

## **Access to Justice Grant**

Attn: Jeff Peter  
Office of Judicial Administration  
301 SW 10<sup>th</sup> Avenue, Room 337  
Topeka, KS 66612-1507

## **Kansas Judicial Branch Access to Justice Grant Proposal Form**

1. **Project Title:** Parent Youth Facilitation Project (PYF)

2. **Project Narrative:**

### ***Project Overview:***

Cornerstones of Care, a Wyandotte County based 501c3 organization focused on partnering for safe and healthy communities, seeks \$200,000 in funds from the Kansas Supreme Court's Access to Justice Grant for the "Parent/Youth Facilitation (PYF)" project. PYF provides facilitation services based on connecting families to community services and supports in an effort to 1) prevent entry of older youth with emotional and/or behavioral problems into foster care, 2) assist older youth within the foster care system with navigating conflict or barriers which prevent stability or reintegration, 3) reduce entry into the juvenile justice system by providing tools for at risk youth to resolve conflict and 4) provide an opportunity for youth and parent to resolve conflict and create a sustainable plan for stability as they transition home from foster placement or the juvenile justice system. PYF connects at-risk youth and families with certified Supreme Court approved mediators. Mediators offer facilitation services to resolve conflict and improve communication while assisting families with connection to community services and supports. The Parent/Youth Facilitation project can work with youth and families pre-filing, in CINC status, or post-sentencing to find agreeable resolutions with the overarching goal of reducing the number of older youth in care, aging out of foster care, or entering the juvenile justice system.

### ***Project Background:***

Parent Youth Facilitation is based on principles of Parent-Adolescent Mediation, an effective process for assisting families with constructive resolution of conflicts of everyday living and helping parents and children learn new ways of handling the strong emotions that may surround family conflicts. To our knowledge, there is not a previously well-established evidence base for an intervention strategy like PYF. There is, however, an evidence base for parents acting as the agent of change for their child's behavior (e.g., Patterson, Forgatch & DeGarmo, 2010) and programs that use facilitated meetings to promote positive outcomes for older youth (e.g., McGarrell & Hipple, 2007). This study used a randomized design to examine family group conferencing for first time offenders and found that it reduced re-offending behaviors. Additionally, programs similar to PYF show that process and outcomes evaluations are largely favorable.

Additionally, child protection mediation has a long history in child welfare, dating back 25 years. The original goals of child protection mediation were to reduce the length of time to

permanency, reduce court time in handling the case, reduce the number of contested trials, engage parents in the process, empower parents as decision-makers, facilitate the development of more detailed service agreements, facilitate parental compliance with the case plan, promote communication, include culturally relevant services, engage extended families, and remove barriers to permanency (Summers, Wood, & Russell, 2011; Dobbin et al., 2001; Giovannuci & Largent, 2009). The *Resource Guidelines* by the National Council of Family and Juvenile Court Judges (NCFJCJ) recommends that mediation, or similar conflict resolution strategies, be available to families throughout the life of the care, from pre-filing to termination of parental rights.

Parent Youth Facilitation was first piloted as one strategy of the Kansas Strong for Children and Families Initiative, a federal project supported by the Administration for Children and Families, Children's Bureau, and Human Health Services to address the large aging-out population that was entering care as an older teen in Kansas. Analysis of six years of Kansas child welfare administrative data (2011-2017) and data presented by the Center for Courts indicated that Kansas ranked poorly in terms of national comparisons on youth emancipation (aka, aged-out) from foster care. Among all discharges in FY2017, Kansas' removal rate was the 13<sup>th</sup> highest in the nation, which was 8<sup>th</sup> highest across all states, and well above the national rate for older youth aging out of foster care without a permanent family. Additionally, 69% of Kansas foster youth entered care between ages 15-17, and about 10% of all discharges were to emancipation from May 2018-April 2019, revealing that Kansas ranks 5<sup>th</sup> worst in the nation in nonpermanent discharges from foster care.

