

**2022**  
**Home Visiting Services Account**  
**Tribal Home Visiting Funding Opportunity**

**April 21, 2022**



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

## 2022 HVSA Tribal Home Visiting Funding Opportunity Summary

**Purpose:** The purpose of this announcement is to provide information to those organizations applying for the Home Visiting Services Account 2022 Tribal Exploration/StartUp/Expansion Funding Opportunity. This Funding Opportunity is intended to increase the number of tribal families served by the Home Visiting Services Account (HVSA) by approximately 50 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 may also be expected to participate in an interview and make a short presentation to occur in late July/August; 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.

**May 4, 2022 1:30 pm Webinar: Application Bidder's Conference** (120 minutes) *highly recommended*

**Letters of Intent to Apply Deadline: May 20, 2022 5pm** (*note, all applicants intending to apply must submit a Letter of Intent by this deadline*)

**Application Deadline: June 30, 2022 5pm**

**Total Funding Available:** up to \$480,000 to serve 50 tribal families

**Scope:** Up to four (4) awards to applicants proposing to serve 10-15 families each

- *Exploration/Start-up: 1 or 2 awardees, with annual planning award ranging from \$80,000 to \$120,000 in year 1, and up to \$140,000 implementation budgets annually thereafter; with the goal to serve 12-15 families in subsequent years once program is fully implementing.*
- *Expansion: 2 or more awardees – with annual awards ranging from \$30,000 to \$240,000 serving an additional 5 - 30 families;*

**Eligible Organizations:** Federally recognized Tribes in Washington State and Tribal Organizations in Washington State are eligible to apply for these funds if they are looking explore their community's readiness for home visiting **and/or** have already explored the readiness of their community and are ready to begin a building capacity phase **and/or** are currently funding by DCYF/HVSA or other funding sources to deliver home visiting services that propose to **expand** their current home visiting program capacity to serve additional families.

**Eligible Home Visiting Programs:** Organizations proposing to begin to serve families or increase the number of families served using one of the 9 eligible home visiting models listed below. **Expansion programs** are those that have been **fully operational for a minimum of 8 to 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. **Exploration/Exploration Programs** are those that are newly forming and may not be serving any families.

**Eligible Models:** The following **voluntary** program models currently operating in Washington State are eligible for HVSA funding: Child Parent Psychotherapy (CPP) delivering services using the caregiver-child dyadic approach, 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). For Exploration/Startup programs, more information about these models will be presented in an optional webinar on May 9, 2022 (information below).

**Contract Term:** Start of contract will be negotiated individually with awardees, with a first-year start date to occur between September 1, 2022 and October 1, 2022 and ending June 30, 2023; this will 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 Tribal Home Visiting Funding Opportunity

|   |   |
|---|---|
| Apr.21, 2022, 5 pm  | Application/LOI/Budget Template and Guidance Released   |
| <b>May 4, 2022 1:30 pm</b>  | <b>Webinar: Application Bidder’s Conference</b> (120 min.) ~highly recommended  |
| <b>May 9, 2022 11 am</b>  | <b>Webinar: Startup Applicant Bidder’s Workshop-Model Review</b> (60 min.)<br>~highly recommended for Exploration/StartUp applicants  |
| <b>May 20, 2022 5 pm</b>  | <b>Deadline for Letter of Intent (LOI) Required</b>   |
| <b>June 2, 2022 2 – 3 pm</b>  | <b>Webinar: Tribal Application Technical Assistance/Office Hours</b> (60 min.)<br>~highly recommended   |
| June 20, 2022 5 pm  | Last day to submit questions about the HVSA Tribal Home Visiting Funding Opportunity  |
| June 24, 2022   | Last FAQ for Applications Posted on DCYF Home Visiting Web Site<br><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>June 30, 2022 5 pm</b>   | <b>Deadline for 2022 HVSA Tribal Home Visiting Applications</b>   |
| July 6-22, 2022   | Panel Review of Applications  |
| <b>July 25- Aug 5, 2022</b>   | <b>Finalist Presentations and Interviews</b> <i>(to be scheduled with selected applicants)</i>  |
| Aug. 15, 2022   | Announcement of Awardees for 2022 HVSA Tribal Funding Opportunity   |
| Aug. 15 - Sept. 30, 2022  | Contract Negotiations with Awardees   |
| Sept. 1 – Oct. 1, 2022  | Contract Execution/Start Date.  |
| All times are Pacific Daylight Time   |   |
| <b><u>Contact Information:</u></b>  |   |
| For more information please contact the DCYF Home Visiting Inbox at: <a href="mailto:home.visiting@dcyf.wa.gov">home.visiting@dcyf.wa.gov</a> |   |

