

AG#
1960582

24068-73

CHILD ABUSE PREVENTION SUBGRANT

BETWEEN

THE NEBRASKA DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF CHILDREN AND FAMILY SERVICES

CASA OF SOUTH CENTRAL NEBRASKA

This subgrant is entered into by and between the Nebraska Department of Health and Human Services, **DIVISION OF CHILDREN AND FAMILY SERVICES** (hereinafter "DHHS"), and **CASA OF SOUTH CENTRAL NEBRASKA** (hereinafter "Subrecipient").

PURPOSE. The purpose of this subgrant is to provide administration and continued implementation of the work to enhance permanency and relationships in youth in Adams, Clay, Nuckolls and Webster counties as approved by the Nebraska Child Abuse Prevention Fund Board (NCAPF Board) Neb. Rev. Stat. §§ 43-1901 to 43-1906.

I. PERIOD OF PERFORMANCE AND TERMINATION

- A. TERM. This award is in effect from July 1, 2014 the effective date through June 30, 2015, the completion date.
- B. TERMINATION. This subgrant may be terminated at any time upon mutual written consent or by either party for any reason upon submission of written notice to the other party at least Thirty (30) days prior to the effective date of termination. DHHS may also terminate this subgrant in accord with the provisions designated "FUNDING AVAILABILITY" and "BREACH OF SUBGRANT." In the event either party terminates this subgrant, the Subrecipient shall provide to DHHS all work in progress, work completed, and materials provided by DHHS in connection with this subgrant immediately.

II. AMOUNT OF SUBGRANT

- A. TOTAL SUBGRANT. DHHS shall pay the Subrecipient a total amount, not to exceed \$22,500.00 (twenty-two thousand five hundred dollars) for the activities specified herein and in accordance with the attached budget (Attachment A).
- B. PAYMENT STRUCTURE. Payment shall be structured as follows:
1. Quarterly payments will be made upon the submittal of a budget expenditure report and a reimbursement request for actual, allowable, and reasonable expenditures by the Subrecipient. **The final quarterly budget expenditure report and reimbursement request must be received by June 15, 2015.**
- C. BUDGET CHANGES. The Subrecipient is permitted to reassign funds from one line item to another line item within the approved budget. If funds are reassigned between line items, prior approval from DHHS is required for cumulative budget transfer requests for allowable costs, allocable to the subgrant exceeding five percent (5%) of the current total approved budget. Budget revision requests shall be submitted in writing to DHHS. DHHS will provide written notification of approval or disapproval of the request within thirty (30) days of its receipt.

III. STATEMENT OF WORK

A. The Subrecipient shall:

1. Continue the implementation of the Permanency Quest Pilot Project (PQ) as outlined in the Scope of Work approved by the Nebraska Child Abuse Prevention Fund Board (Attachment B).

B. Administrative Standards:

The Subrecipient agrees to be held accountable for the services provided within this Subgrant and will provide data on the following measures and others as described in Attachment B:

1. Number of children and youth participating in PQ.
2. Number of placement disruptions and number of placement disruptions prevented – based resolution of conflict so placement does not change.
3. Number of family preservation plans developed and implemented.

C. Reporting Requirement:

1. The Subrecipient shall submit a budget expenditure report and a reimbursement request for actual, allowable, and reasonable expenditures in accordance with the agreement and approved budget on the following schedule:

<u>Report Name</u>	<u>Due On or Before</u>	<u>Covering the Period of</u>
1 st Quarter Budget Expenditure	Jan. 15, 2015	Jul. 1, 2014 -Sept. 30, 2014
2 nd Quarter Budget Expenditure	Jan. 15, 2015	Oct. 1, 2014 – Dec. 31, 2014
3 rd Quarter Budget Expenditure	Apr. 15, 2015	Jan. 1, 2015 - Mar. 31, 2015
4 th Quarter Budget Expenditure	Jun. 15, 2015	Apr. 1, 2014 – Jun. 30, 2015

2. The Subrecipient shall report on progress, activity, and results in accordance with the agreement on the following schedule:

<u>Report Name</u>		
Six Month Progress Report	Jan. 15, 2015	Jul. 1, 2014 – Dec. 31, 2014
Twelve Month Progress Report	Jul. 15, 2015	Jul. 1, 2014 – Jun. 30, 2015

3. All reporting materials are to be submitted to the Nebraska Children and Families Foundation office at 215 Centennial Mall South, Suite 200; Lincoln, NE 68508 to the attention of Kathy Stokes on or before deadline.

