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27245-93

CHILD ABUSE PREVENTION SUBAWARD

BETWEEN

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

AND

WEST CENTRAL DISTRICT PUBLIC HEALTH DEPARTMENT

This subaward is entered into by and between the Nebraska Department of Health and Human Services, **DIVISION OF CHILDREN AND FAMILY SERVICES** (hereinafter "DHHS"), and **WEST CENTRAL DISTRICT PUBLIC HEALTH DEPARTMENT** (hereinafter "Subrecipient").

PURPOSE. The purpose of this subaward is to provide administration and continued implementation of the work to enhance early childhood social-emotional development in the Lincoln County Area 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, 2015 the effective date through June 30, 2016, the completion date.
- B. TERMINATION. This subaward 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 subaward in accord with the provisions designated "FUNDING AVAILABILITY" and "BREACH OF SUBAWARD." In the event either party terminates this subaward, the Subrecipient shall provide to DHHS all work in progress, work completed, and materials provided by DHHS in connection with this subaward immediately.

II. AMOUNT OF SUBAWARD

- A. TOTAL SUBGRANT. DHHS shall pay the Subrecipient a total amount, not to exceed \$15,000 (fifteen thousand 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 July 31, 2016.**
- 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 subaward exceeding fifteen percent (15%) 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:

Continue the implementation of the early childhood social-emotional development work as outlined in the Scope of Work approved by the Nebraska Child Abuse Prevention Fund Board (Attachment B).

1. Continued implementation of the Parent Interacting with Infants (PIWI) model.
2. Continued implementation of the Parent Child Interaction (PCIT) model.

B. Administrative Standards:

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

1. # of staff and organizations participating in training of PIWI and PCIT.
2. # of staff and organizations participating in implementation of PIWI and PCIT.
3. # of families and children served by PIWI.
4. # of families and children served by PCIT.

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:

Report Name	Due on or Before	Covering the Period of
1st Quarter Budget Expenditure	Oct. 15, 2015	Jul. 1, 2015 -Sept. 30, 2015
2nd Quarter Budget Expenditure	Jan. 15, 2016	Oct. 1, 2015 – Dec. 31, 2015
3rd Quarter Budget Expenditure	Apr. 15, 2016	Jan. 1, 2016 - Mar. 31, 2016
4th Quarter Budget Expenditure	Jul. 15, 2016	Apr. 1, 2015 – Jun. 30, 2016

2. The Subrecipient shall follow reporting protocol as determined in partnership with Nebraska Children and Families Foundation and the University of Nebraska Medical Center (UNMC) staff consultant and evaluators
3. The Subrecipient shall report on progress, activity, and results in accordance with the agreement on the following schedule:

Report Name	Due on or Before	Covering the Period of
Six Month Progress Report	Jan. 31, 2016	Jul. 1, 2015 – Dec. 31, 2015
Twelve Month Progress Report	Jul. 31, 2016	Jul. 1, 2014 – Jun. 30, 2016

4. 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 Jamie Anthony on or before deadline.