**Letter of Intent (LOI) Submission Instructions Summary:**

- All applicants intending to apply through this funding opportunity must submit electronically a Letter of Intent, using the LOI form included in the application materials to [home.visiting@dcyf.wa.gov](mailto:home.visiting@dcyf.wa.gov) by **May 20, 2022 no later than 5 p.m. PDT**. LOIs submitted after this date/time or incomplete applications will not be accepted.

**Application Submission Instructions Summary:**

- All applications for funding, including the budget template and supplemental documents must be submitted electronically as one packet/email to [home.visiting@dcyf.wa.gov](mailto:home.visiting@dcyf.wa.gov) by **June 30, 2022 no later than 5 p.m. PDT**. Applications submitted after this date/time or incomplete applications will not be accepted for review.
- Documents may be in pdf format except for the Budget submission must remain in Excel.
- **Applicants/Budgets proposing 12-month annual budgets in excess of \$240,000 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 note the Budget is Question # 10 in the Application, but submitted separately. This is worth 20 points. Applications submitted without Budgets will lose access to the 20 points available, i.e., 20-point deduction from overall score.
- Please use the detailed instructions in this guidance for more specific instructions.

**Supplemental Materials Check List:**

- Tribal Council Letter of Authorization for Applying for these funds
- Model Fidelity Letter\*
- Organizational Chart
- Organization Operating Budget
- 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\*

*Applications that are missing supplemental materials will receive point reductions from their overall score for each missing document.*

*\*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*

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# 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
- Depression Screening
- Well Child Visit
- Child Maltreatment
- Parent-Child Interaction
- Early Language and Literacy Activities
- Developmental Screening
- 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 2022 Tribal Home Visiting 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.

### Building Capacity and Funding Opportunity for Tribal Home Visiting

The Department of Children, Youth, and Families is requesting applications from Washington State Tribal organizations, Tribes, and Urban Indian organizations to implement tribally driven home visiting.

This funding opportunity will provide funding and technical assistance to both expand existing tribal home visiting programs and implement a capacity building process for Tribes or Tribal organizations to develop a new home visiting programs that meets the needs of their communities. A Tribe or Tribal organization must be able to clearly identify the need for services in their community and the role of home visiting in meeting the need. This process for building capacity will support a successful exploration, start-up, or expansion of the selected home visiting model.

### Funding Availability

This funding opportunity makes available up to \$480,000 for evidence-based, research-based and promising home visiting programs within Federally recognized tribes or tribal organizations in Washington to **explore** or **expand** home visiting services to additional tribal families.

### Scope of Funding Requests

Proposals will be accepted to support Exploration/StartUp or Expansion with the following funding parameters:

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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.*



- *Exploration/Start-up Applicants proposing to conduct 6-9 months of initial planning with a first phase contract ranging from \$80,000 to \$120,000 to be followed by annual implementation contracts (beginning July 1, 2023) of up to \$140,000 with the goal of serving caseloads (slots) of 12 to 15 families.*
- *Expansion Applicants proposing expansion implementation contracts ranging from \$30,000 to \$240,000 annually with the goal serving caseloads ranging from 5 to 30 additional families; for guidance, typical tribal programs are sized at \$120,000-\$140,000 per year and serve caseloads of 12 to 15 families.*

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 begin between September or October 1, 2022 through June 30, 2023, and will be negotiate with each awardee individually; this will be followed by annual ongoing contracts running the state fiscal year of July 1 through June 30, and 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.

## Eligibility Requirements

### **Eligible Organizations:**

Eligible Washington State Tribes or Tribal Organizations are eligible to apply for this funding opportunity, regardless of their home visiting implementation phases:

#### ***Exploration Phase***

For Washington State Tribes or Tribal Organizations that are ready to **explore** the need of home visiting within their community. During exploration, the needs and assets of a focus population are explored and compared to potential programs' fit and feasibility within the organizational system context and a program or practice is selected.

