

<h1>ACF</h1>  <b>Administration</b>  <b>For Children</b>  <b>And Families</b>	<b>U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES</b> <b>Administration on Children, Youth and Families</b>	
	<b>1. Log No: ACYF-CB-PI-04-04</b>	<b>2. Issuance Date:</b> <b>April 7, 2004</b>
	<b>3. Originating Office: Children's Bureau</b> <b>Office on Child Abuse and Neglect</b>	
	<b>4. Key Words:</b> <b>Community-Based Grants for the Prevention of Child Abuse and Neglect</b>	

**PROGRAM INSTRUCTION**

- TO** : Offices of the Governors; Community-Based Family Resource and Support Program Grantees; State Children's Trust and Prevention Funds; State Agencies Administering or Supervising the Administration of Titles IV-B and IV-E of the Social Security Act
- SUBJECT** : Availability of Fiscal Year 2004 Funds under the Community-Based Grants for the Prevention of Child Abuse and Neglect program created by Title II of the Child Abuse Prevention and Treatment Act as amended by Pub.L.108-36.
- LEGAL AND: RELATED REFERENCES** : Title I, Subtitle B of the Keeping Children and Families Safe Act of 2003; Title II of the Child Abuse Prevention and Treatment Act (CAPTA) (42 U.S.C. 5116 et seq.), as amended by Pub. L. 108-36, enacted June 25, 2003.
- PURPOSES** : The purposes of this Program Instruction are to (1) set forth the requirements for recipients of Community-Based Grants for the Prevention of Child Abuse and Neglect awards for fiscal year 2004, and (2) provide guidance and instructions for the preparation and submission of the application.

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## **PART I: INTRODUCTION**

### **A VISION FOR A COMMUNITY-BASED APPROACH TO CHILD ABUSE AND NEGLECT PREVENTION**

The reauthorization of the Community-Based Family Resource and Support Grants (CBFRS) legislation, Title II of the Child Abuse Prevention and Treatment Act (CAPTA), on June 25, 2003 as part of the Keeping Children and Families Safe Act 2003, presents a unique opportunity to build upon the strong foundation of the program developed by the States over the last several years. During the reauthorization, the CBFRS program was renamed to the Community-Based Grants for the Prevention of Child Abuse and Neglect. For administrative convenience, we will refer to it as Community-Based Child Abuse Prevention (CBCAP) grants.

This legislation has a rich history, beginning with the Child Abuse Prevention Federal Challenge Grants Act in 1984 -- the first law to direct Federal funds specifically to assist State efforts in preventing child abuse and neglect. Amendments to the law in 1992 and 1994 broadened the earlier legislation to include the provision of community-based child abuse prevention activities and family resource services. The 1996 amendments provided States with additional incentives to create Statewide networks for ensuring the safety of children in their families and neighborhoods.

The most recent changes in 2003 place an emphasis on supporting community-based efforts to develop, operate, expand, enhance, and where appropriate to network, initiatives aimed at the prevention of child abuse and neglect, and to support networks of coordinated resources and activities to better strengthen and support families to reduce the likelihood of child abuse and neglect. There is also a strong emphasis on demonstrating a meaningful commitment to parent leadership, including parents of children with disabilities, parents with disabilities, racial and ethnic minorities, and members of other underrepresented or underserved groups.

The legislation builds upon the previous program by maintaining many of the core provisions of the CBFRS program, while also emphasizing some additional elements to strengthen and support the health and well-being of families and to build the capacity of the State lead agencies. Although the emphasis on the Statewide network is no longer mandatory in the CBCAP program, the lead agency's role in maintaining and supporting the prevention network in the State is still considered a critically important function. The new legislation includes provisions requiring that lead agencies have the capacity to support community-based and prevention focused programs and activities that (1) are based on State and community interagency partnerships, and (2) are implemented through an interdisciplinary, collaborative public-private structure that includes parents as full partners. Another prevailing theme of this legislation which has been maintained is that lead agencies are to seek innovative approaches to coordinating funding streams and leveraging additional resources to augment the Federal funds. The legislation continues to recognize that individual child abuse and neglect prevention programs cannot stand alone. They are part of a larger statewide and national system of care for families, of which prevention is a key component.

The reauthorization of the program comes at a time when the Children’s Bureau is also working to help States improve child welfare services by examining outcomes for children and families who receive services and assessing the systemic factors that affect a State’s ability to achieve positive outcomes for children and families. Through the Child and Family Services Reviews (CFSR), the Children’s Bureau is promoting practice principles believed to support improved outcomes for children and families. These principles include family-centered social work practice, community-based services, individualized services that respond to the unique needs of children and families, and strengthening parental capacity to protect and provide for their children. Findings from the States that have completed their reviews thus far indicate that many States and communities lack adequate prevention and community-based services for families. There is also a need for comprehensive family assessments and for greater engagement of parents in the case planning process. Since the provision of prevention services and the emphasis on parent engagement have always been strong components of the CBFRS/CBCAP program, coordination between the State’s CFSR process and the development and operation of the CBCAP program greatly contributes to the overall child welfare system improvement.

The Administration has developed several major initiatives in areas that it feels will benefit children, adults, and society and help to strengthen families. The Department’s Healthy Marriages, Responsible Fatherhood, Positive Youth Development, and Faith-based and Community initiatives are consistent with the overall goals of safety, permanency, and well-being of children. The CBCAP program provides opportunities to advance these areas within the field of child abuse prevention. Emphasis should be placed on identifying ways to incorporate these priorities into CBCAP programs in the States. (See Attachment 4 for an overview of these initiatives.)

The most effective way to meet the challenge of preventing child abuse and neglect is for all child abuse prevention and treatment programs - public and private - to work together in partnership with families and other disciplines such as social services, health and mental health, education, law enforcement, and other advocacy groups in the community to achieve their common goals.

The CBCAP grantees are in a unique position of leadership as they assume responsibility for directing, leading and evaluating the network of public-private partnerships and the continuum of preventive services for children and families in their States. Our children’s safety and well-being will be best ensured when Federal, State, and faith-based and community agencies work collaboratively to better coordinate programs and services and be responsive to the needs of all families.

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## **A. LEGISLATIVE BACKGROUND**

On June 25, 2003, President George W. Bush signed the bill to reauthorize CAPTA through the Keeping Children and Families Safe Act of 2003 (Pub. L. 108-36). This legislation, among other things, amended Title II of CAPTA and reauthorized and re-named the program previously known as the Community-Based Family Resource and Support (CBFRS) Grants program. The program is now known as the Community-Based Grants for the Prevention of Child Abuse and Neglect or, for administrative purposes, the Community-Based Child Abuse Prevention (CBCAP) program.

The purposes of the CBCAP program are: (1) to support community-based efforts to develop, operate, expand, and enhance, and where appropriate to network, initiatives aimed at the prevention of child abuse and neglect; (2) to support networks of coordinated resources and activities to better strengthen and support families to reduce the likelihood of child abuse and neglect; and (3) to foster understanding, appreciation, and knowledge of diverse populations in order to effectively prevent and treat child abuse and neglect.

A weblink to Title II of CAPTA, as amended by P.L. 108-36 is included in Attachment 1.

## **B. USE OF FUNDS**

Section 201(b) of the Act provides that funds made available to States under the CBCAP program must be used for:

- (1) Developing, operating, expanding, and enhancing community-based, prevention-focused programs and activities designed to strengthen and support families to prevent child abuse and neglect (through networks where appropriate) that are accessible, effective, and culturally appropriate, and build upon existing strengths that --
  - (A) Offer assistance to families;
  - (B) Provide early, comprehensive support for parents;
  - (C) Promote the development of parenting skills, especially in young parents and parents with very young children;
  - (D) Increase family stability;
  - (E) Improve family access to other formal and informal resources and opportunities for assistance available within communities;
  - (F) Support the additional needs of families with children with disabilities through respite care and other services;
  - (G) Demonstrate a commitment to meaningful parent leadership, including among parents of children with disabilities, parents with disabilities, racial and ethnic minorities, and members of underrepresented and underserved groups; and
  - (H) Provide referrals to early health and developmental services.

(Note: The previous provision which included the purpose of “decreasing the risk of homelessness” has been removed from the law.)

- (2) Fostering the development of a continuum of preventive services for children and families through State and community-based public and private partnerships.
- (3) Financing the start-up, maintenance, expansion, or redesign of a variety of specific community-based and prevention focused programs and activities that have been identified as unmet needs, and integrated with the network of child abuse prevention and family support programs in the State, to the extent practicable.
- (4) Maximizing funding through leveraging of funds for establishing, operating, or expanding community-based and prevention-focused programs and activities designed to strengthen and support families to prevent child abuse and neglect.
- (5) Financing public information activities that focus on the healthy and positive development of parents and children and promotion of child abuse and neglect prevention activities.

### **C. AVAILABILITY AND DISTRIBUTION OF FUNDS**

The appropriation act enacted by Congress makes \$33.2 million available for the CBCAP program in Federal fiscal year (FFY) 2004.

A certain amount must be set aside for specific legislative purposes, including: (1) one percent of the total appropriation "to make allotments to Indian tribes and tribal organizations and migrant programs;" (§203(a)) (2) continued funding for a National Resource Center for CBCAP, and (3) continued funding for program support.

The remainder of the 2004 appropriation will be distributed to the States and Territories, as described below:

#### **1. Grants to States:**

A State<sup>1</sup> is eligible for a grant under the CBCAP program if, in accordance with the eligibility requirements of §202, the State's Chief Executive Officer (CEO) has designated a lead entity to administer funds under this program and provided certain assurances. (The eligibility requirements are described in detail in Part II of this PI.)

Section 203(b)(1) provides that the funds available for distribution to the States under the CBCAP program will be allotted as follows:

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<sup>1</sup> In the absence of a definition in Title II, we have interpreted "STATE" as having the meaning given the term in CAPTA, §111 (5)[42 USC 5106g (5)], (i.e., "State" means each of the several States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.)

- (a) **Seventy percent (70%)** of the funds will be allotted proportionately among the States based on the number of children under age 18 residing in each State<sup>2</sup>, "except that no State shall receive less than \$175,000"; and
- (b) **Thirty percent (30%)** of the funds will be allotted proportionately among the States based on the amount of private, State or other non-Federal funds leveraged and directed through the currently designated State lead agency in the preceding fiscal year (i.e., FY 2003, 10/1/02 to 9/30/03). If the aggregate of the amounts of leveraged funds claimed by the States exceeds 30% of the amount appropriated, that part of the grant award will be reduced for each State on a pro rata basis. The requirements for leveraged funds are discussed in Part III-F.