D. 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.

E. DHHS shall do the following:

1. Review all reports received from Subrecipient.

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 performed or monies received under this subaward shall be subject to audit at any reasonable time upon the provision of reasonable notice by DHHS. Subrecipient shall maintain all records for three (3) years from the date of final payment, except records that fall under the provisions of the Health Insurance Portability and Accountability Act (HIPAA) shall be maintained for six (6) full years from the date of final payment. In addition to the foregoing retention periods, all records shall be maintained until all issues related to an audit, litigation or other action are resolved to the satisfaction of DHHS. The Subrecipient shall maintain its accounting records in accordance with generally accepted accounting principles. DHHS reserves and hereby exercises the right to require the Subrecipient to submit required financial reports on the accrual basis of accounting. If the Subrecipient's records are not normally kept on the accrual basis, the Subrecipient is not required to convert its accounting system but shall develop and submit in a timely manner such accrual information through an analysis of the documentation on hand (such as accounts payable).
2. The Subrecipient shall provide DHHS any and all written communications received by the Subrecipient from an auditor related to Subrecipient's internal control over financial reporting requirements and communication with those charged with governance including those in compliance with or related to Statement of Auditing Standards (SAS) 112 *Communicating Internal Control related Matters Identified in an Audit* and SAS 114 *The Auditor's Communication with Those Charged With Governance*. The Subrecipient agrees to provide DHHS with a copy of all such written communications immediately upon receipt or instruct any auditor it employs to deliver copies of such written communications to DHHS at the same time copies are delivered to the Subrecipient, in which case the Subrecipient agrees to verify that DHHS has received a copy.
3. The subrecipient shall immediately commence follow-up action on findings arising from audits or other forms of review. Follow-up action includes responding to those conducting such examinations with clear, complete views concerning the accuracy and appropriateness of the findings. If the finding is accepted, corrective action, such as repaying disallowed costs, making financial adjustments, or taking other actions should proceed and be completed as rapidly as possible. If the subrecipient disagrees, it should provide an explanation and specific reasons that demonstrate that the finding is not valid.
4. In addition to, and in no way in limitation of any obligation in this subaward, the Subrecipient shall be liable for audit exceptions, and shall return to DHHS all payments made under this subaward for which an exception has been taken or which has been disallowed because of such an exception, upon demand from DHHS.

B. AMENDMENT. This subaward may be modified only by written amendment executed by both parties. No alteration or variation of the terms and conditions of this subaward shall be valid unless made in writing and signed by the parties.

C. ANTI-DISCRIMINATION. The Subrecipient shall comply with all applicable local, state and federal statutes and regulations regarding civil rights and equal opportunity employment, including Title VI of the Civil Rights Act of 1964; the Rehabilitation Act of 1973, Public Law 93-112; the Americans with Disabilities Act of 1990, Public Law 101-336; and the Nebraska Fair

Employment Practice Act, NEB. REV. STAT. §§ 48-1101 to 48-1125. Violation of said statutes and regulations will constitute a material breach of this subaward. The Subrecipient shall insert this provision into all subawards and subcontracts.

- D. ASSIGNMENT. The Subrecipient shall not assign or transfer any interest, rights, or duties under this subaward to any person, firm, or corporation without prior written consent of DHHS. In the absence of such written consent, any assignment or attempt to assign shall constitute a breach of this subaward.
- 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 subaward, 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 subaward.
- F. BREACH OF SUBAWARD. DHHS may immediately terminate this subaward and agreement, in whole or in part, if the Subrecipient fails to perform its obligations under the subaward 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 subaward 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 subaward does not waive DHHS's right to immediately terminate the subaward for the same or different subaward breach which may occur at a different time. DHHS may, at its discretion, obtain any services required to complete this subaward 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 subaward as allowed by law.
- G. CONFIDENTIALITY. Any and all confidential or proprietary information gathered in the performance of this subaward, 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 subaward provisions set forth herein shall be deemed to be authorized exceptions to this general confidentiality provision. This provision shall survive termination of this subaward.
- H. CONFLICTS OF INTEREST. In the performance of this subaward, the Subrecipient shall avoid all conflicts of interest and all appearances of conflicts of interest. The subrecipient shall not acquire an interest either directly or indirectly which will conflict in any manner or degree with performance and shall immediately notify DHHS in writing of any such instances encountered.
- I. DATA OWNERSHIP AND COPYRIGHT. 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 subaward without written consent from DHHS. DHHS hereby reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use the copyrightable material for state government purposes. This provision shall survive termination of this subaward.
- 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 subaward 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 subaward shall be deemed incorporated by reference and made a part of this subaward with the same force and effect as if set forth in full text, herein.
- L. DRUG-FREE WORKPLACE. Subrecipient certifies that it maintains a drug-free workplace environment to ensure worker safety and workplace integrity. Subrecipient shall provide a copy of its drug-free workplace policy at any time upon request by DHHS.
- M. FORCE MAJEURE. Neither party shall be liable for any costs or damages resulting from its inability to perform any of its obligations under this subaward 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 subaward. 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 subaward 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 subaward.
- N. FUNDING AVAILABILITY. DHHS may terminate the subaward, 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.
- O. 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.
- P. 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.

