

**Family Center Application
Preproposal Questions and Answers
Fiscal Year (FY) 2007-08**

1. Could you please explain what is meant by “redeployment/re-positioning of staff from other providers” and clarify the difference between that terminology and “co-location of services?” (pp. 9-10 of the RFA)

“Co-location of services” is the housing of multiple programs and services in one building. “Redeployment/re-positioning of staff from other providers” is moving specific staff from other programs to become employees of the Family Center.

2. Please elaborate on the requirement to segregate Title IV-B dollars by the categories of Family Support, Family Preservation, and Administration. Specifically, please review the definitions of each category and how we are to operationalize this requirement in actual program implementation. (p. 5 of the RFA and Appendix D)

The alignment of programs, services and activities with Title IV-B service categories of Family Support, Family Preservation and Administration is required. See page 5 of the application. Appendix D, pages 2 - 4, describes the services that may be included in each category are described. Program implementation must reflect these specific service areas.

As a reminder to all applicants, the Source of Funds Budget Form is not to be submitted with the FY 2007-08 submission. The percentages will be distributed by the Office of Children, Youth and Families at a later date, at which time the Family Center grantee will be required to complete and submit the Source of Funds Budget Form.

3. We are asked to specify the number of *children and families* to be served (emphasis added). However, on page 29 the application form only has one space to enter information. Are we to enter the number of children, the number of families, or both?

The single line is intended for applicants to enter both the estimated number of children and families to be served. This total number will include all families served whether they are defined as “enrolled” or “active” families. Any scoring in this area will be related solely to whether the numbers are provided or not. Points will not be applied based on the estimated numbers of clients to be served.

4. Page 58: Why do we have to submit a budget revision when there is a change in the budget of 10% or less deviation between line items? That

means that on June 30, every line item must be exact, which is almost impossible unless figures are artificially manipulated. In the past, a budget revision was only needed when there was a 10% or greater deviation between CATEGORIES rather than line items.

The budget line item amounts indicated on an invoice must match the latest budget document on file with the Comptroller's Office in order for payments to be made. If the invoice does not match the budget amount on file, the Comptroller's Office will reject the payment request. Matching budget documents are required in order to process payments.

A budget revision must be submitted to show the new amount for the revised line items ("10% or less deviation between line items"). Pre-approval is not required for changes of 10% or less between ORIGINAL line item amounts within a category.

A budget revision request must be submitted to show the new amount when there is a revision between budget line items exceeding 10% within a category or between categories regardless of the amount. Pre-approval is required in these instances.

5. Are future (2007-2008) Family Centers funding cuts anticipated?

OCYF anticipates level funding for Family Centers in 2007-08. However, the final award of federal funds and the passage of the state budget will determine the actual funding levels for all programs. See C. Funding Availability on page 6.

6. Are there minimum education requirements for Family Development Specialists?

No. Only PAT certification is required. See page 9 of the application.

7. Given a Family Center with an already established network of both relocated and linked community services and programs overseen by Family Center staff, is the implementation of a Community School at the same site considered duplication of service? Why or why not?

See Use of Grant Funds on pages 8 -13 of the application. We are unable to provide more of a response because we do not fully understand what is meant by a Community School in this question.

8. Has a memorandum of understanding been developed between DPW and PDE regarding Family Centers? If so, do Family Centers have access to that document?

There is no Memorandum of Understanding between the departments regarding Family Centers.

9. Last year 06/07 in the Family Center application we were told that the process was competitive. Is it a competitive process this year?

The Family Center application is competitive for FY 2007-08. At this time, we anticipate funding all Family Centers that successfully complete and submit an approvable application.

The Time-Limited Family Reunification portion is competitive among all Family Centers again this year. Applicants must first achieve a successful Family Center application in order to be eligible to receive Fatherhood Initiative funds and/or Time-Limited Family Reunification funds.

10. On page 15 (Time-Limited Family Reunification) it states that the program promotes reunification during the 15 months beginning when the child enters care. Later on that page it says services are for children in foster care for less than 15 months. The first point implies that positive outcomes are expected in 15 months. The second point implies that you could begin services at month 14 or 15. Following point 2 as guidance you could end up with children in the system for 30 months. This seems to conflict with point 1. Is your intent to focus TLFR on children at their point of entry or on anyone in foster care as long as they are there less than 15 months?

The intent of TLFR funds is to serve those referrals made by the county children and youth agency to the Family Center for the reunification of children ONLY during the 15-month period that begins on the date that the child entered foster care. These grant funds are limited to TLFR services that are provided up to a maximum of 15 months which begins on the date that the child entered foster care.

11. Last year there was a thought about opening Family Center funding to new applicants. Is that a consideration in 08-09?

No.

