



COMMUNITY BASED CHILD ABUSE PREVENTION GRANTS

REQUEST FOR PROPOSALS FY22

Kansas Children's Cabinet and Trust Fund

Melissa Rooker, Executive Director

Kim Moore, Chair



Table of Contents

I. Funding Opportunity	4
Eligibility.....	4
Timeline for RFP.....	4
III. Grant Overview.....	5
Definitions of Population to be Served.....	5
Grant Types.....	5
Keys to Successful Grant Submissions.....	6
Program Philosophy.....	7
Blueprint for Early Childhood	8
Community Collaboration and Partnerships	9
CBCAP Outcomes.....	9
Additional Program Requirements	10
Measures of Success.....	11
V. Award Information	13
Funding Information	13
Award Amount and Length.....	13
Allowable Use of Funds	13
Match Requirement.....	13
VI. Application Process	14
How to Apply	14
Kansas CommonApp Portal	14
User Profile	14
Project Abstract	14
Description of Need.....	14
Project Description	15
Community Collaborations and Partnerships.....	15
Continuous Quality Improvement	16
Measures of Success.....	16
Budget and Budget Narrative	16
Attachments	17
Assurances and Authorized Signature.....	17
VII. Technical Assistance, Review, and Selection Process	18
Technical Assistance	18
How to Request Technical Assistance	18

Proposal Review	18
Selection Criteria	19
VIII. Post-Award Requirements	20
Grant Monitoring.....	20
Program Reporting Requirements.....	20
Information Management Requirements	20
Evaluation of the Work.....	20
Financial Reporting Requirements	21
Ongoing Audit Requirements	21
Assurances with Signature.....	21

I. Funding Opportunity

The Kansas Children's Cabinet and Trust Fund (Children's Cabinet) announces the release of a Request for Proposals (RFP) through the Community-Based Child Abuse Prevention (CBCAP) Program. Community-Based Child Abuse and Neglect Prevention funds support **primary and secondary prevention efforts**. *Primary prevention* includes efforts targeted at the broader community to strengthen families and prevent the likelihood of abuse or neglect. *Secondary prevention* efforts are targeted to special populations, as a means of providing preventative family strengthening support.

Kansas CBCAP funding supports community-based and statewide grants for the prevention of child abuse and neglect. Approximately \$1,000,000 is available statewide through this RFP. Applicants can apply to administer local-level (community-based) programming or statewide programming and must indicate their selection on the Start Here page of their application in the [Kansas CommonApp](#).

- **Community-Based Grants:** Awards may range from \$50,000 to \$200,000. Multiple vendors may be selected.
- **Statewide Grants:** Awards may be up to \$400,000. Multiple vendors may be selected.

Eligibility

Eligible applicants should be experienced in providing service delivery models that yield positive outcomes to families with children from birth to kindergarten entry, including prenatal supports with a commitment to evidence-based, data-driven practices. Applicants should include within their proposal a community-informed, community-driven collaborative approach including input from individuals with lived experience. Eligible applicants may include:

- 501©(3) organizations
- County and city governments
- Unified School Districts (USDs)

Timeline for RFP

- Release of Request for Proposal (RFP) and Kansas CommonApp portal open, June 21, 2021
- RFP Questions from Applicants Submitted, June 21 – July 20, 2021
- Kansas CommonApp HelpDesk Available, June 21 – July 26, 2021
- **Applications Due, July 26, 2021 (by 5:00 p.m.)**
- Grant Year, October 1, 2021 – September 30, 2022 (Two 1-year renewals for a project period of 3 years are intended based on funding availability and program performance.)

Questions Regarding this RFP: All questions must be submitted via the [CBCAP Technical Assistance Request](#) Form by 5:00 p.m. CST on July 20, 2021. Responses will be made directly to individuals within three business days. Questions and answers will be compiled as they are received and will be posted as quickly as possible on the [Children's Cabinet website](#).

III. Grant Overview

The Kansas Children's Cabinet and Trust Fund and the Community-Based Child Abuse Prevention (CBCAP) Grants

CBCAP is a formula grant program which provides funding from The Office on Child Abuse and Neglect (OCAN) at the Children's Bureau, Administration for Families, U.S. Department of Health and Human Services to states to develop, operate, expand, and enhance community-based, prevention-focused programs and activities designed to strengthen and support families to prevent child abuse and neglect. CBCAP programs were established by Title II of CAPTA (the Child Abuse Prevention and Treatment Act) of 1996, reauthorized in June of 2010. The Children's Cabinet acts as State Lead Agency through a Memorandum of Agreement with the Kansas State Department of Education (KSDE), which serves as the fiscal agent for the CBCAP funds.

The Children's Cabinet is seeking proposals that are innovative and bold, yet promote evidence-based practice, with clearly articulated strategies that will optimize child and family well-being. The Children's Cabinet is interested in strong partnerships with communities, families, and systems of care to transform the current system to one of well-being which prioritizes keeping families together. The Children's Cabinet is committed to combatting, ameliorating, and preventing racial inequity and to promoting equity, access, inclusion, and engagement.