2. **Grants to Territories:**

The following Territories are eligible to receive funds under the CBCAP program: the Virgin Islands, Guam, American Samoa, and the Northern Mariana Islands. These Territories are eligible to submit either: (1) a consolidated grant application in accordance with 45 CFR Part 97, **OR** (2) an independent application that meets all of the requirements set forth in this Program Instruction.

**Consolidated Application:** If a Territory chooses to submit a consolidated grant application, it need not submit an application under this Program Instruction. An eligible Territory that applies for a consolidated grant will receive the base amount of \$175,000 authorized under the CBCAP program. These grant funds will be included in the Territory's consolidated grant.

**Independent Application:** If an eligible Territory submits an independent application that meets the requirements of this Program Instruction, the Territory is also eligible to submit a claim for its leveraged funds in accordance with §203(b)(1)(B) above, and receive its proportionate share of those funds, in addition to receiving the base amount of \$175,000 for its population. If a Territory's independent application is approved, the designated lead agency of the Territory must ensure that the CBCAP grant funds it receives will be used only for the purposes set forth in Part I of this Program Instruction.

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<sup>2</sup> The calculation of that portion of a State's award under paragraph (A) of the formula will be computed by ACYF, using the most current population data provided by the Bureau of the Census, Department of Commerce.

**D. COORDINATION AND COLLABORATION WITH EXISTING PREVENTION ORGANIZATIONS**

The CBCAP program is specifically authorized to foster the development of a continuum of preventive services for children and families through State and community-based collaborations and public-private partnerships. States have already established a broad range of Federal, State, and locally funded programs to support the prevention of child abuse and neglect and to provide community-based (and in several States, faith-based) resources to families. It is the responsibility of the lead agency to use the funds awarded under this authority to support programs and activities designed to strengthen and support families for the prevention of child abuse and neglect. Funds can also be used to provide leadership for networks of coordinated resources that will integrate existing services to address unmet needs that have been identified in the State. There are a range of programs that CBCAP may want to coordinate and integrate programs and activities as part of their prevention network. Given the limited funding available for prevention services, lead agencies are strongly encouraged to find ways to partner with other public and private organizations serving the same populations and sharing the same goals and objectives. Please see Attachment 2 for a listing of some of these programs and initiatives.

The examples of programs are not meant to be all-inclusive. A strategic plan for the development of a network of prevention and family support programs should include existing child welfare, education, vocational rehabilitation, disability, health, mental health, job readiness, self-sufficiency, child and family development, community action, juvenile justice, domestic violence prevention, youth development, teen pregnancy prevention, housing, faith and community-based programs, fatherhood and healthy marriage programs, and other human service organizations within the State.

**E. COORDINATION WITH THE IV-B CHILD AND FAMILY SERVICES PLANS AND THE CHILD AND FAMILY SERVICES REVIEWS/ PROGRAM IMPROVEMENT PLANS**

Title IVB, subpart 1, Child Welfare Services and subpart 2, Promoting Safe and Stable Families (PSSF), provide funds to State child welfare agencies for prevention services. PSSF, in particular, provides for community-based family support programs, services to families at risk or in crisis (family preservation programs and time-limited family reunification services), and adoption promotion and support services. Funds for these programs are directed toward State and local child welfare service delivery in order to achieve improved well-being for vulnerable children and their families, particularly those experiencing or at risk for abuse and neglect. In addition, States are required to develop a strategic plan with goals and objectives for a continuum of care in a five-year comprehensive Child and Family Services Plan (CFSP) with annual updates on their progress. The plans must include:

- Current State information on the well-being of children and families, the needs of children and families, and the nature, scope and adequacy of existing child and family and related social services.



- An extensive consultation process with a wide array of representatives of State, local, Tribal, and both public and private community-based agencies and organizations (this may also include faith-based organizations), with experience in administering programs for infants, children, youth, adolescents, and families.
- A description of the ongoing service coordination process to improve access and deliver a range of services to children and families.
- Descriptions of training, technical assistance, evaluation, and quality assurance activities.

By June 30, 2004, States will need to submit a new five-year CFSP to ACF. CBCAP programs can play a key role in providing input into this process.

The Child and Family Services Review (CFSR) process is another area in which CBCAP lead agencies are strongly encouraged to become more actively engaged. The CFSR process is a major effort to change child welfare systems at the Federal and State level. All States will have completed an initial review by March 31, 2004. The CFSR process measures a State's substantial conformity with the State plan requirements in titles IV-B and IV-E of the Social Security Act. It identifies State performance on outcomes for the safety, permanency and well-being of children and reviews the systemic factors leading to child welfare outcomes. This process includes three major steps: (1) an assessment based on aggregate data and a State self-assessment completed in collaboration with a broad range of stakeholders (many of whom also collaborated on the CFSP), (2) an onsite review of cases and stakeholder interviews conducted with a Federal/State partnership team, and (3) a Program Improvement Plan (PIP), if necessary, addressing the findings of the onsite review and statewide assessment.

Recent Program Instructions (PIs) ACYF-CB-PI-02-05 and ACYF-CB-PI-03-05 discussed the requirement for States to integrate the CFSRs with their CFSP/APSR process. Findings from the States that have completed their CFSRs thus far indicate that many States and communities lack adequate prevention and community-based services for families. There is also a need for comprehensive family assessments and for greater engagement of parents in the case planning process.

Since the provision of prevention services and the emphasis on parent engagement have always been strong components of the CBFRS/CBCAP program, greater coordination between the State's CFSR and the CFSP/APSR process and the development and operation of the CBCAP program are greatly encouraged. Please see Attachment 3 for some suggested ways in which CBCAP lead agencies can work with these other planning efforts.

## F. DEFINITIONS

It is expected that lead agencies will require local service providers to describe their services and programs according to the definitions outlined in the legislation so that there are common frames of reference within and across States in the implementation of this program. The following terms used in this Program Instruction have the same meaning given those terms in §209 of the Act: (1) "children with disabilities"; (2) "community referral services"; (3) "community-based and prevention-focused programs and activities designed to prevent child abuse and neglect"; (4) "outreach services"; and (5) "respite care services". (See Attachment 1.)

The term "community-based and prevention-focused programs and activities to strengthen and support families to prevent child abuse and neglect" includes organizations such as family resource programs, family support programs, voluntary home visiting programs, respite care programs, parenting education, mutual support programs, and other community programs or networks of programs that provide activities that are designed to prevent or respond to child abuse and neglect.

## PART II: ELIGIBILITY REQUIREMENTS

### A. STATE ELIGIBILITY

#### Designation of a Lead Entity:<sup>3</sup>

Before a State can apply for a FFY 2004 grant under the CBCAP program, the Chief Executive Officer (CEO) (i.e. Governor) of the State must designate a lead entity<sup>4</sup> to administer the funds for the implementation of community-based and prevention-focused programs and activities designed to strengthen and support families to prevent child abuse and neglect. (§202(1)(A))

The designation of a lead entity by the CEO should be based on a determination that the entity is the most appropriate organization to accomplish both the child abuse and neglect

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<sup>3</sup> The term "entity" is used with respect to a CEO's designation of a State entity to administer the CBCAP program. Once an entity has been designated, and for purposes of meeting the application requirements, the term "agency" (or "lead agency") will be used in lieu of "entity" or "lead entity".

<sup>4</sup> Section 202(1)(C)&(D) provides that, in determining which entity to designate, the CEO of the State should "give priority consideration equally to a trust fund advisory board of the State or to an existing entity that leverages Federal, State, and private funds ..." Section 202(1)(D) provides that, "in the case of a State that has designated a State trust fund advisory board to be the lead entity... and in which one or more entities that leverages Federal, State and private funds... exist, the [CEO] shall designate the lead entity only after full consideration of the capacity and expertise of all entities desiring to be designated [as lead agency]."

prevention activities and the family strengthening and support goals of the CBCAP program. That determination should be based on the demonstrated ability of the entity to (1) integrate child abuse and neglect prevention services and activities and (2) leverage and blend State, Federal and private funds at the local level for these activities.

## **B. LEAD AGENCY ELIGIBILITY**

### 1. Lead Entity Requirements:

As required by §202(1)(B), the lead entity must:

- (a) Be an existing public, quasi-public, or nonprofit private entity that exists to strengthen and support families to prevent child abuse and neglect;<sup>5</sup>
- (b) Demonstrate the ability to work with other State and community-based agencies to provide training and technical assistance; and
- (c) Demonstrate the capacity to ensure the meaningful involvement of parents who are consumers and who can provide leadership in the planning, implementation, and evaluation of programs and policy decisions of the lead agency in achieving the outcomes of the program.

## **PART III: APPLICATION INSTRUCTIONS**

The information presented in this section is intended to summarize the submission and review process for a CBCAP application, and to describe the content and documentation that must be provided with the application. These requirements include specific materials necessary to establish the eligibility of the lead agency to submit the application and of the leveraged funds to be matched by Federal funds.

## **A. PREPARATION AND FORMAT OF APPLICATION**

### 1. Preparation:

The application must be prepared and submitted by the lead agency designated by the CEO of the State to administer and oversee the implementation of the programs and activities provided under this grant.

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<sup>5</sup> The designated agency is not required to have been established pursuant to State legislation, executive order, or other written authority of the State.

2. Format:

States are not required to submit a Standard Form 424, "Application for Financial Assistance" (although a State may use this form if it chooses). Applications may be submitted in formats best suited to the needs of the applicant. States are strongly encouraged, however, to follow the content outline suggested below:

- I. Submission Letter
- II. Lead Agency Identifying Information
- III. State CEO Documentation and Assurances
  - o Lead Agency Designation Letter
  - o Governor's Assurances
- IV. Lead Agency Assurances
- V. Leverage Claim Form
- VI. Budget
- VII. Description of the Lead Agency and the Operation of the Network of Coordinated Community-based and Prevention-focused Programs and Activities
- VIII. Criteria for Funded Programs
- IX. Outreach Activities for Special Populations
- X. Plans for Parent Leadership and Involvement
- XI. Plan for Support, Training, Technical Assistance and Evaluation Assistance
- XII. Evaluation Plans, Including Plans for Peer Review
- XIII. Plan for Child Abuse Prevention Month, 2005
- XIV. Actions to Advocate for Systemic Change
- XV. Certifications (Lobbying)
- XVI. Attachments (optional)

Information regarding what should be included in the above sections is described in the next sections.

