



City of Grand Island

Tuesday, October 9, 2012

Council Session

Item G23

#2012-298 - Approving Payment to Families and Schools Together for NE Children and Families Foundation and NE Dept of Health and Human Services Grants

Staff Contact: Jaye Monter

Council Agenda Memo

From: Jaye Monter, Finance Director

Meeting: October 9, 2013

Subject: Approving Payment to Families and Schools Together for Nebraska Children and Families Foundation and Nebraska Department of Health and Human Services Grants

Item #'s: G-23

Presenter(s): Jaye Monter, Finance Director

Background

In 2010 and 2011, the City of Grand Island was awarded a total of \$80,000 in grants from the Nebraska Children and Families Foundation (NCFE) and the Nebraska Department of Health and Human Services. The grant funds were awarded to the City to work with the Coalition for Children now called the Child Well Being Collaboration to build collaboration and implement a community Strategic Plan for a Child Well-being Initiative. At the end of the first grant year, the unspent grant funds were \$58,177.31. An additional \$30,000 was received on August 9, 2011 from the Nebraska Department of Health and Human Services. The Child Well Being Collaborative is an inclusive group of individuals and agencies interested in improving the lives of children, youth and their families in Grand island. On January 12, 2012 the Child Well Being Collaboration met to approve the spending categories of the \$58,177.31 carry over balance of grant funds and the new \$30,000.

Discussion

The Central District Health Department is one of the agencies in the Child Well Being Collaboration. Central District Health Department (The Agency) representing the Child Well Being Collaboration has entered into a contract with Families and Schools Together Inc. to provide coordination training and evaluation services to collaborative teams that serve children and familings using the Families and Schools Together program (FAST). FAST will provide services for three kid FAST cycles at schools to be determined. City of Grand Island Procurement Code requires Council approval for payment of services not going through the bid process exceeding \$7,500. The grant monies have already been received by the City of Grand Island as described above. There will be no cost to City.

Alternatives

It appears that the Council has the following alternatives concerning the issue at hand.
The Council may:

1. Approve the payment of \$18,135.00 to Families and Schools Together, Inc.
2. Disapprove or deny the contract payment.
3. Take no action on the contract payment.

Recommendation

City Administration recommends that the Council approve the payment from grant funds to Families and Schools Together, Inc. of \$18,135.00.

Sample Motion

Move to approve the payment of grant funds in the amount of \$18,135.00 to Families and Schools Together, Inc.

Contract #: 1208241

**FAMILIES AND SCHOOLS TOGETHER
SERVICE CONTRACT**

THIS CONTRACT will be in effect from August 24th, 2012 to August 24th, 2013 by and between Central District Health Department hereinafter called "AGENCY" and Families And Schools Together Inc., hereinafter called "FST."

Central District Health Department
Federal ID No. 470544125
Teresa Anderson
Health Director
1137 S Locust Street
Grand Island, NE 68801

Phone: 308-385-5175
Cell:
Fax: 308-385-5181
Email: tanderson@cdhd.ne.gov
Website

and Families And Schools Together, Inc.

Carol Goedken
Chief Executive Officer

2801 International Lane, Suite 212
Madison, Wisconsin 53704
Phone: (608) 663-2382
Fax: (608) 663-2336

FAST Program Contact Person

Thor Larsen
Executive Director
221 East South Front Street
Grand Island, NE 68801
Phone: 308-395-9662
Cell: 308-227-2209
Fax:
Email:

WITNESSETH:

WHEREAS AGENCY desires FST to provide coordinated training and evaluation services to a collaborative team(s) that serves children and families using the FAST Families and Schools Together program model. FST, the contractor, agrees to provide the following services for three (3) Kids FAST cycles at Schools to be determined under this contract. The contractor further agrees to provide Technical Assistance from a designated FST staff person, who will work with the appropriate representatives of AGENCY. These services shall be based on the terms and conditions set forth herein.

NOW THEREFORE, in consideration of the premises contained herein and the promises each to the other made, the parties do agree as follows:

ARTICLE I – CATEGORY OF WORK AND SERVICES

The work and services to be performed by FST shall be as follows:

A. CONSULTATION

Provide consultation and technical assistance for coordinating the start-up team, implementing and evaluating the program, and planning for local sustainability of the FAST initiative.

