



CHILD ABUSE & NEGLECT

Prevention Board

Child Abuse and Neglect Prevention Board

Request for Applications:

A Guide for Applying
&

Virtual Question and Answer Session

Child Abuse and Neglect Prevention Family Resource of Quality Grant

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Objectives

- Review RFA structure
- Present information by sections
- Provide tips on using the RFA to start an application.
- RFA 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

Grant Opportunity

433001-G25-0002489: Family Resource Center of Quality Grant

Direct questions about this open competitive request for application should be sent to Claire Ackerman, canpbprocurement@wisconsin.gov. Submit completed applications to canpbprocurement@wisconsin.gov. Applications will be accepted until 2 pm on January 15, 2025.

2489 – [FRC of Quality Grant](#)

2489 – [Application form](#) (Word document - MS Word 97-2003 version)

2489 – [budget spreadsheet](#) (excel spreadsheet)

2489 – [budget narrative document](#) (Word document - MS Word 97-2003 version)

Note: We have been notified that some users are experiencing technical issues accessing the word and excel files. If this occurs, please email (canpbprocurement@wisconsin.gov) and request the files. We apologize for this issue and we are attempting to address it.

Questions and clarifications regarding the application included noted errors, discrepancies, ambiguities or deficiencies must be submitted in writing to canpbprocurement@wisconsin.gov on or before 4 p.m. on December 18.

A zoom session is scheduled for December 4. Details in the RFA.

If questions are submitted, the Prevention Board will post an addendum to the RFA. Proposers are expected to submit a signed copy of the addendum with the application.



CHILD ABUSE & NEGLECT
Prevention Board



Request for Application

RFA Structure

- Overview & Purpose of Funds
- Definitions
- Eligibility
- Use of Funds
- Number and Amount of Grant Awards
- Program Objectives
- Data Reporting Requirements
- Application Requirements



Overview, Definitions, Use of Funds

Overview & Purpose

Introduces the funding & its general objectives

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 can apply for funding

Overview

The goal of this grant is to provide funding to FRCs meeting the grant criteria to implement sustainability planning to:

1. maintain FRC of Quality Accreditation
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.

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
- Is a member of the SFTA network
- No conflict of interest exists at the time responses are submitted with the accrediting entity SFTA.

Grant Objectives

- Shift organizational culture, increase awareness, incorporate intentionality, and facilitate the process of continuous quality improvement.
- Sustain and expand upon the Wisconsin Family Resource Center Model, an asset-based approach to build strengths within FRCs, promote child well-being, and implement child maltreatment primary prevention strategies.
- 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.
- • 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.

Grant Objectives

- 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.

Use of Funds

- 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.

Use of Funds

- 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.

Timeline

Application Milestones	Dates
RFA Release/ Application open	November 6, 2024
Q&A	December 4, 2024
Deadline for submission of questions	December 18, 2024 4 p.m. CDT
Application due date	January 15, 2025 (applications must be received by 2 p.m. CDT)
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. All work must be completed during this time.

Contract Cycle	Dates	Total amount available	Estimated number of awards	Maximum Grant Amount	Required Match
12 Months	July 1, 2025	\$600,000	20	\$30,000	20% of the amount requested

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.

Reporting Requirements

Below are examples of the type of data that will be required to be reported:

- 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

Application Requirements

Application Narrative: Technical Requirements

- Responses should be prepared with a legible font and single-spaced
- Responses should include
 - Applicant Information (template provided)
 - Application narrative (5 page maximum)
 - Budget form (template provided)
 - Budget Narrative form (document provided)

Application Requirements

Application Narrative: Content Requirements

- I. FRC of Quality Accreditation(10 points)
- II. Action Plan (20 points)
- III. Leadership and Staff (15 points)
- IV. Protective Factors/Parent Voice(20 points)
- V. Professional Development (15 points)
- VI. Budget & Budget Narrative (5 points)



Budget Submission

- Budget Narrative Template (word document)
- Budget Form (excel spreadsheet)

Budget Form

Budget Category	Grant Award	In-Kind Match	Cash Match	Total
Salaries (personnel)				\$0.00
Fringe Benefits				\$0.00
Travel (staff and participant)				\$0.00
Training				\$0.00
Materials and Supplies				\$0.00
Space				\$0.00
Consultant Fees (including audit)				\$0.00
Indirect Costs (10%)				\$0.00
Other (full description must be included in budget narrative)				\$0.00
Totals	\$0.00	\$0.00	\$0.00	\$0.00
Required 25% match	\$0.00			
Agency Indicated Match	\$0.00			

Budget Narrative

A. Personnel: Provide employee(s) (including names for each identified position) of the applicant/recipient organization, including in-kind costs for those positions whose work is tied to the grant project. Describe the role and responsibilities of each position.

Position	Name	Annual Salary/Rate	Level of Effort	Cost
(1)				
(2)				
(3)				
			TOTAL	

JUSTIFICATION:

Inkind/Cash Match:

B. Fringe Benefits: List all components of fringe benefits rate.

JUSTIFICATION

Inkind/ Cash Match:

C. Travel (staff or participant): Briefly describe the need and purpose for each travel in relation to achieving goals and objectives for the grant. Differentiate between staff and participant travel.

JUSTIFICATION

Budget Narrative

D. Training: Indicate the number of trainees/ attendees/ participants and the unit costs involved.

JUSTIFICATION:

Inkind/ Cash Match:

E. Materials & Supplies: For each line-item cost, include adequate justification and a detailed breakdown of your estimate. List the items by type of supplies (e.g., training materials, desktop computer, laptop, projector etc.), unit cost, quantity, and/or duration. If the applicant will be providing parent resource materials, include the estimated number of clients/ participants in the basis for the costs.

JUSTIFICATION

Inkind/ Cash Match:

F. Consultant Fees: Describe the services and deliverables to be provided by each consultant, contract, or subaward and provide the detailed budgets with the supporting narrative justification. Explain how the services and deliverables relate to the accomplishment of specific project objectives.

JUSTIFICATION

Inkind/ Cash Match:

G. Space: List monthly costs required to provide space for programs and services used specifically for this grant. Provide details on the monthly rental charge(s).

JUSTIFICATION

Inkind/ Cash Match:

H. Other: The Other category is for any expenses not covered in the previous budget categories (postage, utilities, concrete supports, telecommunication expenses, etc.). List items by type and show the basis for computation.

JUSTIFICATION

Inkind/ Cash Match:



Applicant Information

Application #: 433001-G25-002489

Title: Family Resource Center of Quality

APPLICANT INFORMATION

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

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: [REDACTED]	Title of Representative: [REDACTED]	Phone of Representative: [REDACTED]
Signature of Representative: [REDACTED]	Date Signed [REDACTED]	Email of Representative: [REDACTED]

Project Information

Short Project Summary (2-3 sentences): [Click or tap here to enter text.](#)

Grant funding Project Service Area - Counties, Town, City: [Click or tap here to enter text.](#)

FRC of Quality Accreditation status:

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 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 18, 2024
4 p.m. CT
- Any amendments will be posted on the Prevention Board website: <http://www.preventionboard.wi.gov>
- **Application deadline: January 15, 2025, by 2 p.m. CT**
- Completed applications must be submitted to canbprocurement@wi.gov
- Review Process

Important Dates & Submission

- Due to procurement rules, the Prevention Board cannot accept any applications after the deadline.
- To make sure your application is accepted, please do not wait till the last minute to submit. We have had to deny applications in the past due to this.