To address the root causes identified above, Kansas Strong, in collaboration with the Kansas Court Improvement Program (CIP) and the Supreme Court Task Force on Permanency Planning (SCTFPP), developed and piloted Parent Youth Facilitation as a facilitated process for parents and older youth that occurred pre-filing (i.e., before a petition is filed with the court for a child in need of care) and included a team of community service providers representing the legal system, child welfare in-home services, education, mental health, substance abuse, and other services relevant and appropriate for the family. Parent/Youth Facilitation addressed a demonstrated need to intervene prior to youth being removed from the home and to provide supports and services in a more impactful way to bring children back into their homes in a safe and structured manner.

Parent/Youth Facilitation (PYF) was originally intended to target to older youth (14+) with emotional and behavioral problems who may be at risk of entering foster care and aging-out of foster care without a permanent family. This target population was identified from the Center for Courts' analyses that pointed to a large aging-out population that was entering care as older teens. With technical support and facilitation from the Center for Courts, a Kansas Strong workgroup comprised of court/legal and agency stakeholders identified the root causes as: (a) Families, courts, and providers needing more time for decision-making prior to the temporary custody hearing; and (b) Families needing assistance with connecting to services and supports that will help them maintain their child at home. Parent Youth Facilitation was first launched in Saline and Wyandotte Counties starting in 2020, and later expanded and piloted the approach

in Shawnee County in 2023. The Kansas Strong initiative will approach its completion in September 2024. Evaluation data of the pilot Parent Youth Facilitation program is presented in section 7 (see pages 6-8).

Parent/Youth Facilitation is a short-term service staffed by *Kansas Supreme Court Approved Parent-Adolescent Mediators* who have specialized training and experience working with families and adolescents. Parent/Youth Facilitation is designed to work in conjunction with counseling, therapy, and other services. Mediation is not a substitute for therapy or counseling, nor is it an effort to resolve all the problems a family might have. Rather, it seeks to resolve specific issues, and to work out some ground rules for living together peacefully. Some families may come to mediation while receiving counseling, utilizing mediation to sort out specific, every-day issues.

Parent-adolescent mediation offers both an early intervention option for parents and teens in conflict as well as a process for families reunifying after separation. Through mediation, more serious problems of family violence, delinquency or placement outside the home may be avoided. Parent-adolescent mediation can also be a useful option when youth are placed outside the home and plans need to be made for return to the home setting. Mutual agreements regarding such things as communication and rules of the house can be effectively established through mediation to ensure a smoother transition and quell apprehension about the future.

***Parent/Youth Facilitation:***

Parent/Youth Facilitation (PYF) is a two-pronged approach to prevent entry into care of older youth. This occurs by utilizing a facilitation process during the pre-filing period to engage all parties in discussion and to learn about available supports, including in-home safety planning and community services. This can increase the likelihood that youth are placed in care only when necessary, and if placed in care, provided the opportunity to resolve differences and exit care more expeditiously. Families can also be served post-filing for CINC or juvenile cases to aid in stability of the youth's placement and/or re-entry into the home environment. PYF allows families to discuss the challenging issues surrounding reunification in a safe manner. Addressing concerns preemptively allows for awareness and greater stability as youth are transitioning home from juvenile involvement, Psychiatric Residential Treatment Facilities (PRTFs), or foster care. These interventions may also reduce the use of Police Protective Custody by law enforcement when a child refuses to go home or when a parent refuses to accept a child home. Implementation of PYF should improve the long-term outcome of families being safely intact. PYF may also strengthen the systemic factor of service array by adding a new service (i.e., parent-youth facilitation) for a specific group of older youth who are at risk of entering foster care.

Throughout our work with Parent/Youth Facilitation pilot program, the need to serve families with younger youth became apparent. Earlier intervention with concerning behaviors that led to instability was noted. A need was also identified to extend services to families and youth if they do enter care, to allow greater provision of tools to strengthen communication and resolve

conflict. These tools could allow youth to exit the foster care system and return to a stabilized family.

Thus, the proposed PYF program will target youth ages 12-17 who are at risk of removal from their families or with specific barriers to reunification and will expand to include youth and families who do enter care, support placement stability, and support an expedited exit from care with strong supports, resources, and tools in place.

