

Home Finding Grant Announcement Questions and Answers

Question:

The form for the Letter of Intent on the web site asks for a "Total amount requested". Is this field required? We are in the process of developing our proposal and do not have this figure as yet, but will when we submit our proposal by the submission deadline.

Answer:

The Grant Amount Requested may be a tentative amount. You could state such within the *Letter of Intent to Apply* narrative section, with specific figures to be provided at a later date.

Question:

On page 4 - Target Population, item A: Is the target population only for ICPC homes and relative/kinship homes for the Department?

Answer:

No, the target population is not limited to ICPC and relative/kinship homes. Section A states the target population includes ICPC, relative/kinship, and inquiries from the general population requesting information about foster/adoptive parenting.

Question:

Can inquiries from individuals wanting to become a foster home for other than ICPC or relative/kinship cases be directed to the private agency?

Answer:

No inquiries will be directed to private agencies. The professionals and paraprofessionals who work under the grants will assist the Department in completing and updating home studies on families from inquiries made to the Department.

Question:

Can we have an electronic copy of the Department's required home study format (Parent/Guardian Placement Evaluation Form)?

Answer:

The Home Study format can be found at www.wvdhhr.org/bcf with the grant announcement and required documents. Scroll down the page to view all documents.

Question:

On page 4 - Required Services, item B - 1, says the grantee will follow up with potential families after the inquiry packet is mailed. Is it a correct assumption from this statement that all inquiries will come into the Department and then be forwarded to the grantee for follow up?

Answer:

As stated on pages 8 and 9 under Bureau Responsibilities, the Department Home Finding Supervisor will distribute assignments to the grantee and DHHR home finders.

Question:

Would the grantee have any responsibility for mailing out inquiry packets?

Answer:

Grantees could be responsible for mailing packets to families as a result of an inquiry to the Department.

Question:

How quickly after receipt of an inquiry will the Department mail an inquiry packet and how quickly will information about the inquiry be transmitted to the grantee?

Answer:

This is generally done within 48 hours by the Homefinding Supervisor. It is not assigned until the referral is complete. The exact process is defined in policy at the following web address:

http://www.wvdhhr.org/bcf/children_adult/foster/policy/WVFosterCarePolicy_Section01_Intro.doc

Question:

Will the Department keep any inquiries in house or is the intent to refer out all inquiries?

Answer:

All inquiries are DHHR inquiries – the purpose of the grant is to assist the Department in completing and updating home studies.

Question:

On page 4 - Required Services, items B 2, A, B, C, & D: Will the grantee be expected to conduct home studies on all of these categories? Items B and C seem to conflict with the definition in paragraph A Target Population.

Answer:

Yes, the Department expects the grantees to conduct all types of home studies. There is no conflict between A and B and C. Inquiries from the general population are defined as anyone requesting information on becoming a foster/adoptive family.

Question:

On page 5 Required Services, item B 4: If the grantee has the capacity to conduct the PRIDE training, would prospective foster parents have to attend training conducted by the schools of social work or DHHR home finders?

Answer:

The grantees would be responsible for participating in the orientation to becoming a Department foster/adoptive family. All DHHR prospective homes are to attend PRIDE Training conducted by the schools of social work.

Question:

Would there be an additional charge to the provider if prospective foster parents attended PRIDE training conducted by the schools of social work or DHHR?

Answer:

The prospective foster families would attend the training provided by the Department and the Schools of Social Work at no additional charge to the grantees.

Question:

On page 5 - Required Services, item B 5: What is meant by assist with Recruitment and Recognition events? Is the department responsible for planning, scheduling, conducting, etc. such events or would the provider have primary responsibility? Should our budget proposal include costs of developing promotional materials, paying for display space at various kinds of events, etc.?

Answer:

Grantees would assist and participate in the Department's Recruitment and Recognition events and initiatives. The Department is responsible for the costs of promotional materials, space, etc. for Department Recruitment and Recognition events.

Question:

On page 6 - Service Delivery Area: If home finders and paraprofessionals must be located in district offices, how can the grantee provide necessary day to day supervision?

Answer:

It is up to the applicants to describe their plan for direct supervision. The Department provides indirect supervision and oversight in order to manage the workload and to provide technical assistance and training. The grant agreement states in Section XII:

INDEPENDENT GRANTEE:

12.01 **Relationship:**

12.01(a) The relationship of the Grantee to the Department will be that of an independent grantee and no principal-agent relationship or employer-employee relationship is contemplated or created by the parties to this Grant Agreement.

