

**2022**  
**Home Visiting Services Account**  
**Spring Expansion Funding Opportunity**

**Feb. 15, 2022**

# **Application Guidance**

**Strengthening Families Washington**



Washington State Department of  
**CHILDREN, YOUTH & FAMILIES**

## 2022 HVSA Spring Expansion Funding Opportunity Summary

**Purpose:** The purpose of this announcement is to provide information to those organizations applying for the Home Visiting Services Account 2022 Spring Expansion Funding Opportunity. This Funding Opportunity is intended to increase the number of families served by the Home Visiting Services Account (HVSA) by approximately 300 through a competitive award process. This guidance offers an overview of the priorities associated with the funding opportunity, explains the application submission requirements and template, topic areas and questions. Finalists will also be expected to participate in an interview and make a short presentation to occur in May; the date and time of this event will be scheduled with each Finalist at least 2 weeks prior. The complete instructions for the Application are within this Guidance document.

**Mar. 2, 2022 2 pm Webinar: Application Bidder's Conference** (120 minutes) **highly recommended**

**Letters of Intent to Apply Deadline:** **March 11, 2022 12pm** (note, all applicants intending to apply must submit a Letter of Intent by this deadline)

**Application Deadline:** **April 4, 2022 12 pm**

**Total Funding Available:** up to \$2.1 million to serve 300 additional families

**Scope:** Applications may not exceed \$300,000 per proposal. *Proposals with 12-month annual expansion budgets in excess of \$300,000 will be disqualified.*

**Eligible Organizations:** Organizations are eligible to apply for these funds if they are currently funded by DCYF/HVSA **and/or** other funding sources to deliver home visiting services that propose to **expand** their current home visiting program capacity to serve additional families. These may include: local government agencies including health departments and school districts, nonprofit organizations, educational institutions, and federally recognized Tribes located in Washington State.

**Eligible Home Visiting Programs:** Programs intending to increase the number of families served using their existing model and that have been **fully operational for a minimum of 12 months** as of January 1, 2022. Fully operational means that for the duration of the 12 months since January 1, 2021 (or before), the applicant's home visiting program has been in good standing with proposed program model fidelity, adequately staffed to meet caseload expectations, and enrolling and serving families.

**Eligible Models:** The following **voluntary** program models currently operating in Washington State are eligible for expansion: Child Parent Psychotherapy (CPP) delivering services via an in-home modality, Early Head Start Home-Based Program (EHS), Early Steps to School Success (ESSS), Family Spirit, Nurse-Family Partnership (NFP), Outreach Doula, Parents as Teachers (PAT), ParentChild+, and Steps Towards Effective Enjoyable Parenting (STEEP).

**Priority Populations:** While applications proposing additional or other populations will be accepted, this funding opportunity will **prioritize** funding for programs proposing to expand for the following priority populations:

- American Indian/Alaska Native
- Black/African American
- Pacific Islander
- Hispanic
- Immigrants and refugees

**Priority Service Areas:** While applications proposing additional or other geographic or service areas will be accepted, this funding opportunity will **prioritize** funding for programs proposing to expand for the following priority geographic service areas:

- Rural and remote/frontier communities that currently have no or minimal access to home visiting services
- One or more of the priority 61 school locales (identified in this document)

- Federally recognized Tribes in Washington State

Contract Term: July 1, 2022 to June 30, 2023 (to be followed by *annual* contracts running the state fiscal year of July 1 through June 30 in subsequent years, subject to available funds).

## Key Dates: 2022 HVSA Spring Expansion Funding Opportunity

Feb. 15, 2022, 5 pm	Application/LOI/Budget Template and Guidance Released
<b>Mar. 2, 2022 2 pm</b>	<b>Webinar: Application Bidder's Conference</b> (120 min.) ~ <b>highly recommended</b>
<b>Mar. 11, 2022 12 pm</b>	<b>Deadline for Letter of Intent (LOI) <i>Required</i></b>
Mar. 25, 2022 5 pm	Last day to submit questions about the HVSA Spring Expansion Funding Opportunity
Mar. 30, 2022	Last FAQ for Applications Posted on DCYF Home Visiting Web Site <i>(please note - at this point no communication will be released from DCYF with the exception of finalist interviews until the entire process is completed and awards are determined)</i>
<b>April 4, 2022 12 pm</b>	<b>Deadline for 2022 HVSA Spring Expansion Applications</b>
April 7-18, 2022	Panel Review of Applications
<b>May 4-20, 2022</b>	<b>Finalist Presentations and Interviews</b> <i>(to be scheduled with selected applicants)</i>
June 1, 2022	Announcement of Awardees for 2022 HVSA Spring Expansion
June 1-30, 2022	Contract Negotiations with Awardees
July 1, 2022	Contract Execution/Start Date for Expansion work.
All times are Pacific Standard Time	

### **Contact Information:**

For more information please contact the DCYF Home Visiting Inbox at: [home.visiting@dcyf.wa.gov](mailto:home.visiting@dcyf.wa.gov)

**Application Submission Instructions Summary:**

- All applications for funding and supplemental materials must be submitted electronically as one packet/email to [home.visiting@dcyf.wa.gov](mailto:home.visiting@dcyf.wa.gov) by **April 4, 2022** no later than 12 p.m. PST. Applications submitted after this date/time will not be accepted for review.
- Documents may be in pdf format except for the Budget submission must remain in excel.
- **Applicants proposing 12-month annual budgets in excess of \$300,000 will be disqualified.** The proposed 12-month Annual Ongoing Budget *July 1, 2022-June 30, 2023* must be submitted in the provided excel template.
- Please use at least Arial 10-point font with 1" margins throughout (except for the budget).
- Please use the detailed instructions in this guidance for more specific instructions.

**Supplemental Materials Check List:**

- Organization Letter of Authorization for Applying for these funds
- Model Fidelity Letter\*
- Organizational Chart
- Organization Operating Budget
- List of current board members of the Fiscal Agent/Lead Organization
- Proof of tax-exempt status under the IRS code\*
- Most recent annual audited financial statements\*
- Indirect Rate Documentation/Federal Certification, if exceeding 10% indirect rate\*

*\*Note: All current DCYF/HVSA home visiting contractors having already submitted current documents indicated with an asterisk (\*) do not need to re-submit these with this application*

## Table of Contents

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<b>2022 HVSA Spring Expansion Funding Opportunity Summary .....</b>	<b>2</b>
<b>Key Dates: 2022 HVSA Spring Expansion Funding Opportunity.....</b>	<b>3</b>
<b>1. Home Visiting Services Account Overview .....</b>	<b>6</b>
Expenditures .....	6
Values.....	6
Home Visiting Outcomes .....	7
Start Early Washington Implementation Hub.....	7
Department of Health.....	7
<b>2. Funding Opportunity Description .....</b>	<b>8</b>
Background .....	8
Funding Availability.....	8
Scope of Funding Requests.....	8
Funding Period .....	8
Eligibility Requirements .....	9
Priorities for this Funding Opportunity.....	10
Values Informing HVSA Funding Decisions .....	12
<b>3. Application Instructions .....</b>	<b>14</b>
General Instructions .....	14
Application Overview.....	14
Submission Instructions.....	14
Special Instructions .....	16
<b>4. Review Process and Award Notification .....</b>	<b>25</b>
Review Process .....	25
Award Notification.....	26
Contractor Requirements .....	26
<b>Attachment 1: School Locales .....</b>	<b>28</b>
<b>Attachment 2: Map of Priority School Locales for 2022 HVSA Spring Expansion Funding .....</b>	<b>29</b>
<b>Attachment 3: Map of Priority School Locales for 2022 HVSA Spring Expansion Funding – Detail School Locale 33.....</b>	<b>30</b>

# 1. Home Visiting Services Account Overview

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The 2010 Washington Early Learning Plan lays out a 10-year roadmap to support achieving the state's early learning vision to ensure that all kids start life with a solid foundation to be successful. Strategy #5<sup>1</sup> directly addresses the role of home visiting:

*Make evidence-based and promising prenatal and child (birth to 5 years) home visitation services more widely available to at-risk families and caregivers.*

Concurrent with the Early Learning Plan, the Washington State Legislature established the Home Visiting Services Account<sup>2</sup> (HVSA) in 2010 to leverage state and federal home visiting funds by matching them with private investments. Its purpose is to increase the availability of high-quality evidence-based, research-based, and promising home visiting practices in Washington. During State Fiscal Year 2021-22, the HVSA has issued 44 contracts with local implementation agencies (LIAs) to provide home visiting in communities throughout Washington for an annual investment of \$18.6 million.