B. TRAINING

Delivery of the Plan, Do, and Review FAST Team Training (McDonald, 1990), which includes three 3 site visits to observe implementation locally; a certified FAST trainer will be assigned to your training upon receipt of payment:

1. Certified Trainers consult with team members at their site/school prior to Phase I to give support and overview of responsibilities. Certified Trainers consult with AGENCY intern, if applicable.
2. **PLAN:** Two (2) full days of informational and experiential training with collaborative team members who are required for each type of FAST program:
 - a. Four-member Kids FAST collaborative, parent-professional partnership team; four-member Pre-K FAST collaborative, parent-professional team; six-member Middle School collaborative, parent-youth-professional partnership team; or six-member Baby FAST collaborative, teen parent-grandparent-professional partnership team.
 - b. The professional members must consist of parent, school, two community-based partners e.g., mental health and substance abuse partners for Kids FAST and Pre-K FAST teams and additional youth advocate and youth partner members for Middle School teams. Baby FAST team members must include a teen mother, teen father, grandparent, visiting nurse, occupational therapist, and mental health representative. Teams may consist of up to 10 members.
 - c. **The four or six core team members must be present or the training will not proceed. AGENCY must pay for all expenses incurred as a result of such cancellation.**
 - d. One (1) set of ten (10) manuals will be provided through FST to the team for the two-day training.

- e. FASTWORKS training will be provided during the two day training.
3. **DO:** Three (3) site visits by a Certified FAST Trainer to observe the 8 week Kids FAST/Baby FAST, 14 week Middle School FAST, which has a 4 week youth group prior to ten weeks of multi-family meetings, 10 week Pre-K multi-family program implementation, followed by a two hour discussion about program integrity and local adaptation with the full team. FASTWORKS training and support is reviewed at the second site visit.
 4. **REVIEW:** One (1) day review of the following: all evaluation results from trainer, team, parent-consumer panel, and quantitative instruments and data analysis. Also, facilitate parents' development of two year **FASTWORKS**.
 5. **Internship supervision:** yes NO please check one
 Certified trainer consults with trainer intern throughout the FAST cycle to give support and gain a better understanding of trainer responsibilities.

C. EVALUATION

1. Provide evaluation tools to be used to determine outcomes with the children and families in each site before (pre) and after (post) the FAST curriculum.
2. Provide general information and instructions for implementing evaluation procedures (i.e., Evaluation Administration Guidebook).
3. Score and process evaluation tools and conduct data analysis to compare with program outcome data of existing data held by the FAST curriculum.
4. Provide a final Evaluation Report for each site based upon the data submitted to FST by that site.
5. If evaluation is being done through an alternate source (e.g., accredited university the Lead Agency must provide FST a detailed summary of the measures to be used, the evaluation process, and a full copy of the final evaluation report when the FAST cycle is complete). The summary must be provided to FST for approval prior to the first FAST family session being held. Without this prior approval, the site may not call its program "FAST." FST reserves the right to refuse certification to any site and its team that does not provide adequate evidence of evaluation of program goals.

D. CERTIFICATION

Site Certification: The **FAST** Program must be recommended for certification. Recommendation for the sites and its teams will be made upon meeting all certification criteria as follows. A full collaborative, parent-professional **FAST** team attends the one day Review training, with attendance by two (2) **FAST** parent graduates. The site(s) graduates a minimum of five (5) families, who attend at least 6 FAST family sessions; the site(s) submits

completed pre- and post-tests from program participants and other raters such as teachers; a complete team present for the sites at the start of the FAST cycle; team member retention of 75% during the cycle, and close team representation of ethnic background for the population being served through FAST. If a team member leaves the FAST team during a cycle, the team vacancy must be filled immediately. Teams are recommended to have "back up" team members for such cases.

A new contract will be completed for subsequent evaluations, which will reflect appropriate certification information when the sites complete the cycles.