D. DHHS shall do the following:

1. Review all reports received from Subrecipient.

E. Results Based Accountability:

The Subrecipient agrees to cooperate with DHHS in the development of any desired outcomes, performance measures, and reporting requirement necessary for implementation of the Division of Children and Families' Results Based Accountability initiative.

IV. GENERAL TERMS AND ASSURANCES

A. ACCESS TO RECORDS AND AUDIT RESPONSIBILITIES.

1. All Subrecipient books, records, and documents regardless of physical form, including data maintained in computer files or on magnetic, optical or other media, relating to work

In the absence of such written consent, any assignment or attempt to assign shall constitute a breach of this subgrant.

- E. ASSURANCE. If DHHS, in good faith, has reason to believe that the Subrecipient does not intend to, is unable to, has refused to, or discontinues performing material obligations under this subgrant, DHHS may demand in writing that the Subrecipient give a written assurance of intent to perform. Failure by the Subrecipient to provide written assurance within the number of days specified in the demand may, at DHHS's option, be the basis for terminating this subgrant.
- F. BREACH OF SUBGRANT. DHHS may immediately terminate this subgrant and agreement, in whole or in part, if the Subrecipient fails to perform its obligations under the subgrant in a timely and proper manner. DHHS may withhold payments and provide a written notice of default to the Subrecipient, allow the Subrecipient to correct a failure or breach of subgrant within a period of thirty (30) days or longer at DHHS's discretion considering the gravity and nature of the default. Said notice shall be delivered by Certified Mail, Return Receipt Requested or in person with proof of delivery. Allowing the Subrecipient time to correct a failure or breach of this subgrant does not waive DHHS's right to immediately terminate the subgrant for the same or different subgrant breach which may occur at a different time. DHHS may, at its discretion, obtain any services required to complete this subgrant and hold the Subrecipient liable for any excess cost caused by Subrecipient's default. This provision shall not preclude the pursuit of other remedies for breach of subgrant as allowed by law.
- G. CONFIDENTIALITY. Any and all confidential or proprietary information gathered in the performance of this subgrant, either independently or through DHHS, shall be held in the strictest confidence and shall be released to no one other than DHHS without the prior written authorization of DHHS, provided that contrary subgrant provisions set forth herein shall be deemed to be authorized exceptions to this general confidentiality provision. As required by United States Department of Health and Human Services (hereinafter "HHS") appropriations acts, all HHS recipients and DHHS Subrecipients must acknowledge Federal and DHHS funding when issuing statements, press releases, requests for proposals, bid invitations, and other documents describing projects or programs funded in whole or in part with Federal and DHHS funds. Recipients are required to state: (1) the percentage and dollar amounts of the total program or project costs financed with Federal and DHHS funds; and (2) the percentage and dollar amount of the total costs financed by nongovernmental sources. This provision shall survive termination of this subgrant.
- H. CONFLICTS OF INTEREST. In the performance of this subgrant, the Subrecipient shall avoid all conflicts of interest and all appearances of conflicts of interest. The Subrecipient shall immediately notify DHHS of any such instances encountered, so that other arrangements can be made to complete the work.
- I. DATA OWNERSHIP AND COPYRIGHT. Except as otherwise provided in the Federal Notice of Award, DHHS shall own the rights in data resulting from this project or program. The Subrecipient may copyright any of the copyrightable material and may patent any of the patentable products produced in conjunction with the performance required under this subgrant without written consent from DHHS. DHHS and any federal granting authority hereby reserve a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use the copyrightable material for federal or state government purposes. This provision shall survive termination of this subgrant.
- J. DEBARMENT, SUSPENSION OR DECLARED INELIGIBLE. The Subrecipient certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment,

declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

- K. DOCUMENTS INCORPORATED BY REFERENCE. All references in this subgrant to laws, rules, regulations, guidelines, directives, and attachments which set forth standards and procedures to be followed by the Subrecipient in discharging its obligations under this subgrant shall be deemed incorporated by reference and made a part of this subgrant with the same force and effect as if set forth in full text, herein.
- L. DRUG-FREE WORKPLACE. Subrecipient agrees, in accordance with 41 USC §701 et al., to maintain a drug-free workplace by: (1) publishing a drug-free workplace statement; (2) establishing a drug-free awareness program; (3) taking actions concerning employees who are convicted of violating drug statutes in the workplace; and (4) in accordance with 2 CFR §180.230, identify all workplaces under its federal awards.
- M. FEDERAL FINANCIAL ASSISTANCE. The Subrecipient shall comply with all applicable provisions of 45 C.F.R. §§ 87.1-87.2. The Subrecipient certifies that it shall not use direct federal financial assistance to engage in inherently religious activities, such as worship, religious instruction, and/or proselytization.
- N. FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT REPORTING. The Subrecipient shall complete the Subrecipient Reporting Worksheet, Attachment 2, sections B and C. The Subrecipient certifies the information is complete, true and accurate.
- O. FORCE MAJEURE. Neither party shall be liable for any costs or damages resulting from its inability to perform any of its obligations under this subgrant due to a natural disaster, or other similar event outside the control and not the fault of the affected party ("Force Majeure Event"). A Force Majeure Event shall not constitute a breach of this subgrant. The party so affected shall immediately give notice to the other party of the Force Majeure Event. Upon such notice, all obligations of the affected party under this subgrant which are reasonably related to the Force Majeure Event shall be suspended, and the affected party shall do everything reasonably necessary to resume performance as soon as possible. Labor disputes with the impacted party's own employees will not be considered a Force Majeure Event and will not suspend performance requirements under this subgrant.
- P. FUNDING AVAILABILITY. DHHS may terminate the subgrant, in whole or in part, in the event funding is no longer available. Should funds not be appropriated, DHHS may terminate the award with respect to those payments for the fiscal years for which such funds are not appropriated. DHHS shall give the Subrecipient written notice thirty (30) days prior to the effective date of any termination. The Subrecipient shall be entitled to receive just and equitable compensation for any authorized work which has been satisfactorily completed as of the termination date. In no event, shall the Subrecipient be paid for a loss of anticipated profit.
- Q. GRANT CLOSE-OUT. Upon completion or notice of termination of this grant, the following procedures shall apply for close-out of the subgrant:
1. The Subrecipient will not incur new obligations after the termination or completion of the subgrant, and shall cancel as many outstanding obligations as possible. DHHS shall give full credit to Subrecipient for the federal share of non-cancelable obligations properly incurred by Subrecipient prior to termination, and costs incurred on, or prior to, the termination or completion date.

2. Subrecipient shall immediately return to DHHS any unobligated balance of cash advanced or shall manage such balance in accordance with DHHS instructions.
3. Within a maximum of 90 days following the date of expiration or completion, Subrecipient shall submit all financial, performance, and related reports required by the Subrecipient Reporting Requirements. DHHS reserves the right to extend the due date for any report and may waive, in writing, any report it considers to be unnecessary.
4. DHHS shall make any necessary adjustments upward or downward in the federal share of costs.
5. The Subrecipient shall assist and cooperate in the orderly transition and transfer of subgrant activities and operations with the objective of preventing disruption of services.
6. Close-out of this subgrant shall not affect the retention period for, or state or federal rights of access to, Subrecipient records, or Subrecipient's responsibilities regarding property or with respect to any program income for which Subrecipient is still accountable under this subgrant. If no final audit is conducted prior to close-out, DHHS reserves the right to disallow and recover an appropriate amount after fully considering any recommended disallowances resulting from an audit which may be conducted at a later time.

R. GOVERNING LAW. The award shall be governed in all respects by the laws and statutes of the State of Nebraska. Any legal proceedings against DHHS or the State of Nebraska regarding this award shall be brought in Nebraska administrative or judicial forums as defined by Nebraska State law. The Subrecipient shall comply with all Nebraska statutory and regulatory law.

S. HOLD HARMLESS.

1. The Subrecipient shall defend, indemnify, hold, and save harmless the State of Nebraska and its employees, volunteers, agents, and its elected and appointed officials ("the indemnified parties") from and against any and all claims, liens, demands, damages, liability, actions, causes of action, losses, judgments, costs, and expenses of every nature, including investigation costs and expenses, settlement costs, and attorney fees and expenses ("the claims"), sustained or asserted against the State of Nebraska, arising out of, resulting from, or attributable to the willful misconduct, negligence, error, or omission of the Subrecipient, its employees, consultants, representatives, and agents, except to the extent such Subrecipient's liability is attenuated by any action of the State of Nebraska which directly and proximately contributed to the claims.
2. DHHS's liability is limited to the extent provided by the Nebraska Tort Claims Act, the Nebraska Contract Claims Act, the Nebraska Miscellaneous Claims Act, and any other applicable provisions of law. DHHS does not assume liability for the action of its Subrecipients.