The pilot targeted youth in the pre-filing stage, however, our work with youth and families has indicated a need to expand services to youth if they do enter care and to work to provide stability in placements and an expedited exit from care with supports place. The goals of the proposed project are to, 1) decrease the number of older youth entering care, to keep youth together with their families whenever possible and appropriate, 2) assist older youth within the foster care system with navigating conflict or barriers which prevent stability or reintegration, 3) reduce entry into the juvenile justice system by providing tools for at risk youth to resolve conflict and 4) provide an opportunity for youth and parent to resolve conflict and create a sustainable plan for stability as they transition home from foster placement or the juvenile justice system.

The proposed project intends to continue to work within the pilot counties and to begin statewide expansion, beginning with Atchison and Leavenworth Counties, where Cornerstones of Care has established connections, and then targeting engagement in Johnson, Douglas, and Sedgwick Counties.

**Process:**

Referrals will be made to Cornerstones of Care by the Department for Children and Families, contractor agencies, law enforcement, schools, juvenile intake, mental health professionals, or other community organizations. The family chooses whether to participate; if so, a meeting is scheduled with a facilitator in the PYF program. Due to hesitancy of community members to engage in services with the District Attorney and foster care organizations, incentives are provided to the family for their participation, both at the acceptance of service and again at completion.

The PYF process is based on principals of Parent-Adolescent Mediation in which participants work together to resolve issues that are contributing to conflict in the family or stability for the youth. Facilitators in PYF pilot programs are Kansas Supreme Court Approved Parent-Adolescent Mediators.

Different from mediation, PYF is a non-confidential process. Both are short-term, usually consisting of 2-3 meetings. Demographic information is obtained and incentive provided upon formally accepting services. Youth and caregiver meet individually with the mediator, and then together in joint sessions to resolve challenges. The facilitator works together with family members to devise a **Family Agreement** that addresses their specific interpersonal issues and identifies services needed to support the family.

Upon completion of the process, the PYF facilitator ensures that the family has referrals for the service needs identified within the agreement. The facilitator will work to connect the families with services as needed. A **Summary Report** is written and shared with the referring agency and identified community service providers. Families are provided with a survey to complete upon summation of the facilitation, and an incentive provided for their participation.

3. Funding amount requested: \$200,000.
4. If your proposed project aligns with one or more of the grant priority areas referenced in section II(g) above, please list which area(s) and explain how your project fits that area:

Parent/Youth Facilitation aligns with the eligibility standard of proposing innovative alternative dispute resolution strategies to aid in early resolution of Kansas District Court cases. Early dispute resolution is the basis of the PYF program. Referred families are provided the opportunity to engage in free dispute resolution services in an effort to avoid entering into CINC or juvenile systems. If youth have become engaged in the legal system, PYF can provide an avenue to avoid litigation through creating transition plans agreed upon by all parties which may resolve any contested hearings.

PYF is also satisfying the grant's program goal of providing free services to low-income individuals. Parent/Youth Facilitation is offered free of charge to all referrals, without discrimination. At present, referrals come from three counties within the State of Kansas, with a goal of statewide expansion. In 2022, 24.5% of children in Wyandotte County, 12.7% of children in Saline County, and 12.9% of children in Shawnee County meet the federally established poverty level. A 2017 study conducted by Kansas University Center for Research (KUCR) indicated a link between the reduction of TANF benefits, and an increase of youth entering foster care. This correlation suggests that youth in, or at risk of entering foster care are more likely to meet the targeted demographic. The Department for Children and Family Services (DCF) reports that the number of youth entering care has remained steady, but the number of youth exiting care has declined, which points to a need for interventions to assist youth with reintegrating into families in a safe and timely manner.

5. What types of cases will this project address (e.g., domestic, eviction, debt collection)?

This project addresses Child in Need of Care cases and juvenile cases of all types. The primary referral source has most frequently identified truancy and youth behavior as concerns. Our work has indicated a need to expand to youth in care to increase stability, which statistically shows a reduction of entry into the criminal justice system (J.Perez, The Criminal Law Practitioner 2023).

