



# 2025 Family Preservation and Reunification Center Grant Fact Sheet

## **CONTENTS:**

- I. PROGRAM INFORMATION
- II. APPLICATION FORM CRITERIA
- III. APPLICATION INFORMATION
- IV. AWARD AMOUNT
- V. OTHER INFORMATION

## **I. PROGRAM INFORMATION**

This grant opportunity aims to provide comprehensive management, operation, and maintenance of a Family Preservation and Reunification Center, operating as a Respite Day and Night Program, for children and families receiving services from the Department of Public Health and Social Services (DPHSS), specifically the Division of Children's Wellness (DCW). The Center will provide services as outlined in subsection C, Scope of Services.

### **A. ELIGIBILITY**

- Facilities must be licensed and regulated by the Department of Public Health and Social Services ("DPHSS"), Bureau of Child Care Services ("BCCS"), or held to a higher accreditation standard.
  - The provider and facility must be currently in operation at the time of application.
  - All applicants and program staff shall submit:
    - Tuberculosis Clearance, Guam Police Clearance, Criminal Court Clearance, and Traffic Clearance. The Criminal Court Clearance shall list the types of criminal convictions, if any. The original Police, Court, and Traffic Clearances shall be dated no earlier than ninety (90) days prior to employment and updated every two (2) years. The Tuberculosis Clearance shall be updated annually.
  - All applicants and program staff will be subjected to the following clearances administered by the Bureau of Social Services Administration:

## Grant Fact Sheet

- Child Abuse and Neglect Registry Clearance, Local Sex Offender Registry, National Sex Offender Registry, General Internet Search, Navy Criminal Investigation Section (NCIS) Clearance (if military).

**IF ANY APPLICANT OR PROGRAM STAFF DO NOT PASS THE ABOVE CLEARANCES, THE APPLICATION WILL BE DENIED.**

- Grant Orientation. All interested applicants shall attend a mandatory grant orientation as scheduled by DPHSS, DCW. Details of the grant orientation shall be provided upon submission of the Letter of Intent.

### B. CONDITIONS & REQUIREMENTS

- Applicants cannot be in an active repayment process or the subject of an active investigation or enforcement action by DPHSS.
- Grant Awardees **shall not**:
  - Furlough or lay off employees
  - Use funds to pay taxes
  - Use funds for items that have already been paid for by federal, state, tribal, or local public funds.
  - Use funds for major renovations
  - Use funds for past expenses
  - Use funds to gain interest in a bank savings account
- EFT (Establishment Request Form), Voided Check or Deposit slip, and Valid ID.
  - Submit to GEDA a Vendor Record/ GEDA will submit any new Vendor Record/ EFT on behalf of the applicant.
- Funds **MUST** be utilized no later than September 30, 2026.
- The facility must be licensed, regulated, or held to a higher accreditation standard.
- Shall have a facility to operate as a day and night respite center for clients referred by DCW. The Respite Day Program shall provide child care services for a minimum of 12 children under the temporary legal custody of the BOSSA and those receiving services from DCW, newborn to thirteen (13) years old. A separate child care area for children fourteen (14) through eighteen (18) years old or older with extended jurisdiction Monday to Sunday, from 6:00 AM to 8:00 PM. The Respite Night Program shall provide child care services for a minimum of 12 children under the temporary legal custody of the BOSSA and those receiving services from DCW, newborn to thirteen (13)

## Grant Fact Sheet

years old. A separate childcare area for children fourteen (14) through eighteen (18) years old or older with extended jurisdiction, Monday to Sunday, from 8:00 PM to 6:00 AM, who are receiving services from DCW.

### C. SCOPE OF SERVICES

- Shall provide comprehensive management, operation, and maintenance of a Family Preservation and Reunification Center operating as a Respite Day and Night Program.
- Shall provide biological parents, care providers, and/or resource parents, referred by DCW, training and programs that will assist with family reunifications, and preserve families by preventing the removal of children from their natural homes. Trainings include:
  - Training to promote self-sufficiency such as transitional/independent living, Evidence-based parenting classes, New Parents, Parenting as a Teen, Working with children with developmental delays and/or mental health behavioral challenges, Childcare 101, Parenting in the 21<sup>st</sup> Century, Wellness Essentials for Caregiving Professionals, Childhood Theory and Practice, Learning and Education, Discipline Techniques, Emotional Regulation, Positive Parenting Strategies, Child Development, life skills training, budget management, anger management, prudent parenting standards, proper discipline, nurturing parenting, first aid/CPR, suicide prevention, trauma-informed care, breastfeeding, Crisis Prevention Intervention, De-escalation and other appropriate training as needed. In addition, training such as everyday behavioral tools, Mental Health First Aid, Safe Talk, and Applied Suicide Intervention Skills Training (ASIST).
- Shall provide licensed therapeutic services for crisis intervention and counselling services (support groups, family counselling).
- Shall provide transportation for children to and from school or childcare and parents; to and from other client-related services or events, to include recreational activities, as appropriate, and related administrative activities. Ensure seat belts or other safety devices required by law for each occupant of the vehicle are available, in good working order, clean, and sanitized.
- Shall provide appropriate snacks and meals for the children who are placed for respite day and/or night services.
- Shall provide tutoring/mentoring services.
- Shall provide after-school, school breaks, and summer recreational activities.
- Shall receive and distribute donations such as clothing items, hygiene products, etc.