3. Accompanying Documents:

The application must be accompanied by the appropriate certifications, assurances, and other required documentation described throughout this Program Instruction.

**B. SUBMISSION LETTER**

Each application must be accompanied by a submission letter that is addressed to Joan E. Ohl, Commissioner, Administration on Children, Youth and Families, and signed by an appropriate official of the lead agency designated by the CEO to act for the State in administering the funds and assuming the obligations imposed by the terms and conditions of the grant award. The letter that officially transmits the application must include a description of the lead agency that will be responsible for the administration of funds and the oversight of prevention and family support programs funded through this program. (§205(1))

### C. LEAD AGENCY IDENTIFYING INFORMATION<sup>6</sup>

Each application must include the following information:

- (1) The name, mailing address, email address, and fax number of the lead agency.
- (2) The lead agency's Employer Identification Number (EIN) and DUNS<sup>7</sup> number.
- (3) The name and telephone number of the program specialist responsible for the CBCAP grant program.
- (4) The name and telephone number of the fiscal agent responsible for the CBCAP grant program.

### D. STATE CEO DOCUMENTATION AND ASSURANCES

Each application for FFY 2004 funding under the CBCAP program must include the following documentation by the State's Chief Executive Officer (CEO) or Governor:

- (a) The original signed letter from the CEO of the State that (1) designates the lead agency to receive the funds, and (2) contains a statement that the lead agency was designated only after giving full and equal consideration to the capacity and expertise of all entities desiring to be the lead agency; (§202(1)(A)(C)&(D)) and
- (b) The official signed "State Chief Executive Officer's Assurance Statement". (§202(2)&(3)) A copy of the CEO Assurance Statement is included as Attachment 5 in this Program Instruction.<sup>8</sup>

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<sup>6</sup> It is incumbent upon the lead agency to provide timely notification to the Federal program officer if there are any changes in the following lead agency information during the grant award period.

<sup>7</sup> All applicants must have a Duns & Bradstreet Number. On June 27, 2003, the Office of Management and Budget published in the Federal Register a new Federal Policy applicable to all Federal grant applicants. The policy requires Federal grant applicants to provide a Duns and Bradstreet Data Universal Numbering System (DUNS) number when applying for Federal grants on or after October 1, 2003. The DUNS number will be required whether an applicant is submitting a paper application or using the government-wide electronic portal ([www.Grants.gov](http://www.Grants.gov)). A DUNS number will be required for every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement and block grant programs submitted on or after October 1, 2003. Please ensure that your organization has a DUNS number. You may acquire a DUNS number at no cost by calling the dedicated toll-free DUNS number request line at 1-866-705-5711 or you may request a number online at [www.dnb.com](http://www.dnb.com)

<sup>8</sup> To simplify procedures for the applicant, all statutory assurances contained in this Program Instruction are consolidated into two separate Assurance Statements, for signature by the State official who is responsible for making such assurances (i.e., the CEO of the State, or the appropriate lead agency administrator). These Assurance Statements are

### **State CEO's Assurances Regarding the Lead Agency:**

Section 202(2) and Section 202(3) require the State CEO to provide assurances that the lead agency will provide or be responsible for providing—

- 1) Community-based and prevention-focused programs and activities designed to strengthen and support families to prevent child abuse and neglect (through networks where appropriate) composed of local, collaborative, public-private partnerships directed by interdisciplinary structures with balanced representation from private and public sector members, parents, and public and private nonprofit service providers and individuals and organizations experienced in working in partnership with families with children with disabilities; (§202(2)(A))
- 2) Direction to an interdisciplinary, collaborative, public-private structure with balanced representation from private and public sector members, parents, including those with disabilities, and public sector and private nonprofit sector service providers; (§202(2)(B))
- 3) Direction and oversight through identified goals and objectives, clear lines of communication and accountability, the provision of leveraged or combined funding from Federal, State and private sources, centralized assessment and planning activities, the provision of training, technical assistance, evaluation assistance and reporting and evaluation functions; (§202(2)(C))
- 4) A demonstrated commitment to parental participation in the development, operation, and oversight of the community-based and prevention-focused programs and activities designed to strengthen and support families to prevent child abuse and neglect (through networks where appropriate); (§202(3)(A))
- 5) A demonstrated ability to work with State and community-based public and private nonprofit organizations to develop a continuum of preventive, family-centered, comprehensive services for children and families; (§202(3)(B))
- 6) Operational support (both financial and programmatic) and training, technical assistance and evaluation assistance, to community-based and prevention-focused programs and activities designed to strengthen and support families to prevent child abuse and neglect, through innovative, interagency funding and inter-disciplinary service delivery mechanisms; (§202(3)(C)) and
- 7) Integration of its efforts with individuals and organizations experienced in working in partnership with families with children with disabilities, parents with disabilities and with the child abuse and neglect prevention activities of the State, and a financial commitment to those activities. (§202(3)(D))

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included as Attachments 6 and 7.

Please note that a new Governor's letter and assurance statement must be included every year as part of the CBCAP application.

#### **E. LEAD AGENCY ASSURANCES**

The authorized official of the lead agency designated by the CEO to administer funds under the CBCAP program and assume the obligations imposed by the terms and conditions of the grant award must provide the following assurances:

- 1) A description of the inventory of current unmet needs and current community-based and prevention-focused programs and activities to prevent child abuse and neglect, and other family resource services operating in the State, will be incorporated into the Annual Performance Report submitted **on or before December 31, 2005**; (§205(3))
- 2) Funds received under this title will supplement, not supplant, other State and local public funds designated for the startup, maintenance, expansion, and redesign of community-based and prevention-focused programs and activities designed to strengthen and support families to prevent child abuse and neglect; (§205(5))
- 3) The State has the capacity to ensure the meaningful involvement of parents who are consumers, including those with disabilities, and who can provide leadership in the planning, implementation, and evaluation of the programs and policy decisions of the applicant agency in accomplishing the desired outcomes for such efforts; (§205(6)) and
- 4) The applicant agency will provide the Secretary with reports at such time and containing such information as the Secretary may require **not later than December 31, 2005** (§205(13)).

The assurance statement must be signed by an authorized official of the agency designated by the CEO to act for the State in administering the CBCAP funds and assuming the obligations imposed by the terms and conditions of the grant award. A form for this assurance statement is included in this program instruction as Attachment 6 (§205(3),(5),(6)&(12))

#### **F. DOCUMENTATION OF LEVERAGED FUNDS FOR FEDERAL MATCHING FUNDS**

Each application must include a statement that the fiscal year for which State, private, and other non-Federal funds were leveraged for the purpose of submitting a claim under the CBCAP program for FFY 2004 is Federal Fiscal Year 2003 (i.e., **October 1, 2002 - September 30, 2003**).

The following documentation of leveraged funds must be provided to receive CBCAP funds available for distribution under §203(b)(1)(B), (i.e., 30% of the total allotment to States that is based on the leveraging of non-Federal funds):

1. Leveraged Funds that May Be Claimed:

Funds claimed as leveraged funds by a State under §203(b)-(1)(B) may include any funds that were:

- (a) Leveraged by the State from private, State, or other **non-Federal** sources during **FFY – 2003 (October 1, 2002 - September 30, 2003)**;
- (b) Directed through the CBCAP lead agency for FFY 2003; and
- (c) Budgeted during **FFY 2003** for use in supporting community-based and prevention-focused programs and activities designed to strengthen and support families to prevent child abuse and neglect<sup>9</sup>.

Only funds that have not been used to leverage additional Federal funds under any other program may be claimed as leveraged funds for this program.

2. Completion of Leveraged Funds Worksheet:

In order for a State to document funds claimed as leveraged funds, the application must contain a completed copy of the Leveraged Funds Worksheet (see Attachment 7), which includes (1) an itemization of the funds being claimed, and (2) an assurance statement that is to be signed by the responsible lead agency administrator and fiscal authority for the lead agency verifying the authenticity of the submitted claim.

**G. ADDITIONAL APPLICATION REQUIREMENTS**

1. Budget, Including State's 20% Cash Match. Each State application must include a budget for the development, operation and expansion of the community-based and prevention-focused programs and activities that verifies that the State will expend in non-Federal funds an amount equal to not less than 20 percent of the amount received under this title (**in cash, not in-kind**) for activities under this title (§205(4)). The budget should be presented in a format that clearly displays line item expenditures for both the Federal and non-Federal funds.

The budget must allocate sufficient funds to provide for at least two representatives from the State to attend an annual 3-5 day Federally initiated CBCAP grantees conference. **Attendance at these meetings is a grant requirement.**

Up to 20% of available funds may be budgeted for administrative purposes. This does not apply to such program costs as necessary to provide training, technical

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<sup>9</sup> Leveraged funds that may be submitted for Federal matching funds are those non-Federal funds which, in the preceding fiscal year, were controlled by the CBCAP lead agency submitting the application, and were used to provide the types of services and activities for which the current CBCAP Federal funds may be used, as specified by the legislation and described under the Use of Funds section of this Program Instruction.



assistance, evaluation assistance, evaluation, and coordination for the prevention network.

The nature of the formula provision is such that States claiming leveraged funds will not know what their total grant award will be when the application is submitted. Consequently, a State with a leveraged funds claim will not know what will constitute its 20% match. Therefore, for application purposes, the 20% match should be determined based on the population-only portion of the formula. Attachment 9 includes a table showing an estimate of the amount each State will receive based on population. Within 30 days of receipt of the Grant Award Letter, the lead agency must submit an amended budget to reflect a 20% match of the full amount of the grant award.

Note: If the non-Federal match money in the budget submitted with the application is equal to or greater than 20% of the final grant award, the lead agency is not required to submit a post-award budget amendment.

