

GRANT ANNOUNCEMENT

Fiscal Year 2008- Home Finding Grant

**(April 1, 2008 through June 30, 2008)
(July 1, 2008 through June 30, 2009)**

**DEPARTMENT OF HEALTH AND HUMAN RESOURCES
BUREAU FOR CHILDREN AND FAMILIES
OFFICE OF FINANCE AND ADMINISTRATION**

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Application Deadline: February 20, 2008

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**WEST VIRGINIA DEPARTMENT OF HEALTH AND HUMAN RESOURCES
BUREAU FOR CHILDREN AND FAMILIES
OFFICE OF FINANCE AND ADMINISTRATION
REQUEST FOR GRANT APPLICATIONS**

INTRODUCTION

The Department of Health and Human Resources, Bureau for Children and Families (Bureau), Office of Finance and Administration (Department) announces the availability of Title IV-B Safe and Stable Families grant funds to agencies with experience in child welfare for the delivery of home finding and home finding support activities in each of the Bureau's four operating regions. Applicants will be responsible for the completion of home studies and the activities that support the completion of home studies that will promote the safety, permanency and well being of children who are in need of out of home family based care.

The Department reserves the right to award grants in a manner that will ensure services are available to the greatest number of families. The grant period is April 1, 2008, through June 30, 2008. As long as funding is available, the Department will continue this grant in State Fiscal Year 2009. Continuation beyond June 2009 will be contingent on satisfactory performance of grantee(s).

BACKGROUND

The Department does not have sufficient home finding staff to meet the demand for home studies, training, and reviews. The Department's home finding work load for calendar year 2006 is reflected in the chart below.

Home Studies	Region I	Region II	Region III	Region IV
Kinship/Relative	74	173	115	161
Foster/Adopt	44	123	140	59
ICPC	29	42	58	37
Re-determination	116	101	175	257
Total	263	439	488	514

Providers	Region I	Region II	Region III	Region IV
Foster Care DHHR homes	168	179	198	162
Adoption	59	152	115	111
Kinship	50	80	63	70
Legal Guardian	15	21	30	84
Respite	19	13	3	112
Total	311	445	409	539

Homefinders play a critical role in determining if a home will provide a safe, stable and nurturing environment for children in need of family based care with relatives or in approved foster/adoptive family care.

PROGRAM REQUIREMENTS

A. Target Population:

The target population is compiled of inquiries received from the general population from recruitment, through ICPC (Interstate Compact on the Placement of Children), and requests for relative/kinship studies. The general guidelines for completion of studies are derived from the Multiethnic Placement Act, Developmental Disabilities Act and Child Specific Recruitment efforts.

B. Required Services:

The Department seeks professional and paraprofessional staff to help move children into safe, stable, and permanent homes. Professional homefinders will be expected to use the Department's required home study format (Parent/Guardian Placement Evaluation Form) and perform the following activities:

- 1) *Follow up with potential providers after the inquiry packet is mailed to families which may include*** activities such as return calls to potential providers, completion of background checks, schedule appointments for home studies and PRIDE training.
- 2) *Completion of various home studies in accordance with Department policy which may include:***
 - A) Kinship/relative care – Studies of this nature often involve relatives or people with whom the child has a connection. They involve completing a study and background check(s) on the individual(s) in the home. These families will complete all aspects of foster parent training and become approved providers. However, the training requirement may be delayed as long as the provider completes the training within six months of approval of placement.
 - B) Foster/adoptive – Studies of this nature involve people from the general population who have no connection to a specific child. A complete study and background check on the individual(s) in the home is required and all aspects of foster parent training must be completed in order for the homes to become approved foster/adoptive providers.
 - C) Legal guardianship – Studies of this nature have the same requirements as foster/adoptive home studies.
 - D) ICPC – Studies of this nature involve requests for home studies from other states and meet the definition of a kinship/relative placement in West Virginia. They are to be conducted in accordance with the requirements for an in-state kinship/relative home study.
- 3) *Complete reviews or re-evaluations on existing foster homes,*** which may include:
 - A) Completing updated studies on existing homes as well as new background checks.

