

W. S. D. I.

Memorandum Date: January 13, 2010
Order Date: January 27, 2010

TO: Board of County Commissioners

DEPARTMENT: Children & Families

PRESENTED BY: Alicia Hays, Department Director

AGENDA ITEM TITLE: IN THE MATTER OF APPROVING THE SUBMITTAL AND, IF AWARDED, ACCEPTANCE OF A GRANT TO OREGON COMMUNITY FOUNDATION IN THE AMOUNT OF UP TO \$90,000 PER YEAR FOR THREE YEARS FOR PARENTING EDUCATION COLLABORATIVE HUB ACTIVITIES; AND DELEGATING AUTHORITY TO THE COUNTY ADMINISTRATOR TO SIGN GRANT AWARD DOCUMENTS AND ALLOCATE FUNDS UP TO \$90,000 ANNUALLY FOR A TOTAL OF UP TO \$270,000

I. MOTION

Move to approve submittal and, if awarded, acceptance of a grant to Oregon Community Foundation in the amount of up to \$90,000 per year for three years for a total of up to \$270,000, for Parenting Education Collaborative Hub activities, and to delegate authority to the County Administrator to sign grant award documents and allocate funds of up to \$90,000 per year for three years for a total of up to \$270,000.

II. AGENDA ITEM SUMMARY

The Oregon Community Foundation (OCF) has issued a Request for Proposals for funding to support parenting education collaborative hub activities. This funding is an opportunity for the partners involved with the Success by 6 Collaborative, the Lane County Commission on Children and Families (CCF), the CCF's Early Childhood Planning Team, and the Family Resource Center Network (FRCN) to come together to increase the capacity and quality of parenting education opportunities for families with children, ages 0 to 6, throughout Lane County. Primary objective for this project will be to enhance capacity and community awareness of/access to the Parent HelpLine, a collaborative project spearheaded by the Success by 6 Collaborative. The geographic focus for proposed direct service/parenting education activities will be school districts with Family Resource Centers. Collaborative activities will also focus on increasing training and consultation for Parent Educators and Group Facilitators throughout Lane County.

III. BACKGROUND/IMPLICATIONS OF ACTION

A. Board Action and Other History

As this is a new funding stream from the OCF, Lane County, through its

Department of Children and Families (DCF) has not previously submitted a proposal for hub activities. In November of 2006, DCF submitted a grant proposal to OCF under the John and Betty Gray Fund for similar capacity-building activities. The grant amount and period were within the County Administrators authority; we were not selected for funding. Thus, there has been no previous Board action or history on this item.

B. Policy Issues

This grant application is in line with the County's policies and procedures as well as the purpose and objectives of the Department of Children & Families (DCF). If awarded, the department will administer the grant. The majority of the funds will pass through to local partners with minimal change in the scope of work for the department.

C. Board Goals

The Comprehensive Community Plan for Services to Children, Youth and Families was approved by the Board of County Commissioners on June 23, 2004 (BO 04-6-23-11) and can be found at:

<http://www.co.lane.or.us/CCF/documents/ComprehensiveCommunityStrategicPlan2004finaljun04.pdf>

Several of the High Level Outcomes are addressed through the supports and services offered through the partnering committees and groups listed above, including basic needs, increased parenting skills, readiness to learn (and subsequent school drop-out prevention), and reduced child maltreatment.

D. Financial and/or Resource Considerations

The grant budget will include funding for current DCF staff to carry out grant administration duties, including development of any contracts and/or intergovernmental agreements and submission of required fiscal and program reports.

E. Analysis

Awards under this grant program will be made as agreements for a period of up to 3 years (36 months). In some cases, OCF may invite grantees to apply for an additional 1 to 2 years of funding. Should this be the case for Lane County, we will seek Board approval for the extension period. Our grant application will request funding of up to \$90,000 per year, for an award total of up to \$270,000 for locally-focused collaborative activities, intended to strengthen the delivery of parenting education programs and to strengthen the potential of the planning bodies, groups listed above to act as a county-wide parenting education "hub".

The funding request will seek financial support to increase the staffing of the Parent HelpLine, in order to provide a coordinated parenting education calendar, easily accessible county-wide to service providers, parents, and community

members. Funding will also support direct provision of best-practice parenting education, focused on parents of children ages 0 to 6, and to provide training and ongoing support for Parent Educators.

At the time of this writing, staff is in the process of completing the application packet, and therefore it is not attached to the Board Order. The application must be submitted to the Oregon Community Foundation, with a postmark of February 1, 2010. The application will be available for review, in the Board of County Commissioners' office, by 5pm on Wednesday, January 27, 2010.

The grant award requested, up to \$270,000 for the period of three years, exceeds the County Administrator's delegated authority to sign. Therefore, this order requests the Board to delegate authority to the County Administrator to sign the application and, if successful, sign grant acceptance materials and allocate funds up to \$90,000 per year, for a period of three years.

Administrative Policies and procedures questions for Grant Applications:

1. What is the match requirement, if any, and how is that to be covered for the duration of the grant?

This grant requires a 25% match. The obligation will be met through Community Mobilization funds available to DCF for related services and through in-kind support and donations received by subcontractors.