## Grant Fact Sheet

- Shall provide daily care, supervision, transitional, and support services for the child(ren) and families.
- Shall have a case manager or equivalent to act as a liaison between DCW and the facility, and at least one staff member trained to provide medical assistance to children with special health, physical, and behavioral care needs.
- Shall provide casework and support for youth transitioning out of foster care and into adulthood, such as teaching life skills, obtaining vital documents, and applying for a valid government identification, employment, and housing to prevent homelessness after the release of court jurisdiction.
- Shall provide rooms for unsupervised and supervised visitation for children under the temporary legal custody of Child Protective Services (CPS).
- Shall have logs include, but not limited to, the following forms:
  - Intake / Admission
  - Shift Change Over
  - Hygiene log
  - Personal Item Inventory List
  - Personal Fund Sheet
  - Weekly Meal Planner
  - Medication Logs
  - Inventory Listing
  - Vehicle Log Sheet
  - Activity Request
  - Confidentiality Agreement
  - Hourly Fever Monitor
  - Client Contact- current information
  - Incident Reports
  - Excuse Slips
  - Headcounts
  - Maintenance Logs
  - Visitation Log
- Shall have adequate equipment, furnishings, and supplies. Equipment, resources, furnishing, and supplies, including, but not limited to the following:
  - Adequate related provisions for children) to use for storage of personal belongings, dining, recreational, and sleeping activities.
  - Age-appropriate child car restraint.
  - Secured Medication Cabinet and Refrigerator.
  - Secured Chemical storage room.



## Grant Fact Sheet

- Standard First Aid Kits:
  - One first aid kit (50 persons) containing materials to administer first aid must always be maintained on the premises.
  - All employees/ staff must be First-Aid certified.
  - It must always be kept current and complete with required contents.
  - A completed first aid kit must also be present in vehicles used in the transportation of children to and from the facility.
  - Must be kept current and completed with the required contents at all times.
  - The first aid kit shall be accessible to the staff members at all times and kept out of the reach of children.
  - Staff must be knowledgeable about the contents of the Standard First Aid Kits and the proper use of the contents.
  - Accessible, operational, and visible Automated External Defibrillator (AED).
  - Staff must be knowledgeable about the proper and correct use of the AED
- Fire Extinguishers – Class A, Class B, Class C, Class D, and Class K
  - The provider must maintain a sufficient number of operational and valid Fire Extinguishers relative to the size of the building.
  - Staff must be knowledgeable as to the proper and correct use of the Fire Extinguisher.
  - Each Fire Extinguisher must be properly maintained and certified.
- Building Facility, Grounds, And Furnishings
  - Be responsible for providing a facility for this program.
  - The Center shall have adequate bedrooms to accommodate a minimum of 12 children ages newborn to eighteen (18) years or older, with extended jurisdiction by a court. The Center shall have separate sleeping quarters for children ages newborn to thirteen (13) years and children fourteen (14) through eighteen (18) years or older; adequate bathrooms with shower, a kitchen and food preparation area, living room, visitation rooms, a food, apparel, and personal hygiene pantry, interior and exterior secure storage areas, typhoon shutters for all windows and doors, fenced in yard space for outdoor recreational activities for the children and families, and ample parking space.
  - The Center shall have a primary meeting room, conducive to private and proper good interview sessions.

## Grant Fact Sheet

- Ensure the Center is air-conditioned – central and individual units, and is equipped with smoke detectors and appropriate fire extinguishers and suppression systems, and additional equipment as required to ensure the safety and stability of the Shelter.
- Supply sufficient qualified personnel, equipment, resources, supplies, and materials to support preventive and general maintenance of the shelter, grounds, and furnishings.
- Maintain a safe, secure, stable, clean, and sanitary Center accessible for all children, families, staff, and visitors.
- Have a designated area for the disposal of garbage. All garbage shall be kept in tight, easily cleanable receptacles which are covered with tight-fitting lids while pending removal and shall be removed from the premises as often as necessary to prevent health hazards.
- Maintain the paint on the walls and ceiling using easy-to-clean, light-colored paint.
- Maintain kitchen, dining, and pantry areas for the preparation, serving, refrigeration, and storage of food in accordance with applicable DPHSS Division of Environmental Health and Safety standards.
- Wall outlet covers are on all power outlets.
- Maintain apparel, diapers, baby wipes, and a personal hygiene pantry for the use of the children when needed and necessary.
- Maintain the Center and be in good condition in accordance with local building codes. This includes, but is not limited to, painting, decorating, plumbing, electrical, carpentry, ground care, and other maintenance and repair work, as necessary.

### C. ALLOWABLE COSTS

#### 1. Personnel Costs

- Wages and Benefits are **only** for the personnel operating the Family Preservation and Reunification Center.