The HVSA resides within the state's treasury and is administered by the Department of Children, Youth & Families (DCYF). HVSA legislation guides the expenditures, bid process, and values of this work. The HVSA is aligned with DCYF's vision: "All Washington's children and youth grow up safe and healthy – thriving physically, emotionally and educationally, nurtured by family and community." Home visiting continues to be a key strategy outlined in the DCYF [Racial Equity and Strategic Plan](#).

## Expenditures

According to the HVSA legislation ([RCW 43.216.130](#)) funds must be:

- Used for implementing evidence-based, research-based, and promising home visiting models that:
  - Enhance child development and well-being by alleviating the effects on child development of poverty and other known risk factors
  - Reduce the incidence of child abuse and neglect
  - Promote school readiness for young children and their families
- Administered through a competitive application process

## Values

HVSA funding investments are informed by a number of **values** developed through the collaborative work of Washington's many home visiting stakeholders, including the HVSA Advisory Committee. These values include:

- **Portfolio Approach:** The HVSA applies a portfolio approach to fund a range of models and programs, supporting home visiting that will meet the needs of diverse communities and populations.
- **Diverse Representation:** The HVSA seeks that the portfolio of funded programs includes representation from diverse geographic, racial, and cultural communities.
- **Funding a Range of Capacity:** The HVSA invests in a wide range of program capacity, including small, medium, and large organizations.

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<sup>1</sup> 2010 Washington Early Learning Plan, p.84, accessed at <https://www.k12.wa.us/sites/default/files/public/earlylearning/pubdocs/washingtonearlylearningplan.pdf>

<sup>2</sup> Full text of the HVSA statute is accessible at: <http://app.leg.wa.gov/rcw/default.aspx?cite=43.216.130>

- **Contractor Participation:** The HVSA fosters participatory engagement with contractors across technical assistance, continuous quality improvement, and evaluation processes.

## Home Visiting Outcomes

Washington has developed a monitoring and evaluation framework for home visiting programs funded through the HVSA in alignment with the federal Maternal, Infant, and Early Childhood Home Visiting (MIECHV) program, administered through the Health Resources and Services Administration (HRSA). The HVSA seeks to impact the following outcomes:

- Improved maternal and newborn health;
- Prevention of child injuries, child abuse, neglect, maltreatment, and reduction of emergency department visits;
- Improvement in school readiness and achievement;
- Reduction in crime or domestic violence;
- Improvements in family economic self-sufficiency; and
- Improvements in the coordination and referrals for other community resources and supports.

The HVSA has established Aligned Measures that all contractors agree to collect and share data on for all participants enrolled in the HVSA funded programs. These include the following performance measures:

- |                        |  |
|------------------------|--|
| – Breastfeeding        | – Parent-Child Interaction               |
| – Depression Screening | – Early Language and Literacy Activities |
| – Well Child Visit     | – Developmental Screening                |
| – Child Maltreatment   | – Intimate Partner Violence Screening    |

Additionally, programs are required to collect and report on participant demographics and service utilization information (e.g., enrollment and visit frequency).

## Start Early Washington Implementation Hub

To develop and maintain “the infrastructure for home visiting programs, including training, quality improvement, and evaluation,” as required by the HVSA statute, DCYF contracts with Start Early Washington (formerly Thrive Washington & Ounce Washington) to serve as the Implementation Hub. The Hub supports scale up of new services, in addition to ongoing supports for quality implementation. These supports include model fidelity, continuous quality improvement (CQI), coaching, training, and technical assistance (TA) in a framework informed by Implementation Science, delivered as part of a coordinated state home visiting system. All HVSA contractors are required to participate in all aspects of TA offered by the Implementation Hub TA initiated through the completion of a TA Self-Reflection and follow-up by developing and implementing a TA Plan.

## Department of Health

DCYF contracts with Washington State Department of Health (DOH) to lead data monitoring and evaluation efforts for the HVSA. This includes establishing data sharing agreements with each program to facilitate sharing of program data with DCYF and DOH. DOH manages the data processing and reporting to meet state and national funding requirements. DOH works closely with funded programs to ensure complete, accurate, and timely data reporting; DOH also supplies data to programs to support continuous quality improvement and overall HVSA evaluation efforts.

## 2. Funding Opportunity Description

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### Background

The Department of Children, Youth & Families conducted a [home visiting scan](#) in the Fall 2019 which identified 9,863 slots<sup>3</sup> for home visiting across 10 models in Washington. Currently, the HVSA funds approximately 2,800 slots; this amounts to 25 to 30% of all voluntary, early childhood home visiting in Washington. The slots available contrasts starkly with the need; based on the [2020 Home Visiting Needs Assessment](#), an estimated 44,329 families would benefit from home visiting.

In the 2021 State fiscal year budget and the passage of the Fair Start for Kids Act, the Washington State Legislature authorized funds to expand the reach of home visiting in the state in both SFY22 and SYF23. These funds are the source of the HVSA funds for this funding opportunity.

During the 2018 Legislative Session, the Legislature required the HVSA to develop report proposing a plan to expand home visiting to scale. This report, [Opportunities and Considerations for Expanding Home Visiting Services in Washington State](#), presented a scenario for full-scale expansion of home visiting across Washington State to reach a minimum saturation of home visiting services in every county based upon findings from the 2017 Home Visiting Needs Assessment. The 2019 Expansion Funding Opportunity reflects an initial step guided by the methodology detailed in the expansion plan, and it is one of the policy documents guiding this funding opportunity.

### Funding Availability

This funding opportunity makes available up to \$2.1 million for evidence-based, research-based and promising home visiting programs in Washington State to **expand** their home visiting services to additional families.

### Scope of Funding Requests

Proposals will be accepted for a maximum annual funding request of \$300,000 per proposal. Regardless of the level of funding requested or awarded, contractors will be required to maintain model fidelity (as defined by the model proposed) and participate in all training, technical assistance, and evaluation activities. Applicants will not be prioritized based on the amount (high or low) of their budget request.

### Funding Period

The funding period is anticipated to be July 1, 2022 through June 30, 2023 followed by ongoing annual contracts running the state fiscal year of July 1 through June 30, subject to available funding. Successful awardees who are ready to begin earlier may negotiate an earlier contract execution date. DCYF/HVSA contracts are typically for one year, with the intention to fund programs in subsequent years based on funding availability, contract compliance, and contractor performance. Contracts are renewed annually at level funding if programs remain in good contract standing.

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<sup>3</sup> A slot refers to the enrollment capacity of the program. For some programs a slot is the number of mothers that can be served, while for others it refers to the number of children. *The HVSA defines slots as the number of families and pregnant mothers for the purposes of reporting consistent data across models.*



## Eligibility Requirements

### **Eligible Organizations:**

Eligible organizations include those currently delivering home visiting services that propose to **expand their current home visiting program capacity to serve additional families**. Eligible organizations may be currently contracted by DCYF/HVSA funds and/or funded by other sources to deliver home visiting, and include:

- Local government agencies including health departments and school districts
- Nonprofit organizations, including neighborhood-based, community, regional, or statewide organizations
- Educational institutions
- Federally recognized Tribes located in Washington State

### **Eligible Programs:**

Home visiting programs are eligible to apply if they:

- have been fully operational in the existing model for at least one year and
- intend to use these funds to increase the number of families receiving home visiting services.

Fully operational means:

- In good standing with model fidelity requirements;
- Adequately staffed to meet caseload expectations;
- Have enrolled and served families for a minimum of 12 months as of January 1, 2022.

### **Eligible Home Visiting Models:**

This funding opportunity is open to the following **voluntary** evidence-based (EB)/research-based (RB) models and promising practices (PP) home visiting models currently in operation in Washington State.

- Child Parent Psychotherapy (CPP) (delivering services in an in-home modality)
- Early Head Start Home-Based Program (EHS)
- Early Steps to School Success (ESSS)
- Family Spirit
- Nurse-Family Partnership (NFP)
- Outreach Doula
- ParentChild+ (formerly Parent-Child Home Program)
- Parents as Teachers (PAT)
- Steps Toward Effective, Enjoyable Parenting (STEEP)

### **Eligible Service Population:**

All organizations supported through this funding must prioritize recruitment and enrollment of families experiencing high levels of vulnerability, and they must demonstrate their experience at successfully reaching these groups. Home visiting is a powerful child abuse and neglect prevention strategy, programs should prioritize families who may experience more challenges and likelihood for child welfare involvement.