T. INDEPENDENT ENTITY. The Subrecipient is an Independent Entity and neither it nor any of its employees shall, for any purpose, be deemed employees of DHHS. The Subrecipient shall employ and direct such personnel, as it requires, to perform its obligations under this subgrant, exercise full authority over its personnel, and comply with all workers' compensation, employer's liability and other federal, state, county, and municipal laws, ordinances, rules and regulations required of an employer providing services as contemplated by this subgrant.

U. REIMBURSEMENT REQUEST. Requests for payments submitted by the Subrecipient shall contain sufficient detail to support payment. Any terms and conditions included in the Subrecipient's request shall be deemed to be solely for the convenience of the parties.

V. INTEGRATION. This written subgrant represents the entire agreement between the parties, and any prior or contemporaneous representations, promises, or statements by the parties, that are not incorporated herein, shall not serve to vary or contradict the terms set forth in this subgrant.

W. LOBBYING.

1. Subrecipient certifies that no Federal appropriated funds shall be paid, by or on behalf of the Subrecipient, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this award for: (a) the awarding of any Federal agreement; (b) the making of any Federal grant; (c) the entering into of any cooperative agreement; and (d) the extension, continuation, renewal, amendment, or modification of any Federal agreement, grant, loan, or cooperative agreement.

2. If any funds, other than Federal appropriated funds, have been paid or will be paid to any person for influencing or attempting to influence: an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this subgrant, the Subrecipient shall complete and submit Federal Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

X. NEBRASKA NONRESIDENT INCOME TAX WITHHOLDING. Subrecipient acknowledges that Nebraska law requires DHHS to withhold Nebraska income tax if payments for personal services are made in excess of six hundred dollars (\$600) to any Subrecipient who is not domiciled in Nebraska or has not maintained a permanent place of business or residence in Nebraska for a period of at least six months. This provision applies to: individuals; to a corporation, if 80% or more of the voting stock of the corporation is held by the shareholders who are performing personal services, and to a partnership or limited liability company, if 80% or more of the capital interest or profits interest of the partnership or limited liability company is held by the partners or members who are performing personal services.

The parties agree, when applicable, to properly complete the Nebraska Department of Revenue Nebraska Withholding Certificate for Nonresident Individuals Form W-4NA or its successor. The form is available at:

http://www.revenue.ne.gov/tax/current/f_w-4na.pdf or
http://www.revenue.ne.gov/tax/current/fill-in/f_w-4na.pdf

Y. NEBRASKA TECHNOLOGY ACCESS STANDARDS. The Subrecipient shall review the Nebraska Technology Access Standards, found at <http://www.nitc.nebraska.gov/standards/> and ensure that products and/or services provided under the subgrant comply with the applicable standards. In the event such standards change during the Subrecipient's performance, the State may create an amendment to the subgrant to request that Subrecipient comply with the changed standard at a cost mutually acceptable to the parties.

Z. NEW EMPLOYEE WORK ELIGIBILITY STATUS. The Subrecipient shall use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska. A federal immigration verification system means the electronic verification of the work authorization program authorized by the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, 8 U.S.C. § 1324a, known

as the E-Verify Program, or an equivalent federal program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work eligibility status of a newly hired employee.

If the Subrecipient is an individual or sole proprietorship, the following applies:

1. The Subrecipient must complete the United States Citizenship Attestation Form, available on the Department of Administrative Services website at www.das.state.ne.us.
2. If the Subrecipient indicates on such attestation form that he or she is a qualified alien, the Subrecipient agrees to provide the U.S. Citizenship and Immigration Services documentation required to verify the Subrecipient's lawful presence in the United States using the Systematic Alien Verification for Entitlements (SAVE) Program.
3. The Subrecipient understands and agrees that lawful presence in the United States is required and the Subrecipient may be disqualified or the subgrant terminated if such lawful presence cannot be verified as required by NEB. REV. STAT. § 4-108.

- AA. PUBLICATIONS. Subrecipient agrees that all publications that result from work under this subgrant will acknowledge that the project was supported by "Grant No. XXXX" under a subgrant from "Federal Agency" and DHHS.
- BB. PROGRAMMATIC CHANGES. The Subrecipient shall request in writing to DHHS for approval of programmatic changes. DHHS shall approve or disapprove in whole or in part in writing within thirty (30) days of receipt of such request.
- CC. PROMPT PAYMENT. Payment shall be made in conjunction with the State of Nebraska Prompt Payment Act, NEB. REV. STAT. §§ 81-2401 through 81-2408. Unless otherwise provided herein, payment shall be made by electronic means.

Automated Clearing House (ACH) Enrollment Form Requirements for Payment.