- Q. 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 subaward, 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 subaward.
- R. 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.
- S. INTEGRATION. This written subaward 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 subaward.
- T. 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
- U. 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 subaward comply with the applicable standards. In the event such standards change during the Subrecipient's performance, the State may create an amendment to the subaward to request that Subrecipient comply with the changed standard at a cost mutually acceptable to the parties.
- V. 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 subaward terminated if such lawful presence cannot be verified as required by NEB. REV. STAT. § 4-108.

- W. PUBLICATIONS. Subrecipient shall acknowledge the project was supported by DHHS in all publications that result from work under this subaward.
- X. 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.
- Y. 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

- Z. 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 subaward. This clause shall not apply to subawards 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.
- AA. RESEARCH. The Subrecipient shall not engage in research utilizing the information obtained through the performance of this subaward 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 subaward.
- BB. SEVERABILITY. If any term or condition of this subaward 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 subaward did not contain the particular provision held to be invalid.
- CC. SUBRECIPIENTS OR SUBCONTRACTORS. The Subrecipient shall not subaward 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 subaward and applicable federal, state, county and municipal laws, ordinances, rules and regulations.

- DD. TIME IS OF THE ESSENCE. Time is of the essence in this subaward. 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.

V. BUSINESS ASSOCIATE PROVISIONS

- A. Business Associate. "Business Associate" shall generally have the same meaning as the term "business associate" at 45 CFR 160.103, and in reference to the party to this subaward, shall mean Subrecipient.
- B. Covered Entity. "Covered Entity" shall generally have the same meaning as the term "covered entity" at 45 CFR 160.103, and in reference to the party to this subaward, shall mean DHHS.
- C. HIPAA Rules. "HIPAA Rules" shall mean the Privacy, Security, Breach Notification, and Enforcement Rules at 45 CFR Part 160 and Part 164.
- D. Other Terms. The following terms shall have the same meaning as those terms in the HIPAA Rules: Breach, Data Aggregation, Designated Record Set, Disclosure, Health Care Operations, Individual, Minimum Necessary, Notice of Privacy Practices, Protected Health Information, Required By Law, Secretary, Security Incident, Subrecipient, Unsecured Protected Health Information, and Use.
- E. The Subrecipient shall do the following:
1. Not use or disclose protected health information other than as permitted or required by this subaward, consistent with DHHS' minimum necessary policies and procedures, or as required by law.
 2. Implement and maintain appropriate administrative, physical, and technical safeguards, and comply with Subpart C of 45 CFR Part 164 with respect to electronic protected health information, to prevent access to, use, or disclosure of protected health information other than as provided for by the Subaward and assess potential risks and vulnerabilities to the individual health data in its care and custody and develop, implement, and maintain reasonable security measures.
 3. Report to DHHS, within fifteen (15) days, any use or disclosure of protected health information not provided for by this Subaward of which it becomes aware, including breaches of unsecured protected health information as required by 45 CFR 164.410, and any security incident of which it becomes aware. Subrecipient shall, as instructed by DHHS, take immediate steps to mitigate any harmful effect of such unauthorized disclosure of protected health information pursuant to the conditions of this Subaward through the preparation and completion of a written Corrective Action Plan subject to the review and approval by the DHHS. The Subrecipient shall report any breach to the individuals affected and to the HHS Office of Civil Rights, and if warranted the media, on behalf of the covered entity, as required by the HIPAA regulations.
 4. In accordance with 45 CFR 164.502(e)(1)(ii) and 164.308(b)(2), if applicable, ensure that any subrecipients that create, receive, maintain, or transmit protected health information on behalf of the subrecipient agree to the same restrictions, conditions, and requirements that apply to the Subrecipient with respect to such information;
 5. Within fifteen (15) days:

- a. make available protected health information in a designated record set to DHHS as necessary to satisfy DHHS' obligations under 45 CFR 164.524;
- b. Make any amendment(s) to protected health information in a designated record set as directed or agreed to by DHHS pursuant to 45 CFR 164.526, or take other measures as necessary to satisfy DHHS' obligations under 45 CFR 164.526;
- c. Maintain and make available the information required to provide an accounting of disclosures to DHHS as necessary to satisfy DHHS' obligations under 45 CFR 164.528;

- 6. To the extent the Subrecipient is to carry out one or more of DHHS' obligation(s) under Subpart E of 45 CFR Part 164, comply with the requirements of Subpart E that apply to DHHS in the performance of such obligation(s); and
- 7. Make its internal practices, books, and records available to the Secretary for purposes of determining compliance with the HIPAA Rules.