#### ***Start-up/Installation Phase***

[Implementation Science research](#) demonstrates that the "Installation Stage" of a new program supports the creation of infrastructure and ensures successful implementation of a program. Through this process, tribal communities will engage in a capacity building process that includes an opportunity for installation of a home visiting program that meets the needs of the Tribe or Tribal organization.

For Tribes or Tribal organizations that have identified the role of home visiting in their community, this process for building capacity will support a successful start-up of the selected home visiting model. This support will include a minimum of two in-person meetings with the

implementing agency present, as well as community leaders and fellow service providers. The building capacity process supports may include: additional supports and information from the home visiting model, presentation to Tribal Council, meeting agenda preparation, guiding questions, facilitation assistance, parent input support to inform the home visiting program, documentation of progress made, and an action plan for the start-up/installation process.

Following the completion of the building capacity process the Department of Children, Youth, and Families anticipates funding one or two Tribes or Tribal organizations to implement their selected home visiting program. Funding for the installation (capacity building) and initial implementation will be available July 1, 2022 through June 30, 2023. Following this period, continued funding is anticipated for program implementation on an ongoing basis.

### ***Expansion Phase***

Washington State Federally recognized Tribes or Tribal organizations that are currently delivering home visiting services that propose to **expand their current home visiting program capacity to serve additional families**. Eligible Tribes or Tribal Organizations may be currently contracted by DCYF/HVSA funds and/or funded by other sources to deliver home visiting services. To be eligible for expansion phase funding, these programs must:

- intend to use these funds to increase the number of families receiving home visiting services within their existing program model, and
- have been fully operational in the existing model for at least one year. 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 to child and permanent caregiver in a dyadic 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)

For exploration applicants, more information about these models will be presented during the May 9th Webinar: Startup Applicant Bidder's Workshop-Model Review.

### 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).

### 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 completed Application Packets (including Proposed Budget and Supplemental Documents) by 5 p.m. PDT on June 30, 2022.** In addition, application finalists may be asked to participate in an interview and presentation in July, 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).
- Please note the Budget is Question # 10 in the Application, but submitted in a separate document. Complete the Budget template accompanying the application in the MS Excel format provided. This is worth 20 points. Applications submitted without Budgets will lose the 20 points available (i.e., 20-point deduction from overall score).
- Gather the Supplemental Documents listed in the Application.
- Submit all of these documents to [home.visiting@dcyf.wa.gov](mailto:home.visiting@dcyf.wa.gov).
- **Application Packets including the application using the provided template, proposed budget using the provided budget template, and supplemental documents must be submitted in one email on or before 5 p.m. PST June 30, 2022. Applications submitted after this time may not be reviewed.**
- Applications that are missing supplemental materials will receive 5-point deductions from their overall score for each missing document.

#### 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 | 30 points  |

|   |            |
|---|------------|
| 4. Proposed Community/Population to be Served and Capacity to Reach | 50 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   | 20 points  |
| 11. Supplemental Documents  | not scored |
| <b>Total Points</b>   | <b>250</b> |

## Submission Instructions

- All applicants must submit a completed Letter of Intent to Apply on or before 5 p.m. PDT May 20, 2022** with full response to all questions on the template provided. The electronic version of this LOI template is available at <https://www.dcyf.wa.gov/services/child-dev-support-providers/home-visiting/funding-opportunities>.
- All applicants must submit a completed Application Packet to include the Application using the provided template, the Proposed Budget using the provided template, and the Supplemental Documents on or before 5 p.m. PDT June 30, 2022.** An electronic version of this application is available at <https://www.dcyf.wa.gov/services/child-dev-support-providers/home-visiting/funding-opportunities>.
  - 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.
- 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' Webinars
    - Tribal Application Bidder's Conference** (~120 minutes)  
**Wednesday, May 4** from 1:30 to 3:30 p.m. PDT  
*highly recommended for all applicants*
    - Tribal Start-Up/Exploration Applicants Bidder's Workshop – Model Review** (~60 minutes)  
**Monday, May 9** from 11 a.m. to 12 p.m. PDT  
*highly recommended for Exploration/StartUp applicants*
    - Tribal Application Technical Assistance Office Hours**  
**Thursday, June 2** from 2 p.m. to 3 p.m. PDT  
*Drop in to ask or hear others' questions*

Join these *virtual* conferences at the following link:

<https://dcyf.zoom.us/j/3096324376?pwd=dEZBUkp5OWc0WDJFaE1sek9JQndKZz09>

Meeting ID: 309 632 4376

Passcode: 235737

One tap mobile

+12532158782,,3096324376#,,,,\*235737# US

Dial by your location

+1 253 215 8782 US (Tacoma) or

+1 213 338 8477 US (Los Angeles)

Meeting ID: 309 632 4376

Passcode: 235737

- **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* June 20, 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/funding-opportunities>. The last updated post of the FAQ document will be June 24, 2022. Please use “2022 HVSA Tribal Home Visiting 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)

#### 4. Application Completion—

- Provide the requested responses to all questions in the application section below within the fields provided, keeping your text within the specified page limit.
- Exploration/StartUp Proposals:

Applicants who are wanting to explore their community’s readiness for Home Visiting, but who are not currently offering any home visiting services using the 9 HVSA-approved models are considered Exploration/StartUp Applicants. These applicants should complete every section throughout the Application template unless specified for Expansion Applicants only; questions specifically for Exploration/StartUp applicants are labeled and have purple instructions. Some tables in this document include cells with blue headers for both Exploration/StartUp Applicants and Expansion Applicants; Exploration/StartUp Applicants should complete these cells. Cells directed for Expansion Applicants (with green headers) should not be completed by Exploration/StartUp Applicants.
- Expansion Proposals:

Applicants wanting to expand their current Home Visiting Program who are currently serving families using one of the 9 HVSA-approved models are considered Expansion Applicants. These applicants should complete every section throughout the Application template unless specified for Exploration/StartUp Applicants only; questions for Expansion Applicants only are labeled and have green instructions. Some tables in this document include cells with blue headers for both Exploration/StartUp Applicants and Expansion Applicants; Expansion Applicants should complete all cells in these tables (with green and blue headers); cells with purple headers specified only for Exploration/StartUp applicants should not be completed by Expansion applicants.
- 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. Tribe Name HV Program Budget; Tribe Name Professional Reference).

## 5. Budget Proposal Completion

- Please follow the directions in the Budget Proposal Section below in completing the Proposed 12-Month Annual Operating Budget for 12 months of operations, as if from July 1, 2022 to June 30, 2023 using the worksheet within the MS Excel *2022 HVSA Tribal Home Visiting Application Budget Template* 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. Applications without budgets will be disqualified.** Final budgets for the first exploration/planning year of may be modified based on the actual term (number of months) of the first contract.
- **Exploration/StartUp** 12-month budget proposal may not exceed \$120,000. An application with a Proposed StartUp Budget that exceeds \$120,000 may be disqualified. Final budgets for the first year of exploration/planning may be modified based on the actual term (number of months) of the first contract.
- **Expansion** 12-month budget proposal may not exceed \$240,000. An application with a Proposed Annual Expansion Budget that exceeds \$240,000 may be disqualified. Final budgets for the first year of implementation may be modified based on the actual term (number of months) of the first expansion contract.
- Name your proposed budget file with “your organization name” and “2022 Proposed Budget” (e.g. *Tribe name 2022 Proposed Budget*).

## 6. 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)

## 7. Application Deadline

- Applications (including all supporting documents) *must be received no later than 5 p.m. PDT on June 30, 2022. No applications, budgets, or supporting documents will be accepted after this deadline for any reason.* It is best to submit your application well ahead of the 5pm 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 Application, Budget and Attachments sections. *Please keep the Values Informing HVSA Funding Decisions (starting on page 11) in mind as you develop your responses to the sections below.*

This Application 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 proposal is successful, your application will be used to:

- **Start the Development of the Statement of Work and Budget for your Contract:** the content in the application will serve refine population and service targets outlined in the contract; costs will serve as the basis for your budget and may be negotiated.
- **Direct Program 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 funds, including the sources and amounts of funding for your entire organization and your current home visiting program. The [federal government](#) transitioned 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. Home Visiting Program Proposal Overview (not scored):**

In **Section 2**, applicants will present an overview of their current program (if applicable) and their proposal. This includes the program model, service capacity (caseload) and budget. These will be considered your proposal, if different from the anticipated numbers in your earlier submitted LOI.

In this section please attend to the column headers and instructions in providing information for your proposal (all applicants), and columns for Expansion applicants only: current HVSA funded, other non-HVSA funded and totals for caseload and budget numbers.