The Subrecipient shall complete and sign the State of Nebraska ACH Enrollment Form and obtain the necessary information and signatures from their financial institution. The completed form must be submitted before payments to the Subrecipient can be made. Download ACH Form:

http://www.das.state.ne.us/accounting/nis/address_book_info.htm

- DD. PUBLIC COUNSEL. In the event Subrecipient provides health and human services to individuals on behalf of DHHS under the terms of this award, Subrecipient shall submit to the jurisdiction of the Public Counsel under NEB. REV. STAT. §§ 81-8,240 through 81-8,254 with respect to the provision of services under this subgrant. This clause shall not apply to subgrants between DHHS and long-term care facilities subject to the jurisdiction of the state long-term care ombudsman pursuant to the Long-Term Care Ombudsman Act.
- EE. RESEARCH. The Subrecipient shall not engage in research utilizing the information obtained through the performance of this subgrant without the express written consent of DHHS. The term "research" shall mean the investigation, analysis, or review of information, other than aggregate statistical information, which is used for purposes unconnected with this subgrant.
- FF. SEVERABILITY. If any term or condition of this subgrant is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and conditions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if this subgrant did not contain the particular provision held to be invalid.

GG. SMOKE FREE. Public Law 103-227, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, early childhood development services, education or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law also applies to children's services that are provided in indoor facilities that are constructed, operated, or maintained with such federal funds. The law does not apply to children's services provided in private residences; portions of facilities used for inpatient drug or alcohol treatment; service providers whose sole source of applicable Federal funds in Medicare or Medicaid; or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1000 for each violation and/or the imposition of an administrative compliance order on the responsible entity. By signing, the Subrecipient certifies that the Subrecipient will comply with the requirements of the Act and will not allow smoking within any portion of any indoor facility used for the provision of services for children as defined by the Act.

HH. SUBRECIPIENTS OR SUBCONTRACTORS. The Subrecipient shall not subgrant or subcontract any portion of this award without prior written consent of DHHS. The Subrecipient shall ensure that all subcontractors and subrecipients comply with all requirements of this subgrant and applicable federal, state, county and municipal laws, ordinances, rules and regulations.

II. TIME IS OF THE ESSENCE. Time is of the essence in this subgrant. The acceptance of late performance with or without objection or reservation by DHHS shall not waive any rights of DHHS nor constitute a waiver of the requirement of timely performance of any obligations on the part of the Subrecipient remaining.

NOTICES. Notices shall be in writing and shall be effective upon receipt. Written notices, including all reports and other written communications required by this subgrant shall be sent to the following addresses:

FOR DHHS:

Emily Kløver
Department of Health & Human Services
Division of Children and Family Services
PO Box 95026
Lincoln, NE 68509-5026
402-471-8424

FOR SUBRECIPIENT:

RuAnn Root
CASA of South Central Nebraska
2727 W. 2nd Street, Ste. 410
Hastings, NE 68901

IN WITNESS THEREOF, the parties have duly executed this subgrant hereto, and each party acknowledges the receipt of a duly executed copy of this subgrant with original signatures.

FOR DHHS:

Vicki Maca

Vicki Maca
Deputy Director
Division of Children & Family Services
Department of Health and Human Services

DATE: 12/1/14

FOR SUBRECIPIENT:

RuAnn Root

RuAnn Root
Director
CASA of South Central Nebraska

DATE: 11/18/2014

FOR THE BOARD:

Brandon Verzal

Brandon Verzal
Chair
Nebraska Child Abuse Prevention Fund Board

DATE: _____

**Nebraska Child Abuse Prevention Fund Board
GRANT BUDGET FORM**

Attachment H

Organization:	CASA of South Central Nebraska			
Project Title:	3 - 5 - 7 Permanency Quest			
Total Project Budget:	\$22,500	Budget Period:	07/01/2014	through 06/30/2015
			<i>Date</i>	<i>Date</i>

