

Community-Based Child Abuse Prevention (CBCAP) Grant FY202X Application Outline

States can use this outline in completing their CBCAP Applications for fiscal year (FY) 202X. The information below includes a more detailed outline of the required reporting requirements to include in the CBCAP Application (Part III. Sections A-G of the CBCAP Program Instruction). This PI is also available at: <http://friendsnrc.org/cbcap-program-instruction>

The state's FY202X CBCAP application is due June X, 202X. The information included in this outline is intended to summarize the requirements for the CBCAP application and to describe the content and documentation that must be provided. In addition, the outline details specific materials the state must submit as part of the application in order for the Administration for Children, Youth and Families to establish eligibility and the grant award.

CBCAP Application Format & Submission

Applications may be completed in formats best suited to the needs of the applicant. States are encouraged, however, to follow the content outline suggested below. States may also choose to use a voluntary, web-based resource to compile the required information for their applications. ALL applications must be submitted via email to CBCAP@acf.hhs.gov (with a cc to your state's Regional Program Manager (see <https://www.acf.hhs.gov/cb/resource/regional-program-managers>)).

The following information must be included as part of the state's CBCAP application in order to determine eligibility for funding:

I. Submission Letter

- Letters should be addressed to:
[Commissioner's Name]
Commissioner
Administration on Children, Youth, and Families
Administration for Children and Families
U.S. Department of Health and Human Services
330 C Street SW, 3rd Floor
Washington, D.C. 20201
- Signed by an appropriate official of the CBCAP lead agency (as designated by the Governor)

II. Governor Documentation and Assurances

- Lead Agency Designation Letter (a new Governor's letter must be submitted each year)
 - I. Written on the Governor's letterhead
 - II. Designates the lead agency to receive the funds
 - III. Signed by the Governor
- Signed Governor's Assurances Statement (see Attachment 3 of the PI)

III. Lead Agency Assurances

- The assurance statement must be signed by an authorized official of the agency designated by the Governor to act for the State in administering the CBCAP funds and assuming the obligations imposed by the terms and conditions of the grant award and assuming the obligations imposed by the terms and conditions of the grant award (See attachment 4 of the PI)

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- Please use [this form](#) to certify your state has NOT engaged in lobbying activities or [this form](#) to disclose the lobbying activities your state has conducted (ONE form should be submitted).

IV. Leveraged Claim Form

- In order for a State to document funds claimed¹ as leveraged funds, the application must contain a completed copy of the Leveraged Funds Worksheet (See example, Attachment 5 of the PI), which includes:
 1. an itemization of the funds being claimed; and
 2. an assurance statement that is to be signed by the responsible lead agency administrator and fiscal authority for the lead agency verifying the authenticity of the submitted claim.

V. Lead Agency Identifying Information² (Profile information in Portal)

The application must include the following information (in the following table, within the submission letter, or another section of the application):

Name and mailing address of the lead agency:	
State lead agency's Employer Identification Number (EIN):	
State lead agency's Unique Entity Identifier (UEI) ³	
Name, telephone number and e-mail of the program specialist responsible for the CBCAP grant program:	
Name, telephone number and e-mail of the fiscal agent responsible for the CBCAP grant program.	

VI. Budget

- Format budget to clearly display line-item expenditures for both Federal and non-federal funds
- Must include 20% Cash Match (state or private funds). The 20% match should be determined based on the population-only portion of the formula
- Must include funds for at least one staff member to attend a 2-5 day Federal Mandatory CBCAP Grantee Meeting

¹ Claimed funds must be: 1) leveraged by the state from private, state, or other non/-federal sources during FFY202X (October 1, 202X – September 30, 202X); 2) directed through the CBCAP lead agency for FFY202X; and budgeted and spent during FY202X for use in supporting community-based child abuse and neglect prevention programs and activities.

² Please note if there any changes in the Lead Agency Information from the previous year when submitting the application.

³ The DUNS number was replaced by a Unique Entity ID (UEI) effective 4/2/22. All existing grantees can check the government website SAM.gov to retrieve their assigned UEI (SAM) number. New grantees will be assigned a UEI when they register on SAM.gov. Grantees are encouraged to confirm their EIN and UEI prior to submission of the report and application.

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<input type="checkbox"/> Travel to CBCAP Grantees Meeting is included				
Expenditures	Federal Funds Carry Forward \$	Federal Funds Current Year \$	Non-Federal Match \$	Total \$
Travel to CBCAP Grantees Meeting				
Totals				

VII. Description of the CBCAP Lead Agency’s Leadership Role in State Prevention Activities

- Describe the role of the lead agency and how it will lead the child maltreatment prevention activities in the state. This section describes the interdisciplinary, collaborative, and public-private structure, including its representation from private and public sector parents and service providers that will direct and support coordinated child abuse prevention resources and activities to better strengthen and support families (section 204(1)).
- This section should also include a description of how programs and activities will operate including how community-based child abuse and neglect prevention programs and activities provided by public and private, nonprofit organizations, including faith-based programs and those funded by programs under this Act, will be integrated into a developing continuum of family-centered, holistic, preventive services for children and families; (section 204(2)).

Please describe your activities here (feel free to expand box as needed):

VIII. Actions to Advocate for Systemic Change

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- Describe the actions that the lead agency will take to advocate systemic changes in state policies, practices, procedures and regulations to improve the delivery of community-based child abuse and neglect prevention programs and activities designed to strengthen and support families to prevent child abuse and neglect; (section 204(11)).
- This description should include plans or approaches to be implemented in the coming fiscal year to advocate for systemic change. States are strongly encouraged to describe planned efforts to conduct strategic, long-term, and outcome focused planning for their CBCAP program that will promote sustainable, systems change to strengthen and enhance the well-being of families to prevent child maltreatment.
- This section should describe how the state will conduct their action planning efforts and how these efforts will be integrated with other strategic planning efforts in child welfare, early childhood, public health, or other related systems. The description should also include any anticipated involvement in the development and/or implementation of the Child and Family Services Plan (CFSP), and/or the Child and Family Services Review (CFSR) and CFSR Program Improvement Plans (PIP), as applicable. CBCAP lead agencies are also encouraged to outline how they will contribute to efforts by the child welfare agency to implement primary prevention strategies to strengthen families.
- Please also include other planned actions to involve other statewide public and private agencies to promote system change, in particular activities to be conducted by the state's prevention network.

Please describe the actions you will take here (feel free to expand box as needed):

IX. Collaboration and Coordination

- Describe the extent and nature of the CBCAP lead agency's existing and/or future partnerships and collaborations with other Federal, State, local, or private efforts and how they will intersect with the State's child maltreatment prevention programs and activities.
 - o Examples may include anticipated participation in the CFSR, CFSP/APSR, or other title IV-B programming, as well as collaborations with Early Childhood Comprehensive Systems, Strengthening Families initiatives, Early Head Start, or Head Start. Other examples are listed in Part I, Sections G and H of the PI, as well as Attachment 7).
- Highlight how the CBCAP lead agency's work will be anchored and connected to established prevention and promotion activities in public health or other human services. The report should include information about strength of the collaborations and coordination efforts, the nature and quality of those relationships and what other impacts these connections and partnerships have made.

Please check all collaborations/partnerships that apply:

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|--|--|
| <input type="checkbox"/> Child Welfare | <input type="checkbox"/> CFSR |
| <input type="checkbox"/> IV-B | <input type="checkbox"/> CFSR PIP |
| <input type="checkbox"/> FFPSA/Title IV-E Plan | <input type="checkbox"/> CFSP |
| <input type="checkbox"/> Head Start/Early Head Start | <input type="checkbox"/> Maternal, Infant, & Early Childhood Home Visiting |
| <input type="checkbox"/> Early Childhood Comprehensive Systems | <input type="checkbox"/> Substance Abuse |
| <input type="checkbox"/> Public Health/ACEs | <input type="checkbox"/> Business Community |
| <input type="checkbox"/> LGBTQIA2S+ Organizations | <input type="checkbox"/> Mental Health |
| <input type="checkbox"/> Strengthening Families | <input type="checkbox"/> Other (Please specify in narrative) |

Please provide a brief description of the current and anticipated collaborations and partnerships checked above in the space provided here (feel free to expand box as needed):

X. Needs Assessment and Criteria for Funded Programs

- Describe how the current inventory of unmet needs and the current array of community-based child abuse and neglect prevention programs and activities will be used to inform the criteria for funding new programs and activities for the upcoming year.
- Describe the criteria that the lead agency will use to develop, or select and fund evidence-informed or evidence-based community-based child abuse and neglect prevention programs and activities designed to strengthen and support families to prevent child abuse and neglect (section 204(7)).
- This can be met by including the State's current or anticipated announcement of the priority for local grant awards or request for proposals (or other process, as applicable).

Please describe your needs assessment and criteria for funded programs here (feel free to expand box as needed):

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XII. Plans for Parent Leadership and Family Involvement

- Describe how the CBCAP lead agency will implement activities and training to enhance parent participation and leadership.
- Include information on how parents are and will be involved in funded programs, including:
 - o planning,
 - o implementation and
 - o evaluation
- This section should also describe anticipated training and technical assistance related to parent leadership and family involvement.

Please describe your activities here (feel free to expand box as needed):

XIII. Plan for Support, Training, Technical Assistance and Evaluation Assistance

- Describe the CBCAP lead agency's plan for providing operational support, training, technical assistance and evaluation assistance to community-based, prevention-focused programs (section 204(9)).
 - o These plans should include training and technical assistance to foster understanding, appreciation, and knowledge of diverse populations in order to effectively strengthen families and prevent child abuse and neglect.
 - o This training may also focus on enhancing cultural competence across all funded programs and activities.
 - o Plans should also include training and technical assistance to foster the promotion of strong families.
 - o Plans should include a description of how the lead agency will provide assistance to their funded programs on developing evaluation plans which may include quantitative and qualitative methods.
 - o Plans can also include efforts to assist programs with implementing and sustaining evidence-based or evidence-informed programs and practices.

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- o States are encouraged to identify training and technical assistance efforts that will link with the CFSR/PIP and CFSP/APSR processes or early childhood systems integration, as appropriate.

Please describe your activities here (feel free to expand box as needed):

XIV. Evaluation Plans

- Describe how the CBCAP lead agency's activities, and those of the network and its members (where appropriate), will be evaluated (section 204(10)).
- States are encouraged to include evaluation activities that will assess culturally competent practices and parent leadership across all funded programs and activities.
- States are strongly encouraged to develop evaluation plans which incorporate a continuum of evaluation approaches including quantitative and qualitative data collection methods. This evaluation plan can include a peer review process.
- States which have allocated a large portion of their CBCAP funding for network support/development are strongly advised to develop strategies and methods to evaluate the effectiveness of their network and its activities, as well as their funded programs.
- States must provide information on how they will collect data on the percentage of CBCAP total funding that supports evidence-based and evidence-informed child abuse prevention programs and practices, and any other national outcomes for the CBCAP program, as appropriate.

Please describe your activities here (feel free to expand box as needed):

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Accompanying Documents:

- The application must be accompanied by the appropriate certifications, assurances, and other required documentation described through the CBCAP PI and Sections I-VI of this document. CBCAP State Lead Agencies may also include other documents that they feel supplement the information included in their application (e.g., request for proposals, needs assessments, strategic plans, etc.).