- A. **Current/Proposed Home Visiting Program Name and Model:** Expansion applicants must select from among [this list of 9 models](#); only these models are eligible for this funding opportunity. Exploration/StartUp Applicants may select from the list of 9 or indicate 'Still Exploring' as an option if a model is not known.
- 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; slots are the anticipated caseload you are proposing (the number of families to be served by your program at any given time). All applicants complete the first (blue) column. Expansion applicants must complete all the columns in this table: the next column asks for the number of slots/families on your current caseload. **Please make sure the "new slots/caseload" indicated here align with the caseload numbers you present throughout the entire application, particularly in Section 4 Proposed Community to be Served (sections A and B).**
- C. **Proposed and Current Tribe Served:** The first column reflects the proposed tribe(s) to be served by your home visiting program proposal. For expansion applicants, the next column reflects the tribe(s) your current home visiting program serves.
- D. **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. The next column asks for your current annual budget (Exploration/StartUp applicants leave blank). The requested funding may not exceed \$120,000 for Exploration/StartUp Applicants and \$240,000 for Expansion Applicants; **if the Requested New FY23 HVSA Expansion Funding exceeds these thresholds, this application will be disqualified.** This Requested Funding here should match exactly the Budget Total as submitted in your Section 10 Budget Template excel file.
- E. **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).



- F. **Brief Abstract:** Please provide a short paragraph that summarizes key features of your proposal; consider this information that might be presented in a list of funding awards or a newsletter article.

**3. Advancing Equity and Reducing Disparities (30 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 proposal will contribute towards their community and organization’s work to advance reduce disparities. For example, how will your program proposal specifically address barriers encountered by families and children that result in disparities in their readiness for Kindergarten.

**4. Proposed Community and Capacity to Reach (50 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. Proposed Populations to Be Served:**

- i. Applicants are asked to describe the community they intend to serve with the funds from this funding opportunity, and why.
- ii. *All contractors are expected to enroll participants who each possess **at least two (2) of the priority characteristics** listed in the table below 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. For this tribal funding opportunity, American Indians/Alaska Native families in Washington State must be a population served, and it is checked in the application; applicants should select at least one (1) or more additional population/characteristics to be served.*

|   |   |
|---|---|
| · 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 (i.e., AI/AN families) | · 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. 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 Exploration/StartUp or expansion.

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

i. Staffing Plan: Applicants will present the staffing details of the proposal, how many staff will be funded through this funding opportunity (by the HVSA and other sources). In the Requested Staff FTE column, please provide FTE allocation that reflects only the portion of the FTE needed for this 2022 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 Supervisor 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 sub-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. Exploration/StartUp-Expansion Timeline**

The applicant will depict the timeline by placing an “x” in each relevant cell for the months when the following steps are anticipated to occur: program planning and preparation for program implementation (Exploration/StartUp Applicants only); staff recruitment, staff hiring, and staff training (for all applicants); when home visitors are expected to begin visiting families and when it is expected that the caseload will be full (for Expansion Applicants only). Program planning includes working with DCYF to determine appropriate program model, size/capacity, and service area and other essential components desired to achieve program goals. Preparation for program implementation includes developing the start-up and training timeline and work plan, marketing program to potential partners for referrals into and out of the program, and developing the internal systems within the organization (HR, fiscal, data, etc) to embrace and sustain the new program.

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

This section asks the applicant to describe their approach to recruiting, hiring and retaining staff in the organization. First, applicants will describe the anticipated abilities and challenges to quickly hire and train staff to ramp up the program. 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, particularly the diverse needs, cultures and experiences of the participants in your proposed community. Finally, applicants will share the strengths and weaknesses of their organization with staff retention by directly reflecting on their recent history of turnover (if applicable) of home visitors and/or supervisors, the causes of turnover, and how the program works to retain staff and prevent turnover, particularly in the proposal.

### **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 with this proposal. **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 proposal.

#### **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 home visiting program, including the expected frequency of visits. If services or frequency vary by participant characteristics, this should be summarized. Exploration/StartUp will provide as much of this information as currently known and anticipated. Model selection may result in a change in this area once the program begins implementation.

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 expected to be used, as well as when and how frequent these assessments will occur.

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 (if applicable).

Finally, the applicant is asked to describe how their program addresses needs and issues identified by 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. If you are not yet implementing home visiting in your community, please list other organizations/departments and services delivered with whom your program anticipates you will refer for needed resources to support families.

