



# Community-Based Child Abuse Prevention Formula Grant

## Discussion on 2021 CBCAP Application

*Julie Fliss & Sharon McKinley  
CBCAP Federal Project Officers  
March 24, 2021*

# Objectives

During this PLC, we plan to:

- Review and provide guidance on application requirements, to include assurances, forms and certifications
- Discuss resources to compile the application information and the submission process
- Answer questions and provide clarification to CBCAP lead agencies

# CAPTA Requirement

## **Sec. 204. APPLICATION. [42 U.S.C. 5116d]**

A grant may not be made to a State under this title unless an application therefore is submitted by the State to the Secretary and such application contains the types of information specified by the Secretary as essential to carrying out the provisions of section 202, including—

# Application Timeframes



\*All obligated Federal funds awarded under this grant must be liquidated no later than 90 days after the end of the funding/obligation period (12/29/2023). Any Federal funds from this award not liquidated by this date will be recouped by this Department.

# Forms, Assurances, and Certifications

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

- Submission Letter
- Lead Agency Identifying Information
- Governor Documentation and Assurances
  - Lead Agency Designation
  - Governor's Assurances
- Lead Agency Assurances
- Leveraged Claim Form
- Budget

Forms with the expiration date of 4/30/2021 WILL be accepted as long as they are signed and dated in 2021.

Electronic signatures will also be accepted.

# Submission Letter

- Addressed to:

Amanda Barlow  
Acting Commissioner  
Administration on Children,  
Youth and Families (ACYF)  
330 C Street SW, 3rd Floor  
Washington, D.C. 20201

If an ACYF commissioner is confirmed prior to the application deadline, you will NOT need to re-submit a new letter. The letter addressed to the Acting Commissioner, will be accepted.

- Signed by an appropriate official of the CBCAP lead agency designated by the Governor

*Pages 11-12 of the PI*

# Lead Agency Identifying Information

*(Profile information in Portal)*

- 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 email of the fiscal agent responsible for the CBCAP grant program

*Page 12 of the PI*

# Governor Documentation and Assurances

- Lead Agency Designation Letter
  - Must submit a new Governor’s letter each year
  - Written on the Governor’s letterhead
  - Designates the lead agency to receive the funds
  - Include a statement: “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.”
  - Signed by the Governor
- Signed Governor’s Assurances Statement

*Pages 12-14 & Attachment 3 of the PI*

# Governor's Assurance Statement

(Attachment 3)

2020 CBCAP Program Instruction\_FINAL03.12.2020.pdf - Adobe Acrobat Reader DC

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## ATTACHMENT 3: Governor's Assurance Statement

### COMMUNITY-BASED GRANTS FOR THE PREVENTION OF CHILD ABUSE AND NEGLECT PROGRAM (TITLE II OF THE CAPTA AMENDMENTS OF 2010 (P.L. 111-320))

### GOVERNOR'S ASSURANCE STATEMENT

As Governor of the state of \_\_\_\_\_, I am providing the following assurance that I have designated to be the lead agency, administer the funds, and assume the obligations imposed by the terms and conditions of the Community-Based Grants for the Prevention of Child Abuse and Neglect award. I further assure that the lead agency will provide or will be responsible for providing--

- (A) Community-based child abuse and neglect prevention programs and activities designed to strengthen and support families to prevent child abuse and neglect composed of local, collaborative, public-private partnerships directed by interdisciplinary structures with balanced representation from private and public sector members, parents, and public and private nonprofit service providers and individuals and organizations experienced in working in partnership with families with children with disabilities.
- (B) Direction to an interdisciplinary, collaborative, public-private structure with balanced representation from private and public sector members, parents, and public sector and private nonprofit sector service providers:

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# 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

*Page 14-15 and Attachment 4 of the PI*

# Lead Agency Assurances

## (Attachment 4)

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**ATTACHMENT 4: State Lead Agency Assurance Statement**

**COMMUNITY-BASED GRANTS FOR THE PREVENTION OF  
CHILD ABUSE AND NEGLECT PROGRAM  
(TITLE II OF THE CAPTA AMENDMENTS OF 2010 (P.L. 111-320))**