The Children's Cabinet is interested in supporting evidence-based, evidence-informed, or evidence-supported innovative program models that provide primary or secondary prevention services to parents of children birth to 5 years old, including prenatal services.

Definitions of Population to be Served

The following definitions apply to this funding opportunity:

- **Families:** parents and primary caregivers of children birth up to kindergarten eligibility and may include prenatal supports.
- **Other Participants:** any recipient of services who does not fulfill one of the categories listed above, which may include professional staff or community partners.

Grant Types

The Children's Cabinet supports both community-based efforts, which fund targeted direct services, and statewide efforts, which build state infrastructure for the prevention of child abuse and neglect.

- **Community-based grants:** The purpose of this grant opportunity is to invest in community-based and prevention-focused programs and activities designed to strengthen and support families to prevent child abuse and neglect. Grants will fund targeted direct service strategies that will reduce the likelihood of abuse and neglect and increase the likelihood of a child having safe, stable, and nurturing relationships in their families and communities. Examples may include but are not limited to: 1) programs that promote early, comprehensive support to parents, increase family stability, and/or improve family access to other formal and informal resources and opportunities for assistance available within communities; 2) specific family resource and support programs, such as respite care,

substance use treatment services, mental health services, domestic violence services, housing services, and home visiting; 3) promote parent partnership, leadership, and engagement; and 4) activities that advance equity for populations historically underserved, marginalized, and adversely affected by persistent poverty and inequality.

- **Statewide grants:** The purpose of this grant opportunity is to provide services and infrastructure on a statewide basis for the prevention of child abuse and neglect. Statewide grants focus on activities that support systems-change and a system of child and family well-being. Statewide applicants must propose activities with a statewide impact and should not target specific communities. Examples may include but are not limited to: 1) professional education; 2) public awareness campaigns; 3) statewide collaborative efforts to foster the development of a continuum of comprehensive child and family support and preventive services; 4) promote parent partnership, leadership, and engagement; and 4) activities that advance equity for populations historically underserved, marginalized, and adversely affected by persistent poverty and inequality.

Keys to Successful Grant Submissions

The Children's Cabinet will support innovative, locally-driven approaches that help meet needs identified in the *All in for Kansas Kids* 2019 [Needs Assessment](#). We aim to promote the safety and well-being of children and families across the state.

Successful proposals will include one or more of the following:

- Strategies that meet one or more needs called out in the two central messages and seven key findings of the [Needs Assessment](#).
- Strategies that support one or more outcome statement of the seven goals in the *All In For Kansas Kids Strategic Plan*.
- Strategies that offer community-specific data, including voices and perspectives from those with lived-experience to address needs, gaps and challenges.
- Strategies that advance equity for populations historically underserved, marginalized, and adversely affected by persistent poverty and inequality racial and geographic disparities.
- Strategies that test innovative, high-quality approaches to support the unique needs of children and families.
- Strategies that incorporate strong family engagement and partnership at all levels of service provision (e.g., development, implementation/operations, evaluation).
- Documented community partnerships and a collaborative approach.
- Clearly articulated measures and indicators of project impact and success.

Program Philosophy

Every child deserves a family. Every family deserves to live in a safe, supportive community. The Children's Cabinet is committed to reimagining the Kansas system of care as a support and partner to caregivers and children, to strengthen families in their homes, keeping children with their families. The Children's Cabinet seeks to invest in strong partnerships with communities, families, and systems of care to transform the system to one of well-being. The vision of Kansas CBCAP is to build upon the theory that when families have seamless, universal access to a continuum of comprehensive prevention services, child maltreatment is prevented, and the well-being, safety, and stability of children and families is ensured.

The experiences of racial disparity, family separation, and toxic stress negatively affect the lifelong physical and mental health of children and families. Through CBCAP funding, the Children's Cabinet aims to build a system that honors and strengthens families, while addressing social determinants of health and reducing racial disparities, promoting entire family well-being across the life course. The Children's Cabinet believes that communities and families should be the architects of programming, with a system built through authentic engagement and inclusivity of those with lived-experience (i.e., former foster youth, individuals with prior contact with the child welfare system, formerly incarcerated individuals, LGBTQ+ youth, kinship caregivers, victims of domestic violence, adults with disabilities or caregivers of children with disabilities etc.). The vision is guided by a commitment to engage caregivers, youth, and communities as key stakeholders to co-create a system of well-being in Kansas.

The system of care in Kansas must recognize and respond to families experiencing a life disruption before it becomes a crisis, ensure families have equitable access to services and concrete supports, routinely review data, and act when racial and other disparities are identified. Programs must address multi-generational issues and applicants must demonstrate how their services will impact both the child and the parents or other family members/caregivers.

Applicants must address how their approach will address racial and other disparities disproportionately impacting children and families in Kansas. Programs must include outreach to members of underserved or underrepresented groups unique to the identified service area. Programs must include strategies for serving special populations specified in CAPTA.

Within the Project Description portion of the application, programs must outline plans for maximizing the participation of at least ONE of the following special populations:

- Racial and ethnic minorities
- Children and adults with disabilities
- Homeless families or those at risk of homelessness
- Adult former victims of child abuse and neglect or domestic violence
- Fathers and male caregivers

Programs should foster community collaborations, as well as partnerships with individuals with lived experience that expand the reach, quality, and effectiveness of programs and services for children and families. In the Program Description portion of the application, programs must outline plans to authentically engage and include parents, caregivers, and others with lived

experience in the design, delivery, and evaluation of programs and services.

Community-Based grantees must participate in collecting shared measurements as outlined in the section below, Measures of Success. The required measures of success will be used by the Children's Cabinet to understand the impact of its investments, and to ensure that timely screening and ongoing assessments are conducted by funded program participants in a systematic way. Programs will ensure that assessments are administered by trained, proficient personnel and will adhere to all deadlines. Statewide grantees must propose and collect measures of success relevant to their proposed services/activities. Outcome must be measurable and defined in the Logic Model.

In 2019, the Children's Cabinet participated in a cross-sector collaboration with the Kansas State Department of Education, the Kansas Department for Children and Families, and the Kansas Department of Health and Environment to conduct a statewide comprehensive Early Childhood Needs Assessment. During that process, over 6,100 Kansans provided input. Kansans told us:

1. Families' experiences are profoundly shaped by where they live across the state and within communities. Geography impacts the availability and accessibility of early care and education services and supports, creating isolation, barriers and gaps that are difficult to navigate.
2. Too many young Kansas children grow up in families where basic needs are not met. The struggle to meet basic needs such as food, housing, healthcare, and employment prevents families from fully meeting the developmental needs of their young children.

In 2020, an update of the statewide comprehensive needs assessment was conducted to identify and highlight impacts of COVID-19 on children and families in Kansas. Similar to national trends, Kansas children and families have been significantly impacted by COVID-19, as the pandemic has exacerbated pre-existing pain points. In sum, needs assessment findings illustrate the growing economic, mental health, technology access, and service availability challenges faced by families throughout the last year, and that systemically under-resourced populations (i.e., rural or geographically isolated populations, racial and ethnic minorities, single parent households), are experiencing more strain than ever before.

Applicants are encouraged to keep the needs assessment themes and aspirational goals in mind to design a local system that holistically meets the needs of young children and families, with a particular focus on reducing racial disparities and addressing basic needs.

Blueprint for Early Childhood

The [Blueprint for Early Childhood](#), the Children's Cabinet strategic framework to optimize child and family well-being. The Blueprint serves to align the Children's Cabinet investment portfolio and monitor progress toward goals, with a particular focus on **cultivating strong families** and **cultivating strong communities**.

The Blueprint and CBCAP

CBCAP applications will be expected to align with the family and community strengthening components of the Blueprint through community collaborations across sectors, involving multiple partners, working toward a shared vision of high quality, accessible, affordable programs for young

children and families.

Successful applicants will explain how their service approach:

- Facilitates safe, stable, and nurturing family relationships;
- Increases and draws upon protective factors for families;
- Meaningfully engages parents/caregivers or other individuals with lived experience to inform service design/development, implementation and operations, and evaluation
- Identifies, develops, and implements strategies to ensure equity in service delivery so all children and families thrive and flourish;
- Fosters community engagement and strengthens networks of supports;
- Leverages partnerships to support enhanced quality, accessibility, and affordability of programs for children and families (e.g. Community Collaboration);
- Utilizes measurement tools to document progress toward the Children's Cabinet's long-term goals.

Community Collaboration and Partnerships

Moving the needle to reimagine and build a system of child and family well-being will require community collaboration across sectors, involving multiple partners, working toward a continuum of comprehensive child and family support and preventive services. Applicants are highly encouraged to establish new partnerships and build upon existing collaborative efforts with community-based collaborations and public-private partnerships. Further, successful community-based child abuse and neglect programming cannot flourish without effective and meaningful collaboration with individuals with lived experience (I.e., former foster youth, kinship caregivers, recipients of CBCAP services, formerly incarcerated individuals, individuals with prior child welfare involvement.) Engaging in activities to co-create innovative community-based solutions is a key component of creating a well-being system for families in Kansas.

The Blueprint is inclusive of all businesses, programs, faith- and community-based organizations, and individuals in the public and private sectors that can play a role in building a strong system of well-being and prevention services in Kansas. Current and potential partners listed on the Blueprint are a starting point – not an end point – for building collaboration that leads to positive outcomes for young children and families.

CBCAP Outcomes

CBCAP evaluation questions are informed by the state's [Blueprint for Early Childhood](#) initiative. As such, the Cabinet strives to foster **strong families** and **strong communities** through a continuum of prevention services across the state. The following questions guide state and local program evaluation:

- How are CBCAP programs increasing protective factors for families?
- In what ways are CBCAP programs cultivating safe, stable, and nurturing relationships?
- In what ways are CBCAP programs and services fostering effective parent engagement and lived experience?

- How are CBCAP programs fostering community engagement?
- How are CBCAP programs promoting cross-sector partnerships and coordination to address comprehensive needs of families (such as food and housing security)?

Applicants will be responsible for providing services that support the implementation of evidence-based, evidence-informed, and evidence-promising practices designed to improve outcomes for children and families. CBCAP outcomes are measured by a variety of quantitative and qualitative approaches, including, but not limited to the measures of success listed in the previous section. Outcomes are also measured by participation in the [Our Tomorrows story bank](#) project, which serves to collect stories on lived experience and indicators of surviving and thriving. The Children's Cabinet will provide technical assistance to all funded programs regarding the measures of success associated with the CBCAP outcomes.

Funded programs will be held accountable for outcomes as articulated by the Children's Cabinet. The following objectives should be addressed as appropriate for strategies in your proposal:

1. Cultivating Strong Families

- Creating safe, stable, nurturing relationships
- Increasing protective factors for families
- Fostering effective engagement of those with lived experience

Measurement Approach: Ages and Stages Questionnaire (ASQ-3) and Ages and Stages Questionnaire: Social-Emotional, Second Edition (ASQ:SE-2); Protective Factors Survey-2 (PFS-2); Our Tomorrows Story Bank, proposed measures of success (statewide grantees)

2. Cultivating Strong Communities

- Fostering community engagement and strengthening networks of support

Measurement Approach: Protective Factors Survey-2 (PFS-2); Our Tomorrows Story Bank, proposed measures of success (statewide grantees)

Additional Program Requirements

- Meaningfully engage parents/caregivers or other individuals with lived experience to inform service design/development, implementation and operations, and evaluation.
- Identify, develop, and implement strategies to ensure equity in service delivery so all children and families thrive and flourish.

Applicants may find helpful guidance for developing strategies to engage individuals with lived experience and promoting equity and inclusion from the example resources listed below. Additional resources may also be utilized for developing project plans.

- [Childwelfare.gov Engaging Families Resources](#)
- [FRIENDS Parent Leadership Resources](#)
- [Strategies for Authentic Integration of Family and Youth Voice](#)
- [Race, Equity, and Inclusion Action Guide](#)

- [Bringing Equity to Implementation](#)
- [Supporting the First 1000 Days of a Child's Life](#)

Measures of Success

The Children’s Cabinet is committed to a system of measurement to tell the story of early childhood investments in Kansas. Measures of success will foster a culture of continuous quality improvement by monitoring performance, tracking progress toward goals, and learning what is and is not working.

Community-Based Programs:

While each community-based funded program offers unique expertise and services, the Children’s Cabinet uses shared measurement to point us all in the same direction, to create greater alignment among the goals of grantees, to build more collaborative problem solving, and to encourage an informal, ongoing learning community that supports quality programming. In addition, collection of demographic information on the children and families being served by programs is required. The following measures of success will be required for Community-Based grantees:

- **Protective Factors Survey – 2 (PFS-2):** The PFS-2 is completed by every family served by a CBCAP program at initiation and completion of services. Through these results, parents inform programs on how effectively their needs were met and help programs guide service delivery. Evaluation tools that gauge parent perspectives are essential to understanding parent needs and informing service delivery. The PFS-2 tool also provides CBCAP service providers with insight pertaining to the quality of parent/provider relationship to support and strengthen family protective factors. The tool measures four protective factors within a family that reduce the risk of child maltreatment: Family Functioning/ Resiliency, Social Support, Concrete Support, and Nurturing and Attachment. It also includes a subscale measuring the Caregiver - Practitioner Relationship. In the coming year, the Children’s Cabinet will pilot test the Spanish language PFS-2 tool to glean caregiver insight about cultural protective factors and areas of needed support for migrant families at risk of separation.
- **Ages and Stages Questionnaire, Third Edition; ASQ-3, Ages and Stages Questionnaire: Social-Emotional, Second Edition; ASQ:SE-2:** CBCAP services provide an excellent avenue for early childhood developmental and social-emotional screening for children. Measures of child development and social-emotional functioning are required for ALL children involved in or impacted by CBCAP funds, with the exception of ASQ-3 for children with established delays (Individual Education Plan (IEP) or Individual Family Service Plan (IFSP)). An ASQ-3 & ASQ:SE-2 should be administered within 30 days of the child entering the program or at the beginning of the evaluation year if the child has already been receiving services. For children 0 to 3 years old, it is recommended children be screened at each age interval provided by the ASQ-3 and ASQ:SE-2. However, every child is required to be screened at least twice during the evaluation year. Children 3 to 5 years old are only required to be screened once during the evaluation year, unless the child scores in the referral or monitoring area(s) or if the provider and/or parent has concerns regarding the

child's development.

- **The Keys to Interactive Parenting Scale (KIPS):** Required for any program providing parent education. In addition, it is required for home visitation programs conducting more than three home visits per month. The KIPS assessment can only be conducted by early childhood staff members who have completed the required training and have successfully earned certification. An initial assessment should be completed prior to the beginning of the parenting/home visiting program or at the beginning of the evaluation year if the family has already been receiving services.

