2020
Home Visiting Services Account
Expansion Funding Opportunity

February 14, 2020

Applicant Guidance for
Letters of Intent/Qualifications

Strengthening Families Washington

Washington State Department of
CHILDREN, YOUTH & FAMILIES
# Funding Opportunity Summary & Timeline

**Purpose:** The purpose of this announcement is to present the Home Visiting Services Account 2020 Expansion Funding Opportunity intended to increase the number of families served by the Home Visiting Services Account (HVSA) by approximately 60-75 through a competitive award process. This announcement gives an overview of the priorities associated with the funding opportunity, invites the submission of Letters of Intent/Qualifications (LOIQ), explains the LOIQ submission requirements and template, and describes the LOIQ topic areas and questions. **Organizations interested in pursuing this funding opportunity must submit the Letter of Intent/Qualifications by noon on March 9, completing all of the LOIQ requirements and responding to all of the LOIQ topics/questions in the accompanying HVSA 2020 Expansion Letter of Intent/Qualifications template.** Based upon a peer review of the LOIQs, up to five (5) organizations will subsequently be invited as finalists to formally apply and interview for the expansion funding. Finalists will be expected to complete the finalist application and participate in an interview to occur in May. This announcement and the Full Expectations of the Letter of Intent/Qualifications are available electronically at https://www.dcyf.wa.gov/services/child-dev-support-providers/home-visiting. The complete instructions for the Letter of Intent/Qualifications are below. The finalist application and instructions will be provided to those organizations invited to participate in the finalist application/interview process at the time of invitation.

<table>
<thead>
<tr>
<th>Total Funding Available</th>
<th>up to $500,000 to serve 60 to 75 additional families</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scope</td>
<td>LOIQs will be accepted ranging in scope of serving 10 to 40 families, with a maximum annual funding request of $200,000 per proposal. Proposals with 12-month annual budgets in excess of $200,000 will not be considered.</td>
</tr>
<tr>
<td>Eligible Organizations</td>
<td>Organizations are eligible to apply for these funds if they are currently funded by DCYF/HVSA and/or other funding sources to deliver home visiting services that propose to expand their current home visiting program capacity to serve additional families. These may include: local government agencies including health departments and school districts, nonprofit organizations, educational institutions, and federally recognized Tribes located in Washington State.</td>
</tr>
<tr>
<td>Eligible Home Visiting Programs</td>
<td>Programs intending to increase the number of families served using their existing model and that have been <strong>fully operational for a minimum of 12 months</strong> as of March 1, 2020. Fully operational means that for the duration of the 12 months since March 1, 2019 (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.</td>
</tr>
<tr>
<td>Prior Recipients/Awardees of FY19 and FY20 HVSA Funding Opportunities</td>
<td>Organizations are ineligible to apply in this procurement process for 2020 HVSA Expansion Funding if they have received funding in the previous 2 DCYF/HVSA procurements (e.g. applied for and awarded funding through 2018 HVSA Start-Up or 2018 HVSA Expansion or 2019 HVSA Expansion Opportunities).</td>
</tr>
<tr>
<td>Eligible Models</td>
<td>The following voluntary program models currently operating in Washington State are eligible for expansion: 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+, Steps Towards Effective Enjoyable Parenting (STEEP), and Child Parent Psychotherapy (CPP).</td>
</tr>
<tr>
<td>Expansion Service Area</td>
<td>This funding opportunity will make available funds only to programs offering expansion of services for the following:</td>
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<tr>
<td></td>
<td>• Into one or more of the 22 school locales identified in this document based on their assessed level of risk through the 2018 Home Visiting Expansion Plan</td>
</tr>
</tbody>
</table>
- To federally recognized Tribes in Washington State, or serving tribal communities through a federally recognized tribal organization,
- To Pend Oreille County

**Contract Term:** Anticipated July 1, 2020 to June 30, 2021 (to be followed by ongoing annual contracts running the state fiscal year of July 1 through June 30 of subsequent years, subject to available funds).
# Key Dates: 2020 HVSA Expansion Procurement

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>Feb 14, 2020, 5 pm</td>
<td>Letter of Intent/Qualifications Template and Guidance Released</td>
</tr>
<tr>
<td>Feb. 24, 2020 10 am</td>
<td>Webinar: LOIQ Bidder’s Conference (90 minutes) <em>Recommended for all applicants.</em></td>
</tr>
<tr>
<td>Feb. 28, 2020 5 pm</td>
<td>Deadline for Questions about the LOIQ to HV Inbox</td>
</tr>
<tr>
<td>Mar. 3, 2020</td>
<td>LOIQ FAQ Posted on DCYF Home Visiting Web Site</td>
</tr>
<tr>
<td>Mar. 9, 2020 Noon</td>
<td>Deadline for Letter of Intent/Qualifications <em>(Required)</em> <em>(please note - at this point no communication will be released from DCYF with the exception of finalists until the entire process is completed)</em></td>
</tr>
<tr>
<td>Mar. 10 – 18, 2020</td>
<td>Peer Review of LOIQs</td>
</tr>
<tr>
<td>Mar. 23, 2020</td>
<td>Notice to Successful Finalist Applicants of Invitation to Apply and Interview <em>(approximately 5 applicants will be invited to apply for funding)</em></td>
</tr>
<tr>
<td>Apr. 2, 2020 10:30 am</td>
<td>Webinar: Invited Finalist Applicants Bidder’s Webinar (90 minutes)</td>
</tr>
<tr>
<td>Apr. 20, 2020 5 pm</td>
<td>Deadline for Finalist Applications Questions about the LOI to HV Inbox</td>
</tr>
<tr>
<td>Apr. 24, 2020</td>
<td>Last FAQ for Finalist Applications Posted on DCYF Home Visiting Web Site</td>
</tr>
<tr>
<td>May 1, 2020 noon</td>
<td>Deadline for HVSA FY21 Expansion Applications</td>
</tr>
<tr>
<td>May 4-22, 2020</td>
<td>Panel Review of Finalist Applications</td>
</tr>
<tr>
<td>May 11-22, 2020</td>
<td>Finalist Applicant Presentations and Interviews <em>(to be scheduled individually)</em></td>
</tr>
<tr>
<td>May 28, 2020</td>
<td>Announcement of Awardees for FY21 HVSA Expansion</td>
</tr>
<tr>
<td>Jun. 1-30 2020</td>
<td>Contract Negotiations</td>
</tr>
<tr>
<td>July 1, 2020</td>
<td>Anticipated Expansion Contract Execution/Start Date</td>
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</tbody>
</table>

All times are PST

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**Contact Information:**

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

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**LOIQ Submission Instructions:**

- All Letters of Intent/Qualifications funding and supplemental materials must be submitted electronically as one packet/email to [home.visiting@dcyf.wa.gov](mailto:home.visiting@dcyf.wa.gov) by March 9, 2020 at noon PST. Letters of Intent/Qualifications submitted after this date will not be accepted.
- Documents may be in pdf format
- Please use at least Arial 10pt font with 1” margins throughout.
- Please use the detailed instructions in this guidance for more specific instructions.

**Supplemental Materials Check List:**

- Current Home Visiting Program Total Budget *(excluding this proposed expansion)*
- Organization Letter of Professional Reference
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Home Visiting Services Account Overview

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\(^1\) 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\(^2\) (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 2018-19, the HVSA has issued 41 contracts with local implementation agencies (LIAs) to provide home visiting in communities throughout Washington for an annual investment of $13.9 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.”

Expenditures

According to legislation HVSA funds must be:

1. 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

2. 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:

1. 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.

2. Diverse Representation: The HVSA seeks that the portfolio of funded programs includes representation from diverse geographic, racial and cultural communities.

3. Funding a Range of Capacity: The HVSA invests in a wide range of program capacity, including small, medium, and large organizations.


\(^2\) Full text of the HVSA statute is accessible at: http://app.leg.wa.gov/rcw/default.aspx?cite=43.216.130

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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).

Ounce 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 Ounce Washington (formerly Thrive 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-Assessment 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.
Funding Opportunity Description

Background

The Department of Early Learning conducted a home visiting scan in the Fall 2017 which identified 8,852 slots for home visiting across 9 models in Washington. Currently, the HVSA funds approximately 2,400 slots; this amounts to 25% of all voluntary, early childhood home visiting in Washington. The slots available contrasts starkly with the need; based on the 2017 Home Visiting Needs Assessment, an estimated 126,157 families would benefit from home visiting.

In the 2020 State fiscal year budget, the Legislature authorized funds to expand the reach of home visiting in the state. 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 a report proposing a plan to expand home visiting to scale. This report, Opportunities and Considerations for Expanding Home Visiting Services in Washington State, (available at https://www.dcyf.wa.gov/sites/default/files/pdf/reports/HVReport2019.pdf) presented a scenario for full-scale expansion of home visiting across Washington State to reach a minimum saturation of home visiting services in every county based upon findings from the 2017 Home Visiting Needs Assessment. The 2019 Expansion Funding Opportunity reflects an initial step guided by the methodology detailed in the expansion plan.

Funding Availability

This funding opportunity makes available up to $500,000 for evidence-based, research-based and promising home visiting programs in Washington State to expand their home visiting services to additional families.

Scope of Funding Requests

Proposals will be accepted ranging in scope from serving 10 to 40 families, with a maximum annual funding request of $200,000 per proposal. Regardless of the level of funding requested or awarded, contractors will be required to maintain model fidelity (as defined by the model proposed) and participate in all training, technical assistance, and evaluation activities. Applicants will not be prioritized based on the amount (high or low) of their budget request.

Funding Period

The funding period will be July 1, 2020 through June 30, 2021 followed by likely ongoing annual contracts running the state fiscal year of July 1 through June 30. 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. While DCYF is aware of the need to keep funding at pace with costs of service delivery, there is no guarantee of annual funding increases.

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

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

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

**Eligible Programs:**
Home visiting programs are eligible to apply if they

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

Fully operational means:

- In good standing with model fidelity requirements;
- Adequately staffed to meet caseload expectations;
- Have enrolled and served families for a minimum of 12 months as of September 1, 2019.

Prior Recipients/Awardees of FY19 and FY20 HVSA Funding Opportunities: Organizations are ineligible to apply in this procurement process for 2020 HVSA Expansion Funding if they have received funding in the previous 2 DCYF/HVSA procurements (e.g. applied for and awarded funding through 2018 HVSA Start-Up or 2018 HVSA Expansion or 2019 HVSA Expansion Opportunities).

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

- Child Parent Psychotherapy (CPP)
- Early Head Start Home-Based Program (EHS)
- Early Steps to School Success (ESSS)
- Family Spirit
- Nurse-Family Partnership (NFP)
- Outreach Doula
- ParentChild+ (formerly Parent-Child Home Program)
- Parents as Teachers (PAT)
- Steps Toward Effective, Enjoyable Parenting (STEEP)
Eligible Service Population:
All organizations supported through this funding must prioritize recruitment and enrollment of families experiencing high levels of vulnerability, and they must demonstrate their experience at successfully reaching these groups.

Priority Communities:
While the 2018 Legislative Report, Opportunities and Considerations for Expanding Home Visiting Services in Washington State, presented a scenario for full-scale expansion of home visiting, the 2020 Expansion Funding Opportunity reflects guidance by the methodology detailed in the expansion plan. The plan is based upon the work of the 2017 Home Visiting Needs Assessment\(^4\), which calculated needs in geographic regions identified as “school locales”; a school locale is defined as a school district or group of similar and geographically adjacent school districts with at least 20,000 residents. To develop the scenario, DCYF used the risk index for each school locale based on the weighted average of multiple risk indicators across five domains (maternal and child health, socioeconomic status, education, home environment, and drug and alcohol abuse) and normalized the scores from 1 to 5 (1 representing highest risk).

This funding opportunity will make available funds to only programs offering expansion of services into those 22 school locales that had the highest risk index score based on data from the 2017 Home Visiting Needs Assessment, and federally recognized tribes in Washington State, recognized tribal organizations planning to serve tribal communities in Washington State, and Pend Oreille County. Please see the Attachment 1 at the end of this guide for more detailed map and listing of school districts within each of these locales (grouped by primary county).

### School “Locale”
<table>
<thead>
<tr>
<th>School “Locale”</th>
<th>School Districts in each Locale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grand Coulee Dam</td>
<td>Bridgeport, Coulee-Hartline, Grand Coulee Dam, Mansfield, Nespelem, Soap Lake, Warden, Wilson Creek</td>
</tr>
<tr>
<td>Clarkston</td>
<td>Asotin-Anatone, Clarkston</td>
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<tr>
<td>Longview</td>
<td>Longview</td>
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<tr>
<td>Pasco</td>
<td>Pasco</td>
</tr>
<tr>
<td>Othello</td>
<td>North Franklin, Othello</td>
</tr>
<tr>
<td>Moses Lake</td>
<td>Moses Lake</td>
</tr>
<tr>
<td>Ephrata</td>
<td>Ephrata, Quincy</td>
</tr>
<tr>
<td>Aberdeen</td>
<td>Aberdeen, Cosmopolis, Hoquiam</td>
</tr>
<tr>
<td>Ocosta</td>
<td>Boistfort, North River, Ocosta, Pe Ell, Raymond, South Bend, Willapa Valley</td>
</tr>
<tr>
<td>Highline</td>
<td>Highline</td>
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<tr>
<td>Bremerton</td>
<td>Bremerton</td>
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</tbody>
</table>

### School “Locale”
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<thead>
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</tr>
</thead>
<tbody>
<tr>
<td>Centralia</td>
<td>Centralia</td>
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<tr>
<td>Omak</td>
<td>Okanogan, Omak</td>
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<tr>
<td>Tonasket</td>
<td>Methow Valley, Oroville, Tonasket</td>
</tr>
<tr>
<td>Tacoma</td>
<td>Tacoma</td>
</tr>
<tr>
<td>Clover Park</td>
<td>Clover Park</td>
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<tr>
<td>Franklin Pierce</td>
<td>Franklin Pierce</td>
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<tr>
<td>Spokane</td>
<td>Spokane</td>
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<tr>
<td>Yakima</td>
<td>Yakima</td>
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<tr>
<td>Toppenish</td>
<td>Toppenish, Union Gap, Wapato</td>
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<tr>
<td>Sunnyside</td>
<td>Grandview, Sunnyside</td>
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<tr>
<td>Goldendale</td>
<td>Bickleton, Goldendale, Mabton, Mount Adams</td>
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</table>

### Additional Priority Communities/Eligible Applicants
<table>
<thead>
<tr>
<th>Application Focus</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Proposal to serve families in Pend Oreille County</td>
</tr>
<tr>
<td>2. Federally Recognized Tribe in Washington State</td>
</tr>
<tr>
<td>3. Federally Recognized Tribal Organization serving tribal communities in WA</td>
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</tbody>
</table>

\(^4\) The 2017 Home Visiting Needs Assessment (available at [https://www.dcyf.wa.gov/services/child-dev-support-providers/home-visiting/hvs)](https://www.dcyf.wa.gov/services/child-dev-support-providers/home-visiting/hvs) estimates the distribution of families across the state who may benefit from home visiting services.
Priority Populations

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

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

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

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).

**Funding Priorities for the 2020 HVSA Expansion Funding Opportunity**

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.

Overarching HVSA funding priorities include:

- **Community need:** Utilizing the 2017 HV Needs Assessment 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 of the 22 identified school locales, Pend Oreille County, 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 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 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?
Letter of Intent/Qualifications Instructions

General Instructions

All candidates intending to apply for 2020 HVSA Expansion Funds under this announcement must submit a Letter of Intent/Qualifications to Apply (LOIQ). LOIQs will be reviewed and scored by a panel, and limited candidates with be invited to apply for this funding opportunity. Candidates who do not submit an LOIQ by the deadline will be ineligible to apply.

1. Complete the LOIQ template and Supplemental Documents described in this guidance and available electronically at https://www.dcyf.wa.gov/services/child-dev-support-providers/home-visiting.
2. Submit the form to home.visiting@dcyf.wa.gov.

Expansion LOIQ Overview

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

1. Organization Information (unscored)
2. Current Program Overview (eligibility and 10 points)
3. Expansion Proposal Overview (10 points)
4. Profile of Community to be Served (15 points)
5. Anticipated Staffing (25 points)
6. Participant Engagement (20 points)
7. Organization Capacity (25 points)
8. Supplemental Documents (15 points)

Formatting

1. All applicants must submit a completed LOIQ by noon PST March 9, 2020 with full response to all questions below. An electronic version of this application at https://www.dcyf.wa.gov/services/child-dev-support-providers/home-visiting.
2. Completed LOIQs must be typed in Arial 10pt font (or equivalent/larger), with all margins no less than 1”. LOIQs excluding the Supplemental Documents may not exceed 10 pages in length. You may use the template to draft your letter; if not, please organize your letter using the organization, headings and question topics presented in the document. Any pages in excess of the 10-page limit will not be included in the review process.

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:

- LOIQ Bidder’s Webinar (highly recommended) on February 24, 2020 at 10:00 am – 11:30 am PST
  To join the webinar via Webex, please access the following link: 2020 HVSA Expansion LOIQ Webinar or https://wadcyf.webex.com/wadcyf/j.php?MTID=mba0d6828fb6cdda50b60369a515adae
  If you encounter difficulties accessing the webinar, please email the home visiting inbox at home.visiting@dcyf.wa.gov.
• **Finalist Application Bidder’s Webinar** (highly recommended) April 2, 2020 at 10:30 am – noon PST
Registration link will be provided to finalists.

• **Questions about the LOIQ:** Questions may be submitted to the HV inbox (home.visiting@dcyf.wa.gov) through 5pm February 28, 2020. Questions submitted prior to the Bidder’s Webinar on February 24 and those asked during the Webinar will be answered during the Webinar. All questions submitted to the HV inbox by 5pm February 28, 2020 and those asked during the webinar will be documented and offered responses to be assembled into one FAQ document to be posted Tuesday March 3, 2020 at [https://www.dcyf.wa.gov/services/child-dev-support-providers/home-visiting](https://www.dcyf.wa.gov/services/child-dev-support-providers/home-visiting). When submitting questions to the HV Inbox, please use “HVSA 2020 Expansion LOIQ Question” in the title of your email.

• **Questions about program elements or model fidelity:** Please connect with your Ounce Washington technical assistance provider/state model lead:
  
  Nurse-Family Partnership: Elizabeth Kang, ekang@ounceofprevention.org
  Parents as Teachers: Cassie Morley, cmorley@ounceofprevention.org
  Parent-Child+: Pamela Williams, pwilliams@ounceofprevention.org
  All other models: Catherine Blair, cblair@ounceofprevention.org

**LOIQ Completion**

1. Provide the requested responses to all questions in the LOIQ section below within the fields provided, keeping your responses as brief and descriptive as possible. All questions are required and will be scored.

2. Assemble all of your supporting documents in electronic format.
   
   • Name ALL your supporting document files using your organization name and the document title. For example, e.g. ABC Public Health Department HV Program Budget; ABC Public Health Department Professional Reference).

3. Submission
   
   • To submit your LOIQ, email it and supporting documents in 1 email packet to home.visiting@dcyf.wa.gov.

4. Application Deadline
   
   • LOIQs (including all supporting documents) must be received no later than noon PST on March 9, 2020. No LOIQs or supporting documents will be accepted after the deadline for any reason.

**Special Instructions**

The section below provides additional special instructions that will help inform responses to the multiple sections of the LOIQ. *Keep the funding priorities in mind while developing responses to the sections below.*

**1. Organization Information (unscored):**

Section 1 asks primarily for details and contact information of the organization submitting the LOIQ.

**2. Current Program Overview (determines eligibility, worth 10 points):**

Present high-level details of the existing home visiting program including:

- Program name and model, choosing from the indicated list
• Current program annual 12-month budget, preferably within the date parameters of the state fiscal year July 1 2019 through June 30 2020 (without expansion dollars)

• Current program service capacity – e.g. the number of families on your caseload in a typical month

• The dates at which your program became recognized for meeting model fidelity, was fully staffed, began enrolling families, and reached full family enrollment

• Your current program staffing plan, assuming positions are filled.

3. Expansion Proposal Overview (worth 10 points):
This section asks for you to present your best anticipated details of the proposed expansion. If you are invited to submit a Finalist Application, you will be asked to provide more detail in this topic area; in the Finalist Application you may refine these numbers.

• Anticipated Budget: Your anticipated annual funding expansion proposal, may not exceed $200,000. Please do not add in your current program budget to this number

• Anticipated Expansion Service Capacity: the number of additional families and children in a typical month (caseload) that the expansion proposal will support serving. Please do not add in your current capacity to this number.

• Abstract: Provide a brief summary of your proposed expansion that would make your proposal meaningful as a stand-alone paragraph or two.

4. Profile of Community to be Served (worth 15 points):
In this section, we want to learn the geographic area you are proposing to serve and how your organization is best positioned to serve that area. If you are invited to submit a Finalist Application, you will be asked to provide more detail in this topic area; however, your program will be held to the service area depicted in this LOIQ if a contract is awarded.

• Identify each school locale(s) or tribe to be served from the list presented on p.11 of this document or further detailed in the attachment. A geographic depiction of the school locales is found in Attachment 1 to this guide, where each school locale is also defined by the school districts it contains. For each school locale, please also indicate the county (or counties) in which that locale is located and your anticipated number of families to be served in a typical month (caseload).

• Community Reach: please describe how your program/organization is best positioned to reach and serve this geographic area. This includes how your program currently connects with the community and local services; if this is a new area of service, please describe any current relationships and connections and how you propose to develop and enhance connections to be able to serve the proposed area.

5. Anticipated Staffing (worth 25 points):
In this section, please describe your anticipated staffing plan to meet the needs of the geographic area and the number of families being proposed in this LOIQ. The staffing plan consists of those additional FTEs you will hire, their qualifications and training, as well as reflective supervision. If you are invited to submit a Finalist Application, you will be asked to provide more detail in this topic area; in the Finalist Application you may refine these numbers, and it will be your Finalist Application that will influence your contract content should one be awarded.
• **Staffing Plan** – Please estimate the number of **new** FTEs you anticipate hiring who will be **funded entirely** through this proposed expansion.
  
  o **Home Visitors**: Staff that directly delivers home visiting services (including those you may subcontract with to deliver home visiting)
  
  o **Supervisor**: Staff that administers supervision to home visitors (including those you may subcontract with to supervise home visitors)
  
  o **Other Staff**: Includes any management, administrative, data collection, and other direct service staff
  
  o Please ensure that your staffing levels are consistent and aligned with the expectations of your home visiting model to serve the number of families proposed through this expansion.
  
  o 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.
  
  o Provide FTE allocation that reflects only the portion of the FTE needed for this proposed expansion. For example: If your existing program staffs a 0.7 FTE home visitor, and the expansion will add 0.3 FTE (increasing the position to a 1.0 FTE), enter only .3 FTE.
  
• **Staff Qualifications** – Briefly describe the staff qualifications expected by your home visiting program model and your organizational. This may include education, skills, experience and other qualities.

• **Staff Training** - Briefly describe initial and ongoing training and professional development provided to staff in your home visiting program, either as expected by the home visiting program model or by your organization.
  
  o **Initial Training**: Describe training that home visitors and/or supervisors are required to complete prior to implementation of the home visiting model or components of the home visiting model, in order to maintain model fidelity and as required by your organization.
  
  o **Ongoing Training and Professional Development**: Describe training that home visitors and/or supervisors must complete on a regular or recurring basis to maintain model fidelity and as required by your organization.

• **Reflective Supervision** is a 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. Please describe who within your organization provides Reflective Supervision (RS) to home visitors and who provides RS to Supervisors, and describe how those individuals are trained in Reflective Supervision.

6. **Participant Engagement (worth 20 points):**

In this section we are interested in understanding briefly how your program addresses participant engagement through current and planned efforts. **If you are invited to submit a Finalist Application, you may be asked to provide more detail in this topic area.**

• Challenges and successes in participant recruitment, enrollment, and engagement: Sustaining participation is an ongoing and complex challenge faced by all home visiting programs. Please describe honestly how your program currently experiences and addresses engaging participants from outreach to sustaining their participation.
• Sustaining family engagement: describe your strategies for keeping participants in your program. This may include current and planned approaches.

7. Organization Capacity (worth 25 points):
This section explores the organizational and program context for the expansion proposal. To be successful, home visiting programs must be housed within organizations that will offer support and guidance from the policy and program level. The HVSA is seeking to learn about the applicant organization’s management and structure, and how the home visiting program fits within the overall strategic direction and priorities of the organization. If you are invited to submit a Finalist Application, you will be asked to provide more detail in this topic area.

• Organization Summary: Briefly summarize your organization, its mission, history, goals and activities. In addition, describe your leadership’s structure and staff as well the infrastructure supporting this home visiting program.

• Organization Relationship to Home Visiting: Describe the commitment and relationship of the organization to the home visiting program.

• Evaluation and Data Collection: Briefly describe existing the home visiting program’s approach to evaluation data collection as well as the data management system being used. Of particular interest are any efforts to track program outcomes and performance indicators, participant enrollment and service utilization, and participant demographic information.

8. Supplemental Documents:
We are requesting 2 additional documents as part of your LOIQ, and these must be submitted along with the LOIQ to be eligible for review; however, they do not count in the overall page limitation. Please make sure all document names include your organization name and the title of the document (listed below).

• Home Visiting Program Total Annual, 12-month 2020 Budget
• Organization Letter of Professional Reference
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 of LOIQ:** DCYF staff review all LOIQs to ensure compliance with the eligibility and other requirements outlined in the LOIQ packet.

2. **Individual Peer Review of LOIQ:** All proposals are reviewed and scored individually by peers with knowledge of home visiting; the panel may also include parents.

3. **Collaborative Peer Review of LOIQ:** Peer reviewers (those who conducted the individual reviews) evaluate and score the proposals collectively to make recommendations for a slate of finalists.

4. **Finalist Application and Interviews/Review:** Finalists will be required to complete a finalist application and participate in a 90-minute Interview to include a short presentation and Question/Answer Session to a finalist review panel. The application components and instructions will be made available upon notification of finalist status. At that same time, the interview/presentation date and time will be scheduled. The interview will be via audio-visual remote for (remote presentations must include visual interface); finalists will be responsible for arranging their own video technology or video equipment (please reach out if assistance is needed).

5. **Funding Decisions:** The decision to contract with applicants will be determined according to the priorities outlined in the Funding Priorities section of this LOIQ Guidance document and the subsequent Finalist Application Guidance document. All funding recommendations will be evaluated by the HVSA Management Team. A final contract award may differ from the applicant budget request, based upon negotiation and available funding.

Finalist Notification

Applicants will be notified of award/non-award status by May 28, 2020.

Awardee/Contractor Requirements

**Proposed Deliverables**

For awarded contractors, the LOIQ and 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 presented in their proposal. It is therefore critical that the deliverables proposed in the application are well-informed and meet HVSA requirements.

**Data Collection and Quality Improvement Activities**

To be presented in more detail during the Bidder’s LOIQ Webinar on February 24 2020, 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:
  o Number of families served
  o Names of family members receiving services (primary caregiver and target child)
  o Individual client identifier such as date of birth
  o Dates of service (by month); and
  o Annual amount expended
• Using the HVSA methodology and with support from Ounce 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.
Attachment 1: School Locales Eligible for 2020 HVSA Expansion Funding

2019 HVSA Expansion Plan Map of School Locales

Shaded areas show the 22 school locales eligible for 2019 HVSA expansion. A school locale, as defined in the Expansion Plan is a school district or group of similar and geographically adjacent school districts with at least 20,000 residents. Black lines represent county boundaries. Gray lines represent school district boundaries. School locale boundaries (and school district boundaries) may cross county boundaries.
### School Locales Eligible for 2020 HVSA Expansion Application

<table>
<thead>
<tr>
<th>Locale</th>
<th>“School Locale”</th>
<th>School district(s) within each school locale</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Spokane</td>
<td>Spokane</td>
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<tr>
<td>14</td>
<td>Yakima</td>
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<td>Sunnyside</td>
<td>Grandview, Sunnyside</td>
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<td>Goldendale</td>
<td>Bickleton, Goldendale, Mabton, Mount Adams</td>
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<tr>
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<td>Toppenish</td>
<td>Toppenish, Union Gap, Wapato</td>
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<tr>
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<td>Othello</td>
<td>North Franklin, Othello</td>
</tr>
<tr>
<td>28</td>
<td>Clarkston</td>
<td>Asotin-Anatone, Clarkston</td>
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<td>29</td>
<td>Pasco</td>
<td>Pasco</td>
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<tr>
<td>31</td>
<td>Tonasket</td>
<td>Methow Valley, Oroville, Tonasket</td>
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<tr>
<td>32</td>
<td>Omak</td>
<td>Okanogan, Omak</td>
</tr>
<tr>
<td>33</td>
<td>Grand Coulee Dam</td>
<td>Bridgeport, Coulee-Hartline, Grand Coulee Dam, Mansfield, Nespelem, Soap Lake, Warden, Wilson Creek</td>
</tr>
<tr>
<td>34</td>
<td>Ephrata</td>
<td>Ephrata, Quincy</td>
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<tr>
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<td>Moses Lake</td>
<td>Moses Lake</td>
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<td>Aberdeen, Cosmopolis, Hoquiam</td>
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<td>Bremerton</td>
<td>Bremerton</td>
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<tr>
<td>111</td>
<td>Longview</td>
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