F. The Subrecipient is permitted to use and disclose protected health information:

- 1. As necessary to perform the services set forth in this Contract;
- 2. As required by law; and
- 3. Consistent with DHHS' minimum necessary policies and procedures.

G. The Subrecipient may not use or disclose protected health information in a manner that would violate Subpart E of 45 CFR Part 164 if done by DHHS.

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

FOR DHHS:

Emily Kluver
 NE Department of Health & Human Services
 PO Box 95026
 Lincoln, NE 68509-5026
 402-471-8424

FOR SUBRECIPIENT:

Shannon Vanderheiden
 West Central Public Health Department
 111 North Dewey Street
 North Platte, NE, 69101

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

FOR DHHS:

Vicki Maca

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

DATE: 11/24/15

FOR SUBRECIPIENT:

Shannon Vanderheiden

Shannon Vanderheiden
Executive Director
West Central Public Health Department

DATE: 10-22-2015

FOR THE BOARD:

Brandon Verzal

Brandon Verzal
Chair
Nebraska Child Abuse Prevention Fund Board

DATE: 11/18/15

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

Attachment A

Organization:	West Central Partnership-Children & Families Alliance (West Central Dist. Health-fiscal agent)				
Project Title:	Early Childhood Social-Emotional Grant				
Total Project Budget:	\$15,000	Budget Period:	07/01/2015	through	06/30/2016
			<i>Date</i>		<i>Date</i>

BUDGET ITEM	TOTAL PROGRAM BUDGET	NCAPF GRANT REQUEST	OTHER FUNDS	SOURCES
Personnel:				
Coordinator's Salary	\$ 4,402.32	\$ 4,402.32	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
TOTAL Personnel	\$ 4,402.32	\$ 4,402.32	\$ -	
Fringe Benefits:				
Coordinator's Benefits	\$ 901.68	\$ 901.68	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
TOTAL Fringe Benefits	\$ 901.68	\$ 901.68	\$ -	
Office Operations Expenses:				
Rent	\$ 501.36	\$ 501.36	\$ -	
Supplies/Communication	\$ 500.00	\$ 500.00	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
TOTAL Operations Expense	\$ 1,001.36	\$ 1,001.36	\$ -	
Travel:				
Training expenses	\$ 500.00	\$ 500.00	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
TOTAL Travel	\$ 500.00	\$ 500.00	\$ -	
Equipment:				
		\$ -	\$ -	
	\$ -	\$ -	\$ -	
TOTAL Equipment	\$ -	\$ -	\$ -	
Outreach:				
PIWI expenses	\$ 2,100.00	\$ 2,100.00	\$ -	
Marketing/promotion	\$ 1,000.00	\$ 1,000.00	\$ -	
PCIT attendance incentives	\$ 500.00	\$ 500.00	\$ -	
	\$ -	\$ -	\$ -	
TOTAL Outreach	\$ 3,600.00	\$ 3,600.00	\$ -	
Contract / Consulting:				
Family co-pay for services	\$ 2,500.00	\$ 2,500.00	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
TOTAL Contract / Consulting	\$ 2,500.00	\$ 2,500.00	\$ -	
Other Expenses:				
Holding meetings, etc.	\$ 594.64	\$ 594.64	\$ -	
Overhead Allocation	\$ 3,114.96	\$ 1,500.00	\$ 1,614.96	WCDHD
TOTAL Other Expenses	\$ 3,709.60	\$ 2,094.64	\$ 1,614.96	
TOTAL BUDGET	\$ 16,614.96	\$ 15,000.00	\$ 1,614.96	

