

GRANT APPLICATION COVER PAGE (Attachment A)

Name of Applicant Organization: Mills County Public Health

Address: PO Box 209

Glenwood, IA 51534

Phone: 712-527-9699 Fax: 712-527-4711

Contact Person: Julie Lynes, Family Centered Services Supervisor

Board of Directors Chairperson of Applicant: Richard Swenson, BOH Chair

Is your organization

Private School Public School

Private Not for Profit Government

Private for Profit Other _____

Tax Exempt Status [e. 501 C (3)]: Tax Exempt due to Governmental Status

Federal ID#: 42-6004708

Name of Project: Mills County Family Team Meetings

Target Population of Project: Mills County At-Risk Families

Category New Project Existing Project

Total amount requested from Boost4Families \$ 5,000.

In-Kind Contributions \$ 500.

Other funding secured for this project \$ _____

TOTAL PROGRAM COST \$ 5,500.

I certify that I am duly authorized to commit and assurances for the applicant, and therefore agree to comply with all the provisions of the Request for Proposal, and to the best of my knowledge, the information contained in this application is correct and complete.

Signature of authorized Officer/Director of Applicant Date

Agency Administrator
Title

Attachment B

**BOOST4FAMILIES
CASS/MILLS/MONTGOMERY
Prevention, Early Intervention, and Family Well-Being Project
FY10 Request for Application**

Proposal Check List

Proposal Components	Proposal Page #
Cover Page (Attachment A)	Pg. 1
Proposal Checklist (Attachment B)	Pg. 2
Action Plan/Project Narrative	Pg. 3
Budget	
Budget Detail (Attachment C)	
Budget Narrative	

Applicant Name: Mills County Public Health – Family Team Meetings

1. FUNDING REQUEST

Description of organization.

Mills County Public Health was established in 1972 to serve the residents of Mills County in various capacities. The mission of the Family-Centered Services Department at Mills County Public Health is to provide compassionate, respectful and innovative services which strengthen and support families and our community. Julie Lynes will facilitate the Family Team Meeting Program. Julie has over 19 years of experience in the public health setting, working with families and individuals with diverse needs, and is a Certified Family Team Meeting Facilitator.

Amount requested.

\$5000.00

Purpose of request - What is the goal your project hopes to achieve?

The long range goal for this project is to improve the problem solving ability of at-risk Mills County families. Improved conflict resolution skills will be beneficial in all areas of family life. Successful, timely intervention will improve the quality of life for the family, improve the success of their children and decrease their risk of child abuse or out of home placement for their children.

We will work to build stronger communities by helping empower families with ways to resolve conflict, actively participate in their own solutions and improve the family's support system.

Project Description in Detail.

The Family Team Meeting process will be coordinated and facilitated from start to finish by the trained facilitator. Family members and service providers will be met with individually and prepared prior to the formal group meeting. Solution-focused questions will help the family determine desired outcomes for the meeting. The family's strengths and needs will be explored and agreement will be gained with the family regarding their understanding of what they want resolved as a result of the meeting. The "non-negotiable issues" of the meeting will be discussed, potential team members will be identified and the steps of the meeting reviewed, including the "family story". Confidentiality, ground rules and any bottom-line issues will also be discussed.

Family Team Meetings begin with the family team members being introduced to each other. The facilitator will then explain the purpose of the meeting, the desired outcomes and the ground rules. Then, the team hears the family's perspective on their story. Team members work with the family's strengths and resiliencies that will help achieve the outcomes. A specific plan is developed and responsibilities are assigned. The facilitator does follow-up after the meeting to monitor the plan and make necessary adjustments.

Families are experts on themselves. When they are respectfully included in the decision making process, they are capable of identifying and participating in addressing their needs. Members of the community add value to the process by serving as natural allies to the family and experts on the community's resources.

We would like to utilize this grant to provide services for 10-15 families throughout the next fiscal year. We are asking that this grant reimburse our actual costs for providing this service as we believe the cost will vary considerably depending upon each individual situation.

Target population.

Family Team Meetings are a free service targeted to any Mills County family experiencing barriers in meeting their child's needs. Unresolved issues in the academic setting or with human services are some specific areas where Family Team Meetings are beneficial. Our goal is not to replace needed mental health services, but to provide additional options for families whose problems can be addressed within the Family Team Meeting spectrum. Families can be referred by anyone including themselves. Families will be recruited through school counselors, faith-based organizations, the Department of Human Services and the general public.

Effect action will have on need, problem, or opportunity – What will be the project outcome?

Our most recent Community Health Assessment indicated significant concerns regarding the lack of mental health services available here in Mills County. There are limited numbers of service providers and very little funding assistance to receive these services. Few private medical insurance plans offer sufficient coverage for mental health services and there is limited funding for those without billing sources. The cost of therapy and counseling services is definitely a deterrent to individuals who are seeking needed services. Children and their families are particularly at-risk when they are unable to obtain the counseling services they require. Without early intervention, family problems can escalate, leading to situations that can cause irreversible harm.