Statewide Programs:

Statewide program applicants must propose and outline measures of success relevant and specific to their proposed strategies. Measures of success will contribute to the CBCAP evaluation and inform overall prevention services efforts. Statewide grantees may be required to utilize community-based measures of success and collect demographic information on individuals served depending on the type of program or activities proposed.

V. Award Information

Funding Information

The Children's Cabinet's Source: Community-Based Child Abuse Prevention Grants

Award Amount and Length

Awards will be issued under this RFP for a 1-year funding period from October 1, 2021 to September 30, 2022, with a maximum award amount of \$200,000 for community-based grants and \$400,000 for statewide grants. Two 1-year renewals for a project period of three years are intended based on funding availability and program performance. Awards will be issued based on FY 2021 CBCAP dollars of approximately \$1,000,000 available statewide for FY21. Awards are subject to the availability of funds and any modifications or additional requirements that may be imposed by the Children's Cabinet. The number of awards issued for this RFP has not been pre-determined and awards will be allocated based on proposals received. The Children's Cabinet reserves the right to reject any proposals as deemed warranted. Budgets should be reasonable for the population to be served and strategies proposed.

- **Community-based grants:** Grants can range from \$50,000 to \$200,000.
- **Statewide grants:** Grants can range up to \$400,000. Multiple vendors may be selected.

Allowable Use of Funds

Allowable use of CBCAP grant funds include: Costs tied to provision of Direct Services, Personnel, Travel and Subsistence, Family Supports (e.g. housing services, respite care, transportation, etc.), Furniture, Equipment, Supplies, Contractual, Professional Development, Building Space and Maintenance (project-specific), and Indirect Costs. Expenditures must be necessary and reasonable. Funds shall not be expended for Department for Children and Families-involved families, building renovation or remodeling, purchase of land, building, vehicles, or substantial outdoor equipment, or for contractual services for program evaluation in addition to Children's Cabinet-currently funded activities. Allowable indirect costs (as defined in OMB Circular A-122) will be limited to 10%. Indirect costs are organization-wide costs that are incurred to effectively administer all programs and not identifiable to a specific project, grant or program. Indirect costs fund such administrative activities as accounting, budgeting, payroll, human resources, purchasing, liability insurance, printing, and information technology. Conversely, direct costs are those costs that provide a direct benefit to a particular program. Individual grantee budget requests will be reviewed by the Children's Cabinet on a case-by-case basis. The Children's Cabinet may audit grants at any point to ensure that funds are being spent in accordance with the OMB circular and the approved grant.

Match Requirement

This grant requires a 10% cash match. In-kind contributions are not eligible as a cash match. The lack of a 10% cash match will negatively impact an applicant's score.

VI. Application Process

How to Apply

Applications must be submitted online, beginning June 21, 2021, with all required documentation using the [Kansas CommonApp portal](#) no later than 5:00 p.m. CST on July 26, 2021.

Applications will be reviewed independently by a panel of early childhood care and education stakeholders. A total of 100 points will be available based on the Selection Criteria below.

Failure to submit an application that contains all the specified information may negatively affect the review of the application, preclude access to or use of award funds pending satisfaction of the conditions, and/or prevent the application from proceeding to the Children's Cabinet Grant Review Team for further consideration.

Kansas CommonApp Portal

The [Kansas CommonApp portal](#) is a new grant submission tool to manage applicant profiles and proposals across a variety of state agency funding opportunities. Technical assistance, as described below, is available to help applicants both navigate this new system and develop strong proposals.

The Kansas CommonApp portal includes both question-and-answer fields and the ability to upload required documents.

User Profile

Applicants will begin the application process by creating a “User Profile” when they login to the online [Kansas CommonApp portal](#). The information in your “User Profile” will be linked to every application submitted under your login information.

- Type of applicant (select from a drop-down: licensed child care provider, non-profit/501c3, county/city government, unified school district, community coalition with a fiscal agent, university/community college)
- General Contact information for Applicant (Including contact information for the Owner, CEO, or Executive Director)
- Business/Organization Information (Including federal EIN, and if applicable website address, child care licensing number, mission statement, 501c3 verification, Form 990, W9 or year- end financial statement)

Project Abstract

Kansans CommonApp CBCAP Application Tab: Project Abstract

The application requires a brief description (no more than 150 words) of the services to be provided with requested funding, primary strategies, geographic area, number of children and/or families to be served with the request, and anticipated outcomes.

Description of Need

Kansans CommonApp CBCAP Application Tab: Description of Need

- Describe the need, gaps, or challenges that relate to the purpose of the grant.
- Provide a description of disparities impacting populations historically underserved, marginalized, and adversely affected by persistent poverty and inequality.
- Describe how your proposal will address the identified gaps or needs as outlined.
- Describe a plan for engaging individuals with lived experience in program planning, delivery, and evaluation (i.e., caregivers, former foster youth, former
- Use supporting data as available which could include the All In for Kansas Kids 2019 Needs Assessment report and appendices, community-specific information, and parent/caregiver and other community voices and perspectives.

Project Description

Kansans CommonApp CBCAP Application Tab: Project Description

The application requires a detailed description of the project that aligns with the purpose of the grant. Include the following details:

- Describe program model and all strategies and key activities of the project and identify how they will meet the stated purpose of the grant. Include intensity of service delivery, methods for service delivery, and duration of services for each component of the proposal.
- Describe how the strategies will keep fidelity to an evidence-based, evidence-supported, or evidence-informed model. If the project includes innovative models or strategies, please provide a clear description of the evidence to support your model/strategy selection.
- Describe the population to be impacted by the project. Include basic demographic information of the children and families to be served and identify the geographic reach of the project. Include numbers of children, families, or others to be served by each component of the project.
- Describe outreach strategies to special populations of underserved or underrepresented groups unique to the identified service area, as identified on page 7.
- Describe your plans to authentically engage and include parents, caregivers, and others with lived experience in the design, delivery, and evaluation of programs and services.
- Describe how your project will advance equitable services, programs, and/or access for children and families historically underserved, marginalized, and adversely affected by persistent poverty and inequality. Provide a description of how your program will identify, develop, and implement strategies to address racial and other disparities.
- Describe any potential barriers to implementation of the proposal and strategies to overcome them.

Community Collaborations and Partnerships

Kansans CommonApp CBCAP Application Tab: Partnerships

Applicants must demonstrate appropriate partnerships and the capacity to implement and

administer the proposed project. Include the following details:

- Describe in detail any proposed partnerships and/or collaborations, including how they will address the need more effectively than each partner working independently. Include how partnerships will be utilized in meeting the grant objectives and outcomes.
- Describe your plan for engaging those with lived experience in service planning, delivery, and evaluation (I.e., former foster youth, kinship caregivers, recipients of CBCAP services, formerly incarcerated individuals, individuals with prior child welfare involvement).
- Explain how grant funding and resources will be allocated among partners.
- Describe how you will evaluate the effectiveness and impact of partnerships.
- Explain the sources of match funding from partnerships and how the funds will be utilized for the proposed project.

Continuous Quality Improvement

Kansans CommonApp CBCAP Application Tab: Continuous Quality Improvement

- Describe how data collection will be monitored to ensure timelines for collection are met and accuracy/validation of data including who will be responsible for the collection of measures, entering data into DAISEY and monitoring of these activities.
- Describe how services provided will be adapted/enhanced based on the review of the data and how data will be used to meet outcomes.
- Describe ongoing efforts to fully partner with those with lived experiences at all levels of service design, delivery, and evaluation.

Measures of Success

Kansans CommonApp CBCAP Application Tab: Measures of Success

- Applicants must complete and submit the Logic Model template (available on the Measures of Success Tab of the application in the Kansas CommonApp portal)
- Using the Logic Model template provided, detail program alignment with each of the required CBCAP outcomes that align with your program design. The Logic Model is expected to align with the project description.

Budget and Budget Narrative

Kansans CommonApp CBCAP Application Tab: Budget & Budget Narrative

Applicants must complete and submit the Budget Worksheet provided in the template as described below.

- **Instructions (Budget Worksheet Tab 1)**
- **Total Proposed CBCAP Budget (Budget Worksheet Tab 2)**
 - Please provide the total proposed budget for your project. This includes total costs for all activities for which funding is sought by the applicant organization

and/or partnership.

- **Budgeted Partners** (*Budget Worksheet Tab 3*)
 - Please list the name of any partner receiving a portion of grant funds including a brief description of the activities they are receiving grant funds to do.
- **Program Budgets & Budget Narratives** (*Budget Worksheet Tabs 4+*)
 - Provide a budget and budget justification narrative for each program proposed. The budget justification should thoroughly and clearly describe every category of expense listed in the budget worksheet. The justification should explain how all costs were estimated and calculated and how they are relevant to the completion of the proposed project. It should be mathematically sound and correspond with the information and figures in Total CBCAP Budget in Tab 2. Match (including partners contributing to match) should be noted in the budget and explained in the budget justification.
- **Additional Budget Documentation** (*if applicable please upload any additional budget documentation in the Kansas CommonApp portal*)

Attachments

Kansans CommonApp CBCAP Application Tab: User Profile and Partnerships Tab

- **Transmittal Letter for Audit, Form 990, W9, or most recent Year-end Financial Statement Insert**

The Children's Cabinet requires that a current Transmittal Letter for Audit, Form 990, W9, or most recent Year-end Financial Statement Insert be included as part of the grant proposal, as applicable. Applicants can upload these on their User Profile page within the [Kansas CommonApp portal](#).
- **501c3 Verification** (*required, if applicable*)

Required as applicable per type of organization. Applicants can upload these on their User Profile page within the [Kansas CommonApp portal](#).
- **Board Member List** (*required for 501c3 organizations and Unified School Districts*)

Required as applicable per type of organization. If applicable, also include a Conflict of Interest Statement for Board Members. Applicants can upload these on their User Profile page within the [Kansas CommonApp portal](#).

Assurances and Authorized Signature

Kansans CommonApp CBCAP Application Tab: Assurances

- The authorized person for each CBCAP application must read, agree, and sign (electronically) the Funding Agreement statement in the Kansas CommonApp portal prior to submission. For additional information about Assurances, see page 21.

VII. Technical Assistance, Review, and Selection Process

Technical Assistance

The Children's Cabinet is committed to supporting equitable access to Community Based Child Abuse Prevention Grant funding and has developed ways to help applicants and grantees. The purpose of this technical assistance is three-fold:

- To build skills and capacity for grant-writing among Kansas organizations and entities,
- Provide support in making connections or translating good ideas to grant proposal language, and
- Provide assistance in identifying sources of supporting data on need.

Technical assistance includes the following:

- [Kansas CommonApp Webinar Recording](#) (Recorded Jan 2021): provides an overview of the grant portal and application process.
- Questions related to purpose of funding and eligibility requirements as outlined in the RFP: will be responded to and posted to a running list of Frequently Asked Questions on the from June 21, 2021 – July 20, 2021. Responses will be provided within 3 business days.
- Questions related to navigation and interaction with the Kansas CommonApp portal Help Desk support.
- Discussion of ideas related to proposed project and activities: will be supported through email and one-on-one technical assistance calls, as requested by the applicant (not to exceed 3 hours per applicant)

Technical assistance is intended to provide an opportunity for applicants to ask questions and think through concerns or challenges. Technical assistance is not intended to help applicants complete or edit an application, or develop project plans, rather as a tool to aid applicants in this work. Please note that utilization of technical assistance has no influence on the application review process and scoring or final award determination.

How to Request Technical Assistance

All questions and requests for technical assistance and Help Desk support must be submitted online via the [CBCAP Technical Assistance Request Form](#). Questions about the RFP must be received by July 20, 2021. Help Desk support for the [Kansas CommonApp](#) is available until the application deadline on July 26, 2021. The technical assistance team will respond to requests within three business days, with follow-up phone calls as needed. Information from technical assistance conversations may be used to populate additional applicant and grantee resources to ensure shared learning.

Proposal Review

The Children's Cabinet is committed to ensuring a fair and equitable process for awarding grants. Eligible applications will be evaluated, scored, and rated by impartial representatives of state agencies, social services, early childhood care and education, and individuals with lived experience

of child welfare and prevention services. These leaders represent both the public and private sectors. Recommendations will be provided to the Children's Cabinet members for final approval. The Children's Cabinet reserves the right to work with grantees to modify proposals if needed.

Selection Criteria

Evaluators will use a scoring rubric in reviewing proposals. A maximum of **100 points** will be possible. The following table is representative of the order in which the proposal needs to be organized. Scores assigned to proposal components are as follows:

Section	Points
Project Abstract	Required
Description of Need	12 points
Project Description	40 points
Community Collaboration and Partnerships	10 points
Continuous Quality Improvement	10 points
Measures of Success - Logic Model	10 points
Budget Detail Worksheet & Budget Narrative/Justification	18 points
Transmittal Letter for Audit, Form 990, or most recent Year-end Financial Statement Insert	Required
501©(3) verification, if applicable	Required, as applicable
List of Board members, with Conflict of Interest Statement, if applicable	Required, as applicable
Assurances with Signature	Required

VIII. Post-Award Requirements

Grant Monitoring

The purpose of monitoring is to ensure children, families, and communities are being served as intended. The Children's Cabinet will monitor grantees to ensure activities are being implemented as designed.

Program Reporting Requirements

- Grantees will be expected to collect and report, on a quarterly basis, data that are consistent with the goals and objectives of their project and shall include screenings and measurement tools aligned with CBCAP required outcomes on pages 9-10. The specific metrics will be detailed and affirmed as part of the terms and conditions of the Award Letter.
- Grantees will also be expected to report on their outreach, targeted activities, and on their success in engaging target populations. Grantees will be expected to collect and enter required demographic information on the children and families participating in the proposed activities into the Data Application and Integration Solutions for the Early Years (DAISEY) system.
- Grantees will be required to submit quarterly progress reports to the Children's Cabinet. Content, format, and timeframes for these reports will be detailed in the terms and conditions of the Award Letter.

Information Management Requirements

- To effectively coordinate, improve, and track outcomes for children and families served through CBCAP funds, grantees will be required to enter individual-level common measure data into the web-based outcome reporting system, DAISEY, housed on a secure, HIPAA/FERPA-compliant server. Only aggregate de-identified data will be shared with the Children's Cabinet. Grantees will be able to upload data from their own system or directly enter data into the reporting system. Grantees will be trained and provided technical assistance.
- Grantees will have access to the Children's Cabinet-funded systems and tools (e.g. ASQ Enterprise). If grantees choose to utilize alternative systems and tools, grantees understand that all costs affiliated with that decision shall be funded with non-CBCAP dollars.
- Grantees will be required to update [1-800-CHILDREN](#), the Kansas centralized access point, annually or as changes occur to grant partner information.

