*States can use this outline in completing their CBCAP Applications for fiscal year (FY) 2021. 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*](http://friendsnrc.org/cbcap-program-instruction)

The state’s FY2021 CBCAP application is due June 7, 2021. 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 Office Program Manager – see Attachment 8 of the Program Instruction) or mailed to Julie Fliss, Children’s Bureau, 330 C Street SW - 3rd Floor (3418 B), Washington, D.C. 20024.

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

1. **Submission Letter**
* Letters should be addressed to: the Administration on Children, Youth and Families Commissioner

Amanda Barlow, Acting Commissioner

U.S. Department of Health and Human Services

Administration on Children, Youth, and Families

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)
1. **Lead Agency Identifying Information[[1]](#footnote-1) (Profile information in Portal)**

Must Include:

* The name and mailing address of the lead agency
* The lead agency’s Employer Identification Number (EIN) and Data Universal Numbering System (DUNS) number
* The name, telephone number and e-mail of the program specialist responsible for the CBCAP grant program
* The name, telephone number and e-mail of the fiscal agent responsible for the CBCAP grant program.
1. **Governor Documentation and Assurances**
* Lead Agency Designation Letter (a new Governor’s letter must be submitted each year)
1. Written on the Governor’s letterhead
2. Designates the lead agency to receive the funds
3. Must contain a statement that the lead agency was designated only after giving full and equal consideration to the capacity and expertise of all entities desiring to be the lead agency
4. Signed by the Governor
* Signed Governor’s Assurances Statement (see Attachment 3 of the PI)
1. **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)
1. **Leveraged Claim Form**
* In order for a State to document funds claimed[[2]](#footnote-2) 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
3. **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 Grantees Meeting
* Up to 20% of available funds may be budgeted for administrative purposes

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| [ ]  Travel to CBCAP Grantees Meeting is included |
| **Expenditures** | **Federal Funds Carry Forward $** | **Federal Funds Current Year $** | **Non-Federal $** | **Total $** |
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| **Totals**  |  |  |  |  |

1. **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)).

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

1. **Actions to Advocate for Systemic Change**
* 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 implementation of the CFSP and/or the CFSR 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.

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

1. **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.
	+ Examples may include anticipated participation in the Child and Family Services Review (CFSR), PIP, CFSP, 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:

[ ]  CFSR/PIP [ ]  Strengthening Families, Head Start [ ]  Substance Abuse

[ ]  IV\_B/PSSF [ ]  Early Head Start [ ]  Project Launch

[ ]  CFSP [ ]  Maternal, Infant, and Early Childhood Home Visiting [ ]  Public Health/ACES

[ ]  APSR [ ]  Mental Health [ ]  Business Community

[ ]  Early Childhood [ ]  Other – please

Comprehensive Systems describe in your narrative

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| Please describe your current and anticipated collaborations and partnerships here (feel free to expand box as needed): |

1. **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).

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

1. **Outreach Activities for Special Populations**
* Describe outreach activities that the lead agency and the community-based and prevention-focused programs and activities will undertake to maximize the participation of parents, racial and ethnic minorities, children and adults with disabilities, homeless families and those at risk of homelessness, unaccompanied homeless youth, adult former victims of child abuse and neglect or domestic violence, and members of other underserved or underrepresented groups; (section 204(8)).
* States are encouraged to describe any other special populations that they will include in their outreach plans to meet local needs as identified in their inventory of unmet needs (e.g. families impacted by parent/caregiver incarceration, rural communities, teen parents or others).

Please check all that apply):

[ ]  Parents [ ] Adult former victims of child abuse

[ ]  Racial and ethnic minorities and neglect or domestic violence

[ ]  Children and adults with disabilities [ ]  Members of other underserved

[ ]  Homeless families and those at-risk of homelessness or underrepresented groups (i.e. Fathers)

[ ]  Unaccompanied homeless youth [ ]  Other option – Please describe in your narrative

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

1. **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:
	+ planning,
	+ implementation and
	+ evaluation.

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

1. **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)).
	+ Examples may include training or support related to cultural competence, promotion of strong families, evaluation plans, implementing and sustaining evidence-based or evidence-informed programs and practices.

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

1. **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)).
* Describe the State’s overall evaluation plan and approach that will be used to demonstrate the effectiveness of activities conducted, to include outcomes of monitoring and results of the evaluation.
* Develop evaluation plans that incorporate a continuum of evaluation approaches including quantitative and qualitative data collection methods. This can include a peer review process.
* Provide information on how the CBCAP lead agency will collect data on the percentage of total CBCAP funding used to support evidence-based (EBP) and evidence-informed programs (EIP) and practices, to include infrastructure costs.[[3]](#footnote-3)
* States that use CBCAP funds 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.

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

1. **Plan for Child Abuse Prevention Month and Public Awareness Activities**
* Describe of activities the CBCAP lead agency will coordinate or participate in, and the network’s role in the promotion and observance of the upcoming Child Abuse Prevention Month during April

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

1. **Areas for Technical Assistance**
* Describe any important contextual factors that may impact the ability of the CBCAP lead agency to implement their proposed plans for the upcoming year.

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| Please describe the contextual factors here (feel free to expand box as needed): |

**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 SLAs 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.).
1. Please note if there any changes in the Lead Agency Information from the previous year when submitting the application. [↑](#footnote-ref-1)
2. Claimed funds must be: 1) leveraged by the state from private, state, or other non-federal sources during FFY2019 (October 1, 2018 – September 30, 2019); 2) directed through the CBCAP lead agency for FFY2019; and budgeted and spent during FY2019 for use in supporting community-based child abuse and neglect prevention programs and activities. [↑](#footnote-ref-2)
3. Infrastructure Costs include non-direct service activities that the Lead Agencies conduct to support the implementation of evidence-based (EBP) and evidence-informed programs (EIP) and practices. They often refer to the costs for staff salaries and benefits for the time spent on support from the CBCAP SLA on various activities, such as training and technical assistance, evaluation, replication, grant monitoring/ administration. Public awareness activities should NOT be included in this list. [↑](#footnote-ref-3)