6. Is this project new? If not, how long has this project been in existence?

As described previously in Section 2, (Parent Youth Facilitation Background, page 1) Parent Youth Facilitation was modeled off Parent Adolescent Mediation. The program was first launched in Saline and Wyandotte Counties in 2019. However, the Covid-19 pandemic introduced unanticipated barriers to the initial launch. Saline County was able to begin implementation under the coordination of Salina Initiative for Restorative Justice (SIRJ) in late 2020. SIRJ has had many years of experience providing various mediation and conflict resolution services, thus centering SIRJ as a coordination site that was well-connected and prepared to implement Parent Youth Facilitation, despite the challenges of the pandemic.

PYF implementation in Wyandotte County experienced three main challenges delaying the implementation. First, since most referrals were received due to truancy issues, Wyandotte was unique in that the entirety of the school districts were completely remote. Thus, referrals for truancy were few. Second, a central organization was not identified to serve as the main site coordination for implementing Parent Youth Facilitation. An independent and highly experienced Juvenile Dependency and Parent-Adolescent Mediator was identified to serve as the Wyandotte County coordinator. However, the coordinator was unfamiliar with Wyandotte County and the pandemic introduced barriers to build relationships and recognition with the community. Third, although the Wyandotte County District Attorney's office was supportive of the Parent Youth Facilitation program, they too experienced turn over with their child welfare assistant district attorneys which also introduced challenges in communication about referrals to PYF. Due to these challenges, Wyandotte County did not receive its first referral until the end of 2021. This late start introduced a new challenge. The coordinator at the time expressed that during the intake process, many of the families' primary language was Spanish. Thus, PYF needed to refocus and identify Spanish/English interpreters. During this addition to the PYF implementation Cornerstones of Care was approached to serve as the central organization to implement PYF in October 2022 with referrals reemerging in spring of 2023.

PYF was expanded to Shawnee County in 2021 with the Center of Topeka for Peace and Justice (TCPJ) serving as the central organization to implement PYF with service to families and older youth beginning in early 2022.

PYF experienced many challenges and barriers given its start during the pandemic for a program that was initially conceptualized and designed to be implemented in-person and with families whose primary language was English. However, despite these challenges each of the three counties did implement PYF and managed to adapt the program to be virtual and then in-person when COVID-19 restrictions were lifted and provide the entire program in Spanish to accommodate the needs of families.

7. If you have operated a project of this type in the past, please list statistical or other data that identifies the project's track record of success.

To date, PYF has had 348 referrals across all three counties – 83 referrals in Saline County, 97 referrals in Shawnee County, and 168 referrals in Wyandotte County. Although Wyandotte had many referrals, 109 of those referrals occurred in 2021 when it was revealed that PYF needed to partner with Spanish/English interpreters and adapt its processes and materials for Spanish-speaking families. These families were either not reached or participated in other diversion programs offered by the Wyandotte District Courts. Thus, for the purposes of these data, 61 referrals were made in Wyandotte County when Cornerstones of Care was the central organization that implemented PYF. Thus, for the purposes of these data, a total of 241 referrals are included in analyses.

Of those who were referred to PYF services, 46 families accepted services and participated in PYF across all counties. It is evident that a large percentage of families did not accept services with most reasons being that families were not reachable or did not return PYF coordinator calls. During the implementation process, it was discussed often that one of the challenges to reach parents was that the referrals were initiated by their respective county district courts, and thus, it is possible many families ignored these correspondences due to mistrust of the courts system or previous negative experiences with the courts. For our proposed continuation of PYF, we will change the referral process to include referrals from many different pipelines to address the possible hesitation families may have with interacting with the district courts (see page 4).

Of the families who accepted services, 37 family units (80%) – caregiver and older youth participant – reached an agreement that they discussed and determined together to help resolve their conflicts and meet their needs individually and as a family. Those who did not reach an agreement were either unresponsive to complete their last sessions or withdrew from the program due to other familial concerns they wished to focus on. As part of the PYF program, caregivers and youth identified the kinds of community support and resources they needed to help meet items on their family agreements. Results indicated that both caregivers and youth identified access to mental health services as their primary need, with continued therapy services for the family as a unit, and access to concrete supports as the next two highest needs.