### **Eligible Participant Age Groups:**

Applicants are eligible to apply for funding if they serve children ages 0 through 4 years (prenatal up to a child's fifth birthday).

## **Priorities for this Funding Opportunity**

### **Required Populations**

Current HVSA programming prioritizes families with the following characteristics or circumstances:

- Poverty/Low income/Economic Insecurity
- Homeless/Unstable Housing
- Parent Mental Health/Behavioral Health Illness
- Racial and ethnic groups experiencing disproportionality
- Enrolled in WorkFirst/TANF
- Prior Involvement in Child Welfare System
- Intimate Partner Violence
- Non-English Speaking or Recent Immigrant Families
- Current and Previously Incarcerated Parents
- Teen Parents
- History or current experience with Substance Use, including Tobacco
- Parents with Low Educational Attainment
- Parents and/or Children with Disabilities
- Currently or formerly in the Military

**All contractors are expected to enroll participants who each possess at least two of these priority characteristics in order to receive HVSA funded home visiting services.**

### **Priority Racial/Ethnic Groups and Communities**

While applications proposing additional or other populations will be accepted, this funding opportunity will **prioritize** funding for programs proposing to expand for the following priority populations:

- American Indian/Alaska Native
- Black/African American
- Pacific Islander
- Hispanic
- Immigrants and refugees
- Rural and Frontier Communities with minimal access to home visiting
- Federally Recognized Tribes in Washington State
- 61 School Locales identified from the 2020 Home Visiting Needs Assessment

### **Priority School Locales**

The 2018 Legislative Report, *Opportunities and Considerations for Expanding Home Visiting Services in Washington State*, presented a scenario for full-scale expansion of home visiting. This 2022 HVSA Spring Expansion Funding Opportunity is guided by the methodology and recommendations detailed in the expansion report. The plan is based upon the work of the 2017 and 2020 Home Visiting Needs Assessments, which calculated needs in geographic regions identified as “school locales”; a school locale is defined as a school district or group of similar and geographically adjacent school districts with at least 20,000 residents”. To develop the scenario, DCYF used the risk index for each school locale based on the weighted average of multiple risk indicators across five domains (maternal and child health, socioeconomic status, education, home environment, and drug and alcohol abuse).

This funding opportunity will prioritize programs offering expansion of services into the 61 school locales indicating the highest risk index score based on data from the two Needs Assessments, and federally recognized tribes in Washington State, and recognized tribal organizations planning to serve tribal communities in Washington State. Please see the Attachments 1 through 3 at the end of this guide for more detailed map and listing of school districts within each of these locales (grouped by primary county).

Associated Counties	Largest School District in Locale	All School Districts in a Locale
Asotin	Clarkston <i>plus</i>	Asotin-Anatone, Clarkston
Benton	Kennewick <i>plus</i>	Finley, Kennewick
Benton, Klickitat	Prosser <i>plus</i>	Kiona Benton, Paterson, Prosser
Chelan	Wenatchee	Wenatchee
Chelan, Douglas, Okanogan	Lake Chelan <i>plus</i>	Brewster, Entiat, Lake Chelan, Manson, Orondo, Palisades, Pateros, Stehekin, Waterville
Clallam	Port Angeles <i>plus</i>	Port Angeles, Sequim
Clallam, Jefferson	Quillayute Valley <i>plus</i>	Brinnon, Cape Flattery, Crescent, Queets-Clearwater, Quilcene, Quillayute Valley
Clark	Vancouver	Vancouver
Columbia, Walla Walla, Garfield, Franklin	Columbia (Walla Walla) <i>plus</i>	Columbia (Walla Walla), Dayton, Dixie, Kahlotus, Pomeroy, Prescott, Star, Starbuck, Touchet, Waitsburg
Cowlitz	Longview	Longview
Cowlitz	Kelso	Kelso
Douglas	Eastmont	Eastmont
Douglas, Grant, Okanogan	Grand Coulee Dam <i>plus</i>	Bridgeport, Coulee-Hartline, Grand Coulee Dam, Mansfield, Nespelem, Soap Lake, Warden, Wilson Creek
Ferry, Stevens	Kettle Falls <i>plus</i>	Columbia (Stevens), Curlew, Inchelium, Keller, Kettle Falls, Northport, Onion Creek, Orient, Republic
Franklin	Pasco	Pasco
Franklin, Adams	Othello <i>plus</i>	North Franklin, Othello
Grant	Ephrata	Ephrata, Quincy
Grant	Moses Lake	Moses Lake
Grays Harbor	Aberdeen <i>plus</i>	Aberdeen, Cosmopolis, Hoquiam
Grays Harbor	Elma <i>plus</i>	Elma, Mc Cleary, Montesano, Oakville, Satsop
Jefferson	Port Townsend <i>plus</i>	Chimacum, Port Townsend
King	Highline	Highline
King	Auburn	Auburn
King	Federal Way	Federal Way
King	Renton <i>plus</i>	Renton, South Central
King	Kent	Kent
Kitsap	Bremerton	Bremerton
Kittitas, Grant	Cle Elum-Roslyn <i>plus</i>	Cle Elum-Roslyn, Damman, Easton, Kittitas, Royal, Thorp, Wahluke
Lewis	Centralia	Centralia
Lewis	Onalaska <i>plus</i>	Morton, Mossyrock, Onalaska, Toledo, White Pass
Lewis	Chehalis <i>plus</i>	Adna, Chehalis, Evaline, Napavine, Winlock
Mason	Shelton <i>plus</i>	Griffin, Shelton
Mason, Grays Harbor	Pioneer <i>plus</i>	Grapeview, Hood Canal, Mary M Knight, North Beach, Pioneer, Quinault, Southside, Taholah, Wishkah Valley
Okanogan	Tonasket <i>plus</i>	Methow Valley, Oroville, Tonasket

Associated Counties	Largest School District in Locale	All School Districts in a Locale
Okanogan	Omak <i>plus</i>	Okanogan, Omak
Pacific, Grays Harbor, Lewis	Ocosta <i>plus</i>	Boistfort, North River, Ocosta, Pe Ell, Raymond, South Bend, Willapa Valley
Pacific, Wahkiakum	Ocean Beach <i>plus</i>	Naselle-Grays River, Ocean Beach, Wahkiakum
Pend Oreille, Stevens	Newport <i>plus</i>	Cusick, Evergreen (Stevens), Loon Lake, Mary Walker, Newport, Selkirk, Summit Valley, Valley, Wellpinit
Pierce	Tacoma	Tacoma
Pierce	Clover Park	Clover Park
Pierce	Franklin Pierce	Franklin Pierce
Pierce	Bethel	Bethel
Skagit	Mt Vernon <i>plus</i>	Conway, La Conner, Mt Vernon
Skagit	Sedro Woolley	Sedro Woolley
Skagit	Burlington Edison	Burlington Edison
Skamania, Klickitat	White Salmon <i>plus</i>	Centerville, Glenwood, Klickitat, Lyle, Mill A, Roosevelt, Stevenson-Carson, Trout Lake, White Salmon, Wishram
Snohomish	Marysville	Marysville
Snohomish	Mukilteo	Mukilteo
Snohomish	Everett	Everett
Spokane	Spokane	Spokane
Spokane	West Valley (Spokane) <i>plus</i>	Orchard Prairie, West Valley (Spokane)
Spokane	East Valley (Spokane)	East Valley (Spokane)
Stevens	Colville <i>plus</i>	Chewelah, Colville
Thurston, Lewis	Rochester <i>plus</i>	Rainier, Rochester, Tenino
Walla Walla	Walla Walla <i>plus</i>	College Place, Walla Walla
Whatcom	Ferndale	Ferndale
Whatcom, Skagit, Snohomish	Sultan <i>plus</i>	Concrete, Darrington, Granite Falls, Index, Sultan
Yakima	Yakima	Yakima
Yakima	Toppenish <i>plus</i>	Toppenish, Union Gap, Wapato
Yakima	Sunnyside <i>plus</i>	Grandview, Sunnyside
Yakima, Klickitat	Goldendale <i>plus</i>	Goldendale, Bickleton, Mabton, Mount Adams

## Values Informing HVSA Funding Decisions

The general eligibility guidelines noted above provide a threshold for applications. DCYF will also apply review criteria to identify the strongest proposals according to general funding priorities of the HVSA. Competitive proposals will detail scopes of work and elements that are closely aligned with the review criteria listed below.