**STATE LEAD AGENCY ASSURANCE STATEMENT**

<b>STATE:</b>	<b>LEAD AGENCY:</b>
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On behalf of the above named agency, which has been designated by the Governor of the state to be the lead agency responsible to administer the funds and assume the obligations imposed by the terms and conditions under the Community-Based Grants for the Prevention of Child Abuse and Neglect award, the following assurances are provided:

(A) A description of the inventory of current unmet needs and current community-based and prevention-focused programs and activities to prevent child abuse and neglect, and other family resource services operating in the state, will be included with the Annual Performance

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# Leveraged Claim Form

- In order for a State to document funds claimed as leveraged funds, the application must contain a completed copy of the Leveraged Funds Worksheet, which includes:
  - an itemization of the funds being claimed; and
  - 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

*Page 15-16 & Attachment 5 of the PI*

# Leveraged Claim Form (Attachment 5)

AutoSave On | Leverage Claim Worksheet\_2021 CBCAP | Fliss, Julie (ACF)

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<p><b>INCENTIVE CLAIM ASSURANCE:</b> All amounts figured into this claim are non-federal monies that have been leveraged by the state, directed through the CBCAP lead agency submitting the application, and budgeted and spent in FY 2020 (i.e., 10/1/19 – 9/30/20) to support community-based and prevention-focused programs and activities designed to strengthen and support families to prevent child abuse and neglect, as defined in the law, that coordinate resources among a range of existing public and private organizations for the purposes defined under this Title. No funds claimed here have been claimed to leverage any other source of federal funds. State and non-federal funds that are being used to meet the maintenance of effort, match or other cost-sharing requirements for other federal funding are not eligible to be claimed.</p>			
<p><b>TOTAL CLAIM</b></p>	<p><b>PREPARED BY:</b> (Fiscal Agent)</p>	<p><b>Date:</b></p>	
	<p><b>SUBMITTED BY:</b> (Lead Agency Authority)</p>	<p><b>Date:</b></p>	

OMB Control # 0970-0155 (Expires 04/30/2021)

Page 1 of 1 | 186 words | 120%

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**LEVERAGED FUNDS WORKSHEET for FY 2021 APPLICATION**

STATE: \_\_\_\_\_ LEAD AGENCY: \_\_\_\_\_

AMOUNT OF CLAIM	DATE(S) FUNDS WERE RECEIVED AND BUDGETED BY LEAD AGENCY BUDGETED/SPENT	SOURCE OF FUNDS BEING CLAIMED	PURPOSE FOR WHICH FUNDS WERE BUDGETED AND SPENT
\$			
\$			

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## Leveraged Claim Form (cont.)

- Funds claimed as leveraged funds may include any funds that were:
  - Leveraged by the state from private, state, or other non-federal sources during FFY2020 (October 1, 2019 – September 30, 2020)
  - Directed through the CBCAP lead agency for FFY2020; and
  - Budgeted and spent during FY2020 for use in supporting community-based child abuse and neglect prevention programs and activities

*Page 15-16 & Attachment 5 of the PI*

# 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)
  - determined based on the population-only portion of the formula (*Attachment 2*)
- Must include funds for at least one staff member to attend a 2-5 day Federal Mandatory CBCAP Grantees Meeting

