 18, 2024, 4:00 PM Central Time
Application due date	January 15, 2025, 2:00 PM Central Time
Award announcements	On or Before February 14, 2025

**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 total amount of funding for the Prevention Board Family Resource Center of Quality Grant is \$600,000.00. The Prevention Board may award up to twenty (20) Family Resource Center of Quality Grants of up to \$30,000.00. A 20 percent match is required. Match may be cash or in-kind. Grantees may use up to \$5,000.00 for concrete supports for families as described in the “Use of Funds” section. Should additional state or federal funds become available for any of these services, the Prevention Board may utilize the results of this RFA to fund additional awards or amend current contract(s). The Prevention Board reserves the right to modify or reduce the proposed budget based on the content and quality of the application.

Contract Cycle	Dates	Total amount available	Estimated number of awards	Maximum Grant Amount	Required Match
12 Months	July 1, 2025- June 30, 2026	\$600,000.00	20	\$30,000.00	20% of the amount requested

**Application Requirements**

Please address the following. The page limit is five (5) single-spaced pages. Label each section with item number and bolded title. Font size must be easily readable by the evaluation team. The services template, budget narrative, and budget spreadsheet do not count toward the page limit.

**1. FRC of Quality accreditation (10 points)**

- Briefly describe the level of accreditation received from the Wisconsin FRC Network (provisional or full). Or if FRC is still in the process of completing the accreditation steps, briefly describe the status (i.e. training, quality standards assessment, etc.) and include estimated timeline for submitting accreditation application.

**2. Action Plan (20 points)**

- If your FRC has completed the action plan template, please describe any quality improvement initiatives during the accreditation process.
- If your FRC has not started the action plan template (in the [FRC Toolkit](#)), please identify areas and describe ways your FRC will seek to improve on the Standards of Quality, Protective Factors, Parent Leadership/Voice, Core Competencies/Professional Development.

**3. Leadership and Staff (15 points)**

- Provide a staffing plan to accommodate roles as described (Family Resource Center Infrastructure Roles document in the [FRC Toolkit](#)).
- Describe the process for onboarding new staff, due to turnover or expansion, on your FRC’s infrastructure and quality standards components including provision of foundational trainings, efforts to integrate protective factors, parent leadership development processes, efforts to implement Quality Standards, role of core competencies and professional development, and knowledge of your FRC child sexual abuse prevention policies and procedures.

**4. Protective factors/Parent Voice leadership (20 points)**

- Describe how funding and staff time will be allocated to sustaining protective factors integration and parent voice/leadership development. Provide a plan for building upon parent leadership and protective factors work.
- Describe how your agency plans to incorporate the roles of the protective factors' coordinator and parent leadership coordinator on an ongoing basis to ensure that protective factors and parent leadership remain core components of your agency.

**5. Professional Development (15 points)**

- Include a training plan for staff time and professional development from the [WCWPDS](#). Staff plan must include plans for agency to meet the required FRC of Quality trainings and professional development opportunities that align with the core competencies.
- Include a description on how the [Core Competencies](#) will be used to determine professional development plan for direct service staff and leadership.

**6. Budget and Budget Narrative (20 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 familiar with the project can understand the reason, 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.
  - Concrete supports and programming
- 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**

Grantees must develop a plan for collecting data and reporting on statewide outcomes. In addition to reporting data as outlined in their plan, grantees must report on:

- Progress with implementation and plan for continuous quality improvement of each element of the FRC infrastructure.
- Other data elements as determined by all grantees in consultation with the Prevention Board.
- Most reporting and data will be entered in the Wisconsin Prevention Reporting System (<https://wprs.daiseysolutions.org/>).

**Evaluation and Grant Award**

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 **2:00 PM Central Time on January 15, 2025**. 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.

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 be evaluated using the point scale as set forth in the “Application Requirements” section. Applications will be evaluated by a team of evaluators.

Issue Date	Due Date	
<b>November 6, 2024</b>	<b>2:00 PM Central Time, January 15, 2025</b>	
Proposer Zoom	<a href="https://us06web.zoom.us/j/88351988510?pwd=FiySxrzwwg03gXOS1g03devLQeccOoH.1">https://us06web.zoom.us/j/88351988510?pwd=FiySxrzwwg03gXOS1g03devLQeccOoH.1</a>	
	<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 4:00 PM Central Time, December 18, 2024.</p> <p>Answers to questions will be posted on Prevention Board website in an addendum.</p> <p>Proposers will be expected to submit a signed copy of the addendum with application.</p> <p>Questions received after December 18, 2024, will not be answered.</p>	
CANPB Contact Name	CANPB Contact Phone	CANBP Contact Email
Claire Ackerman	608-266-6973	<a href="mailto:CANPBprocurement@wisconsin.gov">CANPBprocurement@wisconsin.gov</a>

**WISCONSIN CHILD ABUSE AND NEGLECT PREVENTION BOARD**

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**

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		
<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:

**Project Information**

Short Project Summary (2-3 sentences): <a href="#">Click or tap here to enter text.</a>
Grant funding Project Service Area - Counties, Town, City: <a href="#">Click or tap here to enter text.</a>
FRC of Quality Accreditation status: