

**2024**  
**Home Visiting Services Account**  
**Fall SB6109 Funding Opportunity**

**Oct. 1, 2024**

# **Application Guidance**

**Strengthening Families Washington**



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

## 2024 HVSA Fall SB6109 Funding Opportunity Summary

Purpose: The purpose of this announcement is to provide information to those organizations applying for the Home Visiting Services Account 2024 Fall SB6109 Expansion Funding Opportunity. This Funding Opportunity is available to home visiting programs currently contracted through DCYF/HVSA to offer home visiting to child welfare-referred families experiencing high-potency synthetic opioid-related substance use disorders. This guidance offers an overview of the priorities associated with the funding opportunity, explains the application submission requirements and template, topic areas and questions. The complete instructions for the Application are within this Guidance document.

**Oct. 11, 2024 Webinar: Application Bidder's Conference** (120 minutes) **highly recommended**

**Letters of Intent to Apply Deadline: Oct. 18, 2024, 12pm** *All applicants intending to apply must submit a Letter of Intent by this deadline.*

**Application Deadline: Nov. 18, 2024, 12 pm**

Total Funding Available: up to \$1.6 million

Scope: Applications may not expand in scope greater than the DCYF standard caseload of 1.0 FTE home visitor implementing the proposed model (please see p. 15 of this Guidance document).

Eligible Organizations: Organizations are eligible to apply for these funds if they are currently funded by DCYF using HVSA funds to deliver home visiting services and intend to **expand** their current home visiting program capacity to serve the priority population identified below in the eligible geographic service areas. Eligible organizations include local government agencies including health departments and school districts, nonprofit organizations, educational institutions, and federally recognized Tribes located in Washington State.

Eligible Home Visiting Programs: Current DCYF/HVSA-funded home visiting programs that intend to increase the number of families served using their existing home visiting program model.

Eligible Models: 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+, and Steps Towards Effective Enjoyable Parenting (STEEP).

Priority Populations and Services Areas: Funding through this opportunity is only available to provide home visiting slots for families who have child welfare systems involvement and are experiencing substance use who reside in locales with historically highest rates of child-welfare screened-in takes; these locales are listed on pages 8-9 of this guidance. Priority for targeted contracted home visiting slots shall be given to:

- Families with child protective services open cases;
- Families with family assessment response open cases; and
- Families with family voluntary services open cases.

Training: DCYF will also be providing training to support the workforce in supporting families experiencing substance use. Training will become available in 2025.

Contract Term: February 1, 2025 – June 30, 2025 (to be followed by *annual* contracts running the state fiscal year of July 1 through June 30 in subsequent years, if continuing funds become available).

## Key Dates: 2024 HVSA Fall SB6109 Funding Opportunity

Oct. 1, 2024, 5 pm	Application/LOI/Budget Template and Guidance Released
<b>Oct. 11, 2024, 3 pm</b>	<b>Webinar: Application Bidder's Conference</b> (120 min.) <i>~highly recommended</i> link: <a href="https://dcyf.zoom.us/j/82412160964?pwd=x976gPXAd5J6hbYnB1U1ZJdOKDGB7q.1">https://dcyf.zoom.us/j/82412160964?pwd=x976gPXAd5J6hbYnB1U1ZJdOKDGB7q.1</a> Meeting ID: 824 1216 0964 Passcode: 837260
<b>Oct. 18, 2024, 12 pm</b>	<b>Deadline for Letter of Intent (LOI) Required</b>
Nov. 7, 2024, 5 pm	Last day to submit questions for the 2024 HVSA Fall SB6109 Expansion Funding Opportunity
Nov. 8, 2024	Last FAQ for Applications Emailed/Posted on DCYF Home Visiting Web Site <i>(Please note - at this point no communication will be released from DCYF until the entire review process is completed and awards are announced)</i>
<b>Nov. 14, 2024, 12 pm</b>	<b>Deadline for 2024 HVSA Fall SB6109 Applications Required</b>
Dec 10-13, 2024	Panel Review of Applications
Jan. 7, 2025	Announcement of Awardees for 2024 HVSA SB6109 Fall Expansion
Feb 1, 2025	Contract Execution/Start Date for SB6109 Expansion work

**All times are Pacific Time**

### **Contact Information:**

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

**Application Submission Instructions Summary:**

- All applicants intending to apply **must** submit a Letter of Intent using the LOI template provided alongside this guidance by **October 18th** to [home.visiting@dcyf.wa.gov](mailto:home.visiting@dcyf.wa.gov).
- All applications for funding and supplemental materials must be submitted electronically as one packet/email to [home.visiting@dcyf.wa.gov](mailto:home.visiting@dcyf.wa.gov) by **Nov. 14, 2024** no later than **12 pm PT**. Applications submitted after this date/time will not be accepted for review.
- Documents may be in pdf format, except the Budget submission must remain in excel.
- The proposed 12-month Annual Ongoing Budget must be submitted in the provided excel template.
- Please use at least Arial 10-point font with 1" margins throughout (except for the budget).
- Please use the detailed instructions in this guidance for more specific instructions.

**Supplemental Materials Check List:**

- Organization Letter of Authorization for Applying for these funds
- Model Fidelity Letter
- Organizational Chart
- Organization Operating Budget
- List of current board members of the Fiscal Agent/Lead Organization
- Indirect Rate Documentation/Federal Certification, if exceeding 10% indirect rate

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# 1. Home Visiting Services Account Overview

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

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

Concurrent with the Early Learning Plan, the Washington State Legislature established the Home Visiting Services Account<sup>2</sup> (HVSA) in 2010 to leverage state and federal home visiting funds by matching them with private investments. Its purpose is to increase the availability of high-quality evidence-based, research-based, and promising home visiting practices in Washington. During State Fiscal Year 2024-25, the HVSA has issued 44 contracts with local implementation agencies (LIAs) to provide home visiting in communities throughout Washington for an annual investment of \$23.3 million.

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

## Expenditures

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

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

## Values

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

- **Portfolio Approach:** The HVSA applies a portfolio approach to fund a range of models and programs, supporting home visiting that will meet the needs of diverse communities and populations.
- **Diverse Representation:** The HVSA seeks that the portfolio of funded programs includes representation from diverse geographic, racial, and cultural communities.
- **Funding a Range of Capacity:** The HVSA invests in a wide range of program capacity, including small, medium, and large organizations.
- **Contractor Participation:** The HVSA fosters participatory engagement with contractors across technical assistance, continuous quality improvement, and evaluation processes.

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<sup>1</sup> 2010 Washington Early Learning Plan, p.13 accessed at [Washington State Early Learning Plan Executive Summary](#)

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

## Home Visiting Outcomes

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

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

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

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

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

## Start Early Washington Implementation Hub

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

## Department of Health

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

## 2. Funding Opportunity Description

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### Background

The Department of Children, Youth & Families conducted a [home visiting scan](#) in the Fall 2019 which identified 9,863 slots<sup>3</sup> for home visiting across 10 models in Washington. Currently, the HVSA funds approximately 2,984 slots; this amounts to 25 to 30% of all voluntary, early childhood home visiting in Washington. The slots available contrasts starkly with the need; based on the [2020 Home Visiting Needs Assessment](#), an estimated 44,329 families would benefit from home visiting.

SB6109 was passed into law during the 2024 legislative session to address the impacts of the synthetic opiate crisis on families with children. The legislation made available \$1.6 million in funding for home visiting slots for families experiencing high-potency synthetic opioid-related substance use disorders. These funds are to support existing home visiting providers currently contracting with DCYF/HVSA. The targeted contracted slots are reserved for programs in locales with historically highest rates of child-welfare screened-in takes. Priority for targeted contracted home visiting slots shall be given to:

- Families with child protective services open cases;
- Families with family assessment response open cases; and
- Families with family voluntary services open cases.

### Funding Availability

This funding opportunity makes available up to \$1.6 million for evidence-based, research-based and promising home visiting programs in Washington State, currently contracted with DCYF to deliver HVSA-funded home visiting, to **expand** their home visiting services to additional families who meet the eligibility criteria. This funding opportunity **MUST** serve one or more of the locales listed on pages 8-9 of this Guidance Document.

### Scope of Funding Requests

Regardless of the level of funding requested or awarded, contractors will be required to maintain model fidelity (as defined by the model proposed) and participate in all training, technical assistance, and evaluation activities. Applicants will not be prioritized based on the amount (high or low) of their budget request.

### Funding Period

The funding period is anticipated to be Feb. 1, 2025, through June 30, 2025. This may be followed by ongoing annual contracts running the state fiscal year of July 1 through June 30, if continued funding becomes available. DCYF/HVSA contracts are typically for one year, with the intention to fund programs in subsequent years based on funding availability, contract compliance, and contractor performance. Contracts are renewed annually at level funding if programs remain in good contract standing.

### Eligibility Requirements

**Eligible Organizations:** Organizations are eligible to apply for these funds if they are currently funded by DCYF using HVSA funds to deliver home visiting services, desire to **expand** their current home visiting program capacity to serve the priority population identified below. Eligible organizations include local government

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



agencies including health departments and school districts, nonprofit organizations, educational institutions, and federally recognized Tribes located in Washington State.

**Eligible Home Visiting Programs:** Current DCYF/HVSA-funded home visiting programs that intend to increase the number of families served using their existing home visiting program model.

**Eligible Home Visiting Models:**

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

- 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 recruit and enroll families experiencing high levels of vulnerability, and they must demonstrate their experience at successfully reaching these populations. Home visiting is a powerful child abuse and neglect prevention strategy; programs should prioritize families who may experience more challenges and likelihood for child welfare involvement.

**Eligible Participant Age Groups:**

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

**Required Populations and Service Areas**

This funding is a pilot program for home visiting slots for families with children prenatal to 5 years old who have child welfare systems involvement and are experiencing substance use. Families **must** reside in geographic areas with the historically highest rates of child welfare screened-in intake due to exposure or presence of high-potency synthetic opioids in the home; services **must** be delivered to families who reside in one of the locales listed in the table below:

County	Locale
Adams	Benge
	Lind
	Washtucna
Asotin	Asotin-Anatone
	Clarkston
Clallam	Port Angeles
	Sequim
Cowlitz	Kelso
	Longview
Grays Harbor	Aberdeen
	Cosmopolis

County	Locale
Pacific	Naselle-Grays River Valley
	North River
	Ocean Beach
	Raymond
	South Bend
Pend Oreille	Willapa Valley
	Cusick
	Newport
Pierce	Selkirk
	Parkland DCYF
	Lakewood DCYF

County	Locale
	Hoquiam
	Ocosta
<b>King</b>	King South-East DCYF
	King South-West DCYF
	King West DCFS DCYF
	Martin Luther King Jr. DCYF
<b>Lewis</b>	Boistfort
	Centralia
	Morton
	Mossyrock
	Onalaska
	Pe Ell
	Toledo
	White Pass
<b>Lincoln</b>	Almira
	Creston
	Davenport
	Harrington
	Odessa
	Reardan-Edwall
	Ritzville
	Wilbur
<b>Okanogan</b>	Okanogan
	Omak

County	Locale
	Tacoma DCYF
<b>Skagit</b>	Sedro-Woolley
<b>Snohomish</b>	Smokey Point DCYF
<b>Spokane</b>	Spokane
	Spokane ICW DCYF
	Sprague
<b>Stevens</b>	Evergreen (Stevens)
	Loon Lake
	Mary Walker
	Summit Valley
	Valley
	Wellpinit
<b>Thurston</b>	Olympia/Tumwater DCYF
<b>Wahkiakum</b>	Wahkiakum
<b>Whatcom</b>	Meridian
	Mount Baker
	Nooksack Valley
	Bellingham DCYF
<b>Yakima</b>	Yakima
	Yakima DCYF

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.

## Home Visiting and Rates-Based Payment Method

During SFY23-24, DCYF began the process to plan and implement rates-based payment methodology for all state funded contracted services. As a result, the method of payment for contracts is changing to reflect this policy shift. Currently, DCYF has developed regionalized rates payments for 5 of the 8 eligible program models. While only 3 of 5 are implementing rates in current contracts, we will be utilizing the established rates to support budget development for all 5 of the models that are or will be moving into rates. The model-specific regionalized rates are presented in the budget worksheets for each of these 5 models and will be used towards calculating the overall program budget, in combination with allowable direct billables. Please note, rates implementation will not be required for NFP and PAT until SFY26 (July 1, 2025). The following models are required to use the DCYF model rate for their budget determination:

- Family Spirit
- Nurse-Family Partnership (NFP)
- Outreach Doula
- ParentChild+ (formerly Parent-Child Home Program)
- Parents as Teachers (PAT)

The following models remain exempt from rates-based payment and will continue cost reimbursement/budget-based approach. Successful expansion for a program implementing one of these models may result in movement into the rates planning phase. If rates are required, this would not be required before contracts are executed, and planning would begin during SFY26.

- Early Head Start Home-Based Program (EHS)
- Early Steps to School Success (ESSS)
- Steps Toward Effective, Enjoyable Parenting (STEEP)

Additional information about rates payment planning is available on the Home Visiting Web page <https://www.dcyf.wa.gov/services/child-dev-support-providers/home-visiting/contract-budget> under Rate Setting.

## Values Informing HVSA Funding Decisions

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

The overarching values informing HVSA funding decisions include:

- **Community need:** Utilizing the 2017 and 2020 Home Visiting Needs Assessments and local data sources, there is evidence of unmet community need. The application clearly shows the need for home visiting services and a gap in existing resources.
- **Model and organizational fit in the community:** How does the proposed home visiting model fit the needs of the community? To what extent is the applicant positioned in the community to carry out this work? Does the applicant provide evidence that the demand for its home visiting services exceeds its current capacity to provide?
- **Supporting diverse communities:** How does the applicant ensure they effectively respond to the needs of their clients through strengths-based approaches? To what extent does the applicant demonstrate attention to promoting equity and cultural competency in alignment with the demographics of its target population? Does it incorporate elements of trauma-informed practice in its work and support staff training to continuously enhance its service provision to the community?
- **Organization's commitment to home visiting:** What is the organization's long-term commitment to the home visiting program? Does this proposed expansion advance the organization's mission, vision, and

values? Is the organization willing to sustain a high-quality program without the guarantee of increasing financial investment from the HVSA?

- **Organizational and program capacity to implement services proposed:** Is the applicant organization financially stable and healthy? Is it equipped to handle a state-funded contract that includes organizational and fiscal requirements? Does it have the foundations to implement a quality home visiting program including recruiting and retaining qualified staff and meeting complex data collection and management expectations? To what extent is it positioned in the community to have/develop strong referral networks to better serve clients? Does the organization demonstrate a clear plan for and capacity to expand slots?
- **Commitment to implementation with quality:** Continuous quality improvement (CQI) is critical to creating a quality home visiting system in Washington State. To what extent does the applicant use data to continuously inform and improve its practices? Does its staff engage in reflective supervision and ongoing training to provide quality home visiting services? Does it adequately engage in training and technical assistance activities to continue improving the quality of implementation?
- **Contributing to a strong, coordinated system of services supporting young children and their families:** This system encompasses partners from child welfare, economic supports, antipoverty services, Birth to 3 initiatives, and local early learning coalitions.
- **Engagement and Reflection:** How willing is the program to engage in a process of technical assistance and support if they have areas of growth in one or more of the above-mentioned areas? How reflective is the organization, and what is the ability to acknowledge areas of growth?

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

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

### 3. Application Instructions

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#### General Instructions

**All organizations intending to apply for 2024 HVSA Fall SB6109 Funds must submit a Letter of Intent to Apply by 12 pm PT on Oct. 18, 2024.**

**All organizations intending to apply for 2024 HVSA Fall SB6109 Funds must submit their entire Application Packet by 12 pm PT on Nov. 14, 2024:**

- Complete the Application using template provided by DCYF and described in this guidance, provided to you electronically from the HVSA via [home.visiting@dcyf.wa.gov](mailto:home.visiting@dcyf.wa.gov).
- Gather the Supplemental Documents also listed in the Application.
- Complete the Budget template accompanying the application in the MS Excel format provided.
- Submit all of these documents to [home.visiting@dcyf.wa.gov](mailto:home.visiting@dcyf.wa.gov).
- **Application Packets with the application template, supplemental documents and proposed budget must be submitted by 12 pm PT Nov. 14, 2024.**

## Application Overview

The Application consists of 10 sections. Each section contains a set of questions or requested information from the applicant.

Application Component	Total
Organization Information	Not scored
Startup Proposal Overview	Not scored
Proposed Community/Population to be Served and Capacity to Reach	35 points
Advancing Equity and Reducing Disparities	30 points
Staffing	35 points
Home Visiting Service	20 points
Program Quality, Fidelity and Technical Assistance	15 points
Organization Infrastructure	15 points
Budget Proposal	not scored
Supplemental Documents	not scored
<b>Total Points</b>	<b>150 points</b>

## Submission Instructions

- All applicants must submit a completed SB6019 Application by 12 pm PT Nov. 14, 2024 with full response to all questions below. An electronic version of this application is available upon request from [home.visiting@dcyf.wa.gov](mailto:home.visiting@dcyf.wa.gov) or at <https://www.dcyf.wa.gov/services/child-dev-support-providers/home-visiting>.**
  - Completed applications must be typed in Arial 10-point font with all margins no less than 1". Please use the word counts as recommendations.
  - Applications (Sections 1-8) may not exceed 25 pages in length including questions and answers (excluding Section 10-Budget Proposal and Section 11-Supplemental Documents). **Any pages of Sections 1 to 9 beyond the 25-page limit will not be included in the review process and therefore not scored.** This page limit does not apply to Section 9 Budget Template and Section 10 Supplemental Documents.
- Webinars and Application Technical Assistance**
  - We understand the time and effort required to complete this application. Please make use of the technical assistance described below to clarify any questions you may have for developing and submitting the application:
  - Applicant Bidders' Webinar** (highly recommended) on **Oct. 11, 2024 from 3:00 – 5:00** at the following link: <https://dcyf.zoom.us/j/82412160964?pwd=x976gPXAd5J6hbYnB1U1ZlDOKDGB7q.1>  
Meeting ID: 824 1216 0964  
Passcode: 837260
  - Questions about the Application:** Questions asked during the webinars as well as those submitted to the HV Inbox ([home.visiting@dcyf.wa.gov](mailto:home.visiting@dcyf.wa.gov)) *on or before* Nov. 8, 2024 will be consolidated with responses assembled into an FAQ document to be posted weekly on the home visiting web page <https://www.dcyf.wa.gov/services/child-dev-support-providers/home-visiting>. The last updated post of the FAQ document will be Nov. 8, 2024. Please use "2024 HVSA Fall SB6109 Application Question" in the title of your email with questions.
  - Questions about program elements or model fidelity:** Please connect with Start Early Washington technical assistance provider/state model lead:
    - Nurse-Family Partnership: Trish Dauer, [pdauer@startearly.org](mailto:pdauer@startearly.org)
    - Parents as Teachers: Gabriela Rosario, [grosario@startearly.org](mailto:grosario@startearly.org)

Parent-Child+: Pamela Williams, [pwilliams@startearly.org](mailto:pwilliams@startearly.org)

All other models: Cassie Morley, [cmorley@startearly.org](mailto:cmorley@startearly.org)

### 3. Application Completion—

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

### 4. Budget Proposal Completion

- Please follow the directions in the Budget Proposal Section below in completing the Proposed 12-Month Annual Operating Budget using the MS Excel worksheet *2024 HVSA Fall SB6109 Application Budget Templates* provided as part of the application packet. **You must complete and submit the budget proposal using the template and format provided and submit the Budget in this excel format; pdf versions of the budget will not be accepted.**
- The budget template completion will determine your overall budget request, to be reported in the Application Section 2 Expansion Proposal Overview.
- Name your proposed budget file with “your organization name” and “2024 Proposed Budget” (e.g. *ABC Public Health Department 2024 Proposed Budget*).

### 5. Submission

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

### 6. Application Deadline

- Applications (including all supporting documents) *must be received no later than 12 pm PT on Nov. 14, 2024. **No applications or supporting documents will be accepted after this deadline for any reason.*** It is best to submit your application well ahead of the noon deadline in the event you encounter technical difficulties that occasionally arise.

## Special Instructions

The section below provides additional special instructions that will help to inform your answers for the Application, and Budget and Attachments sections of the application. *Please keep the Requirements of this Funding Opportunity (starting on page 8) and the Values Informing HVSA Funding Decisions (starting on page 14) in mind as you develop your responses to the sections below.*

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

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

- **Guide Continuous Quality Improvement Activities:** The structure of the contract creates a framework for assessing program progress against expectations and charting a path for potential course corrections.

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

**Section 1** asks primarily for details of the organization making application for expansion funds, including the sources and amounts of funding for your entire organization and your current home visiting program. Please report your UEI number. Go [here](#) to view your UEI. In addition, please include updated contact information for your organization and program, as this is how we will be contacting you with interview and award information.

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

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

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

- A. Please select from among this list of 8 models; only these models are eligible for this expansion funding opportunity.
- B. **Proposed Service Scope:** The Requested Number of New FY25 HVSA SB6109 funded slots are those slots you are requesting funding for in this application, and not to include any of your current caseload. **Please make sure these align with the “new slots/caseload” numbers you present throughout the entire application, particularly in Section 3 Proposed Community to be Served & Capacity to Reach (sections A and B).**
- C. **Proposed 12-month Program Budget:** The requested New FY25 HVSA SB6109 Funding is the new funding you are requesting for in this application, and not to include your current budget. This budget total must be derived from completion of your SB6109 Expansion Budget Template.
- D. **Home Visiting Program Funders:** Please describe all of the funding applicable to your home visiting program that will coincide with the timeline of this SB6109 funding (e.g., February 1, 2025 onward).
- E. **Brief Abstract:** Please provide a short paragraph that summarizes key features of your expansion proposal; consider this information that might be presented in a list of funding awards or a newsletter article.

**3. Proposed Community to be Served and Capacity to Reach (35 points):**

In **Section 3**, applicants will describe the population they plan to serve in terms of the priority populations, communities, and services areas listed below and starting on page 8 of this guidance as well as any other defining characteristics.

**A. SB6109 Priority Populations, Communities, and School Locales**

- 1. In the table, please indicate the number of new families (slots) you intend to serve by geographic area. Families served with SB6109 funding must **residing in 1 of these geographic areas; you must serve families from 1 or more of these areas to be considered for SB6109 funding.**

**When added up, the total # Families served in this table must equal the proposed number of slots you’ve indicated in Section 2B Expansion Proposal Overview/Proposed Scope of Services.** The maximum scope of your application will be the number of slots up to but not more than the DCYF Standardized Caseload of 1.0 FTE home visitor implementing your program model (please see the DCYF Standardized Caseload and Staffing Ratios Table below).

**Important Note:** For programs implementing Family Spirit, Nurse Family Partnership Outreach Doula, ParentChild+, and Parents as Teachers, when you complete your budget template, you must indicate the number of families you intend to serve (# slots) in the assigned rate region from this table. The numbers in this table must align with the budget worksheet and will determine the maximum scope of your budget.

**DCYF Standardized Caseloads and Staffing Ratios**

Program Model	Caseload/Staffing Ratios	
Family Spirit	1 FTE Health Educator: 1 FTE Supervisor:	14 families 5 Health Educators
ParentChild+	1 FTE Early Learning Specialist: 1 FTE Coordinator:	13 enrolled families 3 Early Learning Specialists
Outreach Doula	1 FTE Community Based Outreach Doula (CBOD): 1 FTE Supervisor:	13 enrolled families 4 Doulas
Parents As Teachers (PAT)	1 FTE Parent Educator: 1 FTE PAT Supervisor:	18 enrolled families 6 PAT Educators
Nurse Family Partnership (NFP)	1 FTE Nurse Home Visitor: 1FTE NFP Supervisor:	21 enrolled families 8 Nurse Home Visitors
Early Head Start (EHS)	Not yet established, please use model standard	
Early Steps to School Success (ESSS)		
Steps Towards Effective Enjoyable Parenting (STEEP)		

2. Please make sure to tell us why you have identified this particular service population and geography.

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

**4. Advancing Equity and Reducing Disparities (30 points):**

The Department of Children, Youth & Families is committed to advancing equity and eliminating disparities in outcomes for children based on race and ethnicity. Applicants should describe how this program expansion will contribute towards their organization’s work to advance racial equity. For example, how will your program expansion specifically address barriers encountered by families and children of color that result in disparities in their readiness for Kindergarten or in their overrepresentation within child welfare services. Additional facets of promoting equity include engaging participants in program leadership, organization leadership connection to community, and organizational practices that actually support and promote services to meet the diverse cultures and experiences of the families served.

**5. Staffing (35 points):**

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

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

1. Staffing Plan: Applicants will present the staffing details of the proposed expansion. Please provide FTE allocation that reflects only the portion of the FTE needed for this 2024 SB6109 proposal. Please refer to the definitions below to inform your answers in this section.



**Full-Time Equivalent (FTE):** The Application requests information on the FTEs necessary to implement your home visiting program. An FTE is a ratio of the total number of hours worked to the total number of hours for a full-time position. For example, if an employee works 20 hours per week and your standard work week is 40 hours, then the employee is a 0.5 FTE.

All programs will complete the first two staff roles identified in the table:

- **Home Visitor:** Staff that directly delivers home visiting services. This may not exceed 1.0 FTE.
- **Supervisor:** Staff that administers supervision to home visitors. In some programs, Supervisors also deliver home visits; if this is the case for your program, please indicate the expected caseload for supervisors.

As the roles in the remainder of the table are incorporated in the current rates calculations, these rows should only be completed by models in rates delayed status (NFP and PAT) and rates exempt status (EHS-HB, ESSS, STEEP) using the same definitions for FTE:

- **Administrative Support Staff:** Staff that provides direct administrative support to the home visiting program.
- **Data Support Staff:** Staff that provides data support to the program, such as data entry, reporting and data analysis.
- **Management Staff:** Staff who supervise the Home Visiting Supervisor that provides management or director-level administrative oversight of the program. These may be the division/department managers or executive directors.
- **Additional Direct Service Staff:** Staff that provides direct service to enrolled families and is not the home visitor. Examples include, a nutrition specialist, or infant mental health specialist.

3. and 4. While not scored, these questions ask you to describe a bit more detail on your staffing – who will be newly hired versus have hours expanded, and who will be subcontracted and not employees.

4. For most program models, DCYF has established standardized caseloads; however, this has not yet been determined for the rates exempt program models (Early Head Start- Home Based, Early Steps to School Success, and STEEP). Therefore, only rates exempt program models complete the caseload expectations table, where applicants will depict the anticipated caseload (number of families to be served in a typical month) by each staff role listed in the table.

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

## **B. Expansion Timeline**

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

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

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

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

The applicant is asked to describe their use of Reflective Supervision with program staff and the benefits they see from using this and looking forward during this expansion. **Reflective Supervision** is a specialized and distinctive form of competency-based professional development provided to multidisciplinary early childhood home visitors. It emphasizes relationship development between the home visitor and supervisor; between home visitor and parent; and between parent and infant/toddler. Reflective supervision attends to the emotional content of the work and how reactions to the content affect the work. Reflective Supervision does not replace the other modalities of supervision; however, the other modalities may incorporate RS techniques and enhancements. Reflective supervision is a formal term used to describe the regular collaborative reflection between a home visitor and supervisor that builds on the home visitor’s use of her thoughts, feelings, actions, reactions and values evoked in the course of working closely with young children and their families.

In addition, the applicant is asked to describe strategies the program and organization use to support their staff to be trauma-informed and deliver high quality home visiting services to a diverse array of families, particularly those impacted by substance use/synthetic opiates.

## **6. Home Visiting Service Content (15 points):**

In the **Home Visit Content** section, applicants will provide a brief description of the essential components of their service delivery, particularly as it relates to serving families involved in child welfare and impacted by synthetic opiate use

In addition, applicants should briefly describe how the program addresses needs and issues identified by completing the table of **Outgoing Referral Networks** - describing 8-10 programs to whom program participants are referred to meet specific services and the current referring relationship; if necessary, the applicant may note if their own program or one within their organization addresses an issue.

## **7. Program Quality, Fidelity and Technical Assistance (35 points):**

Home visiting programs funded by the HVSA are expected to maintain fidelity to their program model, as monitored by the national office of their program model. They are also expected to establish a close partnership with the program model lead at Start Early Washington Implementation Hub (as described on page 6 of this Guidance) and with staff on the home visiting team at the Department of Health to assure high quality and timely data collection and sharing.

1. Applicants will describe how they manage their program to be successful in implementation and to assure performance in areas such as enrollment, home visitors' caseloads, screening assessments, frequency of visits, and other essential program components.
2. Continuous Quality Improvement (CQI) is a required activity for all HVSA-funded programs, so applicants are asked to describe an example of how their program works to improve its methods and delivery. The example should detail typical CQI elements, including the area for improvement/topic that was being explored, how potential improvement ideas were tested, what was learned from the process, and what program adjustments were made as a result of those learnings.
3. The HVSA expects all contractors to collect data for participating caregivers and children to track program efforts on the following:
  - System and Program Performance Indicators
  - Enrollment and Service Utilization
  - Demographic Information

This data is used to support home visiting program evaluation; some of the indicators tracked require client data matching with other State education and social services systems. Contractors establish Data Sharing Agreements with the HVSA data manager/steward WA Department of Health. Applicants are asked to acknowledge (by checking a box) that by applying for this HVSA Expansion Funding Opportunity they accept the expectations that their program/organization will seek consent from participant families to routinely share information collected by the HV program with DCYF for evaluation purposes.

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

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

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

This data is used to support home visiting program evaluation; some of the indicators tracked require client data matching with other State education and social services systems. Contractors establish Data Sharing Agreements with the HVSA data manager/steward WA Department of Health. Applicants are asked to acknowledge (by checking a box) that by applying for this HVSA Expansion Funding Opportunity they accept the expectations that their program/organization will seek consent from participant families to routinely share information collected by the HV program with DCYF for evaluation purposes. If applicants have concerns, they may share these in the comments box below the acknowledgement.

More information on evaluation and data collection expectations will be presented at the Bidders' Webinar on Oct. 11, 2024.

### **8. Organization Infrastructure (15 points):**

Section 8 explores the organizational and program context for the SB6109 expansion proposal. To be successful, home visiting programs must be housed within organizations that will offer support and guidance from the policy and program level. The HVSA is seeking to learn about the applicant organization's management, structure, and commitment to the home visiting program expansion.

1. Applicants are asked to present a brief description of their organization's mission, history, strategic goals and programs, and leadership. While DCYF is familiar with HVSA funded organizations, this question is intended to introduce the organization to the application reviewers.

2. Applicants are asked to discuss their organization’s resources to support this expansion effort and to maintain high quality home visiting services during implementation; resources include management, administration, communications, human resources, financial systems, and other infrastructure, and other “behind the scenes” supports.

3. Applicants are asked to reflect on the organization’s commitment to the home visiting program and this SB6109 pilot expansion, particularly in adapting program elements as learning occurs in serving this specific population.

**9. 12-Month 6109 Expansion Budget Proposal (Not Scored):**

Each applicant is required to submit a proposed budget using the appropriate template worksheet in the MS Excel *2024 HVSA Fall SB6109 Application Budget Template* provided electronically with this application and guidance. The 12-month budget expansion proposal should support the SB6109 expansion to serve a maximum model-specific caseload of 1.0 FTE home visitor. The construction of the budget will depend upon the program model, the DCYF standardized caseload of a home visitor implementing that model, and its DCYF rates status/rate region. **Please note that each program model has a different template, depending upon the rate status of the program;** make sure to use the specified budget worksheet templates appropriate for your program model and rates status:

- Rates Exempt Programs (EHS-HB, ESSS, and STEEP)
- Rates Delayed/NFP
- Rates Delayed/PAT
- Rates Implementing/Family Spirit
- Rates Implementing/Outreach Doula
- Rates Implementing/ParentChild+

**Budget Template Instructions**

1. **Please submit the proposed budget expansion using the appropriate model-specific worksheet within MS Excel 2024 HVSA Fall SB6109 Application Budget Template.**
2. Your Budget Proposal is an anticipated, 12-month budget presenting **the costs it would take to fund your proposed SB6109 expansion**; please only depict costs for the proposed expansion components and none of your current program budget. If your application is successful, this budget will inform your annual contract allocation. Contracts are renewed annually, subject to available funds. As the SB6109 funding is in pilot phase, continued funding beyond June 30, 2025 is contingent on additional legislative action.
3. Program ramp up and implementation costs:
  - **Rates- exempt and Rates-delayed programs (EHS-HB, ESSS, STEEP, PAT, NFP):**  
Your expansion budget proposal should include one-time only expenses related to program ramp-up such costs related to hiring and initial management of the expansion, initial required model training and travel expenses for new staff, purchase of supplies to support new employees, initial model fees, etc. Your expansion budget proposal will also include anticipated ongoing program expenses such as program travel, ongoing training, materials and supplies, etc. once your program is fully staffed, operational, and direct services have begun. For rates-delayed programs, the slot distribution across rate regions will *inform* your maximum budget. For SFY25, the contract will remain a reimbursement for actual-costs payment methodology for rates-delayed and rates-exempt programs.
  - **Rates implementing programs (Doula, Family Spirit, ParentChild+):**

Your rate includes both ramp-up and ongoing costs associated with program expansion and implementation. The slot distribution across rate regions will determine the service rates for the budget. Rates implementing programs will only submit budget proposal for Direct Billables with the understanding the initial costs for ramp-up are built into the rate model. Successful applicants will receive monthly payment for SB6109 expansion slots at 100% Capacity plus Direct Billables throughout the term of service.

4. To complete the budget template:

- **First, identify the correct model-specific budget template to complete within the MS Worksheet** – Select the lower tab with your program model name: Rates Exempt (EHS, ESSS, STEEP), Doula, Family Spirit, NFP, PAT, PC+.
- In your appropriate worksheet, populate the headers of the tab with your organization name, and program model, as applicable.
- **Number of Slots: The total number of slots may not exceed the DCYF model-specific standardized caseload for 1.0 FTE home visitor and should match the Proposed Service Scope – number of new family slots in Section 2B of your Application; for rates-exempt programs, the total number of slots may not exceed your model specific expected caseload for 1.0 FTE home visitor (see p. 15 of this Guidance).**

**For Rates Exempt programs**, please populate the Proposed # Slots (cell C5), corresponding to your response in Section @B of your Application. The total number of slots may not exceed your model specific expected caseload for 1.0 FTE home visitor and should match the Proposed Service Scope – number of new family slots in Section 2B of your application.

**For all Rates Delayed and Rates Implementing programs**, please populate the # Proposed Slots in the Application **by Rates Region** using the numbers in your application Section 3A SB6109 Priority Populations, Communities and Locales. The table depicting your # slots by locale will identify which rate region these apply to – you should tabulate all the slots for each rate region and enter them into the budget template here. **The total number of slots may not exceed the DCYF model-specific standardized caseload for 1.0 FTE home visitor and should match the Proposed Service Scope – number of new family slots in Section 2B of your application.**

The worksheet will apply the regional rate for the number of slots in each rate region; this will inform your proposed budget.

- For Rates Delayed (NFP and PAT) Programs, the budget worksheet will tabulate the total Service Case Rate component of your budget as if you were in rates implementation stage. It will also calculate your Direct Billables estimate as if you were in rates implementation. The sum of these 2 items will become your maximum budget proposal. From this point, you will develop an annual budget within this maximum.
- For Rates Implementing Programs (Family Spirit, ParentChild+, Outreach Doula), the budget worksheet will tabulate the total Service Case Rate component of your budget; the worksheet will also calculate your Direct Billables estimate and use this as your Direct Billables maximum at the bottom of the worksheet.

Budget Detail: For Rates Exempt (EHS, ESSS, STEEP) and Rates Delayed (NFP, PAT) Programs:

- Column B defines the line item in each Budget Category; use these to determine how to categorize your projected expenses and where to enter them in the template. You may edit the category names to fit your program, and you may use the suggested categories or edit them to meet your specific budget/expense categories. For Personnel, please itemize each proposed staff position to be funded with the position title and provide additional detail in the Comments/Justification Column D. Please note that this funding will support a maximum of 1.0 FTE home visitor (which may be one person or a combination of people adding up to no more than 1.0 FTE).
- For each line item, enter the anticipated dollar expenditure for the entire 12-month period in the cells in Column C. Please note that some expenses may be incurred for the initial expansion/ramp-up the program that will not be ongoing expenses; these may include initial purchase of supplies, laptops, cell phones, and model training, as well as other costs.
- **Be sure to include any expenses required by the HVSA** (e.g. the semi-annual meetings) **and your home visiting model** (e.g., required national model trainings). If applicable, consult with your state model lead for specific instructions. The HVSA requires contractors to participate in ongoing trainings offered to improve model fidelity and data collection and reporting, continuous quality improvement, and other topics. Contractors are expected to send at least one representative to two semi-annual all HVSA program meetings in the Seattle area each year (Fall and Spring) and quarterly model supervisor meetings (if applicable). It is anticipated, but not certain, these meetings will be in-person; make sure to account for this travel in your proposed budget if applicable. In addition, as will be explained in the Bidders' Webinar on Oct. 11, 2024 all HVSA programs are required to submit appropriate backup documentation (requiring fiscal support) and participate in mandatory data collection and share that data with DOH.
- For each line item, be sure to provide a detailed description of the justification for the line item in the Comments/Justification Column D, including the formula used to determine the amount specified in the expense column, and for personnel the FTE of that individual to be charged to the program; if the position is not yet hired, please indicate "to be hired."

The DCYF Home Visiting cost study work has found that the expenses for home visitor salary and benefits is, on average, approximately 50% of an LIA's operating costs. As this is only an average, there are many reasons why a budget may not adhere to that benchmark. If your home visitor compensation costs are less than 40% or higher than 65% of your proposed total annual operating budget, it would be helpful to clarify the reason for this in your comments column. Home visitor compensation costs include the salaries and benefits expense for the portion of personnel FTE performing home visits.

