



# Community-Based Child Abuse Prevention Formula Grant

**Discussion on 2021 CBCAP Application**

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CBCAP Federal Project Officer  
April 13, 2022*

# 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—

# Background

## The following are our priority goals:

- 1 Prevent Children from Coming into Foster Care
- 2 Support For Kinship Caregivers
- 3 Ensure Youth Leave Care with Strengthened Relationships, Holistic Supports, and Opportunities
- 4 Invest in the Child Welfare Workforce



DEPARTMENT OF  
CHILDREN & FAMILIES



Children's  
Bureau

# 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 (12/30/2024). 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

Make sure to use forms with  
the OMB Expiration Date of  
June 30, 2024

# Submission Letter

- Addressed to:

Cheri Hoffman  
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 14-15 of the PI*

# Lead Agency Identifying Information

*(Profile information in Portal)*

- The name, mailing address, and email address of the lead agency.
- The lead agency's Employer Identification Number (EIN) and Unique Entity Identifier (UEI)\*.
- 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.

\* The DUNS number is being 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.



# 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 15-17 & Attachment 3 of the PI*

# Governor's Assurance Statement

(Attachment 3)

The screenshot shows a PDF document titled "ATTACHMENT 3: Governor's Assurance Statement" in Adobe Acrobat Reader DC. The document content is as follows:

**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:

# 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 17-18 and Attachment 4 of the PI*

# Lead Agency Assurances

(Attachment 4)

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

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

<b>COMMUNITY-BASED GRANTS FOR THE PREVENTION OF CHILD ABUSE AND NEGLECT PROGRAM (TITLE II OF THE CAPTA AMENDMENTS OF 2010 (P.L. 111-320))</b>	
<b><u>STATE LEAD AGENCY ASSURANCE STATEMENT</u></b>	
<b>STATE:</b>	<b>LEAD AGENCY:</b>

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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4/6/2020

# 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 18-19 & Attachment 5 of the PI*

# Leveraged Claim Form (Attachment 5)

2022 CBCAP Program Instruction\_Final Signed.pdf - Adobe Acrobat Reader DC (32-bit)

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ATTACHMENT 5: Leveraged Funds Worksheet with Example Worksheet and Guidance for Differentiation Between Leveraged and Match Funds

LEVERAGED FUNDS WORKSHEET for FY 2022 APPLICATION

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

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

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**INCENTIVE CLAIM ASSURANCE:** 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 2021 (i.e., 10/1/20 - 9/30/21)** 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.**

<b>TOTAL CLAIM</b>	<b>PREPARED BY:</b> (Fiscal Agent)	(Date)
	<b>SUBMITTED BY:</b> (Lead Agency Authority)	(Date)

OMB Control # 0970-0155 (Expires 06/30/2024)

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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 FFY2021 (October 1, 2020 – September 30, 2021)
  - Directed through the CBCAP lead agency for FFY2021; and
  - Budgeted and spent during FY2021 for use in supporting community-based child abuse and neglect prevention programs and activities

*Page 18-19 & 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 (*see attachment with updates*)
- Must include funds for at least one staff member to attend a 2-5-day Federal Mandatory CBCAP Grantees Meeting

\*No longer limited to less than 20% of administrative costs.

*Pages 19 of the PI*



# Budget – Tentative Population Allocation

(Revised Attachment)

**Tentative Population Allocation of CBCAP Funds – FY 2022**

**IMPORTANT NOTE:** The following figures represent our best estimate of what each state, Puerto Rico, and the District of Columbia will receive for the population portion of their grant award allocation. These figures are based on a 70 percent formula figure, census figures available, and an assumption that each of the Territories will receive the base amount of \$ 175,000. These figures could change if census figures are updated, if there are additional set-asides in the appropriation, or if state participation differs from what is predicted at this time. The amount of funds available and population fluctuations have impacted the population distribution amounts for most of the states over last year's estimated allocation.

For purposes of submitting the application, each state may use this amount when calculating its budget and determining the 20 percent matching funds obligation as set forth in section III-G-1 of the PI. Since this amount is only tentative, each state must submit a revised budget to OCAN (at [CBCAP@acf.hhs.gov](mailto:CBCAP@acf.hhs.gov)) to complete the application, no later than October 31, 2022. The revised budget must be based on the actual amount awarded to the state, as verified in the Grant Award letter. For those States providing matching funds in excess of 20 percent, if the excess amount meets the 20 percent requirement of the final grant award, such states do not need to submit budget amendments.

ALABAMA	\$ 629,396	MONTANA	\$ 175,000
ALASKA	\$ 175,000	NEBRASKA	\$ 274,978
AMERICAN SAMOA	\$ 175,000	NEVADA	\$ 403,816

# Certifications

- Certification Regarding Lobbying and Disclosure of Lobbying Activities Forms (if applicable)
  - Certification Regarding Lobbying Form – to be used when no lobbying occurs  
<https://www.acf.hhs.gov/grants/certification-regarding-lobbying>
  - Disclosure of Lobbying Activities – to be used to disclose lobbying activities that occurred  
<https://apply07.grants.gov/apply/forms/sample/SFLLL-V1.1.pdf>

Only ONE of these two forms needs to be submitted with your state's application.

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# 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

*Page 19-20 of the PI*

# 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 20 & 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 20 & 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).

*Page 21 of the PI*

## 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)

*Page 21 of PI*

# 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 21-22 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 22 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

*Page 22 of the PI*

# 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 22-23 of the PI*

# American Rescue Plan Act Funds

- As part of the state's CBCAP application:
  - Provide an update on the state's planned use of the supplemental funding provided through ARP.
  - Describe how the state will engage with families, community-based agencies or other partners to plan for the use of funds and how issues of equity are informing the planned use of the funds.
  - Describe any barriers or challenges the state anticipates in being able to access or use the supplemental funds.

*Pages 22-23 of the PI*

# Application Submission

- Deadline for Applications is June 10, 2022
- 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

[Julie.Fliss@acf.hhs.gov](mailto:Julie.Fliss@acf.hhs.gov)