2. Description of the lead agency. This section describes the interdisciplinary, collaborative, public-private structure, including its representation from private and public sector parents and service providers, that will direct and support networks of coordinated child abuse prevention resources and activities to better strengthen and support families, and how the structure will direct the network; (§202(2)(B))

This section should also include a description of how programs and activities will operate; and how community-based and prevention focused programs and activities provided by public and private, nonprofit organizations, including faith-based programs and those funded by programs under this Act, will be integrated into a developing continuum of family-centered, holistic, preventive services for children and families; (§205(2))

3. Criteria for Funded Programs. Each application must include a description of the criteria that the lead agency will use to develop, or select and fund, community-based and prevention-focused programs and activities designed to strengthen and support families to prevent child abuse and neglect; (§205(7))

This requirement may be met in whole or in part by the inclusion of the State's current announcement of the priority for local grant awards or Request for Proposals (RFP) for CBCAP funds.

4. Outreach Activities for Special Populations. Each application must include a description of outreach activities that the lead agency and the community-based and prevention-focused, programs and activities will undertake to maximize the participation of parents, racial and ethnic minorities, children and adults with disabilities, and members of other underserved or underrepresented groups; (§205(8))

Parents with mild to moderate disabilities are frequently underserved and should also be considered a target population for this outreach. Research has demonstrated the importance of fathers in the healthy development of children. Fathers are an often-overlooked population and care should be taken to include them in the planning of outreach activities. States are encouraged to describe any other special populations that they include in their outreach plans to meet local needs.

5. Plan for Support, Training, Technical Assistance and Evaluation Assistance. Each application must include a plan for providing operational support, training, technical assistance and evaluation assistance to community-based, prevention-focused programs and activities for the development, operation, expansion and enhancement of such activities; §205(9))

These plans should include training and technical assistance to foster understanding, appreciation, and knowledge of diverse populations in order to effectively prevent and treat child abuse and neglect. Plans should also include training and technical assistance to foster the promotion of strong families. Plans should include a description of how the lead agency will provide assistance to their funded programs on developing evaluation plans which may include quantitative and qualitative methods. Plans should also highlight efforts to foster parent leadership. States are encouraged to identify training and technical assistance efforts that link with the CFPSR/PIP and CFSP/APSRS processes, as appropriate.

This plan should indicate the training and technical assistance (T/TA) to be provided in the coming fiscal year, as opposed to an accounting of the T/TA provided in the prior fiscal year.

6. Evaluation. Each application must include a description of how the lead agency's activities, and those of the network and its members, where appropriate, will be evaluated; (§205(10)). This section should describe an overall evaluation plan and approach which includes the peer review process the State will conduct under this program (§207(7)). States are strongly encouraged to develop evaluation plans which incorporate quantitative and qualitative methods.

States which have allocated a large portion of their CBCAP for network support/development are strongly advised to develop strategies and methods to evaluate the effectiveness of their network and its activities, as well as their funded programs.

7. Child Abuse Prevention Month, 2005. Each application must include a description of the activities the lead agency will coordinate or participate in, and the network's role in the promotion and observance of Child Abuse Prevention Month during April 2005.

8. Actions to Advocate for Systemic Changes. Each application must include a description of the actions that the lead agency will take to advocate systemic changes in State policies, practices, procedures and regulations to improve the delivery of community-based and prevention-focused programs and activities designed to strengthen and support families to prevent child abuse and neglect. (§205(11))

If the lead agency is actively involved in the CFSR/PIP or IV-B planning process, please describe the extent of the involvement and other relevant information. Please also include other actions that involve other statewide public and private interagency systems change efforts.

This description should not be a report of actions accomplished, but a description or approach to be implemented in the coming fiscal year to identify and advocate for systemic change. It would be especially appropriate to include network activities and support for the proposed actions.

## **H. CERTIFICATIONS**

1. **Certification Regarding Lobbying and Disclosure of Lobbying Activities Forms**

Pursuant to 45 CFR Part 93, the Certification Regarding Lobbying Form (see Attachment 9) must be signed and submitted with the State's CBFRS program application. If applicable, a Standard Form LLL, which discloses lobbying activities, also must be submitted.

2. **Other Certifications** (Attachment 9)

The signature on the State's CBCAP Program application by an authorized official attests to the applicant's intent to comply with the following other certification:

- (a) Certification Regarding Environmental Tobacco Smoke

No additional forms are needed for the certification listed above.

## I. SUBMISSION OF APPLICATION

### 1. An original and one copy to the Office on Child Abuse and Neglect (OCAN)

The signed original and one copy of the complete application, including all attachments, must be submitted to the CBCAP grant officer at the Office on Child Abuse and Neglect **within 60 days from the issuance date (due June 7, 2004)**.

Applications sent to OCAN by regular mail, commercial delivery, or by hand should be addressed to:

Community-Based Family Grants for the Prevention of Child Abuse and Neglect Program  
Office on Child Abuse and Neglect  
Attention: Melissa Lim Brodowski  
330 C Street, S.W.  
Switzer Building, Room 2417  
Washington, D.C. 20447  
Phone: 202-205-2629

### 2. One Copy to Regional Office

One copy of the grant application, including all attachments, must be submitted to the Federal Regional Office (RO) that serves the applicant's State. An RO contact list is included as Attachment 10.

Regional Office staff will conduct an initial review of the application and submit their findings and recommendations to OCAN.

In addition to participation in application reviews, the RO staff will be active in the administration of this program. The review of a State's application will enable the RO staff to become familiar with the State's CBCAP program, and, to the extent appropriate, facilitate linkages with other programs in the State. Additionally, the RO staff will be able to provide technical assistance to lead agencies, as requested, and otherwise be a resource to the lead agency.

## PART IV: ADDITIONAL INFORMATION

### A. CLOSING DATE FOR RECEIPT OF APPLICATIONS

The closing date for receipt of all applications under Title II of CAPTA for the Community-Based Grants for the Prevention of Child Abuse and Neglect program is **60 days from the issuance date (June 7, 2004)**.

**B. GRANT ADMINISTRATION REGULATIONS**

The regulations that apply to the administration of these grants are contained in 45 CFR Part 92, "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments." (See Attachment 1 for a weblink to the 45 CFR Part 92 revised regulations.)

**C. EXPENDITURE OF FUNDS**

A State must obligate these Federal funds not later than **three** years after the end of the Federal fiscal year in which the funds are allocated, and they must be liquidated by the year 2009. This means that these FFY 2004 funds must be obligated by September 30, 2007, and liquidated by September 30, 2009. The Office of Administration, Office of Grants Management, in cooperation with the Administration on Children, Youth and Families (ACYF), will review the State's financial reports, and if the State does not fully obligate these funds within the three-year period, all unobligated funds will be recouped for return to the Treasury.

If it is not possible for a State to obligate all of the FFY 2004 CBCAP funds by September 30, 2007, the lead agency may submit a written request for a no-cost extension, not to exceed 12 months, to obligate the remaining funds. The letter should be addressed to the Federal project office not-later-than June 30, 2007, and should include the following information:

- a. The amount of funds requested to be extended;
- b. The amount of time necessary to obligate the funds;
- c. The reason the funds will not be obligated by September 30, 2007; and
- d. The purpose for which the extended funds will be used.

**D. REPORTING REQUIREMENTS**

Under the provisions of CFR Part 92, each State receiving a grant under the CBCAP program must provide both a financial report and a program report. These reports are required annually and are due 90 days after the close of each Federal fiscal year, (i.e., on or before December 31 of 2005, 2006, and 2007). A grant year runs 12 months from the date of issuance of the award. The project period for the CBCAP grant is 36 months with an additional 24 months to liquidate.

1. **Financial Reports:**

Total expenditures under the CBCAP program (**including the 20% match**) are to be reported by the lead agency, using the Financial Status Report (Standard Form 269A). Each financial report must cover an entire 12-month period. The annual financial status reports are due no later than 90 days after September 30 of each year. Final Financial Status Reports **are due 90 days after the end of the grant period** (i.e., December 31, 2009). Financial reports are to be mailed concurrently to the State's ACF Regional Administrator (see Attachment 10), and to:

Administration for Children and Families  
Office of Administration  
Office of Grants Management  
Division of Mandatory Grants  
ATTN: Doris Lee  
370 L'Enfant Promenade, SW  
Washington, D.C. 20447

2. **State Program Report:**

- a. **General Requirement.** Each State's annual program report should (1) document activities conducted during the grant award period on which the report is based, and (2) provide specific information to demonstrate compliance with the requirements for these funds:
- b. **Performance Measures.** Section 207 of the Act provides that any State receiving a grant under the CBCAP program shall, through reports provided to the Secretary, do the following:
  - (1) Demonstrate (through contracts, interagency agreements, and other means) the effective development, operation and expansion of community-based and prevention-focused programs and activities that meets the requirements of the CBCAP program; (§207(1))
  - (2) Provide the inventory and description of the services provided to families by local programs that meet identified community needs, including core and optional services as described in §202 of this legislation; (207(2))
  - (3) Demonstrate that they have addressed the unmet needs identified by the inventory and description required by §205(3) of this legislation; (§207(3))
  - (4) Include a description of the number of families served, noting and including families with children with disabilities, parents with disabilities, and the involvement of a diverse representation of families in the design, operation, and evaluation of community-based and prevention-focused programs and activities funded under this legislation (§207(4)). This section should also include a description of the actual outreach activities for special populations conducted by the lead agency during the reporting period;
  - (5) Include a description of the training, technical assistance and evaluation assistance activities conducted or sponsored by the lead agency during the reporting period;

- (6) Include a description of the Child Abuse Prevention Month activities conducted during the reporting period;
- (7) Provide evaluation data on the outcomes of programs and activities funded under this program. This should include a demonstration of the high level of satisfaction among families who have used the services of the CBCAP program (§207(5)). Include a description of the results of the peer review process conducted under the State program (§207(7)). In addition, the report should include evaluation data, where appropriate and available, on the effectiveness of funded programs, the lead agency, and the network;
- (8) Demonstrate (through information and documentation) the establishment or maintenance of innovative funding mechanisms, at the State or community level, that blend Federal, State, local and private funds, and innovative, interdisciplinary service delivery mechanisms for the development, operation, expansion and enhancement of CBCAP programs;
- (9) Describe the lead agency's activities to ensure the leadership of parents in the on-going planning, implementation, and evaluation of CBCAP programs; (§207(8))
- (10) Describe the lead agency's actions to advocate for systemic change during the reporting period. Include the lead agency's involvement in statewide systemic change efforts such as the CFSR/PIP, IV-B plans, and other related activities, as appropriate.

c. **Final Program Report.** The final program report must include:

- (1) All of the information listed above; and
- (2) A statement indicating how the lead agency, in conjunction with the collaborative network, plans to continue to improve its system of child abuse and neglect prevention and the delivery of family resource services.

d. **Submission of Program Reports.** One copy of the Program Reports should be mailed to the State's ACF Regional Administrator and the original and two copies of the Report should be mailed to:

Office on Child Abuse and Neglect  
 ATTENTION: Melissa Lim Brodowski  
 Switzer Building, Room 2417  
 330 C Street, SW  
 Washington, DC 20447

**E. INTERGOVERNMENTAL REVIEW OF FEDERAL PROGRAMS  
(EXECUTIVE ORDER 12372)**

This program has been excluded from the provisions of Executive Order 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities" (52 FR 161).