BUDGET ITEM	TOTAL PROGRAM BUDGET	NCAPF GRANT REQUEST	OTHER FUNDS	SOURCES
Personnel:				
PQ Coordinator Salary	\$ 16,791.00	\$ 8,518.00	\$ 8,273.00	NCFF
PQ Coordinator FICA	\$ 1,285.00	\$ 652.00	\$ 633.00	NCFF
		\$ -		
		\$ -		
TOTAL Personnel	\$ 18,076.00	\$ 9,170.00	\$ 8,906.00	
Fringe Benefits:				
PQ Coordinator Fringe Benefits	\$ 3,000.00	\$ 1,500.00	\$ 1,500.00	NCFF
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
TOTAL Fringe Benefits	\$ 3,000.00	\$ 1,500.00	\$ 1,500.00	
Office Operations Expenses:				
Administrative Charge	\$ 2,625.00	\$ 1,125.00	\$ 1,500.00	NCFF
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
TOTAL Operations Expense	\$ 2,625.00	\$ 1,125.00	\$ 1,500.00	
Travel:				
Mileage	\$ 2,077.00	\$ 1,365.00	\$ 712.00	NCFF
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
TOTAL Travel	\$ 2,077.00	\$ 1,365.00	\$ 712.00	
Equipment:				
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
TOTAL Equipment	\$ -	\$ -	\$ -	
Outreach:				
Court Booklets	\$ 400.00	\$ -	\$ 400.00	NCFF
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
TOTAL Outreach	\$ 400.00	\$ -	\$ 400.00	
Contract / Consulting:				
TOTAL Contract / Consulting	\$ -	\$ -	\$ -	
Other Expenses:				
Support Groups/therapist/assessments	\$ 20,040.00	\$ 6,440.00	\$ 13,600.00	NCFF
CASA and Permanency Matters Conferences	\$ 6,282.00	\$ 2,900.00	\$ 3,382.00	NCFF
TOTAL Other Expenses	\$ 26,322.00	\$ 9,340.00	\$ 16,982.00	
TOTAL BUDGET	\$ 52,500.00	\$ 22,500.00	\$ 30,000.00	

Nebraska Child Abuse Prevention Fund Board**BUDGET NARRATIVE****3-5-7 Model (Permanency Quest)**

July 1, 2014 thru June 30, 2015

Personnel

Funds will be used to pay a current CASA staff 20 hours a week x her current wage. The staff person will continue to provide management of the project and its success throughout the five year project. Personnel expenses also include FICA.

- **Salary** - \$16.38 hourly pay x 10 hours per week x 52 weeks = **\$8,518.00**
- **FICA** — Taxes to be paid by the organization based on salary expense
\$8,518 wage x .0765 tax rate = **\$652.00**

Personnel Total: \$9,170.00**Fringe Benefits**

All full time employees of CASA of South Central Nebraska receive a stipend in lieu of health insurance.

- **Health Stipend** - \$125.00 monthly stipend x 12 months = **\$1,500.00**

Fringe Benefits Total: \$1,500.00**Office Operations Expense**

Management fees are based on 5% of the total amount of the grant.

- $\$22,500 \times 5\% =$ **\$1,125.00**

Office Operations Total: \$1,125.00**Travel**

Travel funds will be used by the CASA staff as part of the project management. Travel will include mileage to team meetings, visiting therapists, attending Through the Eyes Team Meetings, visiting the Permanency Quest youth in their home or Triage mileage reimburse. We cover Adams, Clay, Nuckolls and Webster Counties with our offices in Hastings. A round trip to Clay County is 60 miles, a round trip to Nuckolls County is 100 miles and a round trip to Webster County is 80 miles.

- Estimated 203 miles per month x .56 federal rate x 12 months = **\$1,365.00**

Travel Total: \$1,365.00

Equipment

There are no equipment expenses.

Outreach and Publicity

There are no outreach and publicity expenses.

Contract/Consultant

Not applicable.

Other Expenses

The Permanency Quest program has three support groups. Dr. Bev Patitz conducts the adult caregiver group for the primary care parents, either foster or biological. Valarie Scheil MA, conducts the Quest Kids groups, one for children ages 5 – 11 and one for youth ages 12 – 16. Each support group meets monthly. We are transitioning to the Nurturing Parenting curriculum for the support groups. We are currently investigating how to get the curriculum approved so the therapist's fees can be covered by Medicaid. Our goal is to have the transition in place by early fall 2014. Once the transition occurs, the therapist's fees for facilitating the groups will be covered by Medicaid and will no longer be an expense for this grant. If the transition to Medicaid coverage takes longer than anticipated, we are requesting funds to cover a reduced amount for each support group. We are requesting funds to provide family assistance in the form of gas vouchers for families in need who are attending support groups, Life Book supplies and Support Group supplies (snacks and materials).

Permanency Quest Support Groups

- \$300.00 per month x 6 months (July – December) = **\$1,800.00**

Family Assistance

- \$10.00 per gas voucher x 80 vouchers (July 2014 – June 2015) = **\$800.00**

Life Book Supplies

- \$50.00 of Life Book Supplies x 12 months = **\$600.00**

Support Group Supplies

- \$50.00 of Support Group Supplies x 12 months = **\$600.00**

Currently 12 – 15 children (ages 5 – 12) are participating in the Permanency Quest children's support group. This number is too large for one therapist to engage and control the children. We have added another helper to the children's group to assist the therapist. The assistant also helps with set-up and clean-up.