The overarching values informing HVSA funding decisions include:

- **Community need:** Utilizing the 2017 and 2020 Home Visiting Needs Assessments and local data sources, there is evidence of unmet community need. The application clearly shows the need for home visiting services and a gap in existing resources. Selection of one or more of the 61 identified school locales or a federally recognized tribe are sufficient evidence of community need.
- **Model and organizational fit in the community:** How does the proposed home visiting model fit the needs of the community? To what extent is the applicant positioned in the community to

carry out this work? Does the applicant provide evidence that the demand for its home visiting services exceeds its current capacity to provide?

- **Supporting diverse communities:** How does the applicant ensure they effectively respond to the needs of their clients through strengths-based approaches? To what extent does the applicant demonstrate attention to promoting equity and cultural competency in alignment with the demographics of its target population? Does it incorporate elements of trauma-informed practice in its work and support staff training to continuously enhance its service provision to the community?
- **Organization's commitment to home visiting:** What is the organization's long-term commitment to the home visiting program? Does this proposed expansion advance the organization's mission, vision, and values? Is the organization willing to sustain a high-quality program without the guarantee of increasing financial investment from the HVSA?
- **Organizational and program capacity to implement services proposed:** Is the applicant organization financially stable and healthy? Is it equipped to handle a state-funded contract that includes organizational and fiscal requirements? Does it have the foundations to implement a quality home visiting program including recruiting and retaining qualified staff and meeting complex data collection and management expectations? To what extent is it positioned in the community to have/develop strong referral networks to better serve clients? Does the organization demonstrate a clear plan for and capacity to expand slots?
- **Commitment to implementation with quality:** Continuous quality improvement (CQI) is critical to creating a quality home visiting system in Washington State. To what extent does the applicant use data to continuously inform and improve its practices? Does its staff engage in reflective supervision and ongoing training to provide quality home visiting services? Does it adequately engage in training and technical assistance activities to continue improving the quality of implementation?
- **Contributing to a strong, coordinated system of services supporting young children and their families:** This system encompasses partners from child welfare, economic supports, antipoverty services, Birth to 3 initiatives, and local early learning coalitions.
- **Engagement and Reflection:** How willing is the program to engage in a process of technical assistance and support if they have areas of growth in one or more of the above-mentioned areas? How reflective is the organization, and what is the ability to acknowledge areas of growth?

For this funding opportunity, reviewers will be directed to consider the additional priorities identified below in finalizing the group's funding recommendations for this application with respect to both *balancing the HVSA portfolio* across program models, geography and high need communities:

- **Funding a range of programs and organizations:** Is the HVSA funding a diverse set of models to better serve the State's diverse communities? Is the HVSA sufficiently balanced in its support of expansion of services in existing programs and building capacity in start-up programs?
- **Statewide representation:** Is the HVSA portfolio continuing to stay balanced in its geographic representation of statewide contracts in home visiting?

### 3. Application Instructions

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#### General Instructions

All organizations intending to apply for 2022 HVSA Spring Expansion Funds **must submit their Applications by 12 p.m. PST on April 4, 2022.** In addition, application finalists may be asked to participate in an interview and presentation to be scheduled individually.

- Complete the Application template provided by DCYF and described in this guidance and provided to you electronically from the HVSA via [home.visiting@dcyf.wa.gov](mailto:home.visiting@dcyf.wa.gov).
- Gather the Supplemental Documents also listed in the Application.
- Complete the Budget template accompanying the application in the MS Excel format provided.
- Submit all of these documents to [home.visiting@dcyf.wa.gov](mailto:home.visiting@dcyf.wa.gov).
- **Application Packets with the application template, supplemental documents and proposed budget must be submitted by 12 p.m. PST April 4, 2022.**

#### Application Overview

The Application consists of 11 sections. Each section contains a set of questions or requested information from the applicant.

Application Component	Total
1. Organization Information	Not scored
2. Expansion Proposal Overview	Not scored
3. Advancing Equity and Reducing Disparities	35 points
4. Proposed Community/Population to be Served and Capacity to Reach	80 points
5. Staffing	60 points
6. Home Visiting Service Content	20 points
7. Program Quality, Fidelity and Technical Assistance	20 points
8. Evaluation	25 points
9. Organization Infrastructure	25 points
10. Budget Proposal	10 points
11. Supplemental Documents	not scored
<b>Total Points</b>	<b>275</b>

#### Submission Instructions

1. **All applicants must submit a completed application by 12 p.m. PST April 4, 2022** with full response to all questions below. An electronic version of this application at <https://www.dcyf.wa.gov/services/child-dev-support-providers/home-visiting>.
  - Completed applications must be typed in Arial 10-point font (or equivalent/larger), with all margins no less than 1". Please use the word counts as recommendations.
  - Applications (Sections 1-9) may not exceed 25 pages in length including questions and answers (excluding Section 10-Budget Proposal and Section 11-Supplemental Documents). **Any pages of Sections 1-9 beyond the 25-page limit will not be included in the review process and therefore not scored.** This page limit does not apply to Section 10 Budget Template and Section 11 Supplemental Documents.

## 2. Webinars and Application Technical Assistance

- We understand the time and effort required to complete this application. Please make use of the technical assistance described below to clarify any questions you may have for developing and submitting the application:
- **Applicant Bidders' Webinar** (highly recommended) on **March 2, 2022 at 2 – 4 p.m. PST** at the following link:  
<https://wadcyf.webex.com/wadcyf/j.php?MTID=mfa51098d872867e709731181cbec41ba>
- **Questions about the Application:** Questions asked during the webinars as well as those submitted to the HV Inbox ([home.visiting@dcyf.wa.gov](mailto:home.visiting@dcyf.wa.gov)) *on or before* March 25, 2022 will be consolidated with responses assembled into an FAQ document to be posted weekly on the home visiting web page <https://www.dcyf.wa.gov/services/child-dev-support-providers/home-visiting>. The last updated post of the FAQ document will be March 30, 2022. Please use “2022 HVSA Spring Expansion Application Question” in the title of your email with questions.
- **Questions about program elements or model fidelity:** Please connect with Start Early Washington technical assistance provider/state model lead:
  - Nurse-Family Partnership: Trish Dauer, [pdauer@startearly.org](mailto:pdauer@startearly.org)
  - Parents as Teachers: Gabriela Rosario, [grosario@startearly.org](mailto:grosario@startearly.org)
  - Parent-Child+: Pamela Williams, [pwilliams@startearly.org](mailto:pwilliams@startearly.org)
  - All other models: Cassie Morley, [cmorley@startearly.org](mailto:cmorley@startearly.org)

## 3. Application Completion—

- Provide the requested responses to all questions in the application section below within the fields provided, keeping your text within the specified word limits (denoted for each question). All questions are required, unless noted specifically in the instructions for that question.
- Assemble all of your supporting documents in electronic format.
- Name ALL your supporting document files using your organization name and the document title. For example, e.g. ABC Public Health Department HV Program Budget; ABC Public Health Department Professional Reference).

## 4. Budget Proposal Completion

- Please follow the directions in the Budget Proposal Section below in completing the Proposed 12-Month Annual Operating Budget for July 1, 2022 to June 30, 2023 using the worksheet within the MS Excel *2022 HVSA Spring Expansion Application Budget Templates* provided as part of the application packet. **You must complete and submit the budget proposal using the template and format provided and submit the Budget in this excel format; pdf versions of the budget will not be accepted.**
- Your 12-month expansion budget proposal may not exceed \$300,000. An application with a Proposed Annual Expansion Budget that exceeds \$300,000 will be disqualified.
- Name your proposed budget file with “your organization name” and “2022 Proposed Budget” (e.g. *ABC Public Health Department 2022 Proposed Budget*).

## 5. Submission

- To submit your application, email your Application, Budget Proposal and Supporting Documents in 1 email packet to [home.visiting@dcyf.wa.gov](mailto:home.visiting@dcyf.wa.gov)

## 6. Application Deadline

- Applications (including all supporting documents) *must be received no later than 12 p.m. PST on April 4, 2022. No applications or supporting documents will be accepted after this deadline for any reason.* It is best to submit your application well ahead of the noon deadline in the event you encounter technical difficulties that occasionally arise.