**F. PAPERWORK REDUCTION ACT**

An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid Office of Management and Budget (OMB) Control Number. Public reporting burden for this collection of information is estimated to average 40 hours per application response, and 24 hours per Annual Program Report response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information.

In accordance with the Paperwork Reduction Act of 1995 (Pub. L.104-13), the information collection requirements in this Program Instruction have been approved through **April 30, 2005** by the Office of Management and Budget under **OMB Control Number: 0970-0155**.

**Catalog of Federal Domestic Assistance # 93.590**

**G. ADDRESS INQUIRIES TO:**

Melissa Lim Brodowski  
Office on Child Abuse and Neglect  
Switzer Building; Room 2417  
330 C Street, SW  
Washington, DC 20447  
Office: (202) 205-2629; FAX: (202) 205-8221  
email: mbrodowski@acf.hhs.gov

**H. EFFECTIVE DATE**

Upon Issuance

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Joan E. Ohl  
Commissioner  
Administration on Children, Youth  
and Families

Attachments



## **PART V: ATTACHMENTS**

### **Attachment 1: Links to Various Resource Materials**

**a) Keeping Children and Families Safe Act 2003  
Child Abuse Prevention and Treatment Act 2003  
Title II, Community-Based Grants for the Prevention of  
Child Abuse and Neglect, 2003**

**b) 45 CFR Part 92**

**c) Community-Based Grants for the Prevention of Child Abuse  
and Neglect Contact Lists**

### **Attachment 2: List of Programs for Potential Coordination and Collaboration with CBCAP**

### **Attachment 3: Coordination and Collaboration with the CFSR/PIP and CFSP/PSR Processes**

### **Attachment 4: Overview of the HHS/ ACF Healthy Marriage, Responsible Fatherhood, Positive Youth Development, Rural, Faith-Based and Community Initiatives**

### **Attachment 5: State Chief Executive Officer Assurance Statement**

### **Attachment 6: Lead Agency Assurance Statement**

### **Attachment 7: Leveraged Funds Worksheet**

### **Attachment 8: State Grants Based on Population-Only Portion of the CBCAP Funds**

### **Attachment 9: Certifications**

### **Attachment 10: Regional Offices Contact List**

**Attachment 1:**

**Links to Various Resource Materials**

Please visit the websites listed below to download the relevant resource materials for this Program Instruction.

a) Keeping Children and Families Safe Act, 2003

Child Abuse Prevention and Treatment Act,

Title II Community-Based Grants for the Prevention of Child Abuse and Neglect

[http://www.acf.hhs.gov/programs/cb/laws/capta03/capta\\_manual.pdf](http://www.acf.hhs.gov/programs/cb/laws/capta03/capta_manual.pdf)

b) 45 CFR Part 92

<http://frwebgate.access.gpo.gov/cgi-bin/get-cfr.cgi?TITLE=45&PART=92&SUBPART=A&TYPE=text>

c) Community-Based Grants for the Prevention of Child Abuse  
and Neglect Contact Lists

<http://www.friendsnrc.org/leads.asp>

## **ATTACHMENT 2**

### **List of Programs for Potential Coordination and Collaboration with CBCAP**

#### **ATTACHMENT 2**

##### **List of Programs for Potential Coordination and Collaboration with CBCAP**

###### **◆ Temporary Child Care For Children with Disabilities and Crisis Nurseries**

**Respite Care.** Respite care programs are designed to alleviate social, economic, and financial stress among families of children with disabilities or children who are chronically or terminally ill. They provide short-term, in-home or out-of-home nonmedical child care. Respite care provides families or primary caregivers with periods of temporary relief from the pressures of demanding child care routines and lessens the intensity of severe family stress. Respite care programs generally provide 24-hour services, access to medical services, referral to counseling and therapy, staff training including child abuse/neglect reporting responsibilities, and public awareness efforts. (For information about these programs in your State contact: Linda Baker at 1-800-604-9655 or visit the ARCH National Respite and Resource Center website at: <http://www.archrespite.org>).

**Crisis Nurseries.** Crisis nurseries are child care facilities that provide a safe environment when the chance of neglect or abuse in the home increases. The programs offer parents the option of "time out," as a preventive measure to reduce the likelihood of child maltreatment. They are designed to: (1) offer a safe environment as a resource for children at risk of abuse; (2) deliver non-punitive, non-threatening services as a resource to care-givers of at-risk children, and (3) utilize existing community-based services to further diminish the potential for the maltreatment of children in families experiencing crisis. (For information about programs in your State, please contact: Linda Baker at 1-800-604-9655 or visit the website <http://www.archrespite.org>)

Respite services continue to be an important component of a full continuum of child abuse prevention and family resource services, and are included as services for funding under the CBCAP program. (See §207(3), §209(3)(B) and (c)(v)&(5).)

###### **◆ Family Support Center Programs**

The Family Support Center Programs were formerly supported by Subtitle F of Title VII of the Stewart B. McKinney Homeless Assistance Act. They have infrastructures in place that are demonstrating innovative approaches to building on individual and community strengths and increasing family self-sufficiency to prevent the threat of homelessness. These programs have components to assist in transitioning poor families from welfare to meaningful work. (For further

information contact: Sheldon Shalit at (202) 401-4807, email: sshalit@acf.dhhs.gov).

◆ **Child Care Program**

The Child Care and Development Fund (CCDF), established as a result of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (Pub. L. 104-193) assists low-income families and those transitioning off welfare to obtain child care so they can work or attend training and education programs. This program provides subsidized child care services to eligible parents as long as the child care providers meet basic health and safety requirements set by States and Tribes, including the prevention and control of infectious diseases, environmental safety, and minimum health and safety training. (For further information about these programs in your State, please contact: Aylanda Cameron at (202) 205-8713, email: acameron@acf.dhhs.gov).

◆ **Head Start Program**

Head Start is a Federal program for infants, toddlers, and preschool children from low-income families. The Head Start program is operated by a variety of faith and community-based agencies, including Community Action Agencies, non-profit organizations, and school systems. These programs provide comprehensive services to meet the educational, emotional, social, health, nutritional, and psychological needs of our most vulnerable children, including children with disabilities. An essential component of every Head Start program is the involvement of parents in parent education, program planning, and other administrative and managerial activities. (For further information about these programs in your State, please contact: Carmen Bovell-Chester at (202) 205-8085, email: cbovell-chester@acf.dhhs.gov).

◆ **Various Community-Based Parent Education, Mutual Support and Self Help, Outreach, Referral, Adoption Counseling, Early Childhood Development, and Peer Counseling Programs**

These programs range from national models implemented broadly in States, to unique local agency programs with a long history of service to their communities. They are funded from diverse sources and contribute to a network that provides a full continuum of community-based family resource services. A few examples of such programs are:

**Home Instruction Program for Preschool Youngsters (HIPPY).** HIPPY is an early childhood instruction program for educationally disadvantaged parents to use with their preschool children. Paraprofessional home visitors from the community instruct parents in the use of HIPPY materials. (For more information about programs in your State, contact Elisabet Eklind (212) 532-7730, email: info@hippyusa.org).

**Parents As Teachers (PAT).** PAT is a home-school-community partnership for parents of children 0-3 that is designed to help parents give their children the best possible start in life by providing timely information on child development and ways to encourage learning. (For more information about programs in your State, contact: Barb Kushar at (314) 432-4330, email: barb.kushar@patnc.org).

**Parents Anonymous.** Parents Anonymous is a national organization that oversees a network of accredited organizations and the operation of approximately 1,000 Parents Anonymous Programs which offer mutual support and self-help services to alleviate the stresses of parenting, build self-esteem, teach new parenting skills, and promote parent leadership. (To find out about PA chapters in your State, please visit <http://www.parentsanonymous.org>).

**State and Local Chapters of Prevent Child Abuse America (PCA).** PCA is a national organization with State and local chapters in every State. Their mission is to provide information, public education and awareness, and various services for the prevention of child abuse and neglect. (To find out about PCA chapters in your State, contact: Greer Thornton at (312) 663-3520, email: [gthornton@preventchildabuse.org](mailto:gthornton@preventchildabuse.org)). In addition, PCA collaborates with Circle of Parents, a national network of parent mutual support programs. (To find out about these specific activities, contact Cynthia Savage at (312) 663-3520, email: [csavage@preventchildabuse.org](mailto:csavage@preventchildabuse.org)). You may also visit the PCA website at: <http://www.preventchildabuse.org/>

**The Administration on Developmental Disabilities (ADD).** ADD is the lead agency within the U.S. Department of Health and Human Services, Administration for Children and Families, responsible for planning and carrying out programs which promote the self-sufficiency and protect the rights of persons with developmental disabilities. ADD's major goal is to work in partnership with State governments, local communities and the private sector to increase the social and economic integration of individuals with developmental disabilities. (To find out about ADD programs in your State, please contact: June Wyman at (202) 690-6589, email: [jwyman@acf.dhhs.gov](mailto:jwyman@acf.dhhs.gov)).

