The Department of Children, Youth, and Families (DCYF) requests applications from Family Resource Centers (FRCs) and similar organizations that provide community-based, family strengthening and support services in Washington State.

# Important Dates

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| **Jun 29, 2022** | Informational webinar (optional) |
| **July 11, 2022** | Letter of intent to apply due (required) |
| **July 25, 2022** | Applications due |
| **October 1, 2022 through September 23, 2023** | Initial contract period. (Continued funding is possible for up to 2 additional years.) |

# Background

Strengthening Families Washington (SFWA), a team within the Washington State Department of Children, Youth, and Families (DCYF), is interested in strengthening the capacity of FRCs to provide family support, prevention services and concrete supports to families in Washington. SFWA believes that all families have strengths and that FRCs are one way that community can increase both family strengths and community cohesion. Strengthening Families Washington is guided by the Strengthening Families ProtectiveFactors Framework. (See definition of Protective Factors in Appendix A: Glossary of Terms.) This Request for Application is intended to address some of the needs identified in the 2021 [*Washington State Family Resource Center Landscape Study*](https://www.dcyf.wa.gov/sites/default/files/pdf/SFWA-FRCLandscapeReport-Aug21.pdf), providing specific funds to build capacity of FRCs and similar organizations in Washington.

This application is for capacity building activities including programming provided directly to families and other services and expenditures to enhance your organization’s ability to serve your community and build capacity. Successful applicants will also have the opportunity to receive additional funding to address concrete needs of families served by the organization, including food, diapers, formula, hygiene supplies and other goods. This funding will be provided through separate contracts.

## Family Resource Centers: Description and Benefits

FRCs are described in Washington State statute, [RCW 43.216.010](https://app.leg.wa.gov/RCW/default.aspx?cite=43.216.010) (15) asorganizations that provide a single point of entry to a range of services for anyone in the community. FRCs provide information, assess needs, make referrals to family services, and provide direct delivery of family services by FRC staff or contracted providers. FRCs are welcoming and strengths-based and are designed to meet the needs, cultures, and interests of the communities served. Families and family advocates work in partnership to develop and pursue families’ goals in increasing self-reliance and self-sufficiency. For more on FRCs see the [National Family Support Network website.](https://www.nationalfamilysupportnetwork.org/family-support-programs)

The benefits of FRCs include preventing child abuse and neglect, strengthening families and children, connecting agencies and programs, creating opportunities for community-level coordination, and creating connections to resources and support systems.[[1]](#footnote-1) FRCs are playing an important role in communities around the state, building and maintaining relationships with families and connecting them to supportive programs and resources. During the COVID-19 pandemic, FRCs have built on their key strengths, particularly their relationships with families and community partners, and adapted their approaches to provide concrete, informational, and emotional supports to families at a critical time.[[2]](#footnote-2)

## Washington State Landscape

There is a lot of energy and interest around FRCs in Washington State and nationally. In 2021, Children’s Home Society of Washington was approved by the National Family Support Network to host the newly formed Washington Family Support Network (WFSN) with 46 family resource centers represented from around the state. Children’s Home Society of Washington is leading a planning process to formally define the purpose and goal of the WFSN. DCYF is providing funding to support WFSN including to host two Standards of Quality for Family Strengthening & Support trainings by June 2023.

In March 2021, the Washington State Legislature passed [House Bill 1237](chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/viewer.html?pdfurl=https%3A%2F%2Flawfilesext.leg.wa.gov%2Fbiennium%2F2021-22%2FPdf%2FBills%2FHouse%2520Passed%2520Legislature%2F1237.PL.pdf%3Fq%3D20220217090818&clen=111275&chunk=true) with the goal to “provide a common definition for family resource centers across the state in an effort to establish a core set of principles for existing and newly forming family resource centers.”