Evaluation of the Work

The Children's Cabinet's evaluation of grantees' work will inform policymakers about the impact of grantees' efforts on achieving required CBCAP outcomes (see page 9-10).

- Data Sources and Evaluation Frameworks – through rigorous evaluation, the Children's

Cabinet's independent evaluator, the University of Kansas Center for Public Partnerships and Research (CPPR), will evaluate the impact of CBCAP programs.

- Grantees will work with the independent evaluator for data collection to provide rapid-cycle feedback about performance, promote continuous quality improvement, and track program outcomes.

Financial Reporting Requirements

Program reporting includes a monthly financial report. By the 10th of each month the grantee will submit a monthly grant transaction report for payment via email to dadegbore@ksde.org. See Section IV for additional reporting requirements around grant monitoring, information management requirements, and evaluation of the work. *The Children's Cabinet reserves the right to consider past compliance with reporting requirements as a supporting factor for grant award.*

Ongoing Audit Requirements

Transmittal Letter for Audit, Form 990, or most recent Year-end Financial Statement Insert, or any other audit requirements.

Assurances with Signature

- Supplanting of Grant Funds:** The grantee shall not replace or supplant funding of another existing program with funds provided for in this Grant. Funds awarded under this Agreement may not be used for any purpose other than the one defined in this document.
- Debarment:** As part of the Code of Federal Regulations (45 C.F.R. Part 76), all governmental entities receiving funding from the Federal Government must participate in a government wide system for non-procurement debarment and suspension. A person or entity that is debarred or suspended shall be excluded from Federal financial and non-financial assistance and benefits under Federal programs and activities. Debarment or suspension of a participant in a program by one agency shall have government wide effect. The Deputy Commissioner of Education is authorized to impose debarment. Before any person or entity enters into an agreement, grant or contract with the Children's Cabinet, the Excluded Parties Lists shall be researched for potential debarred persons or entities.
- Compliance with Laws and Regulations:** The Grantee agrees that it will comply with all federal, state, and local laws and regulations in effect at any time during the course of this Grant. The Grantee shall certify to the Children's Cabinet Executive Director that it will provide a drug-free workplace and as a condition of the Grant, the Grantee will not engage in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in conducting any activity with the Grant.
- Nondiscrimination and Workplace Safety:** The grantee agrees to abide by all state, federal and local laws, rules and regulations prohibiting discrimination in employment and controlling workplace safety. Any violation of applicable laws, rules and regulations may result in termination of this Grant.

- e. **ADA Compliance:** The contractor agrees: (a) to comply with the Kansas Act Against Discrimination (K.S.A. 44-1001 et. seq.) and the Kansas Age Discrimination in Employment Act (K.S.A. 44-111 et seq.) and the applicable provisions of the Americans with Disabilities Act (42 U.S.C. 12101 et. seq.) (ADA) and to not discriminate against any person because of race, religion, color, sex, disability, national origin or ancestry, or age in the admission or access to, or treatment or employment in, its programs or activities; (b) to include in all solicitations or advertisements for employees, the phrase "Equal Opportunity Employer"; (c) to comply with the reporting requirements set out at K.S.A. 44-1031 and K.S.A. 44-1116; (d) to include those provisions in every subcontract or purchase order so that they are binding upon such subcontractor or vendor; (e) that a failure to comply with the reporting requirements of (c) above or if the contractor is found guilty of any violation of such acts by the Kansas Human Rights Commission, such violation shall constitute a breach of contract and the contract may be cancelled, terminated or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration; (f) if it is determined that the contractor has violated applicable provisions of ADA, such violation shall constitute a breach of contract and the contract may be cancelled, terminated or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration.

Parties to this contract understand that the provisions of this paragraph (with the exception of those provisions relating to the ADA) are not applicable to a contractor who employs fewer than four employees during the term of such contract or whose contracts with the contracting state agency cumulatively total \$5,000 or less during the fiscal year of such agency.

- f. **Audit Requirements:** Awards containing Federal funds are subject to the Audit Requirements listed in OMB Circular A-133. Organizations expending Federal award funds in excess of \$500,000 during their fiscal year must have an audit completed in accordance with this Circular. Organizations spending less than \$500,000 annually in Federal awards may be subject to other audit requirements which will be established at the time of the award.

- g. **Cost Principles:** Funds awarded through this agreement are subject to the following requirements as established by the Office of Management and Budget:

- OMB Circular A-102 – Grants and Cooperative Agreements with State and Local Governments
- OMB Circular A-110 – Uniform Administrative Requirements for Grants and Other Agreements with Institutions of Higher Education and Other Non-Profit Organizations
- OMB Circular A-21 – Cost Principles for Educational Institutions
- OMB Circular A-87 – Cost Principles for State, Local and Indian Tribe Governments
- OMB Circular A-122 – Cost Principles for Non-Profit Organizations