Caregivers and older youth participants also completed two surveys upon fulfillment of the PYF program – once immediately after they completed their facilitation sessions, and again 30 days after the completion of the program. Survey links were emailed to caregivers and youth individually and they received stipends for each survey they completed. The surveys included questions about their experiences and perceptions about the PYF program, their experience with their facilitators, and their perception of whether they thought their family would be able to follow through with their family agreements. Responses to each question were on a Likert-type scale from 1 (strongly disagree) to 5 (strongly agree). Participants were also able to provide open-ended feedback and comments at the end of the surveys. Response rates for both caregivers and youth were 50% for the first post-test survey, and about 15% for the second post-test survey, which is likely due to the online nature of the administration of the survey; and for the second post-test, it may be likely that family unit contact information may

have changed. As such, results from these survey analyses should be interpreted with caution, but they are an initial insight into caregiver and youth experiences with the PYF program.

Results from the first post survey indicated that caregivers and youth were generally high or moderately high on all items (mean scores ranging from 3.89 to 4.68, sample size for caregivers = 19, and youth = 18), and were generally similar to one another. One question, *I believe participating in facilitation will result in positive changes for our family*, was the most divergent between caregivers (Mean = 4.26) and youth (Mean = 3.89), suggesting that youth who responded to the first post survey, only moderately believed that participation in PYF would result in positive changes for their family. However, the survey does not provide contextual details about the reasons for this belief. Participants who included open-ended feedback and comments said that they appreciated being able to have dedicated time to talk through their conflicts and learned things they hadn't known before about each other.

Since response rates were low for the second post-test with only 8 caregiver responses and 6 youth responses, we mostly reviewed participant responses to whether or not they gained access to their referred community support services, and what barriers they may have faced in gaining access. Participants indicated that although they were able to receive referrals to community support services, mental health services especially were particularly challenging to access either due to waitlists or limited availability in their community. These challenges and barriers to access to support services are not unique and commonly experienced in other communities in Kansas. Thus, Cornerstones of Care will build relationships and partnerships with community support service organizations to identify ways to mitigate these challenges in our proposed PYF program implementation. Collectively, these results indicated that the PYF pilot was generally perceived as a positive program to caregivers and youth, a program that connected them to the supports they identified, albeit the barriers to accesses those services in community, and a program that provided them with a space to talk through their conflicts and learn about the other family member more deeply.

The PYF process highlighted the complex dynamics contributing to youth's school attendance and behavioral challenges. As families worked one-on-one with mediators, supports were put into place to contribute to successful behavioral changes. Youth had an opportunity to voice their concerns and barriers to compliance, and adults were empowered to look at the youth's perspective and find agreeable solutions that might not have been explored previously.

8. What eligibility criteria will you apply to determine who will receive services through your project?

Youth 12-17 years of age who are at risk of removal from their families due to truancy or child behaviors, youth at risk of placement instability due to behavioral challenges, or youth at risk of failed reintegration exiting foster care.



This age group was selected with the goal of preventing entry into the foster care system because statistics reveal this age group is less likely to achieve permanency before reaching age 18. There have been multiple requests to expand the age range to younger youth, with middle schools asking for assistance, leading us to expand our criteria. The project began with referrals from the District Attorney's office, but we have expanded the referral pipeline to include direct recommendations from community resources such as mental health professionals, schools and other court related services such as Juvenile Intake.

Parent/Youth Facilitation does not discriminate on the basis of race, color, national origin, sex, religion or socio-economic status, and any applicant will have equal access to participation.

The services are offered at no cost to the parents or youth to ensure equal access to the program.

9. How many people do you expect to serve through this project during the grant period?

Considering referrals and acceptance rate within three counties, opening referrals beyond the District Attorney, expansion of services to youth in care, and the number of youth integrating home, we anticipate serving 100 families during the grant period.