## Special Instructions

The section below provides additional special instructions that will help to inform your answers for the Community Profile, Application, and Budget and Attachments sections of the application. *Please keep the Priorities of this Funding Opportunity (starting on page 10) and the Values Informing HVSA Funding Decisions (starting on page 13) in mind as you develop your responses to the sections below.*

This Application, in combination with your Letter of Intent serves as the description of the core components of the home visiting services you propose to deliver during the contract term. It will serve as the foundation for the potential contract and deliverables. If your expansion request is successful, your application will be used to:

- **Develop the Statement of Work for your Contract:** the content in the application will serve refine population and service targets outlined in the contract.
- **Maintain Implementation Focus:** Home visiting programs rely on fidelity in implementation to produce high-quality services. Your application serves as the rubric for your program to implement the core activities and fidelity requirements of the model utilized.
- **Guide Program Performance:** Your application is designed around the elements the HVSA contract statement of work, which in turn forms the structure of the HVSA Quarterly Progress Reports to DCYF, which demonstrate program progress, achievements and challenges.
- **Guide Continuous Quality Improvement Activities:** The structure of the contract creates a framework for assessing program progress against expectations and charting a path for potential course corrections.

### 1. Organization Information (not scored):

**Section 1** asks primarily for details of the organization making application for expansion funds, including the sources and amounts of funding for your entire organization and your current home visiting program. The [federal government](#) is transitioning from Data Universal Numbering System (DUNS) on April 4, 2022. The new identifier is called Unique Entity Identifier (UEI). Please report both your DUNS or UEI number. Go [here](#) to obtain a **DUNS** number for your organization if you do not already have one. Go [here](#) to view your **UEI**. In addition, please include updated contact information for your organization and program, as this is how we will be contacting you with interview and award information.

### 2. Expansion Proposal Overview (not scored):

In **Section 2**, applicants will present the final project *expansion* budget and *expansion* service capacity/caseload. These will be considered your final proposal, if different from the anticipated numbers in your submitted LOI.

In this section please attend to the column headers in providing information for you proposed expansion, current HVSA funded, other non-HVSA funded and totals for caseload and budget numbers.

- A. Please select from among this list of 9 models; only these models are eligible for this expansion funding opportunity.
- B. **Home Visiting Program Service Capacity:** The Requested Number of New FY23 HVSA Expanded funded slots are those slots you are requesting funding for in this application, and not to include any of your current caseload– which is the next column. **Please make sure these align with the “new slots/caseload” numbers you present throughout the entire application, particularly in Section 4 Proposed Community/Population to be Served (sections A and B).**



- C. **Home Visiting Program 12-month Budget July 1, 2022-June 30, 2023:** The requested New FY23 HVSA Expansion Funding is the new funding you are requesting for in this application, and not to include your current budget – which is the next column. **If the Requested New FY23 HVSA Expansion Funding exceeds \$300,000, this application will automatically be disqualified.** This Requested Funding here should match exactly the Budget Total as submitted in your Section Budget Template excel file.
- D. **Home Visiting Program Funders:** Please describe all of the funding applicable to your home visiting program that will coincide with the timeline of this expansion (e.g. July 1, 2022 onward).
- E. **Brief Abstract:** Please provide a short paragraph that summarizes key features of your expansion proposal; consider this information that might be presented in a list of funding awards or a newsletter article.

### **3. Advancing Equity and Reducing Disparities (35 points):**

The Department of Children, Youth & Families is committed to advancing equity and eliminating disparities in outcomes for children based on race and ethnicity. Applicants should describe how this program expansion proposal will contribute towards their community and organization's work to advance racial equity. For example, how will your program expansion specifically address barriers encountered by families and children of color that result in disparities in their readiness for Kindergarten or in their overrepresentation within child welfare services.

### **4. Proposed Community/Population to be Served and Capacity to Reach (80 points):**

In **Section 4**, applicants will describe the population they plan to serve in terms of the priority populations, communities, and services areas listed below and starting on page 10 of this guidance as well as any other defining characteristics.

**A. HVSA Priority Populations:** *All contractors are expected to enroll participants who each possess **at least two (2) of the following priority characteristics** in order to receive HVSA funded home visiting services. Participants may possess other characteristics, and each contractor is not required to serve participants with all of these characteristics.*

- |  |   |
|--|---|
| • Poverty/Low income/Economic Insecurity                   | • Non-English Speaking or Recent Immigrant Families                   |
| • Homeless/Unstable Housing                                | • Current and Previously Incarcerated Parents                         |
| • Parent Mental/Behavioral Health Illness                  | • Teen Parents  |
| • Racial and ethnic groups experiencing disproportionality | • History or current experience with Substance Use, including Tobacco |
| • Enrolled in WorkFirst/TANF                               | • Parents with Low Educational Attainment                             |
| • Prior Involvement in Child Welfare System                | • Parents and/or Children with Disabilities                           |
| • Intimate Partner Violence                                | • Currently or formerly in the Military                               |

**B. 2022 Expansion Priority Populations, Communities, and School Locales:** Several priority groups and service areas are identified beginning on p. 10 of this Guidance document with specific questions addressing each in the application. While applicants are not required to serve any of these groups or areas, those proposing caseloads of which 50% or more are representative of these priorities will receive additional points.

**i. Priority by Race/Ethnicity Populations:** Applicants are asked to detail their expected monthly caseload numbers for each of the following: American Indian/Alaska Native, Black/African

American, Pacific Islander, and Hispanic. These numbers added together must be a realistic estimate of your program reach, and they must not exceed the total New Expansion caseload presented in Section 2B; in addition, if you plan to reach American Indian/Alaska Native families, make sure your numbers in this section align with the number of tribal families you present in section iv service area below. If your expansion will serve other racial and ethnic groups not in the priority list, please describe them in the Comments section below this table.

**ii. Priority Groups – Immigrant and Refugee Families:** Applicants are asked to detail their expected monthly caseload numbers for each immigrant and refugee families. These numbers added together must be a realistic estimate of your program reach, and they must not exceed the total New Expansion caseload presented in Section 2B.

**iii. Priority Communities – Families from Rural or Remote Rural/Frontier Communities with minimal access to home visiting:** Applicants are asked to detail the counties and their expected monthly caseload numbers for families from rural and/or remote rural/frontier communities with minimal access to home visiting. Again, these numbers added together must be a realistic estimate of your program reach, and they must not exceed the total New Expansion caseload presented in Section 2B. Applicants are asked describe how they determined the counties identified in the table are rural or remote rural/frontier with minimal access to home visiting.

**iv. Priority Communities – Tribes and 61 Priority School Locales:**

**Tribes:** Applicants are asked to detail the actual tribes or priority school locales they intend to serve with this expansion and their expected monthly caseload for each. For those listed in the Tribes caseload table, these numbers added together must be a realistic estimate of your program reach, and they must align with the caseload numbers of American Indian/Alaska Native families to be served that are presented in section i above.

**School Locales:** Applicants are asked to detail the expected monthly caseload for any of the 61 Priority School Locales listed in the table; these numbers, added together, must be a realistic estimate of your program reach, and they must not exceed the total New Expansion caseload presented in Section 2B. School locales are listed according to the largest school district in each locale, with a more detailed description of the districts within each locale presented on pages 11-13 of this guidance. The definition for school locales is presented in Attachment 1 of this guidance, and detailed maps of the locales are depicted in Attachments 2 and 3.

Programs that will not be serving families from Washington Tribes or from these school locales should describe their expected monthly caseload for this area in the last line of the table, and describe their proposed expansion service area in the “other service area” box below the table.

**C. Capacity to Reach Proposed Populations and Service Area:** Applicants are asked to describe their strengths and capacities to reach their proposed expansion populations and services areas. In addition, they will describe how the program will bring participants into their program through outreach, referrals, recruitment and enrollment activities, and by specifically depicting organizations and programs with which you have relationships to help bring families into your program. Finally, DCYF recognizes the challenge of engaging families and sustaining their engagement through program completion, and asks applicants to share how they will guarantee strong performance in this area; in particular applicants are asked to reflect on their enrollment performance in the prior to the pandemic as well as during the pandemic.

## **5. Staffing (60 points):**

In **Section 5**, applicants will describe how they will staff the proposed expansion.