*Pages 16 of the PI*

# Budget – Tentative Population Allocation

## (Attachment 2)

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ALABAMA	\$ 574,989	MONTANA	\$ 175,000
ALASKA	\$ 175,000	NEBRASKA	\$ 251,526
AMERICAN SAMOA	\$ 175,000	NEVADA	\$ 365,945
ARIZONA	\$ 866,593	NEW HAMPSHIRE	\$ 175,000
ARKANSAS	\$ 369,916	NEW JERSEY	\$1,024,217
CALIFORNIA	\$4,699,343	NEW MEXICO	\$ 251,401
COLORADO	\$ 665,447	NEW YORK	\$2,128,288
CONNECTICUT	\$ 384,331	NORTH CAROLINA	\$1,215,546
DELAWARE	\$ 175,000	NORTH DAKOTA	\$ 175,000
DC	\$ 175,000	N. MARIANA ISLANDS	\$ 175,000
FLORIDA	\$2,234,816	OHIO	\$1,362,056
GEORGIA	\$1,322,886	OKLAHOMA	\$ 503,100
GUAM	\$ 175,000	OREGON	\$ 457,834
HAWAII	\$ 175,000	PENNSYLVANIA	\$1,391,956
IDAHO	\$ 236,800	PUERTO RICO	\$ 302,593
ILLINOIS	\$1,488,780	RHODE ISLAND	\$ 175,000
INDIANA	\$ 828,414	SOUTH CAROLINA	\$ 587,076
IOWA	\$ 384,015	SOUTH DAKOTA	\$ 175,000
KANSAS	\$ 369,966	TENNESSEE	\$ 797,812
KENTUCKY	\$ 529,851	TEXAS	\$3,909,573
LOUISIANA	\$ 574,632	UTAH	\$ 491,976

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# Certifications

- Certification Regarding Lobbying and Disclosure of Lobbying Activities Forms (if applicable)

*Page 22 of the PI*

<https://www.acf.hhs.gov/grants/certification-regarding-lobbying>

[https://www.acf.hhs.gov/sites/default/files/orr/disclosure\\_of\\_lobbying\\_activities\\_sf\\_III.pdf](https://www.acf.hhs.gov/sites/default/files/orr/disclosure_of_lobbying_activities_sf_III.pdf)

# Description of the CBCAP Lead Agency's Leadership Role in State Prevention Activities

- This section describes the role of the lead agency and how it will lead the child maltreatment prevention activities in the state, to include:
  - interdisciplinary, collaborative, and public-private structure, including its representation from private and public sector parents and service providers
  - how community-based child abuse and neglect prevention programs and activities will be integrated into a developing continuum

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# Actions to Advocate for Systemic Change

- A description of the actions that the CBCAP 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.
- Explain how the states plans to continue or to begin conducting prevention planning efforts and how these efforts will be integrated with other strategic planning efforts in child welfare, early childhood, or other related systems.

*Pages 17 & Attachment 7 of the PI*

## 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 intersect with the State's child maltreatment prevention programs and activities.
- Highlight how the CBCAP lead agency's work may 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.

*Page 17-18 & Attachment 7 of the PI*

## 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 announcement of the priority for local grant awards or request for proposals (or other process, as applicable).

## Outreach Activities for Special Populations

Describe outreach activities that the CBCAP 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 becoming homeless,
- unaccompanied homeless youth,
- adult former victims of abuse and neglect or domestic violence,  
and
- members of other underserved or underrepresented groups  
(i.e., fathers)

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# 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 will be involved in funded programs, including:
  - planning,
  - implementation and
  - evaluation.

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## Plan for Support, Training, Technical Assistance and Evaluation Assistance

- Describe the State's plan for providing operational support, training, technical assistance and evaluation assistance to community-based, prevention-focused programs.
  - 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.

*Pages 19 of PI*

# Evaluation Plans

- Describe how the CBCAP lead agency's activities, and those of the network and its members (where appropriate), will be evaluated.
- 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.

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## Evaluation Plans (cont'd.)

- Include plans for reporting requirements regarding the percentage of total CBCAP funding used to support evidence-based (EBP) and evidence-informed programs (EIP) and practices, to include infrastructure costs.
- 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.

*Page 19 of the PI & Attachment 1 (logic model)*

# 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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# 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.

*Pages 20 of the PI*

# Application Submission

- Deadline for Applications is June 7, 2021
- Applications must be emailed to [CBCAP@acf.hhs.gov](mailto:CBCAP@acf.hhs.gov) with a cc to your state's Regional Office (see attachment 8)

# CBCAP Application—Resources

- Compilation Resources
  - Web-based Portal
  - Word Document Template (attached)
  - Word Document Assurances
- If you have questions while writing the application, please contact your FRIENDS TTA Coordinator or FPO.

# Questions/Comments

Julie Fliss

202-205-8879

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Sharon McKinley

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