In 2021, DCYF commissioned a landscape study of FRCs to better understand the FRCs in the state. Top concerns identified by FRCs surveyed for the resulting [*Washington State Family Resource Center Landscape Study*](https://www.dcyf.wa.gov/sites/default/files/pdf/SFWA-FRCLandscapeReport-Aug21.pdf)included lack of sufficient capacity to meet families’ needs for concrete supports (such as cash supports, diapers, food supports, bus passes, etc.), supportive services (such as mental health care, substance abuse treatment, parent coaching), and advocacy (or case management, family navigation, and one-on-on family supports). The COVID-19 pandemic has increased needs in communities and strained capacity to provide services. At the same time, it has inspired innovation and adaptation to respond to those needs.

There is not a standard tool or metric for assessing which organizations are FRCs. The authors of the *2021 Washington State Family Resource Center Landscape Study* identified six characteristics which they used to assess whether organizations were FRCs. (See Family Resource Centers: Defining characteristics used to assess which organizations were FRCs for the Washington State Family Resource Center Landscape Study in Appendix A: Glossary of Terms.) Using this approach, they identified 63 FRCS in Washington State, and another 21 “near-FRCs” that met most but not all of the characteristics. The identified FRCs are primarily concentrated in Western Washington along the I-5 corridor. It is possible that there are more FRCs and FRC-like organizations across the state, including in Eastern Washington, that were not identified by the study. Nevertheless, based on this analysis and other experience, we conclude that it appears that rural Eastern Washington (DCYF Regions 1 and 2) has limited FRC and family support capacity.

## FRC’s Potential to Help Advance Equity and Reduce Disproportionality

FRCs have the potential to reduce racial and ethnic disproportionalities. Black and American Indian/Alaska Native (AI/AN) children are overrepresented in Washington’s child welfare system. Black, Indigenous, and People of Color (BIPOC) children are underrepresented among children entering kindergarten with the skills they need to be successful, and youth of color are overrepresented in the juvenile justice system[[3]](#footnote-3). While progress has been made, these disparities still persist. In 2017, the out-of-home placement rate was 2.3 times higher for AI/AN children than white children and 1.7 times higher for Black children[[4]](#footnote-4). DCYF is committed to eliminating racial disproportionality and advancing racial equity in our systems [[5]](#footnote-5) and is guided by the federal Administration for Children and Families’ commitment to advancing racial equity[[6]](#footnote-6). We would like to partner with FRCs and similar community-based organizations that are BIPOC-led and embedded, especially in locations where there is the greatest potential to support Black and AI/AN families. As community-based family support organizations that reflect and are responsive to their communities, FRCs have great potential to support and build on the great strengths of BIPOC families and children.

# Funds Available and Period of Performance

The Department of Children, Youth, and Families (DCYF) received one-time, federal American Rescue Plan Act (ARPA) funding to support child abuse and neglect prevention activities during the pandemic. This opportunity is supported with federal ARPA Community Based Child Abuse Prevention (CBCAP) funds.

We will award up to $60,000 per contract period to FRCs and FRC-like organizations to provide prevention services to families and enhance their capacity to serve their communities.

The initial contract period is expected to run from October 1, 2022 through September 30, 2023. Contracts may be renewed for up to 2 additional years, through September 2025.

Successful applicants will also have the opportunity to receive additional funding to address concrete needs of families served by the organization by providing food, diapers, formula, hygiene supplies and other goods. This funding will be provided through separate contracts.

# Funding Focus

This contract can support both services provided directly to families you serve (client services) and other services and expenditures that will enhance your ability to serve your community and build capacity. This could include expenditures that support your organization’s progress toward meeting the definition of an FRC in [RCW 43.216.010](https://app.leg.wa.gov/RCW/default.aspx?cite=43.216.010) (15).

At least 51% of your project budget must be for services provided directly to families. Please complete attached budget form to identify costs categories associated with these activities.