1. Give permission to the sites to use the name FAST to describe the program. This permission is only granted when the site(s) completes program evaluation for each and every subsequent FAST cycle for quality assurance purposes and maintains and meets certification criteria as described above.
 - a. FST retains the right to refuse certification to any site for which it deems alternate program evaluation to be unsatisfactory.

E. IN RETURN FOR THESE SERVICES, AGENCY and the sites agree as follows:

Work in cooperation with FST to facilitate the training goals of the FAST program at program site.

1. **Manage the following aspects of the FAST program:**
 - a. Create collaborative, parent-professional partnership team for each cycle.
 - b. Develop funding structure for FAST pilot and training team.
 - c. Recruit and do outreach with families to invite voluntary participation.
 - d. Offer appropriate space and solve transportation issues.
 - e. Offer eight (8) multi-family weekly sessions for Baby, Teen and Kids FAST and ten (10) multi-family weekly sessions for Pre-K and Middle School FAST with food cooked by parents, music, and FAST activities as specified in the respective FAST Training Manual.
 - f. Offer 14 weekly youth group sessions corresponding to the ten multi-family weekly sessions for Middle School FAST as specified in the FAST Training Manual.
 - g. Provide formalized home visits to families for recruitment, outreach, and/or further assessment and referral to services.

- h. Manage project in general, which includes meeting all reporting requirements as indicated by the trainer as well as in the Evaluation Guidebook.
2. Sites will gather pretest data prior to the first FAST family session.
3. Sites will gather post-test data within two weeks following the final FAST family session (i.e., graduation).
4. All pre- and post-test data shall not be reproduced or copied in any manner by the sites. Therefore, it is recommended that all relevant evaluation information be shipped via traceable method e.g., certified mail, UPS, etc.
5. All team members of the FAST program for the sites shall honor FAST participant confidentiality as described in the Parent Consent Form in Appendix A which is incorporated herein by reference. The Parent Consent Form is subject to revision or change without notice.
6. Team members, the sites and the Lead Agency must comply with the specifics described in the parent consent form included in the evaluation package for the parents.
7. FASTWORKS must be offered to the parent graduates of each FAST cycle for the program to be called FAST.
8. Team members will offer support and technical assistance to the FASTWORKS parent group in the spirit of training received on FASTWORKS (i.e., more support at the beginning but a gradual backing away as parents take over).

ARTICLE II – GENERAL

1. FST will not be held responsible for improper administration of tools, incomplete data, overall outcomes, or misunderstandings by **AGENCY personnel**, **Site personnel**, program participants &/or any person associated with the evaluation of the FAST program at said sites.
2. FST will provide the final Evaluation Report to **AGENCY** within approximately eight (8) weeks **after** all necessary evaluation materials are submitted to FST.
3. FST will not be held responsible for program evaluation outcomes, errors in data analysis, or errors in the final Evaluation Report that may or may not result from faulty data collection.
4. FST will not be held responsible for evaluation materials that are lost, destroyed, or damaged (e.g., during shipping).
5. All evaluation tools, complete, partially complete, or unused, must be returned to FST via traceable method.

ARTICLE III – BASIS OF PAYMENT

1. **AGENCY shall compensate the contractor the full amount upon receipt of invoice. A trainer will not be assigned until payment is received. Any new orders submitted by AGENCY to FST will not be processed if any portion of the outstanding balance on your account is 60 days or more past due.**
2. Reimbursement for travel and related expenses, such as, but not limited to, airline or other travel tickets, lodging, meals, local transportation and any applicable per diem expenses, for the trainer or other personnel requested by **AGENCY &/or Site** are separate and are the responsibility of **AGENCY**. Once this contract is fully executed and payment has been received in full by FST, **AGENCY** will work directly with the assigned FAST Certified Trainer to coordinate all travel arrangements. **AGENCY** must make travel, lodging and other arrangements for the FAST Certified Trainer prior to any applicable training dates. All issues concerning travel and related expenses are to be directed to the FAST Certified Trainer. Reimbursement for travel and related expenses is due to the trainer upon receipt of invoice for those expenses. FST will pay trainer for consulting fees only & is in no way responsible for making travel arrangements or incurring any travel or related expenses directly.
3. The portion of the fee for evaluation shall include use of evaluation tools supplied by FST, technical assistance via telephone upon request of or by FST, statistical and demographic data entry and analysis, and qualitative analysis.
4. Shipping costs of materials will be incurred by **AGENCY** in addition to the cost of the materials.
5. FAST requires a minimum of 10 working days to process an order from the date FAST receives the order. Rush fees will apply when a requested delivery date does not allow 10 working days for order processing time. Rush fees are in addition to the cost of materials and regular shipping fees. FST will invoice AGENCY accordingly for EACH item/set as follows and payment is due to FST upon receipt of invoice:

The following Rush Fees will apply when a requested delivery date does not allow for 10 day order processing time:

- 1-2 working days processing time -\$50.00 per item/set
- 3-5 working days processing time - \$35.00 per item/set
- 6-9 working days processing time - \$20.00 per item/set

Rush fees are subject to change without notice.

6. **AGENCY** shall pay a \$500 fee for each site that begins evaluation of FAST for obtaining or maintaining certification, but is unable to complete evaluation, when all evaluation tools are returned to FST, completed, partially completed, or unused. If \$1,000 for evaluation has been paid a \$500 refund will be made when the above criteria are met.
7. **AGENCY** shall pay a fee of \$100 per site for certification of that site. Certification criteria as indicated in section I.D. must be met for all subsequent cycles at the sites. Should certification criteria fail to be met, certification will be suspended. The sites must then meet certification criteria again and pay the certification fee of \$100 in order for certification of the sites to be re-instituted.
8. **AGENCY** shall pay a registration fee in the amount of \$25.00 for each FAST cycle it runs. All registered sites that become certified will be published in a registry of certified FAST sites. Registration fees are subject to change without notice.

ARTICLE IV – PAYMENTS

Costs payable to FST:

Quantity	Cost	Total	
3	\$4,295	\$12,885	Training costs - 1 site/1 cycle/1 team*
3	\$1,000	\$ 3,000	Evaluation package for 1 site/1 cycle/1 team
3	\$ 550	\$ 1,650	Licensing Fees for 1 site/1 cycle/1 team
3	\$ 200	\$ 600	Technical Assistance for 1 site/1 cycle/1 team
	\$	\$	Intern Supervision for
		\$ 18,135	If any one site will run a second FAST cycle of 8/10 weeks and loses 50% of its team members, re-training of the entire team will be necessary for \$3,900 per site

***Figure listed above does not include travel and related expenses, shipping charges or any applicable rush fees. As described above, travel and related expenses are payable directly to the trainer by AGENCY. Shipping charges and rush fees are payable to FAST.**

FST RECOMMENDS TO AGENCY TO HAVE A TEAM MEMBER BECOME A TRAINER AND ATTEND THE INTERNATIONAL FAST CONFERENCE, a prerequisite to becoming a certified FAST trainer.

Payment for training fees, manuals, evaluation, materials, etc. are payable to:
 Families and Schools Together Inc.
 2801 International Lane
 Suite 212
 Madison, Wisconsin 53704

Training materials will be shipped to the **FAST PROGRAM CONTACT PERSON** specified on page 1 of this agreement unless otherwise specified below:

ARTICLE V – TERM OF AGREEMENT

This contract shall be in force until August 24th, 2013. It may be renewed or modified by mutual consent of the parties. **A \$4,145.00 cancellation fee per cycle, per site will be charged for any cancellation of training dates.** The undersigned agree to the terms and conditions outlined above.

ARTICLE VI – COPYRIGHT

1. FST shall retain Copyright of all materials, handouts, manuals and final Evaluation Reports and all other tools and instruments developed by FST for the purpose of collecting data, training, or disseminating FAST. AGENCY may make five (5) copies or reproductions of the final Evaluation Report or portions thereof for each site for the sole purpose of educating, informing or disseminating the FAST program within AGENCY'S organization without obtaining written permission from FST. Under no other conditions may the final Evaluation Report or any other tool or instrument developed by FST be copied or sold without express consent of FST.
2. FST shall retain possession and ownership of all original raw data submitted by AGENCY/Site and to all electronic data derived from the original hard data.

