

## COOPERATIVE AGREEMENT

### Cooperative Agreement for the Strengthening Child Welfare Systems to Achieve Expected Child and Family Outcomes Grant Program

HHS-2018-ACF-ACYF-CO-1360

As provided by the terms of the Federal Grant and Cooperative Agreement Act of 1977 (P.L. 95-224), the attached financial assistance award establishes a cooperative agreement between the Administration on Children, Youth and Families (ACYF), Children's Bureau (CB) and the **Washington State Department of Children, Youth, and Families, Grant #90CO1137**. Pursuant to P.L. 95-224, this cooperative agreement provides for substantial federal programmatic collaboration or participation of the Children's Bureau in activities that the Grantee will implement in accordance with the provisions of the approved financial assistance award. This cooperative agreement establishes close monitoring by CB of the requirements stated in Funding Opportunity Announcement (FOA) number HHS-2018-ACF-ACYF-CO-1360 that may limit the grantee's discretion with respect to program activities. The Children's Bureau may, in order to ensure compliance with the intent of this funding, exceed those federal stewardship responsibilities customary for grant activities.

The purpose of this cooperative agreement is to support the development, implementation, and evaluation of strategies that focus on improving adoption outcomes by improving basic social work and organizational practice and eliminating systemic barriers. Projects will address site-specific issues related to achieving permanency and improving agency performance on Permanency Outcome 1 (Children have permanency and stability in their living situations) and one or more of the following Child and Family Services Review (CFSR) outcomes:

- Safety Outcome 2 (S2): Children are safely maintained in their homes whenever possible and appropriate.
- Permanency Outcome 2 (P2): The continuity of family relationships and connections is preserved for families.
- Well-Being Outcome 1 (WB1): Families have enhanced capacity to provide for their children's needs.

Projects will also implement strategies that address at least one or more of the following systemic factors: statewide information system; case review system; quality assurance system; staff and provider training; service array and resource development; agency responsiveness to the community; and foster adoptive parent licensing, recruitment, and retention.

Project activities should align with one or more of the following child welfare practices related to ensuring an approach that is family-focused and driven by basic social work skills:

- Strengthening of partnerships between state, tribal, and county systems, courts, and community partners, including faith-based organizations;
- Effective engagement of children, youth, and families, including fathers;

- Appropriate concurrent planning focused on the achievement of timely permanency for children and families;
- Appropriate assessment and mitigation of safety and risk factors in families, as well as timely and individualized provision of services, resources, and supports for children and parents of youth in foster care and receiving in-home services;
- Ensuring the timeliness and quality of court filings, hearings, reviews, and orders; and/or
- Strengthening parents' capacity to protect and provide for their children.

### **Responsibilities of the Grantee.**

1. The Grantee and its partners will meet all of the requirements described in funding opportunity number HHS-2018-ACF-ACYF-CO-1360 and this cooperative agreement, and adhere to all post-award requirements for discretionary grants awarded through the Administration for Children and Families (<http://www.acf.hhs.gov/discretionary-post-award-requirements>).
2. If the Grantee is not the public child welfare agency, the Grantee will work closely with the public child welfare agency on the development, implementation, evaluation, and sustainability of the project.
3. If the Grantee is not the court system, the Grantee will work closely with the court system on the development, implementation, evaluation, and sustainability of the project.
4. The Grantee will complete all of the activities and tasks proposed in their application. Any changes to the programmatic and evaluation activities and tasks must be approved in advance of implementation and in consultation with CB.
5. The Grantee will work closely with CB and the CB-funded programmatic training and technical assistance (TA) providers to: adapt project plans and activities as necessary; establish and refine sustainability and dissemination plans; and actively participate in various levels of training and technical assistance provided. Participation may include, but is not limited to attendance at meetings, conference calls, site visits and webinars.
6. The Grantee will work closely with CB and the CB-funded evaluation technical assistance provider throughout the project period in activities that support the project in conducting their evaluations as well as other federally-led evaluation activities to: finalize a set of process and outcome measure as well as targets for assessing improvements; provide reliable data sources for collections of baseline and follow-up comparison data to be identified; and design and implement a data collection plan.
7. The Grantee will participate fully in CB coordinated activities that include, but are not limited to, monthly teleconferences, as well as other consultations, meetings, briefings, and other forums to review current and planned activities, share information, promote coordination of the grant cluster, hold open and transparent discussions of successes and challenges in implementing strategies, practices, and activities at the project sites as well as the successes and challenges in meeting the requirements of the FOA as proposed in the Grantee's application.



8. During the initial 9-month planning phase, the Grantee will coordinate with CB and its federally-funded TA providers to:
  - Reassess the child welfare agency and court and legal representation related barriers and challenges to permanent placement, concurrent planning, and achieving the targeted CFSR outcome(s) and any supporting data;
  - Refine the target population;
  - Reassess the planned innovative strategies, practices, or activities and timeline to ensure the appropriateness and fit for the target population;
  - Further define strategies to promote parent and youth involvement in the planning, implementation, and evaluation of the project;
  - Further refine the local evaluation plan to ensure a feasible case review plan, an appropriate sampling approach that ensures sample sizes sufficient to detect significant effects and improvements on the targeted CFSR outcomes, and an appropriate logic model and theory of change; and
  - Identify reliable data sources for collection of baseline and follow-up comparison data, as well as secure access to necessary administrative data.
9. At the end of the nine-month planning period, the Grantee will submit revised implementation and evaluation plans for review and approval by CB. Revised plans that incorporate the recommendations of CB may be required. The Grantee's final revised implementation and local evaluation plans will include a detailed set of activities and milestones that will serve as a work plan for the remainder of their grant.
10. The Grantee will demonstrate that the relevant child welfare agency has a functioning continuous quality improvement (CQI) system or will develop a system that meets the functional components listed in the Funding Opportunity Announcement (FOA).
11. The Grantee will conduct an evaluation that includes case reviews as a method of data collection, using a modified version (as defined by the grantee) of CB's Federal Onsite Review Instrument and measures that are culturally sensitive.
12. The Grantee will allocate sufficient funds in the budget to support required travel.
13. The project director, child welfare liaison (if different from the project director), court liaison (if different from the project director), evaluator, and/or other key staff, as requested and approved by CB, will attend a kick-off meeting in year 1 and annual grantee meetings in years 1 through 5. Key staff will also participate in other face-to-face meetings at critical points in the grant, such as in site visits by CB and/or CB's TA providers.
14. The grantee will coordinate and prepare for any site visits requested by CB.
15. The Grantee will vet all resumes and/or curricula vitae for key positions with the CB for review and approval, prior to assigning key staff to perform tasks on the project.

16. The Grantee will submit all Memoranda of Understanding, Requests for Proposals, contracts, and/or other mutually binding agreements related to this project to the CB for review and comment prior to issuance.
17. Prior to dissemination, the Grantee will provide to CB for review and approval, drafts of all product, tools, publications, and other content that are developed or printed with resources made available under this cooperative agreement. Dissemination plans for such materials must also have prior approval from CB. The Grantee will finalize, print, and disseminate these materials following review and approval of final drafts by CB.
18. The Grantee will assist CB in exercising its right to secure and distribute products and materials developed under this cooperative agreement, including copies of journal articles written about the CB-funded project. The Grantee acknowledges that CB reserves the right to secure and distribute all grant-funded products and materials, including copies of journal articles written by Grantees about their grant projects.
19. The Grantee will include the following acknowledgments of grant support and disclaimer (or similar language approved by CB) on all products, training modules, publications, news releases, web content, and other materials made available under this cooperative agreement:

“This [product] was funded by the Children’s Bureau, Administration on Children, Youth and Families, Administration for Children and Families, U.S. Department of Health and Human Services, under grant #90CO1137. The contents of this [product] are solely the responsibility of the authors and do not necessarily represent the official views of the Children’s Bureau.”
20. The Grantee will keep CB informed of any activities outside of this cooperative agreement which may have a bearing on this project.
21. The Grantee will submit all interim (semi-annual) and final program performance progress (including: performance indicator data, program activities, and evaluation findings, as applicable) and financial reports electronically in a timely manner (as indicated in *Section VI.3 Reporting* of the FOA) and in the recommended formats.
22. The Grantee will submit a draft final report at least 30 days prior to the end of the grant, be available to discuss the content of the draft final report with CB, and agrees to make any modifications mutually agreed upon.
23. The Grantee will submit a high-quality comprehensive final report with detailed final site-specific evaluation information suitable for public availability and archiving in the Children's Bureau Discretionary Grant Library ([https://library.childwelfare.gov/cbgrants/ws/library/docs/cb\\_grants/GrantHome](https://library.childwelfare.gov/cbgrants/ws/library/docs/cb_grants/GrantHome)) within 90 days of project end date through Grants Solutions.

#### Responsibilities of the Children’s Bureau

1. CB will provide guidance and consultation, review, and approval of the implementation and evaluation plans for project activities prior to implementation.

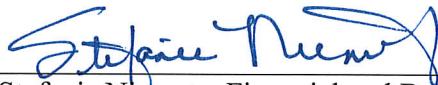


2. CB will collaborate with the Grantee and its key partners throughout the project period to accomplish the goals of the FOA and to ensure compliance with and completion of all project requirements and programmatic activities in a manner that is consistent with the intent of the FOA.
3. CB will support and monitor the contracts for the program and evaluation training and technical assistance to the cluster of grantees funded under HHS-2018-ACF-ACYF-CO-1360.
4. CB will partner with the Grantee to organize periodic consultations, meetings, briefings, teleconferences, and other forums, as necessary, to review current and planned activities, to share information, and to promote coordination. The first of these meetings will occur within six weeks of the financial assistance award so that the Grantee can collaborate with CB on the plans for carrying out all components of this project.
5. CB will review and approve drafts of all updated or new materials that are developed or printed with resources made available under this cooperative agreement.
6. CB will vet all resumes and/or curricula vitae for key positions on the project.
7. CB will review all Memoranda of Understanding, Requests for Proposals, contracts, or other mutually binding agreements related to this project.
8. CB will keep the Grantee informed about expectations for performance, CB policy, CB's vision for child and family services.
9. CB will facilitate, to the extent necessary, opportunities for the Grantee to consult and coordinate with other CB-funded contractors and grantees.
10. CB will work with States, Tribes, communities and the public (including publications, meetings, conferences, and other initiatives), to publicize evaluation findings as needed.
11. CB will assign a Federal Project Officer (FPO) with responsibility for all programmatic, scientific, and/or technical aspects of the grant, including but not limited to the provision of programmatic technical assistance and post-award monitoring of project/program performance, including the review of program progress reports and conducting site visits. The FPO will serve as the CB representative in monitoring and managing the expectations of this cooperative agreement.




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Jerry Milner  
 Associate Commissioner  
 Administration on Children, Youth  
 and Families




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Stefanie Niemela, Financial and Business Services  
 Division **Niemela**  
 Authorized Organizational Representative  
 Washington State Department of Children, Youth,  
 and Families

Date: October 19, 2018

Date: \_\_\_\_\_