**The following types of activities and services may be funded:**

**Services provided directly to families (client services). These must account for at least 51% of your overall project budget. You may subcontract some of these services. However, costs of subcontracted services will not count toward the required 51% of the budget which must be client services.**

* Case management, including family navigation and one-on-one family supports
* Parenting education classes and groups, including parent-child groups
* Healthy living and life skills classes
* Mental health services
* Child care, including drop off, respite and crisis child care
* Youth programming

**Other allowed services and expenditures. These may not account for over 49% of your overall project budget**

* General outreach and community engagement, such as for raising general awareness about your organization and issue oriented public awareness campaigns
* Staff training, professional development, and other staff enhancements
* Creating or enhancing a culture of diversity, equity, and inclusion
* Parent leadership development and supports, such as training parents for leadership in the organization or community and reimbursing their time and expenses
* Strengthening or establishing community partnerships for improved coordination of community-based services and supports
* Enhancing physical infrastructure, such as renting space for more services or storage or purchasing equipment
* Enhancing organizational infrastructure, such as general operational capacity, data management, administrative and personnel support
* Other capacity building to improve organizational fit with the definition of Family Resource Center in [RCW 43.216.010](https://app.leg.wa.gov/RCW/default.aspx?cite=43.216.010) (15).
* Direct services to families provided through a subcontractor (someone you contract with).

**Funded projects must focus on primary prevention or secondary prevention**. Primary prevention activities are directed at the general population to prevent child abuse and neglect prior to it occurring (universal and whole population approaches). Secondary prevention activities are offered to families experiencing one or more risk factors for child abuse or neglect. **Tertiary prevention services**, which are for families involved with the Child Protective Services system, **are not eligible for this prevention funding.**

Programs should provide family centered and culturally relevant services to the populations they serve. Programs are encouraged to be strengths-based and connected to one or more of the Strengthening Families Protective Factors. (See definition of Protective Factors in Appendix A: Glossary of Terms.)

Please Note: DCYF funds Home Visiting in Washington State through the Home Visiting Services Account. The funds offered in this application cannot be used to support home visiting programming.

# Contractor Expectations and Deliverables

If your application is successful, and we contract with your organization, you will be expected to:

* Develop a project work plan that builds on your application using a template that will be provided by DCYF. Work plan will be due approximately two months after the contract starts.
* Implement your work plan, adapting as needed in consultation with the DCYF contract manager.
* Collect evaluation data by surveying families participating in your program(s) using a tool provided by DCYF and provide aggregate data to DCYF. This will support evaluation of family and system level impacts of FRCs in Washington. DCYF will not request individual family data.
* Submit timely and complete quarterly reports. A report template will be provided by DCYF and will include reflection on progress on the work plan and toward project goals and aggregated data on families served and their satisfaction with services.
* Participate in the Washington State Family Support Network by attending monthly virtual meetings hosted by Children’s Home Society of Washington. (There is no charge for participation in this network at this time.)
* Participate in quarterly check in meetings with the DCYF contract manager for contract monitoring and technical assistance. These may include one in-person monitoring visit if conditions allow.
* Participate in up to 4 group meetings per year with other organizations funded by this funding opportunity.

# DCYF Strengthening Families Team Role

DCYF will support funded applicants with:

* Contract oversight, technical assistance and coaching to support contractors’ achievement of project goals and deliverables.
* Assistance connecting and coordinating with state programs and other partners, as needed.
* Provision of evaluation and reporting tools and surveys.

# Who Should Apply

**This application is open to organizations that provide community-based, family strengthening and support services.** Organizations that fill or aspire to fill the functions of an FRC described in [RCW 43.216.010](https://app.leg.wa.gov/RCW/default.aspx?cite=43.216.010) are encouraged to apply for this funding, whether or not they identify as an FRC.

**Eligible organizations include** 501(c)(3) private non-profit organizations, tribes, tribal organizations, public or private schools, faith-based organizations, and local government entities serving Washington State parents, caregivers and families. For-profit organizations may be eligible; we may require additional information from for-profit organizations to determine eligibility to receive funding.

**To be funded, your FRC Capacity Building Project for the base funding must be intended for primarily primary or secondary prevention of child abuse and neglect**. Proposals that are predominantly for tertiary prevention (focused on families already involved in the child welfare system) are not eligible for this funding. (See definition of Prevention Levels: Primary, Secondary and Tertiary in Appendix A: Glossary of Terms.)

# Priority Communities

Organizations from all areas of Washington State are encouraged to apply. All applications will be considered and serving a priority community does not guarantee funding. This project prioritizes strengthening FRC capacity that serve the following populations and communities:

* **Eastern Washington** (low FRC and family support capacity): Adams, Asotin, Benton, Chelan, Columbia, Douglas, Ferry, Franklin, Garfield, Grant, Kittitas, Klickitat, Lincoln, Okanogan, Pend Oreille, Spokane, Stevens, Walla Walla, Whitman, and Yakima Counties
* **DCYF service areas that manage placement of the greatest number of AI/AN and Black children and have the greatest opportunity to prevent disparities in placement.** Priority will be given to FRCs that serve Black families in the Tacoma, King South-West, and King MLK Child Welfare Office services areas and to FRCs that serve AI/AN families in the Tacoma Child Welfare Office Service area, Spokane County, and Indian Child Welfare (ICW) Region 4. (See Application Section B below for details about these service areas.)

# How to Apply

1. **Email a Letter of Intent to apply for this funding to** [**strengtheningfamilies@dcyf.wa.gov**](mailto:strengtheningfamilies@dcyf.wa.gov) **by 5 p.m., Monday, July 11, 2022. A Letter of Intent is required** for your application to be considered**. Letter of Intent must include** the name and address of the organization, name and contact information of the primary contact for the applicant, and a statement that you intend to apply for this opportunity. **Applications received from organizations who do not submit a notification of intent will not be considered for funding.**
2. **Email one copy (Word or PDF) of the completed application (pages 9 - 16 of this Request for Applications) and all required attachments to** [**strengtheningfamilies@dcyf.wa.gov**](mailto:strengtheningfamilies@dcyf.wa.gov) **by 5 pm, Monday, July 25**.Late or incomplete applications will not be considered.

**Applications must use no less than 11-point font with one-inch margins**.

**Questions**? Contact Marilyn Gisser, 360-701-2529, [marilyn.gisser@dcyf.wa.gov](mailto:marilyn.gisser@dcyf.wa.gov).

# Selection Process

Applications will be screened for eligibility for this funding. Eligible applications will be scored by a panel of reviewers, who will make every effort to be fair and objective. Each section of the application can receive a score up to the maximum listed in the application. In addition to scores, DCYF will also consider geographic distribution and other factors when determining which organizations to contract with.

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|  | **RFA Application** |

Please complete and submit the following to apply for this opportunity**. Application is due 5 p.m. July 25, 2022. You must have submitted a Letter of Intent to Apply by 5 p.m. July 11, 2022 in order for your application to be considered.**

## Applicant Information (Required, not scored)

Please include Section A as the cover sheet for the application narrative. A UEI is not required to apply for funding, but will be required and verified by DCYF prior to issuing a contract.

Organization Name

UEI Number (if available)

Mailing Address

City, State, Zip Code

County

Contact Person Name

Phone

Email

**Person who will sign the contract,** if your organization is selected as a successful applicant.

Name

Email

Applicant organization provides community-based, family strengthening and support services. (check)

### Organization Type (check one)

Please note, if you select “other” as the organization type, additional information may be requested by DCYF if selected as a successful applicant to determine eligibility for funding.

501(c)(3) Private Non-Profit

Tribe or Tribal Organization

Local Government

Public Educational Organization

Private Educational Organization

Other:

## Priority Locations and Populations (3 Bonus points each, up to possible 6 bonus points)

Check all that apply.

**Eastern Washington. Organization serves families living in at least one of these counties:** Adams, Asotin, Benton, Chelan, Columbia, Douglas, Ferry, Franklin, Garfield, Grant, Kittitas, Klickitat, Lincoln, Okanogan, Pend Oreille, Spokane, Stevens, Walla Walla, Whitman, Yakima

**At least half of the families served by the organization fit in any of these criteria:**

**Black families located in any of the following Child Welfare service areas locations:**

* [**Tacoma Child Welfare Office**](https://fortress.wa.gov/dshs/ca/CAOfficesPub/offices/general/OfficeShow.asp?qs_Office=752) service area: (Cities served: Fife, Fox Island, Gig Harbor, Lakebay, Longbranch, Milton, Purdy, Tacoma, University Place, Vaughn, Wauna).
* [**King South-West Child Welfare (DCFS) Office**](https://fortress.wa.gov/dshs/ca/CAOfficesPub/offices/general/OfficeShow.asp?qs_Office=744) service area: (Cities served Algona, Auburn, Des Moines, Federal Way, Kent, Normandy Park, Pacific, Redondo, Sea-Tac, Seahurst, Seattle)
* [**Martin Luther King Jr. Child Welfare Office**](https://fortress.wa.gov/dshs/ca/CAOfficesPub/offices/general/OfficeShow.asp?qs_Office=798) service area: (Cities served: Burien, Normandy Park, Renton, Seattle, Skyway, Tukwila)

**American Indian/Alaska Native families located in any of the following locations:**

* [**Tacoma Child Welfare Office**](https://fortress.wa.gov/dshs/ca/CAOfficesPub/offices/general/OfficeShow.asp?qs_Office=752) service area: (Cities served: Fife, Fox Island, Gig Harbor, Lakebay, Longbranch, Milton, Purdy, Tacoma, University Place, Vaughn, Wauna).
* **Spokane County**
* **Indian Child Welfare (ICW) Region 4 ICW** – Includes DCYF Offices: King East in Bellevue, King West in North Seattle, Office of Indian Child Welfare, West Seattle in the West Seattle area, Martin Luther King Jr. in South Seattle and King Southwest and Southeast in Kent

If you checked any of the priority locations and populations, please explain how you meet this criterion.

### For Sections C-E please answer the following questions using this form. Do not exceed 12 pages.

**Applications MUST use no less than 11-point font.**

## Community Landscape and Engagement

20 points available, 5 per question

1. Describe the community you serve, supporting your description with data. Include demographic information, location, and other relevant characteristics and information about the needs for family support and strengthening and the context for your work.

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1. What is your approach to recruiting and retaining families to your programs and services and how successful have you been at engaging families? If recruitment and retention is not meeting your goals or doesn’t seem to be as successful as desirable, what are your plans for improving family engagement and retention?

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1. DCYF is committed to eliminating racial disproportionalities and advancing racial equity. Black and American Indian/Alaska Native families are overly represented in Washington’s child welfare system and therefore are prioritized for prevention services. We also seek to support services to other people of color. What is the current racial and ethnic composition of the families you serve? If you have goals to serve specific racial or ethnic groups, please share those goals.

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1. Describe key partnerships that help you accomplish your mission and connect families to resources in your community.

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## Applicant Agency Organizational Capacity and Fit with the Definition of FRC

30 points available, 5 per question

1. What is the organization’s mission? How could this funding opportunity help you achieve this mission?

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1. Family Resource Centers (FRCs) are described in [RCW 43.216.010](https://app.leg.wa.gov/RCW/default.aspx?cite=43.216.010) (15) as organizations that provide a single point of entry to a range of services for anyone in the community. FRCs provide information, assess needs, make referrals to family services, and provide direct delivery of family services by FRC staff or contracted providers. FRCs are welcoming and strengths-based and are designed to meet the needs, cultures, and interests of the communities served. Families and family advocates work in partnership to develop and pursue families’ goals in increasing self-reliance and self-sufficiency.

How does your organization meet the RCW description of an FRC? Are there aspects of that description that do not apply to your organization? If applicable, describe how the proposed activities would improve your organization’s fit with the description of Family Resource Centers.

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1. Briefly describe the programs and services offered by the applicant organization including how long you have been offering these programs and services, the number of individuals or families served annually, and the number and types of full-time equivalent (FTE) staff and volunteer positions. Include experience with family support and strengthening and child abuse prevention.

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1. Describe how you assure that staff and services are culturally responsive to the families you serve. To what extent are staff and/or volunteers who deliver services representative of the families you serve? What is your approach to recruiting and retaining representative staff and/or volunteers?

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1. Briefly describe your approach and experience evaluating programs and services. What types of data do you collect and analyze? How do you use your evaluation findings to improve programs and services?

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1. Describe how parents or program participants have been involved in organizational planning and decision-making and will continue to be engaged and participate in this way.

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## Proposed Contract Activities

30 points available. Maximum points per question are indicated at the beginning of each question.

1a. (5 points) Services provided directly to families (client services). Which of the following types of services do you propose to offer with this funding and provide directly by your organization, not a subcontractor? Check all that apply. Please note that the cost of providing these services must account for at least 51% of your overall project budget, as reflected in your budget proposal.

Case management, including family navigation and one-on-one family supports

Parenting education classes and groups, including parent-child groups

Healthy living and life skills classes

Mental health services

Child care, including drop off, respite and crisis child care

Youth programming

Describe the services you propose to use these funds for and that you checked here (question E1a). Include the activities that will occur, how they will be performed, and by whom.

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1b. (3 points) How many people (parents, children, or families and other community members) do you expect to participate in each of the services you identified in question E1a? Explain how you arrived at these numbers. *Note you will be scored on having a clear and reasonable basis for your expected participation, not on how larger the number is.)*

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2a. (5 points) Other services – not provided directly to families. Which, if any, of the following types of services do you propose to offer with this funding? Check all that apply. Cost of providing these services must not account for over 49% of your overall project budget, as reflected in your budget proposal.

General outreach and community engagement, such as for raising general awareness about your organization and issue oriented public awareness campaigns

Staff training, professional development, and other staff enhancements

Creating or enhancing a culture of diversity, equity, and inclusion

Parent leadership development and supports, such as training parents for leadership in the organization or community and reimbursing their time and expenses

Strengthening or establishing community partnerships for improved coordination of community-based services and supports

Enhancing physical infrastructure, such as renting space for more services or storage, purchase equipment

Enhancing organizational infrastructure, such as general operational capacity, data management, administrative and personnel support

Other capacity building to improve organizational fit with the definition of Family Resource Center in [RCW 43.216.010](https://app.leg.wa.gov/RCW/default.aspx?cite=43.216.010) (15).

Direct services to families provided through a subcontractor (someone you contract with).

Describe the services, programs or other activities you propose to use these funds for and that you checked here (Question E2a)? Include the activities that will occur, how they will be performed, and by whom.

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2b. (3 points) Describe the results or impact you expect as a result of the services, programs or activities you proposed in response to question E2b. This could include results experience by your organization, your community, or to the families you serve.

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1. (6 points) Describe how you have determined that the proposed services, programs or activities are a good fit for the proposed community and address community need. How does this proposal address that need? What data support this conclusion? (See Appendix B: Community Needs Resources for some resources that may help you understand and describe community need.)

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1. (4 points) To be eligible for this funding, services, programs or activities proposed must provide or support provision of primary prevention or secondary prevention. Primary prevention activities are directed at the general population to prevent child abuse and neglect prior to it occurring. Secondary prevention activities are offered to families experiencing one or more risk factors for child abuse or neglect. If the proposed services, programs or activities are mainly targeted to families that are already involved in the child welfare system, they are tertiary prevention and will not be funded.

Describe how the proposed services, programs or activities are primary or secondary prevention.

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1. (4 points) Are you proposing any service(s) or program(s) that are new to your organization? If so, describe any training, staffing or other requirements to implement these services or programs and how you will address them so you can implement your proposal within the contract period. If you are proposing to use these funds for any service(s) or program(s) that are already in place, explain why you are requesting funds to support them. Note that this funding cannot replace existing, sustainable funding, but may replace or supplement unreliable funding, such as donations.

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## Budget Proposal (10 points)

Compete the “Budget Proposal” form provided and submit it with your application.

## Attachment: Indirect Rate Agreement - Required if proposed indirect rate is over 10% (Not scored)

**If the indirect rate in your Budget Proposal exceeds 10% of direct expenses**, provide an indirect rate certificate from a federally cognizant agency that demonstrates a current approved rate at or exceeding the rate in the budget worksheet. DCYF cannot approve an indirect rate over 10% unless you have a current federally approved indirect rate.

## Attachment: Letters of Support and Letters of Agreement/Memoranda of Understanding (10 Points)

Attach the following to your application:

* **1 or 2 Parent Letters of Support from parent(s)** who has received services from or participated in at least one program provided by your organization. **Required**. If more than 2 letters are received, only two letters (selected at DCYF’s discretion) will be considered during the review process.
* **1 or 2 Letters of Support from outside organizations or persons who are familiar with your organization.** Letters of Support may include social service providers, advisory committee and board members, community leaders, educators, clergy, business leaders, etc. **Required**. If more than 2 letters are received, only two letters (selected at DCYF’s discretion) will be considered during the review process.
* **If appropriate: Memoranda of Understanding or Letter(s) of Agreement from organizations you are planning on partnering with on this project.** You do not need memoranda or letters from vendors. If you do not have specific organizations collaborating in the program this is not required.

**Application Submission Checklist – Application is Due 5 p.m. July 25, 2022**

Late or incomplete applications will **not** be considered for funding. You must have submitted a letter of intent by 5 p.m. July 25, 2022 for your application to be considered. Complete applications must address each question and include the following documentation:

Application Coversheet (Section A) and Priority Locations (Section B)

Narrative (Sections C-E; not to exceed 12 pages, no less than 11-point)

Budget Proposal (Section F – using provided worksheet)

Attachment G: Indirect Rate Agreement (Required if proposed indirect rate is over 10%)

Attachment H: Letters of Support and Letters of Agreement/Memoranda of Understanding

Signed and dated Application Submission Checklist**.**

I certify that I have the authority to submit this proposal, and that the information in this proposal is true and accurate. If my organization is faith-based, I understand that federal and state law prohibits the use of public funds for religious worship, exercise, instruction or support of any religious establishment: [*http://www.acf.hhs.gov/programs/occ/resource/equal-treatment-regulations-for-faith-based-organizations*](http://www.acf.hhs.gov/programs/occ/resource/equal-treatment-regulations-for-faith-based-organizations)

I understand that my organization will not receive reimbursement for any costs incurred in preparing this proposal. If awarded funding, I understand that our proposal will be incorporated into the final contract.

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| Printed Name and Title |  |
| Signature |  |
| Date |  |

# Appendix A: Glossary of Terms

**Family Resource Center (FRC).** Washington State statutory definition from [**RCW 43.216.010**](https://app.leg.wa.gov/RCW/default.aspx?cite=43.216.010) **(15):**

“Family resource center” means a unified single point of entry where families, individuals, children, and youth in communities can obtain information, an assessment of needs, referral to, or direct delivery of family services in a manner that is welcoming and strength-based. (a) A family resource center is designed to meet the needs, cultures, and interests of the communities that the family resource center serves. (b) Family services may be delivered directly to a family at the family resource center by family resource center staff or by providers who contract with or have provider agreements with the family resource center. Any family resource center that provides family services shall comply with applicable state and federal laws and regulations regarding the delivery of such family services, unless required waivers or exemptions have been granted by the appropriate governing body.

**Family Resource Centers: Defining characteristics used to assess which organizations were FRCs for the** [***Washington State Family Resource Center Landscape Study***](https://www.dcyf.wa.gov/sites/default/files/pdf/SFWA-FRCLandscapeReport-Aug21.pdf)

*Note that we are not using these characteristics to determine whether an organization is an FRC. They are included here for reference.*

* **Place-based** - unified point of entry; welcoming and strengths based; drop-in to use a printer or ask for information; a place for conversations or hanging out.
* **Information, resources, and referrals** - families coming through the door have access to pamphlets describing community resources; offer concrete supports such as food pantries and diaper closets; link families to services in the community.
* **Family advocate(s)** - perform screening, needs and strengths assessment; goal-setting if requested by the family.
* **Direct family support service** - offered by staff or contracted partners includes parent/caregiver education and support programs, life skills advocacy, formal services for children and youth
* **Community building and civic engagement** - events and programs such as community celebrations and fairs, parent leadership program, voter registration, advocacy and advocacy training
* **Family-focused** - activities, programs, and events are intentionally directed towards families (parents, caregivers, children, multigenerational)

**Prevention Levels: Primary, Secondary and Tertiary**

To be eligible for the base FRC Capacity Building funding, services, programs or activities proposed must provide or support provision of primary prevention or secondary prevention.