ARTICLE VII – RELEASE OF INFORMATION

It is considered possible that during the course of and subsequent to the termination of engagement under the Agreement, FST may need to publish certain results of scientific, technical, or general interest originating under or existing by virtue of this Agreement in, or by means of, journals, magazines, newspapers, radio broadcasts, or other media of communication. FST shall not, without the written approval of AGENCY disclose to others, publish or authorize anyone to publish any confidential information in the course of doing work or rendering services under this Agreement, but such approval of AGENCY shall not be unreasonably withheld by AGENCY as to information originating with FST, particularly after the termination of the Agreement, if the divulging of such information will not be detrimental to AGENCY and will not be contrary to any law.

ARTICLE VIII – LIMITATIONS

1. FST owns the intellectual property rights, including the copyrights and trademarks, in and relating to the FAST programs and related materials. Use of these rights by a third party (e.g. providing FAST program training or services) without proper authorization may be deemed infringement of these rights.
 - a. At least one month prior to the start of each FAST cycle, AGENCY must complete and return to FST, the "Application for Registration", in order that FST may review information from previous cycles in order to determine AGENCY's compliance with core components of the FAST program, as well as the site's readiness to begin a new cycle. AGENCY shall pay a registration fee in the amount of \$25.00 for each FAST

cycle it runs. All registered sites that become certified will be published in a registry of certified FAST sites. Registration fees are subject to change without notice.

- b. FST is the only party that may enter into a training or service contract with a new or continuing FAST program, with the exception of a lead agency that sponsors new and continuing FAST programs in a community, region, or state, and employs their own local ("in-house") trainer(s), who is certified by FST. "In-house" trainers are allowed to conduct trainings only at sites in which their employer is the lead agency. FAST sites are strictly prohibited from contracting directly with FAST Trainers. The cost of evaluation, registration and certification would still apply in the case of an in-house trainer conducting trainings at sites in which their employer is the lead agency. Evaluation must be done for all FAST cycles.

ARTICLE IX – RESERVED RIGHTS

All rights not specifically granted AGENCY are reserved by FST.

<i>Teresa Anderson Health Director</i>	Carol Goedken, CEO
Name & Title (Printed or Typed)	Name & Title (Printed or Typed)

<i>[Signature]</i>	<i>[Signature]</i>
Signature	Signature

<i>Central District Health Dept.</i>	Families And Schools Together Inc.
Agency	Agency

<i>8/26/12</i>	
Date	Date

* This contract should be signed before training dates are set and costs are incurred by the lead agency and/or site.

Type of Training:

Proposed dates of training:

	Baby FAST	
	Pre-K FAST	
	Kids FAST	
	Middle School FAST	
	Teen FAST	

RESOLUTION 2012-298

WHEREAS, in 2010 and 2011 the Nebraska Children and Families Foundation awarded \$80,000 to the City of Grand Island to work with the Coalition for Children now known as the Child Well Being Coalition to implement a community Strategic Plan for Child Well-being; and

WHEREAS, at the end of the first grant year unspent grant funds were \$58,177.31 and an additional \$30,000 was received on August 9, 2011 from the Nebraska Department of Health and Human Services; and

WHEREAS, the Central Nebraska Health Department, an agency with the Child Well Being Coalition entered into a collaborative relationship with the Families and Schools Together, Inc. to provide coordinated training and evaluation services that serve children and families using the FAST Families and Schools Together program model for \$18,135.00; and

WHEREAS, the grant monies have already been received by the City of Grand Island therefore there is no cost to the City; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF GRAND ISLAND, NEBRASKA, the payment from grant funds to Families and Schools Together, Inc. is hereby approved; and the Mayor is hereby authorized and directed to execute such agreements on behalf of the City of Grand Island.

BE IT FURTHER RESOLVED, that the mayor is hereby authorized and directed to execute such agreements on behalf of the City Of Grand Island.

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Adopted by the City Council of the City of Grand Island, Nebraska, October 9, 2012.

Jay Vavricek, Mayor

Attest:

RaNae Edwards, City Clerk

Approved as to Form	☐ _____
October 5, 2012	☐ City Attorney