### **A. Staffing Plan and Caseload Expectations:**

i. Staffing Plan: Applicants will present the staffing details of the proposed expansion, both how many staff will be funded through the proposed expansion as it fits within their existing staffing (funded by the HVSA and other sources). In the Requested New Staff FTE column, please provide FTE allocation that reflects only the portion of the FTE needed for this 2022 expansion proposal. Please refer to the definitions below to inform your answers in this section (and use these same definitions later in Section 4).

- **Home Visitor:** Staff that directly delivers home visiting services.
- **Supervisor:** Staff that administers supervision to home visitors. In some programs, Supervisors also deliver home visits; if this is the case for your program, please indicate the expected caseload for supervisors.
- **Administrative Support Staff:** Staff that provides direct administrative support to the home visiting program.
- **Data Support Staff:** Staff that provides data support to the program, such as data entry, reporting and data analysis.
- **Management Staff:** Staff who supervise the Home Visiting Supervisor that provides management or director-level administrative oversight of the program. These may be the division/department managers or executive directors.
- **Additional Direct Service Staff:** Staff that provides direct service to enrolled families, and is not the home visitor. Examples include, a nutrition specialist, or infant mental health specialist.
- **Consultants/Subcontracts:** If your program includes a subcontract for home visiting services (supervisors and/or home visitors), please include the FTEs funded through the subcontract in the Application staffing. Use the “Justification” column in the Budget Proposal to indicate and describe the FTE in the subcontractor expense category. Do not include staffing for subcontracts that are not directly related to provision of home visiting services. Do not include subcontracted infant mental health consultants.
- **Full-Time Equivalent (FTE):** The Application requests information on the FTEs necessary to implement your home visiting program. An FTE is a ratio of the total number of hours worked to the total number of hours for a full-time position. For example, if an employee works 20 hours per week and your standard work week is 40 hours, then the employee is a 0.5 FTE.

iii. Caseload Expectations – Applicants will depict the anticipated caseload (number of families to be served in a typical month) by each staff role depicted in the table.

- **Caseload:** Caseload refers to the number of clients you anticipate each home visitor and supervisor (if applicable to your model) will serve using funding from this expansion application. Please present the typical number of families a 1.0 FTE home visitor will hold on their caseload at any given time. If you have different levels of caseload, please indicate the range and provide detail in the comments section. Consider the following in reporting your caseload for each FTE:
  - Consult the caseload ratios recommended by your program model.
  - Ensure the caseload is reported in proportion to the FTE. For example, if your model recommends a home visitor-to-family ratio of 1:24, and your application is proposing a .5 FTE, you would likely report a caseload of 12.
  - We recognize that a number of different factors impact caseload size, such as the capacity of the home visitor or the geography of the service area. Please propose caseloads for each FTE that are reflective of model-recommended caseloads, as well as the specific characteristics of staff and communities served. The HVSA has minimum caseload expectations based on investment levels. It is very important that your caseload projection be realistic, sustainable over time and demonstrates efficient use of public dollars (use the overall expansion expectations for families served as a guide in developing your caseloads).

- Caseload across all FTEs should be aligned with the funded number of families served at a given time (Maximum Service Capacity).
- **Supervisory Caseload:** For some home visiting models, supervisors carry a caseload of families. Please provide the portion of the FTE that is dedicated to delivering services. *For example, if a supervisor is a 1.0 FTE and delivers 10 hours of home visiting services per week, the portion of the FTE that is dedicated to delivering home visiting services is .25 FTE and the portion of the FTE dedicated to supervision is 0.75 FTE.*

iv. Contractor staffing: The applicant should identify which staff, by role, will be contracted staff and not employees of the organization; in addition, if applicable, the applicant will describe the anticipated caseload of each staff role. Any relevant additional information should be entered into the Comments box. This section is not scored because it does not impact funding for the expansion.

#### **B. Expansion Timeline**

The applicant will depict the timeline by placing an “x” in each relevant cell for the months when the following expansion steps are anticipated to occur: staff recruitment, staff hiring, staff training, when home visitors are expected to begin visiting families, and when it is expected that the caseload will be full.

#### **C. Staffing Recruitment and Retention**

This section asks the applicant to describe their approach to recruiting, hiring and retaining staff in this program expansion. First, applicants will describe the anticipated abilities and challenges to quickly hiring and training staff to ramp up this expansion. Next, applicants will describe their approach to hiring that will result in identifying staff who are a good fit for home visiting and representative of the population to be served in the expansion, particularly the diverse needs, cultures and experiences of the participants in your proposed service area. Finally, applicants will share the strengths and weaknesses of their program with staff retention by directly reflecting on their recent history of turnover of home visitors and/or supervisors, the causes of turnover, and how the program works to retain staff and prevent turnover, particularly in the proposed expansion.

#### **D. Staff Support and Supervision**

The applicant is asked to describe their use of Reflective Supervision with program staff and the benefits they see from using this, with a focus before the COVID-19 pandemic, during the pandemic, and looking forward during this expansion. **Reflective Supervision** is a specialized and distinctive form of competency-based professional development provided to multidisciplinary early childhood home visitors. It emphasizes relationship development between the home visitor and supervisor; between home visitor and parent; and between parent and infant/toddler. Reflective supervision attends to the emotional content of the work and how reactions to the content affect the work. Reflective Supervision does not replace the other modalities of supervision; however, the other modalities may incorporate RS techniques and enhancements.

In addition, the applicant is asked to describe strategies the program and organization use to support their staff to be trauma-informed and deliver high quality home visiting services to a diverse array of families; again, the applicant is asked to include in their answer a focus before the COVID-19 pandemic, during the pandemic, and looking forward during this expansion.

### **6. Home Visiting Service Content (20 points):**

In the **Home Visit Content** section, applicants will provide a brief description of the essential components of their service delivery as well as the expected frequency of visits. If services or frequency vary by participant characteristics, this should be summarized.

In addition, each program model has expectations for **screening and assessment**, and applicants are asked to describe their protocols for assessing specific family characteristics and needs. Please include

the tools used, as well as when and how frequent these assessments occur. Finally, applicants should provide a short description of how their home visitors are trained to administer each of the tools described in the table.

DCYF recognizes that the COVID-19 pandemic has impacted the way services and screenings are delivered, and the application asks applicants to discuss the **impacts of the COVID-19 pandemic** and how the program has adapted during the pandemic.

Finally, the applicant is asked to, applicants are asked to describe how programs address needs and issues identified through program participation, screening and assessments by completing the table of **Outgoing Referral Networks** - describing 8-10 programs to whom program participants are referred to meet specific services and the current referring relationship.

### **7. Program Quality, Fidelity and Technical Assistance (20 points):**

Home visiting programs funded by the HVSA are expected to maintain fidelity to their program model, as monitored by the national office of their program model. They are also expected to establish a close partnership with the program model lead at Start Early Washington Implementation Hub (as described on page 7 of this Guidance). Applicants will describe how they manage their program to be successful in implementation and to assure performance in areas such as enrollment, home visitors' caseloads, screening assessments, frequency of visits, and other essential program components. Applicants are also asked to describe how and from who they currently receive technical assistance to sustain fidelity to their program model.

Annually, contracted programs are expected to submit a letter from their model's national program office assessing if their program is meeting the fidelity requirements of their program model. For programs not currently funded by the HVSA, this letter is a required supplemental document (#2) to be submitted with the application. If no national program office exists, that letter may come from Start Early Washington. Programs currently contracted with DCYF for HVSA home visiting services have already submitted this letter.

Finally, Continuous Quality Improvement (CQI) is a required activity for all HVSA-funded programs, so applicants are asked to describe an example of how their program works to improve its methods and delivery. The example should detail typical CQI elements, including the area for improvement/topic that was being explored, how potential improvement ideas were tested, what was learned from the process, and what program adjustments were made as a result of those learnings.

### **8. Evaluation (25 points):**

In **Section 8**, Applicants will describe how they currently collect data on participants (including demographic information, service utilization, and program impacts) and how they apply what they learn from program data to improve their program. Applicants are asked to identify the data system they use, if applicable.

The HVSA expects all contractors to collect data for participating caregivers and children to track program efforts on the following:

- System and Program Performance Indicators
- Enrollment and Service Utilization
- Demographic Information

This data is used to support home visiting program evaluation; some of the indicators tracked require client data matching with other State education and social services systems. Contractors establish Data

Sharing Agreements with the HVSA data manager/steward WA Department of Health. Applicants are asked to acknowledge (by checking a box) that by applying for this HVSA Expansion Funding Opportunity they accept the expectations that their program/organization will seek consent from participant families to routinely share information collected by the HV program with DCYF for evaluation purposes. If applicants have concerns, they may share these in the comments box below the acknowledgement.