**Faith-based and community organizations** (often referred to as FBO/CBOs) are a vitally important resource in our communities. They demonstrate care and compassion to those most in need by providing a rich diversity of programs, small and large. Faith-based and community organizations have unique strengths that government cannot duplicate. They often operate very close to the daily lives of individuals and families in need and thus can reach needy individuals and families that government cannot. For more information about the HHS Center for Faith-Based and Community Initiatives, visit: <http://www.hhs.gov/fbci/>

For more information about the Compassion Capital Fund at ACF, which helps faith-based and community groups build capacity and improve their ability to provide social services to those in need, please visit: <http://www.acf.dhhs.gov/programs/ccf/>

**Child Support Enforcement Access and Visitation Program.** Funds are provided to enable States to create programs which support and facilitate access and visitation by non-custodial parents with their children. Activities may include mediation, counseling, education, development of parenting plans, visitation enforcement and development of guidelines for visitation and alternative custody arrangements. For more information, please visit the ACF Office of Child Support Enforcement at: <http://www.acf.hhs.gov/programs/cse/>

## **ATTACHMENT 3**

### **Coordination with the Child and Family Services Review (CFSR)/ Program Improvement Plan (PIP) and the Child and Family Services Plan (CFSP)/ Annual Progress and Services Report (APSR) Processes**

#### **ATTACHMENT 3**

##### **CBCAP Coordination with the CFSR/PIP and IVB Plans**

Below are some suggested ways in which the CBCAP programs can work more closely with the child welfare agencies in their States:

- CBCAP lead agency contacts and/or members of their prevention network can become more active participants in various stakeholder meetings and planning committees related to the CFSR/ Program Improvement Plan (PIP) and Child and Family Services Plan (CFSP)/Annual Progress and Services Report (APSR). Review the goals and objectives of the CFSR/PIP and CFSP/APSR and identify which of them are related to child abuse prevention, family support and family strengthening. Schedule meetings with representatives from the child welfare agency to discuss ways to collaborate and coordinate efforts. The ACF Regional Office is also available to help facilitate this process.
- CBCAP lead agencies can use the relevant sections of the CFSR Statewide Assessment, PIP and/or CFSP that pertains to prevention programs as part of the required description of the inventory of unmet needs in the State.
- Prepare the CBCAP plan by incorporating the relevant goals and objectives contained in the State's CFSR/PIP and CFSP/APSR. Lead agencies may choose to place a stronger emphasis on prevention-related goals identified in these two processes as part of their CBCAP program plans. For example, if the CFSR finds that the lack of prevention resources is a prime concern, and the State child welfare agency is required to redirect its resources to address this area, the CBCAP program may identify specific programs and activities that will be focused on those issues.
- CBCAP lead agencies can work with the child welfare agency to pool the IV-B prevention and family support funding with their CBCAP funds and issue a joint Request for Proposals to fund programs that meet the shared goals and objectives of the two programs.
- CBCAP lead agencies can work with the State's child protective services (CPS) system to plan and develop triage procedures to refer children not at imminent risk of harm to community organizations or voluntary preventive services. Developing such triage procedures is a new provision of the Basic State Grant for CPS agencies outlined in the new Child Abuse and Treatment Act requirements.
- CBCAP lead agencies and/or members of their network can become more involved with the Citizen Review Panels (CRP) in their States. CRPs are groups of volunteer citizens throughout the nation who

are federally mandated through the Child Abuse Prevention and Treatment Act to provide an evaluation of the State child protective services system. The goal of the panels is to improve outcomes for children and families that come into contact with child welfare services.

- Recent legislation amending the Promoting Safe and Stable Families program highlighted the use of funds to support healthy marriages and strengthen families. ACF also believes that Responsible Fatherhood, Positive Youth Development, Faith-based and Community outreach, and Rural Initiatives merit special attention. CBCAP lead agencies are encouraged to identify ways to support the efforts of these initiatives. Please see Attachment 5 for more information.

For further information about the Child Welfare Services and Promoting Safe and Stable Families programs, contact: Vicki Wright at (202) 401-0406, email: [vwright@acf.dhhs.gov](mailto:vwright@acf.dhhs.gov)

For more information about the Child and Family Services Reviews, please visit the Children's Bureau website at: <http://www.acf.hhs.gov/programs/cb>

For more information about the Citizen Review Panels, please visit:  
<http://www.uky.edu/SocialWork/trc/>

## **ATTACHMENT 4**

# **HHS/ACF HEALTHY MARRIAGE, RESPONSIBLE FATHERHOOD, POSITIVE YOUTH DEVELOPMENT, RURAL, AND FAITH-BASED AND COMMUNITY INITIATIVES**

### **HHS/ACF Key Priorities and Initiatives**

The current administration has developed several major initiatives in areas that it feels will benefit children, adults, and society. The Department's Healthy Marriages, Responsible Fatherhood, Positive Youth Development, Rural, and Faith-based and Community initiatives can be promoted among the populations that ACF serves. All should fit with the overall goals of the safety, permanency and well-being of children. We encourage States to propose creative approaches to achieving the goals of these initiatives in the context of the child abuse prevention and child welfare system. The following is a brief description of each initiative:

#### **Healthy Marriage**

The Healthy Marriage initiative encourages services to strengthen parental relationships and promote healthy marriages. This initiative's mission is "Helping couples, who choose marriage for themselves, to develop the skills and knowledge necessary to form and sustain healthy marriages." The Administration for Children and Families (ACF) is working with its partners across the country to develop community-wide initiatives to promote healthy marriages and strengthen families. These initiatives will bring together government agencies, faith-based and community organizations, and other partners to offer the knowledge, skills and resources needed to build and sustain healthy marriages. If your State is interested in starting a healthy marriage initiative, or if you are aware of a community initiative already forming, ACF can support those efforts. The next two pages provide more details on this initiative.

#### **Responsible Fatherhood**

This initiative's goal is to help men become responsible, committed, involved fathers. The following principles guide the Responsible Fatherhood initiative: (1) all fathers can be important contributors to the well-being of their children; (2) parents are partners in raising their children, even when they do not live in the same household; (3) the roles fathers play in families are diverse and related to cultural and community norms; (4) men should receive the education and support necessary to prepare them for the responsibility of parenthood; and (5) government can encourage and promote father involvement through its programs and through its own workforce policies.

#### **Positive Youth Development**

This initiative includes promoting a philosophy of working with youth that models ongoing relationships with adult mentors; safe places with structured activities; healthy lifestyles; opportunities to acquire marketable skills; and opportunities for community service and civic participation. The Positive Youth Development effort involves several agencies within ACF. The Family and Youth Services Bureau (FYSB) and the Children's Bureau emphasize positive youth development in the Runaway and Homeless Youth Discretionary Grant program and in the Chafee Foster Care Independence Program, respectively. ACF provides additional technical assistance to States through its National Resource Center on Youth Development. For more information, visit: [www.nrcys.ou.edu/nrcyd.htm](http://www.nrcys.ou.edu/nrcyd.htm)



## **Faith-Based and Community Initiatives**

In January 2001, President Bush issued Executive Order 13198 that established five (5) Centers for Faith-Based and Community Initiatives within five Federal Departments, one of which was the U. S. Department of Health and Human Services. The President charged each of these Centers with coordinating Department efforts to eliminate policy barriers that prevent faith-based and other community organizations from participating in the provision of social services. We encourage States to include faith-based and community organizations in the coordination of title IV-B and CBCAP related community programs and to include these organizations as sub-grantees or contractors as appropriate. For more information about the HHS Center for Faith-Based and Community Initiatives, visit: <http://www.hhs.gov/fbcj/>

## **Rural Initiative**

Secretary Thompson's Rural Initiative is aimed at doing "a better job of expanding and improving the provision of health care and social services in rural America." There are 54 million Americans who live in rural areas. We encourage States to determine ways to enhance and strengthen programs and services in their rural areas. For more information, visit the HHS Rural Assistance Center at: <http://www.raconline.org>

## **Healthy Marriage Matters to ACF**

### **Background**

Research suggests that family structure is related to child well-being. All things being equal, children who grow up in married, two-parent families do better on a host of outcomes than those who do not. Further, many social problems affecting children, families, and communities could be prevented if more children grew up in healthy, intact families. Examples of social science findings include:

- Married couples seem to build more wealth on average than singles or cohabiting couples, thus decreasing the likelihood that their children will grow up in poverty.
- Children who live in a two-parent, married household enjoy better physical health, on average, than children in non-married households.
- Marriage reduces the risk of adults and children either perpetrating, or being victimized by, violent crime.

Congress acknowledged the importance of married-couple families when it reformed the welfare system in 1996. The 1996 legislation stipulated that three out of the four purposes of the Temporary Assistance for Needy Families (TANF) program either directly or indirectly promote healthy marriages. President Bush echoed this sentiment when he indicated that healthy marriages would be a focus of his administration. In proclaiming National Family Week in November 2001, he noted:

“My Administration is committed to strengthening the American family. Many one-parent families are also a source of comfort and reassurance, yet a family with a mom and dad who are committed to marriage and devote themselves to their children helps provide children a sound foundation for success. Government can support families by promoting policies that help strengthen the institution of marriage and help parents rear their children in positive and healthy environments.”

### **ACF Healthy Marriage Initiative**

More recently, ACF began a healthy marriage initiative. This initiative aims to **help couples who choose marriage for themselves to develop the skills and knowledge necessary to form and sustain healthy marriages**. In practical terms, it involves:

- *Developing demonstrations.* In consultation with states, a number of communities have approached ACF to conduct healthy marriage demonstration projects. These are broad-based efforts to work with key community sectors (e.g., local governments, businesses, civic organizations, non-profits) to strengthen marriages.
- *Emphasizing marriage in Federal programs.* ACF's program offices will promote healthy marriages in every appropriate program. For example, marriage education and enrichment services could be provided,

alongside existing services, to low-income couples who utilize Refugee Resettlement, Children's Bureau, Community Services, or TANF services.

- *Conducting research.* This initiative will use existing funds to explore the types of marriage strengthening services that exist and their effectiveness, so that future resources can be targeted more wisely.
- *Training.* The initiative will provide training about healthy marriage issues to interested Federal ACF staff.

This initiative is *not* about:

- Trapping anyone in an abusive or violent relationship.
- Forcing anyone to get or stay married.
- Running a federal dating service.
- Withdrawing supports from or diminishing in any way, either directly or indirectly, the important work of single parents.

### **Additional Information**

ACYF-CB-PI-02-05 included numerous suggestions for implementation of the Healthy Marriage initiative. This PI is available from the Children's Bureau website at:

<http://www.acf.dhhs.gov/programs/cb/laws/pi/pi00index.htm#2002>

For more information on the Healthy Marriage initiative, visit the ACF website at

<http://www.acf.hhs.gov/key.html> or contact Bill Coffin, Special Assistant for Marriage Education, at [bcoffin@acf.hhs.gov](mailto:bcoffin@acf.hhs.gov) or (202)260-1550.

