Infant-Toddler Court Program:

State and Local Program Development Grants

FREQUENTLY ASKED QUESTIONS

Please note: New questions and responses are highlighted in yellow

Additional resources referenced in this FAQs are available on the Infant-Toddler Court Program page of the ZERO TO THREE website here.

GENERAL

1. ***You have requested data in the RFA but have not specified a time period. Should that be a year of data? If we do not have staff to pull the data currently due to COVID can we use the last year of data we have?***
   We understand the reality of COVID, so please use the most current year of data that is available to you.

2. ***Is the grant application to be sent in hard copy to ZTT? If so, how many copies?***
   The application should be sent electronically via email to: jhuddleston@zerotothree.org

3. ***On page 21 of the RFA, the descriptions states, "local jurisdiction who are ready to start implementation are eligible." We have a site that has completed the implementation assessment. We anticipate this funding would allow the jurisdiction to hire a Community Coordinator by October 1st, provide the required training, and begin taking cases by the end of the year. Is our site eligible for the Capacity Building grant opportunity?***
   That site is eligible for that category of funding.

4. ***Will this presentation be made available via email?***
   We will post the slides and recording of the Webinar. We encourage the use of the slides to facilitate conversation about this funding opportunity with your Active Community Team, Site Leadership Team, and other community stakeholders.

5. ***Where can I find a list of current SBCT sites? The map highlighted certain states but didn't identify where in each state the sites are located.***
   The list of existing sites supported by the HRSA Infant-Toddler Court Program is posted on the ZERO TO THREE website.

6. ***Is there a requirement for a letter of intent to apply?***
   No

7. ***Is it correct that sites can apply for 2 grant opportunities but will only be awarded 1?***
   Correct. Sites can apply for both an Increased Reach and Capacity Building grant but cannot get funding through both of those opportunities. They have different purposes, and sites are encouraged to consider which grant type best meets their needs.

8. ***Are the state expansion grants designed for states who already have a ZTT SBCT site or can states with Baby Court not funded by ZTT apply as a way to expand?***
   Applicants to the State Expansion Grants can have an existing infant-toddler court team based on the SBCT approach; however, they must implement 3 new sites under this grant. A new site is a local jurisdiction that is not currently serving infant-toddler court team families.

9. ***Are there expectations of education for those funded through this grant? Such as MSW or MPH as the coordinator of the project?***
   In our experience, many infant-toddler court teams prefer the local site Community Coordinators to have an MSW; however, this is not a requirement. We will post a job description for the local Community Coordinator and the State Coordinator to consider.

10. *Does this money need to be repaid?*

No. However, please refer to the Terms and Conditions, Subaward Process, and Subaward Agreement Template in the RFA for information about the specific conditions for funding.

11. *Can you provide some examples of allowable materials?*

Each applicant must submit a line-item budget in Excel detailing activities for the 12-month project period. The budget and budget narrative should reflect only proposed activities the applicant will carry out on the project. Costs must be allowable in accordance with 45 CFR 75 Subpart E- Cost Principles (https://www.ecfr.gov/cgi-bin/text-idx?node=pt45.1.75). Applicants should budget personnel costs in accordance with HRSA Salary Limitations (Appendix 5)

12. *For the capacity building grants, can a part of the 75K be used to hire a community coordinator?*

For any of the grant types, sites can use the funds to cover the salary of the Community Coordinator, as long as it does not supplant funds that are already designated for this role.

13. *For the capacity building grants, there are several questions in the RFA that are difficult to respond to because we are a site that is "ready to initiate implementation" but not yet implementing. Please provide more guidance.*

For sites *not yet implementing*, responses should be anticipatory in nature. Specifically:

- In the Extent of Need section (a), applicants should focus on describing the needs, barriers, and service gaps affecting children under age 3 and their families who are in or at risk of entering foster care in their jurisdiction (disregard the questions in this section that pertain to existing infant-toddler court teams - i.e., sites that are currently serving children and families).
- In the Readiness and Capacity section (a), applicants should describe the strengths of their *prospective site* in terms of the SBCT core components.
- In the Leadership and Collaboration section (a), applicants should *speak to the commitment and intention* for active involvement on the part of the Site Leadership Team and Active Community Team to support uptake of the SBCT approach, to ensure funding streams to sustain new practices and

improvements, and to engage in data-driven decision-making (CQI) to drive system improvements and improve child and family outcomes.

- In the Leadership and Collaboration section (c), applicants should describe *any experience to date engaging in CQI work processes on other initiatives* and their commitment to working with the NRC and RTI International in this area.

14. ***For the capacity building grants, in the Readiness and Capacity section, should we answer the question about targeting improvements in community services regardless of the specific area of improvement that we are identifying?***
Yes, all applicants should discuss how improvements to community services and supports will be addressed under the grant funding.

STATE EXPANSION GRANTS

15. ***Am I correct in assuming the State Expansion grant application must be filed by someone in the state system?***
Applicants will need to describe the relationship with the State Leadership Team and the rationale for where the team will be housed. We are open to innovative approaches, but it is critical that state partners are committed to supporting and sustaining the work and that you demonstrate that commitment in the application. If the decision is to house the work in a non-profit organization, applicants must clearly describe how the team will function in that context and have letters of commitment from state partners.

16. ***Is the State Coordinator required to be employed by a state agency or can it be a state-level (non-profit) organization?***
No. That is up to the applicant but the relationship with the leadership team must be clearly defined (e.g., reporting roles delineated) as described in the previous question.

17. ***What are the costs at the site level to implement an infant-toddler court team?***
We have posted a cost document as a resource for applicants.