2. Will the grant require expenditures for Material and Services or capital not fully paid for by the grant?

No, all expenditures will be fully paid for by the grant.

3. Will the grant funds be fully expended before county funds need to be spent?

There are no county funds in the grant budget for this application.

4. How will the administrative work of the grant be covered if the grant funds don't cover it?

Administrative expenses will be covered by grant funds. As lead applicant, DCF will be responsible for contract administration. Other responsibilities of the fiscal agent include fiscal and program reporting.

5. Have grant stakeholders been informed of the grant sun-setting policy so there is no misunderstanding when the funding ends? Describe plan for service if funding does not continue.

The partner groups, planning bodies and committees fully understand that the grant period is three years; further, partners understand that, while there may be an opportunity to apply for a subsequent extension of 1 or 2 years, there is no guarantee of continued funding from OCF beyond the initial 3-year period.

6. What accounting, auditing, and evaluation obligations are imposed by the grant conditions?

This grant requires quarterly progress reports and quarterly financial reports. As the lead department on this grant, DCF will be responsible for assuring this obligation is met. Data collection obligations will be a key requirement for any contractual workplans developed for partner agencies.

7. How will the department cover the accounting, auditing, and evaluation obligations? How are the costs for these obligations covered, regardless whether they are in the department submitting the grant or a support service department? Does the department acknowledge that the county will need to cover these costs and it is an appropriate cost incurred by support service departments?

Accounting, auditing, and evaluation costs will be covered by the grant funds. DCF will fulfill auditing/accounting activities. As noted above, reporting requirements will be included in contractual work plans.

8. Are there any restrictions against applying the county full cost indirect charge?

The budget to be submitted includes direct charges intended to support administrative costs otherwise charged as indirect. Should the budgeted amount be inadequate, DCF will absorb the excess with other funding that allows for community mobilization and strategic development.

9. Are there unique or unusual conditions that trigger additional county work effort or liability, i.e., maintenance of effort requirements or supplanting prohibitions or indemnity obligations?

No

10. Grants involving technology issues require Information Services department review and approval prior to submission to the Board to ensure compatibility with existing county systems and development tools.

N/A

11. Information Services sign off is required for all agenda items requesting funding for new or enhanced computer applications/systems that will interface with existing county systems/infrastructure.

N/A

12. If this is a grant funded computer/software applications project...

N/A

F. Alternatives/Options

1. Approve the submittal of the grant to Oregon Community Foundation in the amount of up to \$90,000 per year over three years for a total of up to \$270,000, for Parenting Education Collaborative Hub activities
2. Decline to submit the grant proposal at this time.

IV. RECOMMENDATION

Staff recommend Option 1: Adopt the Order to authorize the County Administrator to sign the grant application and all related grant award documents and allocate funds up to \$90,000 annually for three years for a total of up to \$270,000.

V. TIMING/IMPLEMENTATION/FOLLOW UP

The application is due for submission (postmarked) by February 1, 2010. Upon Board approval the grant application packet will be finalized and submitted. OCF anticipates funding decisions to be made by late May, 2010, with projects slated to start July 1, 2010.

VII. ATTACHMENTS

Board Order

THE BOARD OF COUNTY COMMISSIONERS, LANE COUNTY, OREGON

ORDER No.

IN THE MATTER OF APPROVING THE SUBMITTAL AND, IF AWARDED, ACCEPTANCE OF A GRANT TO OREGON COMMUNITY FOUNDATION IN THE AMOUNT OF UP TO \$90,000 PER YEAR FOR THREE YEARS FOR PARENTING EDUCATION COLLABORATIVE HUB ACTIVITIES; AND DELEGATING AUTHORITY TO THE COUNTY ADMINISTRATOR TO SIGN GRANT AWARD DOCUMENTS AND ALLOCATE FUNDS UP TO \$90,000 ANNUALLY FOR A TOTAL OF UP TO \$270,000

WHEREAS, The Oregon Community Foundation has released a Request for Proposals for Oregon Parenting Education Collaborative Regional Hub Grants; and

WHEREAS, Lane County's Department of Children and Families, United Way of Lane County's Success by 6 Collaborative, the Early Childhood Planning Team, and the Family Resource Center Network planning bodies see this as an opportunity to come together to increase the capacity and quality of parenting education opportunities for families with children, ages 0 to 6, throughout Lane County; and

WHEREAS, the grant application amount is beyond the County Administrator's delegated authority, and

WHEREAS, if the proposal is approved and funding awarded, the revenue agreement will be beyond the County Administrator's delegated authority;

NOW IT IS HEREBY ORDERED THAT the Board of County Commissioners approve the submission of the grant to the Oregon Community Foundation and delegate the County Administrator to sign the application; and, it is further

ORDERED that the Board of County Commissioners delegate authority to the County Administrator to accept the award and sign an agreement with the Oregon Community Foundation in the amount of up to \$90,000 per year for three years for a total of up to \$270,000, and to allocate funds up to \$90,000 annually for three years for a total of up to \$270,000.

APPROVED this _____ day of January, 2010

Chair,
BOARD OF LANE COUNTY COMMISSIONERS

APPROVED AS TO FORM
Date 1/14/10 Jane county
[Signature]
OFFICE OF LEGAL COUNSEL