#### 2. Rent, Utilities, & Facilities Maintenance

- **No more than 10%** of the total budget should be used on Rent, Utilities & Facilities Maintenance.
- Rent (including rent under a lease agreement), payments on any mortgage obligations, utilities, or facilities maintenance.
- Allowable **\*\***facility maintenance and improvements may include, but are not limited to:

# 2025 Family Preservation and Reunification Center

## Grant Fact Sheet

- Building or Upgrading Playgrounds
- Renovating Bathrooms
- Installing railings, ramps, or automatic doors to make facilities more accessible
- Removing non-load-bearing walls to create additional space

**\*\* All other facility maintenance and improvements are subject to request and justification, and approval from DPHSS prior to project start.**

### 3. Sanitation & Other Health & Safety Requirements

- Cleaning supplies and sanitation services, or approved training and professional development related to health and safety practices.

### 4. Equipment, Supplies, Goods & Services

- This category includes purchases or upgrades to equipment and supplies that enhance program services and program outcomes. These may include indoor and/or outdoor developmentally appropriate equipment and supplies that promote quality goods and services.

### 5. Goods & Services

- Any material goods or services necessary for the operation of the Family Preservation and Reunification Center. Example of goods:
  - Materials and/or equipment to facilitate play, learning, eating, diapering/toilet, or safe sleep practices.

**DPHSS reserves the right to include any additional conditions and/or requirements**

## II. APPLICATION FORM CRITERIA

1. Applicant Information
2. Previous Grants Received
3. Self-Certification
4. Use of Funds
5. Program Description

## III. APPLICATION INFORMATION

1. Download the grant application form found on the GEDA website at [www.investguam.com](http://www.investguam.com)
2. Submit the completed application form and all required documents via email to [caps2024@investguam.com](mailto:caps2024@investguam.com) (*subject line titled as 2025 FPRC - organization name*) or hand-delivered to the Guam Economic Development Authority office located at the ITC building, 5th floor, Suite 511, from 8:00 a.m. to 4:00 p.m.,

# 2025 Family Preservation and Reunification Center

## Grant Fact Sheet

Monday through Friday. **Bring a copy of your application** to be stamped by our receptionist. *We will not be able to make copies.*

3. GEDA conducts reviews of applications submitted and assigns a unique application number to eligible applicants.
4. If the application is deemed eligible by both DPHSS and GEDA, a notice of grant approval will be issued and sent to the applicant advising of the amount to be awarded and confirming all contact information.
5. If an applicant is deemed ineligible, a notice of ineligibility will be issued and sent to the applicant stating the reasoning for ineligibility.
6. Regular payment requests will be sent to the Department of Administration for payment of grant awards. The grant award will be disbursed via Electronic Funds Transfer.

### IV. AWARD AMOUNT:

- Department of Public Health and Social Services to provide grant awards of up to \$400,000.00 based on approved budget and program proposal. The awardee will receive 50% of the awarded amount at the start of the project period. Upon submission and approval of the required programmatic and financial reports, which will be due every 120 days, 30% of the funds will be disbursed. DPHSS will retain 20% of the total budget, which will be disbursed upon completion of the program and submission of all required reports.
- Up to three grant awards will be awarded.

### V. OTHER INFORMATION

#### A. Grant Award and Project Period

- This is a competitive grant with up to 3 awardees.
- The project period for this grant is from August 2025 to September 30, 2026.

#### B. Application Period

- Applications will be accepted via email to [caps2024@investguam.com](mailto:caps2024@investguam.com) beginning on July 15, 2025, at 8:00 a.m.
- Applications that are hand delivered to GEDA's office, **Monday through Friday from 8 a.m. to 4 p.m.**, will be reviewed the following business day. (Example: If the application is dropped off on Monday, it will be reviewed on Tuesday.)
- **The deadline is August 1, 2025, at 5:00 p.m.** and is subject to the availability of funds.



## Grant Fact Sheet

- Any unused funds shall be returned and reallocated to other DPHSS, Division of Children's Wellness, child care program initiatives.

### **C. Reporting Requirements**

- Programmatic and financial reporting shall be submitted every 120 days to GEDA.
- The reports shall contain the minimum:
  - Financial expenditures utilizing grant funds
    - Paid invoices and receipts
    - Inventory listing of equipment and supplies
    - Personnel costs with staffing pattern
  - Duplicated and Unduplicated Data
    - Demographics of children and families served, such as ethnicity, gender, and age
    - Dates and types of services rendered

**GEDA and DPHSS reserve the right to include any reporting conditions and/or requirements**

### **D. Required Documents for Application**

- Letter of Intent to be submitted before the application
- Valid license or accreditation at the time of application
- Current and proposed staffing pattern
- Valid building permits and valid inspection permits, such as sanitation permits
- Grant proposal write-up and budget with quotes
- Sample service brochures (if you already have services)
- Emergency evacuation plan
- Standard Operating Procedures for the facility
- Tuberculosis Clearance, Guam Police Clearance, Criminal Court Clearance, and Traffic Clearance.