

**GRANT APPLICATION COVER PAGE (Attachment A)**

Name of Applicant Organization: Cass County Memorial Hospital Home Care/Hospice

Address: 1500 E 10<sup>th</sup> St

Atlantic, IA 50022

Phone: 712-243-8006 Fax: 712-243-7416

Contact Person: Denise Coder

Board of Directors Chairperson of Applicant: Steve Sisler

Is your organization

Private School  Public School

Private Not for Profit  Government

Private for Profit  Other \_\_\_\_\_

Tax Exempt Status [e. 501 C (3)]: government entity, see attached tax exempt letter from IRS

Federal ID#: 42-0921296

Name of Project: Parents as Teachers

Target Population of Project: Parents and their children ages 0 - 5

Category  New Project  Existing Project

Total amount requested from Boost4Families \$ 111,895

In-Kind Contributions \$ 25,576

Other funding secured for this project \$ \_\_\_\_\_

TOTAL PROGRAM COST \$ 137,471

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

Director  
Title

Attachment B

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

Proposal Check List

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**Applicant Name: CCMH Home Care/Hospice**

## **PROGRAM NARRATIVE**

Cass County Memorial Hospital (CCMH) Home Care/Hospice proposes to continue the Parents as Teachers program for parents in Cass County. Contracted by the Cass County Board of Supervisors for public health functions, CCMH Home Care/Hospice consistently strives to achieve the Iowa Department of Public Health's **vision of healthy lowans living in a healthy environment**. The Parents as Teachers program contributes to that vision and, along with other parenting/early childhood initiatives (preschools, WIC, etc), offers a continuum of support for parents in Cass County.

CCMH Home Care/Hospice is a leader in providing quality services for area residents. Its employees have excellent institutional resources which allow them to develop, implement and evaluate programs for a better community.

CCMH Home Care/Hospice is requesting \$111,895 to implement its Parents as Teachers program. The goal of the CCMH Home Care/Hospice Parents as Teachers program is to strengthen parenting abilities, promote children's intellectual and physical development, increase literacy, improve school readiness of children, and increase families' formal and informal supports. This fits appropriately with the Empowerment goals of healthy children, children ready to succeed in school, safe and supportive communities, and secure and nurturing families, as well as the Boost4Families goals of enhancing child well-being, reducing the likelihood of child abuse, and promoting positive family and community relationships.

The Parents as Teachers program is a research-based program that provides the following services via home visits to parents:

- child developmental screenings
- parenting education and skills development
- child development activities
- book loan library
- resource referrals
- other activities to support families' identified needs.

In addition, the program provides group parent support activities no less than quarterly. These activities are intended to provide more detailed information on specific parenting issues, to connect families together, or to just allow families to enjoy time together.

Parents as Teachers services are available to all Cass County parents with children ages 0 – 5. There are no income guidelines—the program offers equal access. When requests to participate exceed demand, a waiting list is implemented. We make every attempt to serve parents with the greatest risk first, especially when a referral is received from another community provider (physician, human services, faith-based, etc.)

Overall, it is the program's goal to improve school readiness. To achieve this goal, the following strategies and objectives will occur by June 30, 2010:

- The program will serve at least 125 children ages 0 – 5.
- The program will serve at least 90 families.
- The program will conduct at least 700 face-to-face visits.
- The program will conduct no less than 4 group parent education meetings.
- For every family served, the program will collect data regarding head of household ethnicity, household size, annual family income, marital status, and head of household educational level.
- The program will provide developmental screenings for 95% of children participating in the program.
- The program will make referrals to Early Intervention services for 100% of children identified with developmental delays.
- 50% of direct service program staff will have a Bachelor's level of education or higher.
- The program will strive to meet appropriate Iowa Family Support Program Standards in six of the 31 standards.
- 80% of participating families will report they improve or maintain healthy family functioning, problem solving and communication.
- 80% of participating families will report they have increased or maintained social supports.
- 90% of participating families will report they are connected to additional concrete supports.
- 50% of participating families will report they have increased knowledge about child development and parenting.
- 60% of participating families will report improvement in nurturing and attachment between them and their child(ren).