- After listing all line-item expenses, provide your allowable indirect costs. Use the justification cells to describe how your agency calculates its indirect rate. If your program includes an indirect rate that exceeds 10% of the direct costs, you must attach an approved federal certificate that supports the rate presented in your budgets as one of your Supplemental Documents. This document may be in pdf format.

Direct Billables Budget Detail For Rates Implementing Programs (Family Spirt, Outreach Doula, ParentChild+)

- Column B defines the line item in each Budget Category allowable for Direct Billables; remember that the majority or program expenses are built into the rate, and the costs listed in this template are those that are not scalable and excluded from the rate, to be billed separately. Please note that this funding will support a maximum of 1.0 FTE home visitor (which may be one person or a combination of people adding up to no more than 1.0 FTE).

- For each line item, enter the anticipated dollar expenditure for the entire 12-month period in the cells in Column C.
  - For each line item, be sure to provide a detailed description of the justification for the line item in the Comments/Justification Column D, including the formula used to determine the amount specified in the expense column, and for personnel the FTE of that individual to be charged to the program; if the position is not yet hired, please indicate “to be hired.”
5. When your budget has been completed, name the file with your organization name and Budget (e.g. *ABC Public Health Proposed Budget*) and include it in your supplemental documents sent with your application submission. **Please send only the Excel version of the budget;** not a PDF.
6. **Before submitting this budget template including your Proposed Expansion Budget, please review your materials and ensure the following:**
- The Proposed number of slots matches your Proposal Scope in Section 2 of the Application and does not exceed the DCYF model-specific Standard Caseload for 1.0 FTE home visitor (unless you are a rates exempt program, then the caseload may not exceed the model-expected caseload for a 1.0 FTE Home Visitor).
  - Your Expansion Budget Total matches your Proposed Expansion Annual Budget in the Application (Section 2)
  - Please make sure you have used the Comments/Justification Column D to detail the justification for the Proposed Expenses. The detail will help to support your request; and if left blank, it may result in misunderstanding or inaccurate interpretation of your request by reviewers. Providing sufficient detail in the Comments/Justification Column allows reviewers to understand the specifics of and justification for your expense categories.
  - For Rates Exempt and Rates Delayed programs, the staffing/FTE counts described in the Budget Proposal are the same as the FTE counts presented in your Application Staffing Plan (Section 5A).
  - Budget calculations are error free and do not exceed allowable requests.
  - For Rates Exempt and Rates Delayed programs, if the indirect rate exceeds 10% of the direct costs, you have submitted documentation of federal certification that verifies the indirect rate proposed in the budgets.

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

In order for your application to be eligible for review, applicants must include all of the following supporting documents in your application packet. Please note, a 5-point deduction from overall application score will occur for each required supplemental document that is missing from the application packet. Please ensure all document filenames include your organization name and the title of the document (listed below). All the documents listed and described below may be submitted in pdf format.

1. Organization Letter of Authorization  
*Letter of authorization from the Executive Director (or appropriate director) allowing organization application for these funds. This letter should identify a back-up contact person if the primary contact person is not available for an extended period of time.*
2. Model Fidelity Letter  
*Recent letter from the appropriate national program office indicating the home visiting program (proposed for expansion) is in good standing with model fidelity. If the model does not have a national program office, the letter may be written by Start Early Washington.*
3. Organizational Chart  
*Current organizational chart with clear indication of where the home visiting program or staff resides*

4. Organization Operating Budget

*Current year of the organization's annual operating budget*

5. List of Current Board Members

*List of current board members, including name, role on the board, job title/role in the community, city of residence*

6. Indirect Rate Documentation/Certification \*for Rates Exempt and Rates Delayed programs only

*The approved federal certificate that supports the rate presented in your budgets, if the indirect rate exceeds 10% of the direct costs*

## 4. Review Process and Award Notification

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### Review Process

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

1. **Compliance Review:** DCYF staff review all Applications to ensure compliance with the eligibility and other requirements outlined in the application packet.
2. **Model Lead Review:** Start Early Washington Model Leads will review each application to assess fidelity to program model elements for the presented program and proposed expansion, including proposed ramp-up plan, staffing plan, and home visiting content/assessments. This review is shared with the peer reviewers in the next phase.
3. **Individual Peer Review:** All proposals are reviewed and scored individually by system and service peers with knowledge of home visiting; the panel may also include parents. Reviewers will see the Model Lead Review during this review phase.
4. **Funding Decisions:** The decision to contract with applicants will be determined according to the priorities outlined in the Funding Priorities section of this guidance document. All funding recommendations will be evaluated by the Home Visiting Management Team. A final contract award may differ from the applicant budget request, based upon available funding.

### Award Notification

The anticipated date to inform applicants of award decisions and application status is Jan 7, 2025.

### Contractor Requirements

#### Proposed Deliverables

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



**Data Collection and Quality Improvement Activities**

Awarded contractors will be required to:

- Participate in data collection at the child and family-levels to meet HVSA and SB6109 evaluation requirements.
- Participate in all required model trainings to maintain model fidelity, all HVSA and SB6109 orientations and trainings, site visits, and monthly coaching calls.
- Maintain, assure security of, and report on child and family-level data which includes using the data system specified by the model, DCYF and DOH including:
  - Number of families served
  - Names of family members receiving services (primary caregiver and target child)
  - Individual client identifier such as date of birth
  - Dates of service (by month); and
  - Annual amount expended
- Using the HVSA methodology and with support from Start Early WA, implement Continuous Quality Improvement processes to track, assure and improve quality of processes and services provided.
- Submit monthly and quarterly home visiting enrollment, progress and financial activity reports to DCYF.

More information about data collection expectations will be provided at the Oct. 11, 2025, Bidders’ Webinar.

**Washington Map of School Locales**