**ATTACHMENT 5**

**STATE CHIEF EXECUTIVE OFFICER'S  
ASSURANCE STATEMENT**

**COMMUNITY-BASED GRANTS FOR THE PREVENTION OF  
CHILD ABUSE AND NEGLECT PROGRAM  
(TITLE II OF THE CAPTA AMENDMENTS OF 2003 (P.L. 108-36))**

**STATE CHIEF EXECUTIVE OFFICER'S ASSURANCE STATEMENT**

As Chief Executive Officer of the State of \_\_\_\_\_, I am providing the following assurance that I have designated \_\_\_\_\_ to be the lead agency, administer the funds, and assume the obligations imposed by the terms and conditions of the Community-Based Grants for the Prevention of Child Abuse and Neglect award. I further assure that the lead agency will provide or will be responsible for providing--

- (A) Community-based and prevention focused programs and activities designed to strengthen and support families to prevent child abuse and neglect (through networks where appropriate) composed of local, collaborative, public-private partnerships directed by interdisciplinary structures with balanced representation from private and public sector members, parents, and public and private nonprofit service providers and individuals and organizations experienced in working in partnership with families with children with disabilities;
- (B) Direction to an interdisciplinary, collaborative, public-private structure with balanced representation from private and public sector members, parents, and public sector and private nonprofit sector service providers;
- (C) Direction and oversight to the network through identified goals and objectives, clear lines of communication and accountability, the provision of leveraged or combined funding from Federal, State and private sources, centralized assessment and planning activities, the provision of training, technical assistance, evaluation assistance and reporting and evaluation functions.
- (D) A demonstrated commitment to parental participation in the development, operation, and oversight of the community-based and prevention-focused programs and activities designed to strengthen and support families to prevent child abuse and neglect (through networks where appropriate);
- (E) A demonstrated ability to work with State and community-based public and private nonprofit organizations to develop a continuum of preventive, family-centered, comprehensive services for children and families;
- (F) The capacity to provide operational support (both financial and programmatic) and training, technical assistance, and evaluation assistance to community-based and prevention-focused programs and activities designed to strengthen and support families to prevent child abuse and neglect, through innovative, interagency funding and inter-disciplinary service delivery mechanisms; and
- (G) Integration of its efforts with individuals and organizations experienced in working in partnership with families with children with disabilities, parents with disabilities and with the child abuse and neglect prevention activities of the State, and demonstrate a financial commitment to those activities.

---

(Signature of Chief Executive Officer)

(Date)

**ATTACHMENT 6**

**STATE LEAD AGENCY  
ASSURANCE STATEMENT**

**COMMUNITY-BASED GRANTS FOR THE PREVENTION OF  
CHILD ABUSE AND NEGLECT PROGRAM  
(TITLE II OF THE CAPTA AMENDMENTS OF 2003 (P.L. 108-36))**

**STATE LEAD AGENCY ASSURANCE STATEMENT**

**STATE:**

**LEAD AGENCY:**

On behalf of the above named agency, which has been designated by the Chief Executive Officer of the State to be the Lead Agency responsible to administer the funds and assume the obligations imposed by the terms and conditions under the Community-Based Grants for the Prevention of Child Abuse and Neglect award, the following assurances are provided:

- (A) A description of the inventory of current unmet needs and current community-based and prevention-focused programs and activities to prevent child abuse and neglect, and other family resource services operating in the State, will be included with the December 31, 2005 Annual Performance Report (and subsequent year's reports due on the same date);
- (B) Funds received under this title will supplement, not supplant, other State and local public funds designated for the start-up, maintenance, expansion, and redesign of community-based and prevention-focused programs and activities to strengthen and support families to prevent child abuse and neglect;
- (C) The State has the capacity to ensure the meaningful involvement of parents who are consumers and who can provide leadership in the planning, implementation, and evaluation of the programs and policy decisions of the applicant agency in accomplishing the desired outcomes for such efforts; and
- (D) The lead agency will provide the Secretary with reports at such time and containing such information as the Secretary may require, not later than December 31, 2005 (and every year on the same date for the life of the grant).

---

**(Signature of Responsible Lead Agency Administrator)**

---

**(Typed Name and Title of Administrator)**

---

**(Date)**

**ATTACHMENT 7**

**LEVERAGED FUNDS WORKSHEET  
WITH EXAMPLE WORKSHEET And GUIDANCE For  
DIFFERENTIATION Between LEVERAGED And  
MATCH FUNDS**

## LEVERAGED FUNDS WORKSHEET for FY 2004 APPLICATION

STATE: \_\_\_\_\_

LEAD AGENCY: \_\_\_\_\_

AMOUNT OF CLAIM	DATE(S) FUNDS WERE RECEIVED AND BUDGETED BY LEAD AGENCY ----- RECEIVED/BUDGETED	SOURCE OF FUNDS BEING CLAIMED	PURPOSE FOR WHICH FUNDS WERE BUDGETED OR SPENT
\$			
\$			
\$			
\$			
\$			
\$			

OMB Control # 0970-0155 (Expires 04/30/2005)

STATE: \_\_\_\_\_

LEAD AGENCY: \_\_\_\_\_

Page \_\_\_ of \_\_\_



AMOUNT OF CLAIM	DATE(S) FUNDS WERE RECEIVED AND BUDGETED BY LEAD AGENCY ----- RECEIVED/BUDGETED	SOURCE OF FUNDS BEING CLAIMED	PURPOSE FOR WHICH FUNDS WERE BUDGETED OR SPENT
\$			
\$			
\$			
\$			
\$			

AMOUNT OF CLAIM	DATE(S) FUNDS WERE RECEIVED AND BUDGETED BY LEAD AGENCY ----- RECEIVED/BUDGETED	SOURCE OF FUNDS BEING CLAIMED	PURPOSE FOR WHICH FUNDS WERE BUDGETED OR SPENT
\$			
\$			
\$			

**INCENTIVE CLAIM ASSURANCE:** All amounts figured into this claim are non-Federal monies that have been leveraged by the State, directed through the CBCAP lead agency submitting the application, and budgeted or spent in FFY 2003 (i.e. 10/1/02 – 9/30/03) to support community-based and prevention-focused programs and activities designed to strengthen and support families to prevent child abuse and neglect, as defined in the legislation, that coordinate resources among a range of existing public and private organizations for the purposes defined under this Title. No funds claimed here have been claimed to leverage any other source of Federal funds.

**TOTAL CLAIM**

\$

**PREPARED BY:**  
(Fiscal Agent) (Date)

**SUBMITTED BY:**  
(Lead Agency Authority) (Date)

## LEVERAGED FUNDS - EXAMPLE WORKSHEET

STATE: \_\_\_\_\_

LEAD AGENCY: \_\_\_\_\_

AMOUNT OF CLAIM	DATE(S) FUNDS WERE RECEIVED AND BUDGETED BY LEAD AGENCY ----- RECEIVED/BUDGETED		SOURCE OF FUNDS BEING CLAIMED	PURPOSE FOR WHICH FUNDS WERE BUDGETED OR SPENT
\$ 37,948.00	Monthly Instal. May'03-Sept'03	10/1/02	Tax Checkoffs/Pvt. Contributions	3 respite care programs for rural communities in XXX county, XXX county, and XXX county, to expand services available through our Inter-agency Agreement with "Child Care Services".
\$ 1,500,000.00	7/1/03	9/1/03	State Appropriation	129 (one per county) School-based Parent Education programs for young & single parents
\$ 50,000.00	11/9/03	5/19/03	Foundation Gift (United Way)	5 training programs (one in each geographic region) to recruit & train parents as community interagency leaders/partners.

**INCENTIVE CLAIM ASSURANCE:** All amounts figured into this claim are non-Federal monies that have been leveraged by the State, directed through the CBFRS lead agency submitting the application, and budgeted or spent in FFY 2003 (i.e. 10/1/02 – 9/30/03) to support community-based and prevention-focused programs and activities designed to strengthen and support families to prevent child abuse and neglect, as defined in the legislation, that coordinate resources among a range of existing public and private organizations for the purposes defined under this Title. No funds claimed here have been claimed to leverage any other source of Federal funds.

<p><b><u>TOTAL CLAIM</u></b></p> <p>\$ 1,587,948.00</p>	<p><b>PREPARED BY:</b> (Fiscal Agent) (Date)</p> <p><b>SUBMITTED BY:</b> (Lead Agency Authority) (Date)</p>
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## DIFFERENTIATING BETWEEN LEVERAGED AND MATCH FUNDS FOR PURPOSES OF THE CBCAP PROGRAM

**Leveraged Funds** are those funds that were received by the CBCAP lead agency from private, State, or other non-Federal sources during the prior Federal Fiscal Year (FFY), and obligated or spent by the CBCAP lead agency during that same time frame to provide the types of services and activities for which the actual CBCAP Federal funds may be used.

All funds leveraged by your State and claimed when submitting the CBCAP application must have been:

- **Leveraged** by your State from private, State, or other **non-Federal** sources during the prior Federal Fiscal Year.
- **Directed** through the CBCAP lead agency submitting the application. (**Note:** Leveraged funds must be controlled by the CBCAP lead agency submitting the application. If the State lead agency has changed and the current lead agency submitting the application is not the same lead agency through which the leveraged funds were directed and obligated or spent in the prior Federal Fiscal Year, the current lead agency cannot submit a leveraged funds claim. In that case, your total grant award would be the amount determined by population of children under 18 years of age).
- **Budgeted** (spent, obligated, restricted) during the prior Federal Fiscal Year in supporting services and activities consistent with a network of community-based and prevention-focused programs and activities designed to strengthen and support families to prevent child abuse and neglect.
- **Used** (spent, drawn down) during the prior Federal Fiscal Year to support services and activities for which the actual CBCAP Federal grant funds may be used.

**Only funds that have not been used to leverage additional Federal funds under any other program may be claimed as leveraged funds for this program.**

**Match funds** are those funds from non-Federal sources that are included in the current application budget to supplement the Federal portion of the grant and must amount to at least 20% (in cash, not in-kind) of the current application grant award for activities under this title.