- B) Assuring foster/adoptive parents have completed required re-certification training and are re-certified in CPR/First Aid training annually.
- C) Completing an annual safety check on the home or more often if deemed necessary.
- 4) **Assist with PRIDE Orientation Training** – PRIDE Training: Parent Resources for Information, Development, and Education: Involves training by the schools of social work and DHHR homefinders to introduce the applicants to the philosophy and procedures of the Department's foster/adoptive care programs. Pre-service training includes ten (10) three hour modules with topics like Connecting with PRIDE, Teamwork toward Permanence, Meeting Developmental Needs: Attachment, Loss, Strengthening Family Relationships, Discipline, Continuing Family Relationships, Planning for Change and panel discussions.
- 5) **Assist with Recruitment and Recognition events** – General recruitment includes disbursement of promotional materials and information, running information booths, handing out flyers, brochures, speaking to civic groups, churches, the media, and organizing recognition/appreciation celebrations.
- 6) **Oversight** of the implementation of corrective action plans for homes with identified deficiencies to confirm that necessary corrective actions have been completed and the home is in compliance with regulations.
- 7) **FACTS** – enter and update provider information in the Family and Children's Tracking System (FACTS)

Paraprofessional staff will be expected to provide support services under the direction of professional homefinders:

- 1) Correspondence - Handle routine correspondence pertaining to training, references, medical records, support group meetings, etc. Set up provider files and maintain documentation. Assist homefinders with tracking logs. Review magistrate files on prospective foster parents for possible participation.
- 2) Training – Help set up fingerprinting at local offices during PRIDE training or provide in home fingerprinting. Schedule training with providers, to include child care during training and support group sessions. Enter information in FACTS (Family and Children Tracking System). Assemble and deliver training materials for in-service foster parent training. Assist providers with ASO registration. Maintain and update mailing lists.
- 3) Customer Service and Office Management – Assist potential and current providers with form completion. Provide general information or program information to the providers. Conduct interviews. Answer phones.
- 4) Recruitment and recognition events – Assist professional homefinding staff with assembling promotional materials for recruitment activities such as fairs, home shows, conferences, special programs and foster parent recognition activities.

Professionals and paraprofessionals will be expected to travel the region and be available to travel outside the region. Those selected must have a personal vehicle, valid driver's license and automobile insurance.

C. Service Delivery Area:

Grant applications may be submitted to provide services statewide or for one or more of the Bureau's operating regions. However, applications for one or more regions will be considered only in the event there is no viable application to deliver the services statewide. Homefinders and paraprofessionals will be stationed in district offices.

The salary range for Department homefinders is \$22,224.00 to \$41,112.00, dependent on education and experience. The salary range for Department case aides (paraprofessionals) is \$13,800.00 to \$25,536.00.

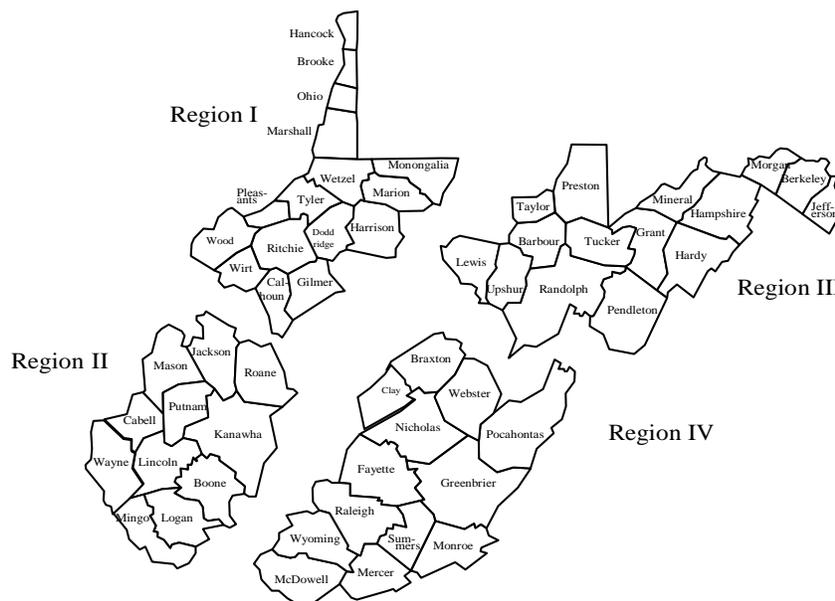
Region I – has requested four paraprofessionals. One worker will be stationed in Ohio county, one in Wood county, and two at the Harrison County DHHR training site.