#### **7. Program Quality, Fidelity and Technical Assistance (25 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 Expansion Applicants that are 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. Exploration/StartUp Applicants are not required to submit this letter.

Finally, program improvement and quality assurance activities are an important element of all HVSA funded programs, so applicants are asked to describe an example of how their program works to improve its methods and delivery using continuous quality improvement (CQI) or other quality

assurance methods. The example should describe 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**, please follow each question's directions specific to **Exploration/StartUp Applicants and Expansion Applicants**. 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.

Data Sharing and Confidential Information: Applicants are asked to acknowledge (by checking the 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 confidential 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 May 4, 2022.

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

**Section 9** explores the organizational and program context for the 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 proposal.

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/infrastructure 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 proposal. 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 (20 points): 12-Month Tribal Budget Proposal**

**Exploration/Start-up Applicants** should prepare an annual planning budget that may range in size from \$80,000 to \$120,000 for year 1, with the expectation that year 2 implementation budget would be up to \$140,000 annually thereafter. The year 2 budget is not expected in this proposal.

**Expansion Applicants** should prepare a 12-month anticipated annual budget, as though the program were running from July 1, 2022 through June 30, 2023. The budget may not exceed \$240,000; typical application runs about \$120,000-\$140,000 per year serving 12-15 families. An application with a 12-month budget that exceeds \$240,000 will not be considered.

1. **Please submit the proposed budget expansion using the MS Excel 2022 HVSA Tribal Home Visiting Application Budget Template provided electronically** with this application and guidance. PDF or other budget formats will not be accepted.
2. Your Budget Proposal is an anticipated, 12-month budget presenting **the costs it would take to fund your proposal** from July 1, 2022 through June 30, 2023; please depict costs **only** for this proposal and **not your entire program budget**. 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. For **Exploration/StartUp Applicant Budgets**, it is expected that this budget will support the process to explore, plan and begin implementation of your home visiting program proposal:
  - a. Your budget proposal should include one-time program planning/exploration and implementation planning
  - b. Your budget proposal should also include one-time only expenses related to program ramp-up such costs related to hiring, initial management, initial training and travel expenses for new staff, purchase of supplies to support new employees, initial model fees, etc.
  - c. The ongoing 12-month implementation budget (to be applicable to your second year of funding) will be prepared and negotiated during the first year of the contract once program parameters are determined.
4. For **Expansion Applicant Budgets**, it is expected that a portion of the first year of funding will support your program ramp-up and a portion will support ongoing expenses once the program is under way or continued.
  - a. Your budget proposal should include one-time only expenses related to program ramp-up such costs related to hiring, initial management, initial training and travel expenses for new staff, purchase of supplies to support new employees, initial model fees, etc.
  - b. Your 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.
5. To complete the budget template:
  - a. Please include your Agency and Program/Model Name in Lines 7 and 8 of the Template.

- b. 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.
  - c. 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.
  - d. 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.
  - e. **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 have at least one representative participate in two semi-annual all HVSA program meetings each year (Fall and Spring) and quarterly model supervisor meetings (if applicable). It is anticipated, but not certain, that one of these meetings will be in-person and one will be virtual; make sure to account for this travel in your proposed budget if applicable. In addition, as will be explained in the Bidders’ Webinar on May 4, 2022, 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.
  - f. 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.”
  - g. 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.
6. 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.
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 Implementation Budget, please review your materials and ensure the following:**
  - a. Your 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 –required for a complete application submission (not scored):***

In order for your application to be eligible for review, applicants must submit the application, budget and all of the following supporting documents. Please note, a 5-point deduction from overall application score will occur for each required supplemental document that is missing from the application packet. 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, if applicable\*  
*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. Exploration/StartUp Applicants are exempt from submitting this letter.*
- 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*  
*List of current board members, including name, role on the board, job title/role in the community, city of residence*
5. Proof of Tax-Exempt Status under the IRS code, if applicable  
*Certification, letter from Secretary of State, other documentation indicating organization is a public or not-for-profit entity.*
6. Most Recent Audited Financials\*  
*Most recent independent financial audit including audited financial statements*
7. Indirect Rate Documentation/Certification, if applicable\*  
*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 July 25 through August 5, 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 August 15, 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 May 4 Bidders' Webinar.