* **Primary prevention** activities are directed at the general population to prevent child abuse and neglect prior to it occurring.
* **Secondary prevention** activities are offered to families experiencing one or more risk factors for child abuse or neglect.
* **Tertiary prevention** activities are targeted to families that are involved in the child welfare system.

**Protective Factors.** DCYF utilizes the Protective Factors Framework developed by the Center for the Study of Social Policy. These five protective factors contribute to the health and well-being of families and children and are associated with reduced incidence of child abuse and neglect. Enhancing one or more of these protective factors for families is a required outcome for funded programs. Please review relevant protective factors information at [the Center for the Study of Social Policy](http://www.cssp.org/reform/strengtheningfamilies/about)**.**

Programs areas are encouraged to be work on at least one of the following protective factors:

1. Increase parents’/caregivers’ positive **social and emotional competence of children** (also known as **nurturing and attachment**) with their children.
2. Increase parents’/caregivers’ **knowledge of parenting and child development**.
3. Parents/caregivers development of **parental resilience**.
4. Increase parents’/caregivers’ use of effective **social connections**.
5. Increase parents’/caregivers’ **concrete supports**.

**Washington Family Support Network.** The Washington Family Support Network (WFSN) was created in 2021 with Children’s Home Society of Washington serving as the host organization. The WFSN is comprised of FRCs around the state that are working together to advance a shift in practice and financing from crisis intervention for families to upfront prevention efforts that support family well-being. WFSN/Children’s Home Society of Washington is designated as the sole National Family Support Network member for Washington State.

# Appendix B: Community Needs Resources

There are many resources available to determine the needs of your community and we are not requiring the use of any specific needs assessments. The following resources are often utilized by DCYF in understanding community need and are available for public use.

* [Casey Family Programs – Community Opportunity Map](https://www.casey.org/community-opportunity-map/)
* [Department of Children, Youth, and Families, Office of Innovation, Alignment, and Accountability Early Learning Dashboards](https://www.dcyf.wa.gov/practice/oiaa/reports/early-learning-dashboards)
* [Department of Health – Community and State Health Assessment tools](https://www.doh.wa.gov/ForPublicHealthandHealthcareProviders/PublicHealthSystemResourcesandServices/CommunityHealthAssessmentandImprovement/CHA)
* [Department of Social and Health Services, Research and Data Analysis, Community Risk Profiles](https://www.dshs.wa.gov/ffa/research-and-data-analysis/community-risk-profiles)
* Program or community specific needs assessments, interviews, reports that may highlight the needs you describe.

1. [HB 1237 2021-22](https://app.leg.wa.gov/billsummary?BillNumber=1237&Year=2021&Initiative=false) [↑](#footnote-ref-1)
2. [*Washington State Family Resource Center Landscape Study*](https://www.dcyf.wa.gov/sites/default/files/pdf/SFWA-FRCLandscapeReport-Aug21.pdf), 2021. [↑](#footnote-ref-2)
3. [Using Data in DCYF to Advance Racial Equity](https://www.dcyf.wa.gov/sites/default/files/pdf/reports/OIAAEquityData2021.pdf), 2021. [↑](#footnote-ref-3)
4. [Report to the Legislature: Racial Disproportionality and Disparity in Washington State, Washington State Department of Social and Health Services](https://www.dcyf.wa.gov/sites/default/files/pdf/reports/2017DisproportionalityReport-CA.pdf), 2017. [↑](#footnote-ref-4)
5. For more information, please see [The Department of Children, Youth, and Families Strategic Priorities 2021-2026](https://www.dcyf.wa.gov/sites/default/files/pubs/COMM_0058%20DCYF_Strategic_Priorities_2021-2026.pdf). [↑](#footnote-ref-5)
6. Administration for Children & Families, [Equity in Action: Prioritizing and Advancing Racial Equity and Support for Underserved Communities](https://www.acf.hhs.gov/policy-guidance/equity-action-prioritizing-and-advancing-racial-equity-and-support-underserved), 2022. [↑](#footnote-ref-6)