Region II- has requested two homefinders to be located in the Kanawha County office.

Region III – has requested two professional homefinders to be stationed in the eastern panhandle but will be flexible if necessary.

Region IV – has requested one homefinder and two paraprofessionals to be stationed in Fayette, Greenbrier, and Nicholas counties.

Map of Department's Operating Regions:



D. Time Frames/Mandatory Start Date:

The grant period begins on April 1, 2008. Applicants must be able to begin work within thirty (30) days of the start date of the grant.

E. Organizational Requirements:

- The applicants must be licensed, registered and in good standing to conduct business in West Virginia.
- The applicants must have a demonstrated history in child welfare services.
- The applicants will be responsible for selecting, hiring, supervising, and compensating professional and paraprofessional staff delivering home finding services.

F. Staffing Requirements:

The applicants must demonstrate that they have sufficient, capable staff to manage and provide the required services.

Minimum requirements for professionals:

Minimum Qualifications: Bachelor's degree in Social Work from an accredited college or university and have or be eligible for a social work license.

Experience:

Experience in a Social Service and/or Child Welfare profession desirable, with preferences given to candidates with documented experience in a Social Service environment. Knowledge of theories and practices in social work and of federal and state laws, regulations and programs in social services is required. Must possess the ability to assess social, educational and economic circumstances of clients to determine need for social services. The homefinders must be able to work effectively with social service providers and other social service agencies according to established guidelines in providing social services.

Minimum requirements for paraprofessionals:

Minimum Qualifications: High School Diploma or GED required.

Experience:

Must have knowledge of the benefits of proper health care, sanitation and personal hygiene, as well as knowledge of social and economic conditions in the assigned geographic area. Must have the ability to work well with people. Must be familiar with computers and office equipment. Work is mostly performed in a helper capacity, so the ability to carry out written and oral instruction and to accept supervision is a must.

G. Outcomes:

The applicants must complete home studies within forty-five (45) days of assignment from the Regional Homefinding Supervisors. A written home study must be provided and recommendations submitted regarding placement.

WORKPLAN REQUIREMENTS

- A. Applicants must provide a detailed description of how the agency will conduct home studies and home finding support activities within the proposed geographic area of operation.
- B. Applicants must provide a summary of child welfare experience, similar grant awards and programs administered from the past.
- C. Applicants must provide data on performance related to services provided under other grant awards and programs from the past.
- D. Applicants must demonstrate that they have sufficient personnel, administrative ability and experience to complete the deliver the required services.
- E. Applicants must describe the plan to deliver the services and provide the documentation to show it has the capacity to provide all of the services outlined in the Program Requirements and the Work Plan Requirements.

SPECIAL TERMS AND CONDITIONS

A. Insurance Requirements:

At all times during the term of the grant, the applicant will have and keep in force property and liability insurance policies which shall include: General Liability, Personal Injury, Directors and Officers Liability, and Professional Liability where applicable. General liability will be at a minimum of \$1,000,000.00. Insurance certificates are required prior to award, but not required at the time of grant application.

B. License Requirements:

The applicant and its employees will be licensed pursuant to all applicable federal, state, and local laws, ordinances, rules, and regulations and will provide proof of all licenses upon request.

C. No Debt Affidavit:

A signed "No Debt Affidavit" document must accompany all applications. See the guidelines for submission.

D. Records:

Applicant will maintain all records pertaining to the provision of this service and make them available to the Department upon request.

BUREAU RESPONSIBILITIES

- A. The Department is responsible for the development of procedures, forms and reporting requirements for this program.

- B. The Department is responsible for providing ongoing technical assistance including policy interpretation and training to professional and paraprofessional staff.
- C. The Department is responsible for providing FACTS training.
- D. The Department is responsible for assignments.

APPLICATION PROCESS

A. Intent to Apply:

The Application is available online at <http://www.wvdhhr.org/bcf/>. Anyone interested in submitting an application must submit electronically a "Letter of Intent" to apply by February 15, 2008. Completed grant applications must be received by February 20, 2008. All questions about the grant announcement must be submitted electronically by February 4, 2008. Answers to questions will be posted online at: <http://www.wvdhhr.org/bcf/> on February 6, 2008.