Support Group Assistant

- \$10.00/hour x 2 hours/month x 12 months = **\$240.00**

The majority of individual sessions with a therapist are currently being paid through Medicaid. However, some funds are being allocated for families who are not covered by Medicaid. In addition, these dollars will cover the time when a therapist from New Dimension Counseling

meets with incoming bio-parents and foster parents to explain the Permanency Quest program, attends team meetings and/or court.

Individual Sessions with Therapist

- \$30.00/hour x 20 hour long sessions with therapist = \$600.00

Families participating in Permanency Quest are assessed regularly to document progress. The Parenting Stress Index (PSI long form) and Protective Factor Survey are two of the assessments administered. The assessments will be taken initially when a family joins Permanency Quest, annually and when the family leaves Permanency Quest. Staff from New Dimension Counseling oversees the assessments. We estimate requiring three hours per family to administer assessments upon entrance, annually and completion. We work with approximately 20 families per year.

Assessments

The Parenting Stress Index (PSI) and the Protective Factor Survey

- \$30.00/hour x 20 families x 3 hours/family = \$1,800.00

The coordinator of Permanency Quest will attend the annual national CASA convention, held in the spring, and present new information to CASA volunteers in the form of continuing education sessions. The conference will include information to help add or further develop effective Evidence Based services for the 3-5-7 target population. The location of the 2015 National CASA Convention has not been announced yet. Expenses are based on past conference expenditures.

National CASA Conference

- Conference Registration = \$300.00
- Pre-conference Registration = \$100.00
- Hotel = \$250/night x 5 nights = \$1,250.00
- Airfare = \$500.00
- Meals (per diem) = \$350.00
- Ground transportation to hotel = \$50.00
- Airport parking = \$12.00/day x 5 days = \$60.00
- Mileage to Omaha = .56/mile x 170 miles x 2 (round trip) = \$190.00
- Conference materials (books, DVDs) = \$100.00

National CASA Conference = \$2,900.00

Other Expenses Total = \$9,340.00

GRAND TOTAL: \$22,500.00

**3-5-7 Permanency Quest Subgrant
PROJECT SCOPE OF WORK
And Outcomes
Nebraska Child Abuse Prevention Fund Board
(7/1/2014 – 6/30/2015)**

Scope of Work

1. Describe how you will continue implementation of 3-5-7 Permanency Quest
a. Names, affiliations and roles of staff and partners involved.

Name	Affiliation	Role
Wendy Keele	CASA	Permanency Quest Coordinator
RuAnn Root	CASA	Director of CASA
Dr. Bev Patitz	New Dimensions Counseling	Individual Counselor, Facilitator of Caregiver Support Group
Valarie Schiel	New Dimensions Counseling	Facilitator of Children and Youth Support Groups
Melissa Cowling	New Dimensions Counseling	Children Support Group Assistant
Kim Krueger	Department of Health and Human Services	Hastings Office Supervisor of local caseworks
KaCee Zimmerman	Department of Health and Human Services	Hastings Office Supervisor
Jill Schubauer	Region 3	Resource for services available from Region 3
Karla Bennetts	Families Matter	Resource for support for families
Troy Chandler	PALS	Independent Living Plans
Ben Dumas	Director of Maryland Living Center	Transitional Living Facility located in Hastings
Crossroads Mission	Homeless Shelter	Provide free meals for the support groups
Honorable Michael Burns	10 th Judicial District County Judge	Judge who supports Permanency Quest
Honorable Michael Offner	10 th Judicial District County Judge	Judge who supports Permanency Quest
Honorable Timothy Hoeft	10 th Judicial District County Judge	Judge who supports Permanency Quest
Donna Fegler Daiss	Adams County Attorney	Support of Permanency Quest

b. Information on the core strategies or practices.

The Permanency Quest (PQ) utilizes the 3 – 5 – 7 Model, an evidence based program, as our core practice. Eligible families are those who are involved with the Department of Health and Human Services for abuse and neglect charges. The children need be to ages 5 to 16 and may or may not be in their parent's home. Ideally, biological parents are involved in PQ as well as foster/family caregivers. Families are referred to PQ by caseworkers from DHHS.

Permanency Quest uses the following therapeutic core strategies when working with families.