'15-'16 NCAPFB ----Early Childhood Social Emotional Grant Budget Narrative

West Central Partnership-Children & Families Alliance

West Central District Health Department

North Platte, NE

Personnel: Coordinator's Salary

15% x 2080 hrs.= 312 hrs x \$17/hr.= \$5304

\$5304 - \$901.68 (benefits) =\$4402.32

Coordinator's benefits

17% x \$5304=\$901.68.....\$901.68

Office Operations

Rent 12mo.x \$41.78 = \$501.36.....\$501.36

Phone.....12mo x \$63/mo phone charge / 4 (grant programs)..... \$189.00

Supplies/Postage.....\$311.00

Travel:

Training or travel for meetings.....\$500.00

Outreach:

PIWI pool admission for 3 sessions w/10 families per session

\$70 (1 mo membership) x 3 sessions x 10 families = \$2100.00.....\$2100.00

Marketing & promotion (new pamphlets and branding).....\$1000.00

PCIT attendance incentives \$20 x 25 clients..... \$500.00

Contract/Consulting:

\$500 x 5 families.....\$2500.00

Other:

Holding meeting, PIWI snacks, etc.....\$594.64

Overhead Allocation..... \$259.58/mo x 12 = \$3114.96 - \$1614.96 (WCDHD) =..... \$1500.00

TOTAL.....\$15,000.00

Nebraska Child Abuse Prevention Fund Board-**Early Childhood Social-Emotional Development Subgrant****5th yr. Scope of Work & Outcomes-July1, 2015-June 30, 2016**

1. **West Central Partnership-Children & Families** has made great gains in networking with other agencies to continue developing our family support and preservation services in Lincoln County. Through other activities with Child Well-Being funds, more relationships with partnering agencies have been formed as well as a new found spirit of cooperative planning, co-sponsorship, and collaboration. With plans to establish a PCIT facility in a new location at West Central District Health Department, access to services should be very user friendly with a designated waiting room and conferencing area for families and the therapist.
2. The PIWI program found a new venue in the form of the local recreation center. Swim instructors were trained as PIWI facilitators and integrated the PIWI concepts into the Parent-Child Swim lessons. The swim instructors served as coaches to the parents for the lessons that introduce the child to water safety. With this application of PIWI into a water safety program, parents become completely engaged in the role of teaching their child, but also serve as the safety resource, encourager and congratulator. The North Platte Recreation Center has proved to be a very committed partner in carrying out the PIWI Parent-Child Aquatics. The program will be carried out to fidelity with full compliance to reporting requirements.
At this point, the present facilitators should be available to manage the sessions, but some funds have been designated to training in the event others need to be trained.
3. PIWI facilitators will maintain and submit records as required by the funder.
4. West Central Partnership-Children & Families Alliance will soon be opening new doors for providing PCIT services. Through the decision of one PCIT therapist to continue services independent of grant funding, WCP-CFA will be establishing a PCIT facility in the building occupied by West Central District Health Department. The therapists that will continue PCIT services will be: Cassi Stark, CS Counseling; Jacquie Yenni, Cornerstone Counseling; Stephaine Morse, Platte Valley Counseling. At this time, there are no plans to train new therapists since time and efforts will be devoted to promoting the present services and new location. Referral resources will come most readily through the agencies that are sub-grantees for the Circle of Care (Community Response). Contacts have been made with Department of Health and Human Services for our trained therapists to meet with Behavior Disorder evaluation teams during Specialty clinics held in North Platte, NE. The local school district has expressed a concern for more resources for children's mental health, so efforts will be made to provide information to all school administrators and staff about the applications and benefits of the therapy. Other marketing focuses will be through professional web-sites and developing a central phone contact for connecting families to a PCIT therapist.

Each participating therapist has signed a MOU that requires their active management of the client progress, the pre & post surveys, and the ECBI inventories. A request for reallocation of current funds will be made for the purchase of laptop computer which will have all the recording forms available for therapists to access.