B. Administrative Data:

The grant application cover page will include: legal name, FEIN number, proposed service delivery area(s), business address, telephone number, name of authorized contact person, signature of person authorized to act on agency's behalf and date. Applicant will provide a summary of the agency's organization, size and resources. The summary is limited to two (2) pages not including attachments, and must include:

- Identifying information.
- Date organization established.
- Type of ownership.
- Copy of current license to do business in the state of West Virginia.
- List of current services.
- Organizational chart.
- Copy of most recent financial statements showing balance sheet, cash flow and notes to financial institutions.
- Description of any pending litigation or filings for bankruptcy.
- If the agency or parent organization has ever filed for bankruptcy, the applicant shall include an explanation, history, and a declaration that the bankruptcy has been resolved.
- Verification of a line of credit to ensure that grant services can continue for a three month period.

C. Program Narrative/Work Plan:

Include a detailed narrative for delivering the required services as specified in the Program and Work Plan requirements of this announcement, including at a minimum:

- Job description for each functional position included in the grant with educational requirements and salaries.
- Copies of licenses (if required for position) of current staff which may result from this application.
- Work plan requirements.

- Plan for supervision of staff, including chain of command, individual conferences, staff meetings, evaluation requirements, etc.
- Service processes and time frames for initiation of services.

D. Budget:

Include two (2) detailed line item budgets, incorporating all costs in accordance with the instructions provided and on the forms provided. One budget will be for the initial grant period of April 1 to June 30, 2008. A second budget for the period of July 1, 2008 to June 30, 2009 must also be submitted. If the applicant intends to sub-grant to other agencies, the applicant must provide copies of all sub-grantee budgets.

EVALUATION

Applications will be evaluated by a committee of three (3) or more individuals. Applicants who meet the mandatory specifications and attain the final highest point score of all applicants will be eligible for the grant award. The maximum number of points available is one hundred (100). The selection of the successful applicant(s) will be made by a consensus of the evaluation committee.

The Bureau will choose the successful applicant(s), based on the content of the grant application and the associated costs. The budget is not the sole determining factor for the award. The Department reserves the right to accept or reject any or all of the grant applications, in whole or in part, without prejudice, if in the best interest of the Department.

The assigned weight factors are as follows:

A. Applicant Experience/Personnel Qualifications:

Maximum 30 Points

- Does the applicant provide documentation of a successful track record in child welfare services?
- Does the applicant demonstrate knowledge and understanding for of home finding and recruitment?
- Does the applicant provide documentation of meeting or exceeding expectations under past awards and programs?

B. Program Description:

Maximum 20 Points

- Does the program description meet the specifications of the grant announcement?
- Will the program the applicant describes meet the objectives of the grant announcement?
- Does the applicant demonstrate a thorough understanding of services to be delivered?

C. Work Plan:

Maximum 30 Points

- Does the plan for implementing the services include specific tasks and activities, responsible persons and realistic completion dates?
- Will the steps proposed by the applicant produce the desired results?
- Does the work plan address all the program and work plan requirements outlined in the grant announcement?

D. Budgets:

Maximum 20 Points

- Is the budget complete?
- Are sub-grantee budgets provided?
- Are calculations correct?
- Are costs allowable and reasonable?
- Are costs directly tied to the services to be purchased?
- Is sufficient funding included to support staffing?
- Are salaries and other costs reasonable?
- Does the budget appear to be cost effective?
- Can the applicant meet the objectives?
- Can the applicant operate a fiscally sound program with the proposed budget?
- Has the applicant considered all potential costs?

Applicant(s) failure to provide complete and accurate information may be considered grounds for disqualification. The Department reserves the right to ask applicants for additional information to clarify their applications.

RESTRICTIONS ON USE OF FUNDS

Grant funding provided by this program may not be expended for the following:

- A. Capital expenditures or improvements (purchase of or improvements to land or buildings).
- B. Any sectarian purpose or activity, including sectarian worship or instruction.
- C. Costs incurred, prior to the effective date of the agreement.
- D. Any political or lobbying efforts.
- E. Administrative costs that exceed 10% of the grant amount.