At the start of the pilot program, Wyandotte County had approximately 40 youth aged 15 and older enter care in the state fiscal year 2018, representing 12.4% of entries in Wyandotte County. Saline County had approximately 20 youth 15 and older in state fiscal year 2018, representing 16% of entries in Saline County. Participation data of the pilot Parent Youth Facilitation program is presented in section 7 (see pages 6-8).

In twelve months between 2023-2024 at Cornerstones of Care alone, 75 youth within 48 families had children reintegrate home with 46 of those youth being 12 and over (61.3%). 20% of the youth within this category returned home directly from PRTF or AWOL status, leaving them vulnerable to re-entry into care. This cohort of families could greatly benefit from PYF services.

10. If there is a greater demand for project services than you can meet, what criteria will you use to prioritize who receives services?

Youth who are at greater eminent risk for removal from the home, and youth with the greatest history of instability would take priority. Cases will be evaluated based on families that have DCF hotlines, school recommendation of truancy, and history of placement instability.

The Parent/Youth Facilitation program is fortunate to have access to a team of certified mediators who are willing to act as facilitators and can be contracted for individual cases when there is a larger number of referrals than our current team can navigate. This will enable PYF to serve clients in a timely manner. There will be no cost to the family to participate in the

program. This will ensure equity in accessing services and eliminate concerns that economic barriers prevent families from seeking assistance through PYF.

Cornerstones of Care will provide the opportunity for youth from all backgrounds to receive services, including low-income youth of color, who are statistically more vulnerable to entry into the foster care system (Center for the Study of Social Policy). The Children’s Bureau at the Administration for Children and Families, a division of the United States Department of Health and Human Services, addresses concerns that 50% of foster youth over the age of 17 will become involved in the juvenile justice system. An increase in the number of placements for youth increases the likelihood of engaging in the criminal legal system by 90%.

Providing dispute resolution services at no cost to vulnerable populations will provide youth and families with tools and resources to minimize these risks. Cornerstones of Care will ensure that the demographic criteria are met through the client intake process which will collect demographic data, including income level.

11. If you are proposing offering services at a self-help center, please list the district court self-help center location(s) and number of hours you would provide at the center on a monthly basis.

N/A

12. If you are willing to provide remote legal services at district self-help centers throughout the state, please list the number of hours you would provide on a monthly basis.

N/A

13. How will the project’s results be evaluated?

Parent/Youth Facilitation currently utilizes RedCap, a data collection system through the University of Kansas. Cornerstones of Care will track future demographic data through myAvatar. Data collection will ensure participants are meeting target demographics and are representative of the racial demographics of youth within each county served. All records will be subject to confidentiality and record retention rules. Cornerstones of Care will ensure that the demographic criteria are met through the client intake process which will collect data, including income level.

Reports will be generated to determine number of referrals, number of families/youth served, and percentage of youth who enter care or remain stable within a placement or home after participation. Participants will complete surveys at the end of their facilitation to report outcomes and satisfaction with the process. Cornerstones of Care will evaluate all data and complete quarterly and year-end reports for the Kansas Supreme Court, detailing the use of funds and demographics of those who benefitted from services. Reports will note cost per person served, copies of publications and marketing materials and review of expenditures.

Cornerstones of Care will work collaboratively within the community to share the progress of Parent/Youth Facilitation and encourage growth and expansion throughout the state.

Cornerstones of Care works closely with youth on Advisory Councils both internally and on a state and regional level (KYAC/RyAC). Feedback from youth within these councils could provide insight into how dispute resolution may have benefitted them. Past participants will be invited to join advisory councils and if willing, provide input for Parent/Youth Facilitation programmatic improvements. Cornerstones of Care meets weekly with judges within our counties to receive feedback and could expand this opportunity to include input from judges within any county PFY participants exist.

14. Have you ever received access to justice grant funds for this project in the past? If so, identify the year(s) in which funds were received, the number of persons served through the project in the relevant year.