18. ***What are the costs for the State Leadership Team staff?***

Based on a scaling plan study we conducted with external consultants, we've estimated the annual cost for a state team to support local sites and spearhead statewide practice change at approximately $350,000. This is based on the cost of hiring a four-person team (listed below), including salaries and fringe benefits (approximately $325K), as well as travel, supplies, and equipment (approximately $25k). **States may reallocate existing staff to form their state team rather than hiring new staff which may impact your cost projections.**

- Statewide Coordinator to support states and sites in launching the SBCT approach
- Quality Improvement Manager to review, analyze, and verify site-level data & drive CQI process
- Court Data Analyst to provide training and technical assistance to sites and assist with data integrity and analysis
- Administrative Assistant to provide staff support.

19. ***Is it possible to get information from the National Resource Center about the involvement of participation in our State? I know we had a Family Court program in our state but have not seen anything from them for a few years and I can't find where the active participant lists are located.***

You may contact Janie Huddleston at jhuddleston@zerotothree.org if you are seeking the names of contacts in your state.

20. ***What if my state is only able to expand to one new site?***

State applicants are required to implement 3 new sites.

21. ***Will state agencies be able to apply for funding?***

Yes.

22. ***I'd be interested in knowing how you all "label" each site within our state so we'll know how to identify who we can target as a "new site" if we apply.***

A new site is not yet working with SBCT families -that is, the site has not started taking cases. If you do have sites already working with families, this is considered an "existing" site.

23. ***If DCF has offices in three cities but due to court consolidation all of them are handled in one courthouse, could that qualify as 3 sites?***

We are assuming that all three cities have unique needs and challenges and that you will have active court teams and a coordinator in each of those cities. You will have to clearly describe how the court will hear cases for 20 families from each site (60 families) on a frequent basis and how the judges will be involved in the work at each site.

24. ***Would it be possible to connect with state coordinators already doing statewide? Tennessee and Florida?***

You can contact Darneshia Bell, Senior Regional Field Specialist, for information regarding the State Coordinator responsibilities. We have also posted a job description that you can use as a template for your discussion.

25. ***If a state applies for a state expansion grant but one of the local jurisdictions within that state wants to apply for a site grant, is there a possibility that both would be funded or would one eliminate the other from competing or will only one or the other receive funding?***

Yes, they both could be funded. If you are applying as a state, we would hope that are developing an overall strategic plan for your state to include all sites that are funded.

26. ***Does the State Leadership Team refer to the team that makes up the 4 positions (Statewide Coordinator, QI Manager, Court Data Analyst, and Admin Assistant)? OR is it referring to the State Advisory Board? The RFA requires letters of commitment from prospective members of the State Leadership Team so I want to clearly understand who that is.***

The State Leadership Team is the core group that will be leading the statewide implementation/expansion efforts, comprising at least the (recommended) four positions of Statewide Coordinator, Quality Improvement Manager, Court Data Analyst, and Administrative Assistant. Thus, the RFA is asking for letters from the prospective members of this team (i.e., the people you hope to hire/reallocate into those roles).

27. ***I'm not sure how to determine how much time for each position on the State Leadership Team and what kind of qualifications would be needed, especially for the Data Analyst position. Providing training and technical assistance to sites and assisting with data integrity and analysis is rather broad.***

Selected states are expected to hire or reallocate staff to serve as a full-time Statewide Coordinator and participate in training provided by the National Resource Center. With the exception of the Statewide Coordinator, which must be full time, the staffing plan for the other supporting positions in the RFA is recommended and not required. Please focus on the *functions* of each role on the State Leadership Team in creating a staffing plan (roles; time allocation) that is both feasible and will support the work in your state.

28. ***On page 9, it mentions as part of the responsibility of each site that they are expected to participate in 2 HRSA cross-program peer-to-peer sharing engagements. What exactly does that mean?***

The National Resource Center will be facilitating the two peer-to-peer sharing engagements described in the RFA. These "engagements" refer to virtual or in-person opportunities for the State Leadership Team and local Site Leadership Teams to meet with HRSA-MCHB program staff as an opportunity for shared learning and strengthening linkages.

29. ***I understand that we need letters of commitment from the persons who will be serving on the State Leadership Team. Can I include letters of support from the broader State Advisory Group, if we have people who have already committed?***

Letters of commitment are needed for the persons who will be serving on the State Leadership Team (e.g., the Statewide Coordinator, Quality Improvement Manger, Court Data Analyst, and Administrative Assistant). Letters of support from the broader State Advisory Group are not required, but you may submit those additional letters with your application.

30. ***If we are not hiring the State Coordinator and other members of the team until funding is received, how will we have individuals send letters of support?***

We realize that some of you plan to use the funding to hire members of that state team and may not be able to have letters of support from those team members. Please explain that in your narrative.

EVALUATION

31. ***Can you repeat the evaluation process dates?***

The process evaluation data collection (web-based surveys and stakeholder interviews, conducted by RTI) and the outcome evaluation data collection (phone interviews conducted with children and families, conducted by RTI) will be conducted early in the grant period (baseline) and towards the end of the grant period (follow-up). The exact timing is contingent on Institutional Review Board approval at the sites, which the National Resource Center will need the site's support in facilitating so that it does not delay onset of data collection. State Expansion Grantees will participate only in the process evaluation. Increased Reach Grantees will participate in both the process and outcome evaluation.

32. ***Do you have any information you could provide me to help me understand how other sites have specifically utilized the data analyst position in their jurisdictions- meaning how many hours per week were dedicated to this and how involved is the role in the team?***

Sites use anywhere from PT (12.5-20 hours per week) up to a FT data coordinator depending on the number of cases the site has. There are many data fields that must be entered and missing data reports to review to ensure that the data is entered correctly. The data person works closely with the team and will be asked to run data reports and talk with the coordinator or the Active Community Team about the progress or barriers that exist.