More information on evaluation and data collection expectations will be presented at the Bidders' Webinar on March 2, 2022.

### **9. Organization Infrastructure (25 points):**

**Section 9** explores the organizational and program context for the expansion proposal. To be successful, home visiting programs must be housed within organizations that will offer support and guidance from the policy and program level. The HVSA is seeking to learn about the applicant organization's management, structure, and commitment to the home visiting program and its expansion.

Initially applicants are asked to present a brief description of their organization's mission, history, strategic goals and programs, and leadership to introduce the organization to the reviewers.

Second, applicants are asked to discuss their organization's resources to support this expansion effort and to maintain high quality home visiting services during implementation, even during the COVID-19 pandemic; resources include management, administration, communications, human resources, financial systems, and other infrastructure, and other "behind the scenes" supports.

Third, applicants will describe their experience and ability, using specific examples, to successfully manage complex, multi-year grants and projects. The description should include financial management/accounting capacity, fiscal oversight of grant funds, their ability to accurately track programmatic and financial expenditures across multiple fund sources and payment points. Because the HVSA uses public funds, all contractors must meet state fiscal requirements ahead of reimbursement of expenses.

Finally, applicants are asked to reflect on the organization's commitment to the home visiting program and the expansion. The HVSA cannot assure annual funding increases, so programs must often adapt to static financial investment with expectation of annual funding increases (e.g. cost of living adjustments).

### **10. Budget Proposal (10 points):**

#### **12-Month Expansion Budget Proposal – July 1, 2022 to June 30, 2023**

12-month Anticipated Annual Budget for July 1, 2022 through June 30, 2023.

Your 12-month budget expansion proposal may not exceed \$300,000. An application with a 12-month budget that exceeds \$300,000 will not be considered.

Each applicant is required to submit a proposed budget using the MS Excel *2022 HVSA Spring Expansion Application Budget Template* provided electronically with this application and guidance.

1. **Please submit the proposed budget expansion using the MS Excel 2022 HVSA Spring Expansion Application Budget Template provided electronically with this application and guidance.**

2. Your Budget Proposal is an anticipated, 12-month budget presenting **the costs it would take to fund your proposed expansion** from July 1, 2022 through June 30, 2023; please only depict costs for the proposed expansion components and not your entire program budget. This budget will serve as your annual allocation if this is your first HVSA funding award or your expansion allocation if you are currently funded by the HVSA. Contracts are renewed annually at level funding if programs remain in good contract standing; while programs may expect annual renewal of their contract based on funding availability, they may **not anticipate annual increases in this budget allocation over time unless funding expansions occur**.
3. It is expected that a portion of the first year of this expansion funding will support your program expansion ramp-up and a portion will support ongoing expenses once the program is under way.
  - a. Your expansion budget proposal should include one-time only expenses related to program ramp-up such costs related to hiring and initial management of the expansion, initial training and travel expenses for new staff, purchase of supplies to support new employees, initial model fees, etc.
  - b. Your expansion budget proposal will also include anticipated ongoing program expenses such as program travel, ongoing training, materials and supplies, etc. once your program is fully staffed, operational, and direct services have begun.
4. To complete the budget template:
  - a. First, populate all of the green text with information specific to your organization and proposed program. For example, where it reads “Organization Name,” enter the name of your organization.
  - b. Column F of the Budget Template defines the line item in each Budget Category; use these to determine how to categorize your projected expenses and where to enter them in the template. You may edit the category names to fit your program, and you may use the suggested categories (in green font), or edit them to meet your specific budget/expense categories. For Personnel, please itemize each proposed staff position to be funded with the position title and provide additional detail in the Comments/Justification Column D.
  - c. For each line item, enter the anticipated dollar expenditure for the entire 12-month period. Please note that some expenses may be incurred for the initial expansion/ramp-up the program that will not be ongoing expenses; these may include initial purchase of supplies, laptops, cell phones, and model training, as well as other costs.
  - d. **Be sure to include any expenses required by the HVSA** (e.g. the semi-annual meetings) **and your home visiting model** (e.g., required national model trainings). If applicable, consult with your state model lead for specific instructions. The HVSA requires contractors to participate in ongoing trainings offered to improve model fidelity and data collection and reporting, continuous quality improvement, and other topics. Contractors are expected to send at least one representative to two semi-annual all HVSA program meetings in the Seattle area each year (Fall and Spring) and quarterly model supervisor meetings (if applicable). It is anticipated, but not certain, these meetings will be in-person; make sure to account for this travel in your proposed budget if applicable. In addition, as will be explained in the Bidders’ Webinar on March 2, all HVSA programs are required to submit appropriate backup documentation (requiring fiscal support) and participate in mandatory data collection and share that data with DOH.

- e. For each line item, be sure to provide a detailed description of the justification for the line item in the Comments/Justification Column D, including the formula used to determine the amount specified in the expense column, and for personnel the FTE of that individual to be charged to the program; if the position is not yet hired, please indicate “to be hired.”
  - f. After listing all line item expenses, provide your allowable indirect costs. Use the justification cells to describe how your agency calculates its indirect rate. If your organization has a federally negotiated rate, you must submit documentation of approval of this rate in order to receive more than 10% indirect rate.
5. When your budget has been completed, name the file with your organization name and Budget (e.g. *ABC Public Health Proposed Budget*) and include it in your supplemental documents sent with your application submission. **Please send only the Excel version of the budget;** not a PDF.
  6. Please include your Agency and Program/Model Name in Lines 7 and 8 of the Template.
  7. **Please use the Comments/Justification Column D to detail the justification for the Proposed Expenses (Column D).** The detail will help to support your request; and if left blank, it may result in misunderstanding or inaccurate interpretation of your request by reviewers. **Providing sufficient detail in the Comments/Justification Column allows reviewers to understand the specifics of and justification for your expense categories.**
    - a. The DCYF Home Visiting cost study work has found that the expenses for home visitor salary and benefits is, on average, approximately 50% of an LIA’s operating costs. As this is only an average, there are many reasons why a budget may not adhere to that benchmark. If your home visitor compensation costs are less than 40% or higher than 65% of your proposed total annual operating budget, it would be helpful to clarify the reason for this in your comments column, or be prepared to discuss this in the context of your budget if you are selected as a finalist. Home visitor compensation costs include the salaries and benefits expense for the portion of personnel FTE performing home visits.
  8. If your program includes an indirect rate that exceeds 10% of the direct costs, you must attach an approved federal certificate that supports the rate presented in your budgets as one of your Supplemental Documents. This document may be in pdf format.
  9. **Before submitting this application including your Expansion Implementation Budget, please review your materials and ensure the following:**
    - a. Your Expansion Budget Total matches your Proposed Expansion Annual Budget in the Application (Section 2)
    - b. The staffing/FTE counts described in the Budget Proposal are the same as the FTE counts presented in your Application Staffing Plan (Section 5A).
    - c. Budget calculations are error free and do not exceed allowable requests.
    - d. If the indirect rate exceeds 10% of the direct costs, you have submitted documentation of federal certification that verifies the indirect rate proposed in the budgets.

**11. Supplemental Documents –all required for a complete submission of the application (not scored):**

In order for your application to be eligible for review, applicants must submit the application and all of the following supporting documents. Please ensure all document filenames include your organization name and the title of the document (listed below).