No

15. What is the total estimated cost for this project during the grant period from all funding sources?

\$200,000

16. If this project will not be fully funded by ATJ grant funds, what are your other sources of funding for the project?

We have explored multiple avenues to continue funding this project with no current viable options. The project was transitioned to Cornerstones of Care from KU within the last year after the untimely passing of a key Project Coordinator. Our hopes were that the Department of Children and Families might absorb this into their Families First Prevention grant, but funds were already designated. We explored a Juvenile Crime Prevention Community Grant through the Department of Corrections, Kansas Governor's Grant Programs, Children's Trust Fund, the Kansas Health Foundation, and worked with our internal grants department. There are currently no known options for continued funding.

Cornerstones of Care provides program support costs, including funds for rent and utilities for the program's office space; Internet service; maintenance; and insurance.

17. Project budget breakdown – in the chart below, list project totals for each category, using whole dollar amounts.

Please see below.

Item	ATJ	Other	Total
<b>Personnel Costs</b>			
Professional salaries			\$82,000
Support salaries			\$12,200
Employee Benefits			\$18,840
<b>Total personnel costs</b>			<b>\$112,600</b>
<b>Non-personnel costs</b>			
Capital expenditures			0
Non-capital expenditures			0
<b>Supplies:</b>			
Postage			\$1,500
Meetings			\$1,500
Marketing: fliers, prints			\$5,000
0			
<b>Travel</b>			
Mileage			\$5,500
Lodging			\$3,500
Transportation/Rental			\$8,500
Food			\$2,000
Insurance			0
Audit			0
Telephone/communications:			
Cell Phone			\$600
<b>Other:</b>			
Other Mediation Contracts (10 clients/10 hours/\$30/hr)			\$36,000
Translation (11 hours/mo/\$60/hr)			\$8,000
Client Incentive (\$100)			\$10,000
Technology Services			\$2,000
Payroll Fees			\$500
Certification Fees			\$2360
<b>Total Non-personnel costs</b>			<b>\$87,400</b>
<b>Total</b>			<b>\$200,000</b>

18. Budget narrative – explain how you will use the requested funds for each of the categories shown below. If a category does not apply, write “N/A.” If you will use funds to pay salaries, include the names and titles of employees or contractors who will be funded through the grant (if known).

- A. Personnel costs:
  - a. Professional salaries: \$82,000.
    - i. Elizabeth Mayfield will be the one full-time professional staff to coordinate all aspects of Parent/Youth Facilitation services to referred families.
  - b. Support salaries: \$12,200.
    - i. To support this work, a portion of wages for In-house attorneys, Ann Marie Harris and Michaela Holcomb; Finance support staff Lori Anderson and Larnell Smith; Program Director Laura Walters, and Data Integrity Specialist, Mindy Adams.
  - c. Employee benefits: \$18,840.  
This represents 20% of the Program Coordinator and Support Staff salary to cover Fringe Benefits:  $\$94,200 \times 20\% = \$18,840$
- B. Non-Personnel Costs:
  - a. Capital Expenditures: N/A.
  - b. Non-capital expenditures: N/A.
  - c. Supplies: \$8,000.  
Cornerstones of Care requests \$8000 in supplies to cover postage, meeting costs and marketing materials, such as promotional materials, fliers, and printing.
    - i. Postage: \$1,500
    - ii. Meeting Costs: \$1,500
    - iii. Marketing: (promotional materials, fliers, prints) \$5,000
  - d. Travel: \$19,500.
    - i. Cornerstones of Care Requests travel costs in the amount of \$19,500.
      - 1. Mileage \$5,500. (10,000 miles @ .55/mile for transportation to/from multiple counties monthly)
      - 2. Lodging: \$3,500
      - 3. Transportation/Rental: \$8,500
      - 4. Food: \$2,000
  - e. Insurance: N/A
  - f. Audit: N/A.
  - g. Telephone/communications : \$600.
  - h. Other: Cornerstones of Care requests \$58,860 in “other” costs including:
    - i. Certified Mediation Contract Work: \$36,000  
(10 clients/10 hours/\$30/hour)
    - ii. Translation Costs: \$8,000  
(11 hours/month/\$60/hour)
    - iii. Client Incentive: \$100 (100 clients): \$10,000

- iv. Technology Services: \$2,000
- v. Payroll Fees: \$500
- vi. Certification Fees: \$2,360