All Funds included as match funds in the current application budget **must** be:

- **Received** by the CBCAP lead agency from private, State, or other **non-Federal** sources for use during the current Federal Fiscal Year in which the application is being submitted.
- **Budgeted** for the current Federal Fiscal Year in supporting a network of community-based and prevention-focused programs and activities designed to strengthen and support families to prevent child abuse and neglect.
- **Used** during the Federal Fiscal Year in which it was applied to supplement the Federal portion of the grant to support services and activities for which the CBCAP Federal grant funds may be used.
- **In cash, not in-kind**, and amount to at least 20% of the grant award. (**Note:** There is no requirement to include more than a 20% match of non-Federal funds in the budget. However, if the State has a sizeable leveraged funds claim that ensures their grant award will be greater than the population allocation, the State may wish to figure in a higher percentage for match so that they do not have to submit a budget amendment in October.

**The State may claim the money that it used for match in Federal Fiscal Year 2003 as part of their leveraged funds claim for their Federal Fiscal Year 2004 application, as long as this money is not leveraged to claim for any other source of Federal funds and the lead agency has remained the same for FY 2003 and FY 2004.**

**Sample Budget for Federal Fiscal Year 2003**

The Budget must show a breakdown of Federal and non-Federal expenditures. The Federal expenditures should add up to the amount you expect to receive based only on population. Keep in mind that the budget **must** show line items that are consistent with the use of funds and program expectations for the CBFRS program.

<b><u>ACTIVITY</u></b>	<b><u>FED.\$</u></b>	<b><u>NON-FED.\$</u></b>
Administration	\$ 20,000	\$ 15,000
Network Coordination	\$ 10,000	
Family Support Center Grants	\$ 25,000	
Parent Education	\$ 20,000	\$ 10,000
Crisis Nurseries	\$ 25,000	
Home Visiting	\$ 10,000	\$ 5,000
Respite Services	\$ 10,000	
Parents as Teachers Programs	\$ 10,000	\$ 5,000
Parents Anonymous	\$ 10,000	
Training and Technical Assistance	\$ 15,000	
Evaluation	\$ 20,000	
	<hr/>	<hr/>
	\$175,000	\$ 35,000

**This is an exact 20% match, and the State would need to submit a budget amendment not later than October 30, 2003 if they have ~~any leveraged claims increasing their final grant award to more than the \$175,000 predicted by the population allocation~~**

**Claiming Leveraged Funds in FFY 2004 Application**

<b><u>Amount of Claim</u></b>	<b><u>Date Received</u></b>	<b><u>Date Spent</u></b>	<b><u>Source</u></b>	<b><u>Purpose</u></b>
\$15,000	04/03	09/03	Donation	CBFRS Admin.
\$10,000	07/03	09/03	State Revenue	Parent Ed.
\$ 5,000	07/03	09/03	State Approp.	Home Visiting
\$ 5,000	07/03	09/03	State Approp.	PAT Program

**Total Claim**  
\$35,000

**Note: The above claim represents only the prior year's match. In addition to this match, States may have money from other non-Federal sources that they spent on CBCAP activities during the prior year. This money from other non-Federal sources, directed through the lead agency and spent on CBCAP activities, may also count as leveraged funds.**

**ATTACHMENT 8**

**GRANTS BASED ON POPULATION-ONLY  
PORTION OF FUNDS**

**TENTATIVE POPULATION ALLOCATION OF CBCAP FUNDS - FFY 2004**

**IMPORTANT NOTE:** The following figures represent our best estimate of what each State, Puerto Rico, and the District of Columbia will receive for the population portion of their grant award allocation. These figures are based on a 70% formula figure, census figures available as of XXX; and an assumption that each of the Territories will receive the base allowance of \$175,000. These figures could change if census figures are updated, if there are additional set-asides in the appropriation, or if State participation differs from what is predicted at this time. The amount of funds available and population fluctuations have impacted the population distribution amounts for most of the states over last year's estimated allocation.

For purposes of submitting the application, each State may use this amount when calculating its budget and determining the 20% matching funds obligation as set forth in section III-G-1 of the Program Instruction. Since this amount is only tentative, each State must submit a revised budget to OCAN, to complete the application, not later than October 31, 2004. The revised budget must be based on the actual amount awarded to the State, as verified in the Grant Award letter. For those States providing matching funds in excess of 20%, if the excess amount meets the 20% requirement of the final grant award, such States do not need to submit budget amendments.

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ALABAMA	\$ 296,290	MONTANA	\$ 175,000
ALASKA	\$ 175,000	NEBRASKA	\$ 175,000
AMERICAN SAMOA	\$ 175,000	NEVADA	\$ 175,000
ARIZONA	\$ 395,244	NEW HAMPSHIRE	\$ 175,000
ARKANSAS	\$ 181,322	NEW JERSEY	\$ 569,343
CALIFORNIA	\$ 2,529,695	NEW MEXICO	\$ 175,000
COLORADO	\$ 308,068	NEW YORK	\$ 1,234,621
CONNECTICUT	\$ 233,597	NORTH CAROLINA	\$ 553,673
DELAWARE	\$ 175,000	NORTH DAKOTA	\$ 175,000
DC	\$ 175,000	N. MARIANA ISLANDS	\$ 175,000
FLORIDA	\$ 1,038,993	OHIO	\$ 770,740
GEORGIA	\$ 607,101	OKLAHOMA	\$ 233,786
GUAM	\$ 175,000	OREGON	\$ 228,848
HAWAII	\$ 175,000	PENNSYLVANIA	\$ 766,331
IDAHO	\$ 175,000	PUERTO RICO	\$ 454,232
ILLINOIS	\$ 870,992	RHODE ISLAND	\$ 175,000
INDIANA	\$ 426,824	SOUTH CAROLINA	\$ 262,048
IOWA	\$ 186,814	SOUTH DAKOTA	\$ 175,000
KANSAS	\$ 186,406	TENNESSEE	\$ 375,922
KENTUCKY	\$ 249,316	TEXAS	\$ 1,633,132
LOUISIANA	\$ 317,316	UTAH	\$ 190,820
MAINE	\$ 175,000	VERMONT	\$ 175,000
MARYLAND	\$ 369,302	VIRGINIA	\$ 476,214
MASSACHUSETTS	\$ 391,626	VIRGIN ISLANDS	\$ 175,000
MICHIGAN	\$ 687,867	WASHINGTON	\$ 405,013
MINNESOTA	\$ 335,100	WEST VIRGINIA	\$ 175,000
MISSISSIPPI	\$ 203,595	WISCONSIN	\$ 358,099
MISSOURI	\$ 373,995	WYOMING	\$ 175,000

**ATTACHMENT 9**  
**CERTIFICATIONS**

**Attachment 9-A Certification Regarding Lobbying**

**Attachment 9-B Disclosure of Lobbying Activities**

**Attachment 9-C Certification Regarding Environmental Tobacco Smoke**



**ATTACHMENT 10**

**REGIONAL OFFICES CONTACT LIST**

**REGIONAL OFFICE**  
**CHILD ABUSE AND NEGLECT CONTACTS FOR CBCAP**

**REGION I**

Veronica Melendez  
DHHS/ACF  
Administration for Children and Families  
Department of Health and Human Services  
JFK Federal Building; Room 2000  
Boston, MA 02203  
Phone: 617-565-1157 Fax: 617-565-2493

Connecticut  
Maine  
Massachusetts  
New Hampshire  
Rhode Island  
Vermont

**REGION II**

Junius Scott, Program Manager  
Youth and Family Services Division  
Administration for Children and Families  
Department of Health and Human Services  
26 Federal Plaza; Room 4048  
New York, NY 10278  
Phone: 212-264-4120 Fax: 212-264-4881

New Jersey  
New York  
Puerto Rico  
Virgin Islands

**REGION III**

Gary Koch  
DHHS/ACF/Child Welfare  
Administration for Children and Families  
Department of Health and Human Services  
150 S. Independence Mall West; Suite 864  
Philadelphia, PA 19106  
Phone: 215-861-4022 Fax: 215-861-4070

Delaware  
Maryland  
Pennsylvania  
Virginia  
Washington, DC  
West Virginia

**REGION IV**

Ruth Walker  
DHHS/ Administration for Children & Families  
Atlanta Federal Center  
61 Forsyth Street, SW - Suite 4M60  
Atlanta, GA 30303-8909  
Phone: 404-562-2901 Fax: 404-562-2983

Alabama  
Florida  
Georgia  
Kentucky  
Mississippi  
North Carolina  
South Carolina  
Tennessee

**REGION V**

Carolyn Wilson-Hurey  
Administration for Children and Families  
Department of Health and Human Services  
233 Michigan Avenue; Suite 400  
Chicago, IL 60601-5519  
Phone: 312-353-9672 Fax: 312-886-5373

Illinois  
Indiana  
Michigan  
Minnesota  
Ohio  
Wisconsin

**REGION VI**

**June Lloyd, Amy Grissom**  
**OSTP/Child Welfare**  
**Administration for Children and Families**  
**Department of Health and Human Services**  
**1301 Young Street, Room 945, ACF – 3**  
**Dallas, TX 75202-5433**  
**Phone: 214-767-4156 Fax: 214-767-8890**

**Arkansas**  
**Louisiana**  
**New Mexico**  
**Oklahoma**  
**Texas**

**REGION VII**

**Robert Reed**  
**Office of State & Tribal Operations**  
**Administration for Children and Families**  
**Department of Health and Human Services**  
**601 E. 12th Street; Room 276**  
**Kansas City, MO 64106**  
**Phone: 816-426-3981 (ext. 190); Fax: 816-426-2888**

**Iowa**  
**Kansas**  
**Missouri**  
**Nebraska**

**REGION VIII**

**Gloria Montgomery**  
**Administration for Children and Families**  
**Federal Office Building**  
**1961 Stout St. Room 975**  
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**Phone: 303-844-3100, ext. 368 Fax: 303-844-3642**

**Colorado**  
**Montana**  
**N. Dakota**  
**S. Dakota**  
**Utah**  
**Wyoming**

**REGION IX**

**Sharon Fujii**  
**Administration for Children and Families**  
**Department of Health and Human Services**  
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**San Francisco, CA 94102**  
**Phone: 415-437-8400 Fax: 415-437-8444**

**Arizona**  
**California**  
**Hawaii**  
**Nevada**

**REGION X**

**John Henderson**  
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**Department of Health and Human Services**  
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**Alaska**  
**Idaho**  
**Oregon**  
**Washington**