12. Must family development specialists have 25 families at one time or over 1 year?

The application states on page 10 that Family Centers are expected to serve the maximum number of families with child development and parent education services based on a targeted caseload of 25 ENROLLED families per full-time Family Development Specialist. The intent is that each Family Development Specialist will maintain a constant caseload serving approximately 25 enrolled families throughout a 12-month period. We

realize that the length of time a family receives services varies. However, new families should be constantly added for service when services end for other families.

13. Is the 25/FDS a static or dynamic number? In other words, is each FDS required to serve 25 families over the year's time or at any one time?

See question #12.

14. In FY 2005-06 the end of the year spend-down was different than prior years. We could not overspend any line item – each and every change within a category required a revision. May we overspend line items within budget categories without revisions? As long as they are not greater than 10%.

No, Family Centers may not overspend a line item. Payments are made ONLY when the monthly invoice matches the approved budget on file with the Comptroller's Office. Either a budget revision or a budget revision request is needed when any amounts change on line item or between budget categories. See question #4.

15. If we did not receive negative feedback regarding last year's service grid can we assume it was correct?

No. Applicants are responsible to ensure that the service grid is an accurate reflection of the services that will be delivered by the Family Center within the three areas of Title IV-B funds. See pages 32 – 37 of the application.

16. Did children and youth at the local level receive notice that TLFR is open again to all Family Centers/counties?

Yes.

17. Is it a requirement that the Family Center grantees (school) hire the staff needed for TLFR services (county children and youth)?

No. The Family Center grantee will receive the funds and be responsible for the services rendered. The Family Center grantee is not required to be the employer of the personnel providing these services. In this question it is implied that the grantee is a school district, therefore, it may be appropriate for the county children and youth agency to employ the staff to implement TLFR and to invoice the Family Center grantee for those costs.

18. For the number to be served in Family Centers, do you want only families with "enrolled" status or do you want all families served?

See question #3 and page 9 of the application.

19. Why can PCHP use in-kind to fill match requirements but not Family centers?

We cannot address the funding requirements for other programs in other offices.

20. Could you explain the process of TLFR grant application approval? I understand that TLFR grants will only be available to successful Family Center grantees. Will Family Center applications be approved and then, if a TLFR application was submitted, it will be reviewed?

Yes. See question #9.

21. Are Family Development Specialists required to serve 25 families on a caseload at one time, or just throughout the year?

See question #12.

22. Can you provide some guidelines related to how many Family Development Specialists each Family Center should have? You refer to allocation/size, and this is still unclear to me.

See pages 8 - 10 of the application. Family Centers are expected to employ the maximum number of full-time Family Development Specialists within their Family Center allocation. The number of staff hired as Family Development Specialists depends on the funding allocated to the Family Center. The amount of funds used in the Personnel category is determined by the applicant. The intent is to have as many Family Development Specialists meeting the child development and parent education requirements of this application as possible.

23. When reviewing applications for a Family Center – what might be appropriate number of non-home visiting staff who would do things like running PAT groups and outreach?

See page 10 of the application. The Family Center's level of need for staff depends upon the applicant's proposed service levels and the operational hours. However, please note that the emphasis of this application is on the required outcomes and the child development and parent education requirements on page 8 of the application.

24. Are there any provisions for hiring Family Development Specialists on a part-time basis with less than 25 families? For example, our full-time Family Development Specialist works 6 hours/day with 25 families. I can afford

another Family Development Specialist for 3 hours/day. Can he or she have a caseload of 13 families?

Yes. See Staffing Requirements on page 9 of the application.

25. On the application as well as on the annual report form, you ask for a description of recent changes in funding levels for Family Centers. Do you want every little grant reported even non re-newables for \$250?

The intent is that Family Centers only describe major changes in recent funding levels.

26. May the Time Limited Family Reunification grant funds be used to pay for Family Group Decision Making?

Family Group Decision Making (FGDM) is one of several tools that may be appropriate to use when developing a process for families to reunify with their children in less than 15 months. The use of this tool in the Time Limited Family Reunification grant portion of the application should be thoroughly explained. The intent of these grant funds is not solely to hire staff to specialize in Family Group Decision Making. However, it may be appropriate for specific hours of an individual's time to be invoiced to this grant when FGDM services are rendered to a family engaged in reunification.

27. Funds can be used to hire staff in the Family Center, but can it be used to hire children and youth staff for this project?

See question #17.

28. Are the Time Limited Family Reunification services limited to the ones on page 15?

Yes. For additional information see Appendix D, page 3 of the application.

29. If a Family Center does not need to use PAT training during a fiscal year, do they need to submit a budget revision?

Yes. A budget revision or a budget revision request is needed to move funds into another line item or budget category.