12.01(b) Grantee shall be responsible for selecting, supervising, and compensating individuals employed pursuant to the terms of this Grant Agreement.

12.01(c) Neither the Grantee nor any employees or contractors of the Grantee shall be deemed to be employees of the Department for any purposes whatsoever, and neither the Grantee nor any employees or contractors of the Grantee shall be eligible to participate in any benefit program unless such program is specifically available to the Grantee by the State of West Virginia as a separate, distinct and stand alone benefit not arising from the Department and this grant agreement.

12.01(d) Grantee shall be exclusively responsible for the payment to its employees and contractors of all wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, compliance with the wage and hour law and all other employment laws.

Question:

How can the grantee be held accountable for meeting productivity standards, without close contact/oversight of our employees?

Answer:

Grantees are required to provide direct supervision and accountability for performance through whatever means specified in their plan. Employees will be housed in local DHHR offices.

Question:

Could the home finders and paraprofessionals be located in our offices?

Answer:

No. The announcement specifies the home finders and paraprofessionals will be located in Department offices.

Question:

On page 7 - Organizational Requirements & Staffing Requirements: The last bullet under Organizational Requirements, i.e., the grantee is responsible for selecting, hiring, supervising, etc. and Item F, Staffing Requirements, i.e. the grantee must demonstrate that they have sufficient, capable staff, seems to be contradictory. Please clarify.

Answer:

The grantee must demonstrate they have the capacity to provide the required services and is responsible for the selection and supervision of their employees.

Question:

On page 7 G. Outcomes: What is the Department's internal productivity standard time frame for the completion of a home study?

Answer:

The time frame is 45 days for Kinship/Relative studies when children are already in residence, 60 days for ICPC (Interstate Compact on the Placement of Children), and 90 days from completion of training for Foster/Adoptive studies to adopt with no child already in placement.

Question:

On page 8 - Bureau Responsibilities, Item A: Can we have made available electronically or via hard copy a copy of all relevant Department procedures, forms, and reporting requirements for this program?

Answer:

The Foster Care policy is available on the web at the following address:

http://www.wvdhhr.org/bcf/children_adult/foster/policy/WVFosterCarePolicy_Section01_Intro.doc.

Grant reporting requirements are limited to caseload statistics including assignment and completion dates and a program performance narrative.

Question:

On page 9 A. Intent to Apply: Will you provide an email address for us to submit our electronic Letter of Intent to apply? Is there a special form or format for this letter?

Answer:

The Letter of Intent to Apply is on the web site with the grant announcement at the following address:

http://www.wvdhhr.org/bcf/documents/grants_contracts/2008_HomeFinding.asp

Question:

On page 10 - D. Budget: No budget forms were included in the announcement/packet we received. Will you provide the budget forms electronically?

Answer:

The budget forms and instructions are also available on the web site with the grant announcement at the following address:

http://www.wvdhhr.org/bcf/documents/grants_contracts/2008_HomeFinding.asp

Question:

Will the Department forward inquiries from individuals who wish to foster specialized youth be sent to the grantee, and will the grantee be allowed to keep this home for their agency rather than completing a home study for the Department?

Answer:

The assignments for these grants are for the development of homes for the Department. The main purpose of the Grant Announcement is for Grantee staff to assist the Department with completing and updating home studies as described in the introduction portion of the Grant Announcement. These studies are done with the goal of promoting the safety, permanency and well being of children who are in need of out of home family based care.

Question:

Would the applicant be able to use their own agency's PRIDE training schedule to meet the required pre-service hours for the potential foster/adopt providers?

Answer:

No. This would not be permissible as grantees are expected to use the schools of social work PRIDE training.

Question:

What counties will the staff housed in Kanawha county cover?

Answer:

The grantee would be expected to travel region wide and across regions if necessary, with the majority of work anticipated in Kanawha County. On page six of the Grant Announcement you will find a map of the Department's Operating Regions. Region II serves the following counties: Boone, Putnam, Kanawha, Cabell, Jackson, Roane, Lincoln, Logan, Mingo, Wayne and Mason.

Question:

How will assignments be made? (Volume of studies given at once with an expectation of 45 days turn around)?

Answer:

The Department is responsible for assignments. The Department's Homefinding Supervisor makes decisions on specific case activities, assignments and relevant workload distribution. Assignments to all homefinders, regardless of their status, will be distributed as equitably as is possible.