Once funding has been obtained, the program will access resources evenly throughout the funding period to ensure sustainability throughout the fiscal year. Our organization cannot commit to sustainability past the currently-funded year, as we have more than twenty public health programs, each with annual grant funding that may or may not be available. The total budget for funded public health programming is nearly \$500,000 and this amount cannot be sustained annually by CCMH.

We could attempt to continue the 80 hours allocated with a minimum of \$105,000. Staff training, parent support groups, and equipment would be all nearly eliminated. Funding less than \$105,000 would necessitate a reduction in work force, and thus impact the number of families served.

To evaluate our success, we will collect and analyze data regarding the objectives listed above. The data will be collected via a variety of mechanisms, including the Life Skills Progression tool, annual parent surveys, and statistical service information. Our current data indicate excellent outcomes in many of the 2010 strategies and objectives. Our 2009 evaluation data is available upon request.

**DETAILED BUDGET SAMPLE (Attachment C)**

Please follow the budget format below. Each category must include detail line items such as the examples in italics.

<b>DESCRIPTION OF EXPENSES</b>	<b>PROPOSAL REQUEST</b>	<b>OTHER FUNDING (IDENTIFY SOURCE)</b>	<b>OTHER FUNDING (IDENTIFY SOURCE)</b>	<b>IN-KIND MATCH</b>
<b>Salaries:</b> <i>2 FTE, Parent Educators</i> <i>Includes shift differential costs</i> <b>SUBTOTAL</b>	70875			
<b>Benefits:</b> <i>(30% of salaries)</i> <i>FICA 7.65%</i> <i>IPERS 6.05%</i> <i>Work Comp 1.05%</i> <i>Other 15.25%</i> <i>Health, meals, retirement</i> <b>SUBTOTAL</b>	21262			
<b>Training/Travel:</b> <i>Registration fees</i> <i>Out of area travel</i> <i>In area travel</i> <i>.55 x 800 miles/mo</i> <b>SUBTOTAL</b>	1000 2500 5280			
<b>Office Supplies:</b> <i>Postage</i> <i>Printing</i> <i>Supplies</i> <b>SUBTOTAL</b>	250 1500 2000			
<b>Program Materials:</b> <i>Curriculum</i> <i>Participant materials</i> <b>SUBTOTAL</b>	0			
<b>Equipment:</b> <i>Purchase (replacement of worn or broken items used during home visits)</i> <i>Rental (phone)</i> <i>Maintenance</i> <b>SUBTOTAL</b>	1000 900			
<b>Purchased Services:</b> <i>Participant Transportation</i> <i>Facility rental</i> <b>SUBTOTAL</b>				

<b>Subcontract Services:</b> <i>Subcontract with other agencies</i> <b>SUBTOTAL</b>				
<b>Other:</b> <b>SUBTOTAL</b>	106567			
<b>Indirect Cost (not to exceed 8%)</b>	5328			25576
<b>TOTALS</b>	111895			25576

**Budget Narrative:**

This budget reflects a nearly-level funding level from our original FY09 request and award. We have reduced line items to allow for cost of living increases in wages. We are attempting to reduce transportation costs by using institutional vehicles whenever possible, which allow us to charge only fuel costs, with minimal occasional maintenance allocations.

We have included funding for the two educators to attend the Parents as Teachers National Conference in the fall; a reduced funding award may eliminate this opportunity.

We have made an application for ICAPP funding to assist with educator time and group education costs. We may be able to reduce our request to Boost4Families if these costs are funded by ICAPP. The amount of potential reduction is \$6,000, depending on the ICAPP award, if any.

All administrative and office support costs are covered in the Indirect costs. CCMH has recently conducted a cost analysis and our indirect cost rate is 29%.