5. A. A very supportive partner in promoting PIWI and PCIT has been the North Platte Early Childhood Development Network. In the past, they have mailed letters or flyers to promote parent-child activities or sent emails to all the families involved in their program. Partnerships will be further developed or maintained by the coordinator's participation in Region 27 Early Childhood meetings, High Plains Partnership meetings, and North Platte Interagency meetings. The participating PCIT therapists have also taken an active role in projecting a positive impression of their credibility as a professional resource in the community. They have been involved as facilitators in Circle of Security parenting reflection classes.

B. Facebook has become a common communication outlet for programs sponsored by grant funds. It has been especially successful when pictures of local participants are posted with an explanation of the activity. Those who use Facebook typically share the posts, so the information spreads quickly. This approach would most easily be used to promote the PIWI programs, but a different approach would need to be used for PCIT due to the need for confidentiality of participants. As part of the MOU with the West Central Partnership therapists, each therapist must take part in the marketing efforts. Grant funds have been budgeted to provide resources for those marketing efforts. One has elected to use those funds to develop a website, another will be having a brochure produced. Through meetings with the therapists, it has also been decided to have a business cell phone that the therapists will return calls per a rotating schedule.

C. It appears that we are just on the threshold of forging new relationships with partners that address the social and emotional needs of children and how that impacts the family. Recent networking with Region II Human Services has made four parenting classes possible, and the referrals from those classes can continue to feed into the PCIT, PIWI, and other programs that have been planned for children and families.

6. The PIWI program will be partially funded for the present grant year. Grant funds will be used to pay for the pool admission, but families will be asked to pay the class fee. The parent-child aquatics has been very popular with families and the hope is that one more successful season, families will be willing to pay for the entire session on their own. Some scholarships have been available through the North Platte Recreation Center. Due to the popularity of the program last fall, it is reasonable to believe that families would be willing to pay for the Parent-Child PIWI Aquatics. For families that do

not have the financial resources, WCP-CFA will strive to seek out funds or donors that would be willing to provide scholarships.

The PCIT program may take a little longer to be considered sustainable. With the creation of a new facility, marketing the new location will be necessary. The therapists have shown enthusiastic willingness to participate in the promotion of PCIT. Several have stepped up their efforts to be more visible in the community.

OUTCOMES

1. The number of therapists trained for PCIT and participating in the grant funded programs will remain at 3 for this grant year as efforts are made to provide local educators, day care workers, and family service organizations with information about PCIT. Thus far, the number of organizations involved in PCIT implementation has been limited, but with input from Region II, DHHS, Early Childhood Network, and Region 27 Childhood programs, there is the possible need for training more therapists for the future.
2. When PCIT services are located in the West Central Health Department Facility, the access to services will be much more discrete and user friendly. The therapists are very pleased that there will be a waiting room available, and the location frequently has children and families coming through. Families may feel less self-conscious since this location isn't as "labeled" as a place for troubled parents.
By infusing the PIWI lessons into an activity such as swim lessons, the parent skill building piece becomes a natural part of that activity
3. Consistent participation is a contributing factor to progress. Grant funds have been dedicated to providing attendance incentives for families. While some may consider this expense un-necessary, if it keeps families more actively involved and prevents appointment cancellations and lost progress or efforts, then that it will produce positive outcomes for the family and the therapist. Clarification on incentives inserted and highlighted.
The incentives would not be in the form of cash. It would be family passes to the local recreation center, bowling alley, local trail rides/canoe rides, local carnival rides, or even scholarships to one of our other parent skill building activities through Child Well-Being. Those would include: Family Outdoor Nights and Painting, Pottery, and Parenting. In addition to the benefit of consistent attendance to therapy sessions, this could also provide some data insight that could indicate the influence of incentives on participation. It would also be interesting to include satisfaction survey questions that ask the parent when the value of the therapy became the greater motivation than the incentive.
4. A referral system can be worked out with continuous communication to Region II Human Services (Sara White-Youth services & Cami Butler-Child Services), High

Plains Partnership (Heather Gill), Early Childhood Development Network (Melissa Foote), and the DHHS Behavioral Screening Team contracted from Lincoln, NE. Communication and Marketing Efforts should result in PIWI classes filled to capacity (30 families) and plans to expand PCIT services to 4-6 clients per therapist.