The State of Iowa Empowerment Program supports Family Team Meetings (FTM) as a proven method of bringing families “to the table” to discuss and solve problems and to support each other. Local empowerment groups have been encouraged to provide FTM's to all residents of their communities. The Iowa Department of Human Services has adopted FTM's as their official method of handling family meetings. This process allows families to actively participate in problem solving their situation and identifying remediation plans. Families who are engaged are more likely to be actively involved in the process of building on family strengths to reach positive outcomes.

The programs outcomes are as follows:

- Provide an opportunity for families to be actively involved in solving their own problems with community support.
- Participation of a minimum of 10-15 families in Family Team Meetings
- Identify strengths and goals for each family and create an action plan.

Strategies employed to implement the project.

The Family Team Meeting will implement the following strategies to bring together the family, interested people and formal resources to:

- Learn what the family hopes to accomplish
- Set reasonable and meaningful goals
- Recognize and affirm the family's strengths

- Assess the family's needs
- Find solution to meet the identified needs
- Design individualized support systems and services that match the family's needs and build on its' strengths.
- Achieve clarity about who is responsible for agreed upon tasks

Description of how organization will sustain this program once grant funds have been spent.

Grant funds are crucial to pay for basic staffing and operational expenses.

If project is not fully funded, is the project still viable and at what minimum amount?

Our project would certainly benefit from full funding; however, we could provide more or less Family Team Meetings to utilize whatever funds are appropriated.

2. EVALUATION

Discuss how you will know if you are successful.

Each family and participant in the Family Team Meeting Process will complete the Family Feedback Form to assess their level of satisfaction, based on the following criteria:

- Was the Family Team Meeting's purpose explained to you clearly?
- At the Family Team Meeting did you feel like you were able to be a part of the development of a plan for your family?
- Do you feel like your strengths, needs, and concerns were listened to at the Family Team Meeting?
- Was a workable plan developed to your satisfaction?
- Were timeframes developed, with who is doing what?
- Did you have an opportunity to brainstorm ideas and come up with creative interventions?
- Was the Family Team Meeting facilitator prepared for your meeting?
- Did the facilitator maintain a neutral role?
- Did the facilitator provide a safe feeling for the meeting?
- Did the facilitator provide a quality meeting for you and your family?
- After having a Family Team Meeting do you feel you and your family will be....
- Would you recommend a Family Team Meeting to another family?

How will you measure this?

Measure of this project's success will be the number of Family Team Meetings provided, the number of participants involved in the meeting process, the number of families who successfully complete the action plan and the number of families with positive results. Even more meaningful information and feedback will be collected from participants after the Family Team Meeting has been completed, through the written evaluation form.

Mills County – Family Team Meetings | **2010**

DETAILED BUDGET (Attachment C)

DESCRIPTION OF EXPENSES	PROPOSAL REQUEST	OTHER FUNDING PUBLIC DONATIONS	OTHER FUNDING (IDENTIFY SOURCE)	IN-KIND MATCH MILLS COUNTY PUBLIC HEALTH/MULTIPLE SOURCES
Salaries: <i>.07 FTE – FCS Worker 145hrs @ \$24.56/hr</i>	\$ 3,561.			
SUBTOTAL	\$ 3,561.			
Benefits: <i>FICA, IPERS, Ins.</i>	\$ 509 \$ 767.			
SUBTOTAL	\$ 1,276.			
Training/Travel: <i>Registration fees Out of area travel In area travel</i>				
SUBTOTAL				
Office Supplies: <i>Postage Printing Supplies</i>				
SUBTOTAL				\$ 100.
Program Materials: <i>Supplies</i>	\$ 67.			\$
SUBTOTAL		\$		
	\$ 67.	\$		
Equipment: <i>Purchase Rental Maintenance</i>				
SUBTOTAL	\$			
Other: <i>Mileage – 200 mi., 48/mi Transport clients/HV mileage</i>	\$ 96.	\$		
SUBTOTAL	\$ 96.	\$		
Indirect Cost (not to exceed 8%)		\$		\$ 400.
TOTALS	\$ 5,000.	\$		\$ 500.

Budget Narrative:

Salaries –

This project will utilize 145 hours of staff time (Family Centered Services Worker) at an average cost of \$24.56 per hour. – **\$3561.**

Fringe Benefits –

2010 expenses for FICA/IPERS total 14.3% of the wage/hour – **\$509.**

Health Insurance Costs have been prorated at .07 FTE expense. - **\$767.**

Training/Travel – There will be no anticipated training costs for this project.

Office Supplies – Supplies include printing, paper, postage expenses - **\$100.**

Program Materials –

Supplies – are sometimes needed to facilitate a comfortable meeting setting for families. These may include snacks, office supplies, etc. - **\$67.**

Other –

Mileage – staff transports participants to meeting sites, or travels to meet with a family in another community. We estimate 200 miles at .48/mi (Mills Co. reimbursement rate) - **\$96.**

Indirect Cost –

8% indirect costs have been allowed for this project including office administrative costs and supervisory/clerical staff support. - **\$400.**