- i. Individual Counseling – Dr. Patitz or another therapist meets with the child as often as necessary to meet the needs of the child. Initially weekly visits are the norm. We estimate 20 children/youth will meet for individual counseling.
- ii. Support Groups – Families attend the PQ Support Groups for caregivers, children or youth. The support groups meet monthly. Topics covered include parenting skills, trauma, identifying and appropriately expressing feelings. We estimate 20 children/youth will participate in Quest Kids Support Groups and 12 adult caregivers will participate in the Caregiver Support Group.
- iii. Life Books – Children and youth work on Life Books during their individual therapy sessions. The Life Books help the child/youth answer the basic questions: What happened to me?, Who am I?, Where am I going?, How will I get there?, and When will I know I belong? Depending on the age of the child, they might include drawings, writing, poems, photos or stickers in the Life Book. We estimate a total of 20 Life Book pages per month will be completed.

Dr. Patitz has developed an intake document that collects information from the biological parents, caregivers, caseworkers, former therapists and other sources if necessary (i.e. schools). The Parenting Stress Index (PSI – long form), Trauma Symptom Checklist for Children and the Protective Factors Survey are completed by the biological parent or caregiver when the family enrolls in PQ. For children ages 5 – 12, the adult completes the Trauma Symptom Checklist for Children. For youth 13 and older, the youth completes their own Trauma Symptom Checklist for Children. Subsequently these assessments are administered annually or when the family concludes their involvement in PQ.

c. Description of service area and location.

Permanency Quest serves Adams, Clay, Nuckolls and Webster counties. The largest numbers of participants are in Adams County. All the support groups meet at New Dimensions Counseling in Hastings.

d. Information on any additional strategies or practices.

After much research, we have decided to use the Nurturing Parenting program as the curriculum for our Permanency Quest Support Groups. The revised Nurturing Parenting program is currently being reviewed and has been given a provisional rating by the California Evidence-Based Clearinghouse. Specifically, we will be using the programs for Parents & Their School-Age Children 5 – 11 years; Parents & Adolescents and Families in Substance Abuse Treatment and Recovery. All of these programs are designed for families who are referred for therapeutic parenting skills by Mental Health or Social Services.

We are currently investigating the procedure to get the Nurturing Parenting program approved by Magellan so our therapists can bill for the group sessions. We have identified eight people in Hastings to be trained in Nurturing Parenting program. The training will take place on June 23 – 25, 2014. Our goal is to have the curriculum approved by Magellan in early fall. Once this is accomplished the facilitation of the support groups will be self sustaining.

e. Describe plans to train new partners/and or to provide additional training and support for existing staff and partners.

This summer we will be hosting training on the Nurturing Parenting programs. These people will serve as facilitators and assistants for our PQ Support Groups.

f. Continued coordination between 3-5-7 Permanency Quest and other community services and stakeholders.

We will continue to work with our current community partners to further develop and refine the Permanency Quest program. This will include explaining PQ to new partners. For example, when Judge Hoeft assumed the bench in December 2013, we began orienting him to the PQ program and recruiting his support.

- a. Individual Counseling – Currently all of the individual counseling sessions are being covered by Medicaid.
- b. Support Groups – We are investigating whether Medicaid will pay for child/youth involvement in the support groups. (See 1.d.)
- c. Working on Life Books – Life Books are either worked on during individual counseling sessions, support group time or with a CASA. When the individual counseling sessions and support groups are fully covered by Medicaid this portion of the plan will be sustainable without additional funding. CASA volunteers are not paid for their time working with a CASA child/youth.
- d. Life Books Supplies – CASA is regularly asked by community supporters what supplies/needs we have for our program. We are adding materials to use in the Life Books as a donation item.
- e. Support Group Supplies – The main expense for the support groups are the evening meal that is provided. We have partnered with local businesses for donations and are investigating the Crossroads Mission supplying the monthly meal. (See 1.f.)

Outcomes (projected)

- 1. 20 children and youth participating in PQ support groups
- 2. 12 caregivers participating in PQ support groups
- 3. 20 Life Book pages in total created per month
- 4. 2 measureable independent living plans developed
- 5. 1 placement disruption
- 6. 6 family preservation plans developed and implemented
- 7. 2 safety plans developed with families that experienced a crisis
- 8. 2 placements disruptions prevented
- 9. Parenting Stress Index measures (improvement or baseline)
- 10. Trauma Symptom Checklist for Children measures (improvement or baseline) This assessment is completed by the biological parent or caregiver for children ages 5 -12 or by the youth for ages 13 and older
- 11. Protective Factors Survey measures