*All of the documents listed and described below may be submitted in pdf format. Please submit these along with your application and budget. **Please note that if an applicant is currently funded by DCYF/HVSA to deliver home visiting services and has submitted the most updated version of***



**items noted with an asterisk (\*) through regular contracting expectations, they are not required to be resubmitted with this application.**

1. Organization Letter of Authorization  
*Letter of authorization from the Executive Director (or appropriate director) allowing organization application for these funds. This letter should identify a back-up contact person if the primary contact person is not available for an extended period of time.*
2. **Model Fidelity Letter\***  
*Recent letter from the appropriate national program office indicating the home visiting program (proposed for expansion) is in good standing with model fidelity. If the model does not have a national program office, the letter may be written by Start Early Washington.*
3. Organizational Chart  
*Current organizational chart with clear indication of where the home visiting program or staff resides*
4. Organization Operating Budget\*  
*Current year of the organization's annual operating budget*
5. List of Current Board Members  
*List of current board members, including name, role on the board, job title/role in the community, city of residence*
6. Proof of Tax-Exempt Status under the IRS code  
*Certification, letter from Secretary of State, other documentation indicating organization is a public or not-for-profit entity.*
7. Most Recent Audited Financials\*  
*Most recent independent financial audit including audited financial statements*
8. Indirect Rate Documentation/Certification\*  
*The approved federal certificate that supports the rate presented in your budgets, if the indirect rate exceeds 10% of the direct costs*

## 4. Review Process and Award Notification

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### Review Process

DCYF implements a peer review process to ensure fair and neutral selection of HVSA investments. An overview of the process for this funding opportunity is below:

1. **Compliance Review:** DCYF staff review all Applications to ensure compliance with the eligibility and other requirements outlined in the application packet.
2. **Model Lead Review:** Start Early Washington Model Leads will review each application to assess fidelity to program model elements for the presented program and proposed expansion, including

proposed ramp-up plan, staffing plan, and home visiting content/assessments. This review is shared with the peer reviewers in the next phase.

3. **Individual Peer Review:** All proposals are reviewed and scored individually by system and service peers with knowledge of home visiting; the panel may also include parents. Reviewers will see the Model Lead Review during this review phase.
4. **Finalist Interviews/Review:** Application finalists may be required to participate in a 90-minute Interview to include a short presentation and Question/Answer Session with the finalist review panel. **Interviews will be scheduled to occur between May 4 through May 20, 2022, and finalists will receive a minimum of 14 days advanced notice** of the presentation timeframe and content outline for the presentation, with opportunity to participate in scheduling the Interview. The interview will be conducted via audio-visual remote (remote presentations must include visual interface); finalists will be responsible for arranging their own video technology or video equipment (please reach out to DCYF Home Visiting if assistance is needed). It is highly recommended that finalists include visual materials to support their presentation (e.g. documents or PowerPoint). The Finalist Review Panel will weigh Finalist Interviews and Presentations as well as scoring of the Application collectively to make recommendations for a slate of awardees.
5. **Funding Decisions:** The decision to contract with applicants will be determined according to the priorities outlined in the Funding Priorities section of this guidance document. All funding recommendations will be evaluated by the Home Visiting Management Team. A final contract award may differ from the applicant budget request, based upon available funding.

## Award Notification

The anticipated date to inform applicants of award decisions and application status is June 1, 2022.

## Contractor Requirements

### Proposed Deliverables

For awarded contractors, the application submitted for this funding opportunity will serve as the basis for the contract. Contractors will be required to complete the activities, outputs and outcomes proposed in the application. It is therefore critical that the deliverables proposed in the application are well-informed and meet HVSA requirements.

### Data Collection and Quality Improvement Activities

Awarded contractors will be required to:

- Participate in data collection at the child and family-levels to meet HVSA evaluation requirements.
- Participate in all required model trainings to maintain model fidelity, all HVSA orientations and trainings, site visits, and monthly coaching calls.
- Maintain, assure security of, and report on child and family-level data which includes using the data system specified by the model, DCYF and DOH including:
  - Number of families served
  - Names of family members receiving services (primary caregiver and target child)
  - Individual client identifier such as date of birth
  - Dates of service (by month); and

- Annual amount expended
- Using the HVSA methodology and with support from Start Early WA, implement Continuous Quality Improvement processes to track, assure and improve quality of processes and services provided.
- Submit monthly and quarterly home visiting enrollment and financial activity reports to DCYF.

More information about data collection expectations will be provided at the March 2 Bidders' Webinar.

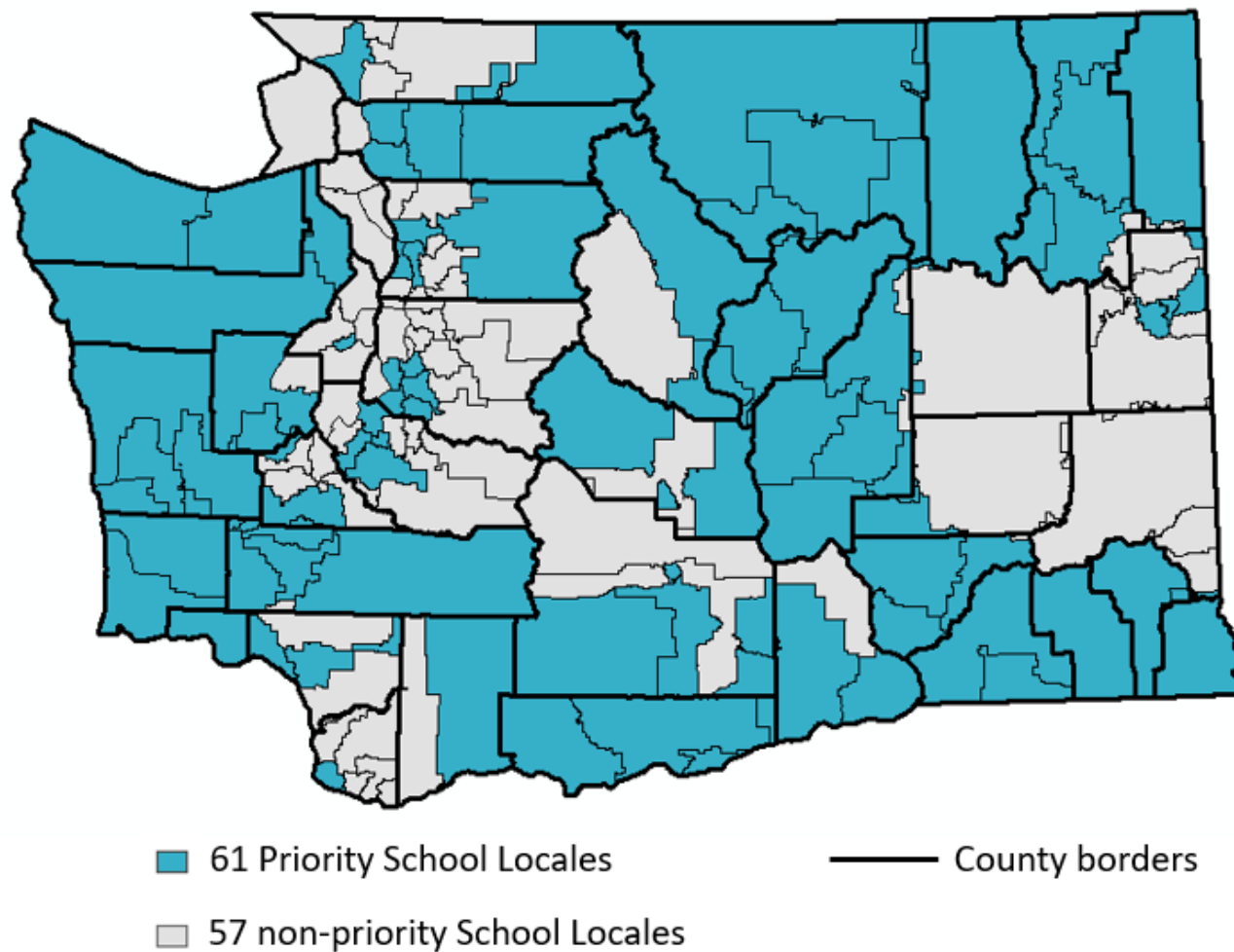
## Attachment 1: School Locales

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- School locales were developed by RDA/DSHS as a geographic unit for the purposes of policy-making and implementation at the Washington State agency level.
- School locales represent school districts or groups of school districts that include a minimum of 20,000 residents.
- The school districts grouped into a school locale are: part of a single Educational Service District, similar in character, and typically occupy contiguous territory.
- Several school locales exist at the border of county lines. County borders are sometimes artificial and do not represent the border of “communities” while school locales may better represent the communities where populations with similar characteristics reside.
- A complete list of school locales and their associated school districts are included in Appendix A of 2020 Needs Assessment Report ([2020 MIECHV Needs Assessment Appendices](#))

## Attachment 2: Map of Priority School Locales for 2022 HVSA Spring Expansion Funding

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### Attachment 3: Map of Priority School Locales for 2022 HVSA Spring Expansion Funding – Detail School Locale 33

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**School Locale 33:**

**School Districts:** *Bridgeport, Coulee-Hartline, Grand Coulee Dam, Mansfield, Nespelem, Soap Lake, Warden, Wilson Creek*

**Primary Counties:** *Douglas, Grant, Okanogan*

