AGENDA ITEM or FINAL CONTRACT REVIEW SUBMITTAL FORM

Agenda Item: Ratification of Approval to Submit Grant App; Buel

Action Requested: Other Ratification of Approval to Submit Grant Application

Parties to the Agreement:

Term Begins: 9/1/19 **Term Ends:** 8/31/2020 **Grant Contract #:**

Summary:

Requesting ratification of County Manager's approval to submit a grant application to the Buell Foundation for the Early Childhood Council. The deadline to submit the application was 4/30/19.

Fiscal Impact: 30,000

Submitted by: Liz Mense **Submitter's Email Address:** EMense@gunnisoncounty.org

Finance Review: (●) Required ( ) Not Required

Comments:
No concerns, ln

Reviewed by: GUNCOUNTY1\lNienhueser Discharge Date: 4/30/2019

County Attorney Review: (●) Required ( ) Not Required

Comments:
ok db 5/3/19

Reveiwed by: GUNCOUNTY1\dBaumgarten Discharge Date: 5/3/2019 Certificate of Insurance Required Yes ( ) No (●)

County Manager Review:

Comments:

Reveiwed by: GUNCOUNTY1\mbirnie Discharge Date: 5/3/2019

(●) Consent Agenda ( ) Regular Agenda ( ) Worksession Time Allotted: 0

Agenda Date: 5/7/2019

Revised April 2015

BUELL FOUNDATION
Investing in Colorado's Future

EARLY CHILDHOOD COUNCIL APPLICATION

SUMMARY SHEET FORM

Legal Name of Council:

Gunnison County

DBA (if applicable):

Mailing Address (and Physical Address if it is different and not confidential):

220 N. Spruce Street
Gunnison, CO 81230

Phone: 970-641-7913 **Fax:** 970-641-8346 **EIN:** 84-60000770

Website: www.gunnisoncounty.org

Council Email Address: mwacker@gunnisoncounty.org

Name of CEO or Executive Director: Joni Reynolds

Phone: 970-641-7940 **Email:** jreynolds@gunnisoncounty.org

Application Contact & Title (if *not* the CEO or Executive Director)**:**

Margaret Wacker, Council Coordinator

Phone: 970-641-7913 **Email:** mwacker@gunnisoncounty.org

COUNCIL INFORMATION

Year Founded: 2007

Mission Statement:

The Mission of the Gunnison Hinsdale Early Childhood Council is to expand and improve early childhood services and educational opportunities for families in Gunnison and Hinsdale counties.

Geographic Area Served (specific to this proposal)**:**

Gunnison and Hinsdale Counties of Colorado

Tax Exemption Status:

☐ 501(c)(3)

☐ Using a fiscal agent/fiscal sponsor
Name of fiscal agent/sponsor:

x Other than 501(c)(3), describe: Government entity

Number of Employees: **Full-time:** **Part-time:** 4

GRANT REQUEST INFORMATION

If you are unsure about how to fill out this section, please review the Application Guidance document and/or call your Program Officer.

Total Amount of Request: **$30,000**

Type of Grant Requested (select all that apply)**:**

Required request area for all applicants:

☐ Infrastructure & Systems Building $15,000

Optional request areas:

☐ Workforce & Professional Development $5,500

☐ Quality Improvement $5,000

☐ Increased Access to Child Care $4,500

☐ Direct Services (Call your Program Officer) $

Name of direct service program(s):

Note:

This funding is **intended to primarily support** councils that have seen a reduction in state systems building funding; however, we do want to understand the needs of all councils. For those councils receiving an increase in funding from the state, we ask that you identify **specific needs and gaps** that cannot be accomplished with your current state funding for consideration.

FINANCIAL INFORMATION

Budget numbers should match the numbers presented in Attachments 1

Council's Current Budget for Fiscal Year Ending: 12/31/2018

Income: $140,993.40 **Expenses:** $122,352.90

By signing below, I certify that the information contained in this application is true and correct to the best of my knowledge.

CEO/Executive Director **Date**

NARRATIVE

Limit narrative to no more than six pages (not including the council self-assessment).

1. **EARLY CHILDHOOD COUNCILS –SELF-ASSESSMENT.** Please complete the self-assessment of council activities included at the end of the application packet. We highly encourage you to do this first. Try to capture the current reality for your council.
   Please see attached Self-Assessment.

2. **COUNCIL BACKGROUND.** Discuss the founding and development of the council. Explain the original issue and/or opportunity the council was founded to address and how that may have changed over time.

   The Gunnison-Hinsdale Early Childhood Council (GHECC) was brought to our community in July of 2007 by Gunnison County's Department of Health and Human Services Department (DHHS) in order to improve local early childhood services and educational opportunities for children in these counties. The GHECC works in conjunction with Early Childhood Councils across Colorado to address the goals of HB 07-1062 which expresses a statewide need for increasing and sustaining the quality, accessibility, capacity, and affordability of services for children and their parents to help parents raise their children to be successful at school, at work, and in the community. After receiving grant funding from the Colorado Department of Education (CDE) in 2008, our council began working to create a comprehensive early childhood system.

   In 2017 our council created a new strategic plan that is aligned to the new Colorado Early Childhood Framework with goals and strategies that span across the three domains of Early Learning, Health and Well Being, and Family Support and Parent Education. In our current strategic plan greater emphasis has been places on expanding quality in child care, increasing access to child care, and increasing the affordability of child care.

3. **PROGRAMS, ACTIVITIES and EVALUATION.** Expand on the information included in the self-assessment to provide a deeper explanation of the following areas as well as how Buell funds might be used to support your efforts. Use this space to share how all areas intersect to create a stronger local early childhood system. **Please include goals and objectives, related activities, and key evaluation tools or indicators used for each area of work (including those not specifically funded under this grant request).**

   a. Infrastructure/Systems Building

      As mentioned in the self-assessment the council meets 6-8 times per year and has participation from a variety of stakeholders. Our council has an executive board that in the past has made critical decisions regarding funding and planning. Strengthening the engagement of this body continues to be a goal of the council staff.

      As our Council has moved forward in efforts to address issues that are surfacing in the early childhood landscape of Gunnison and Hinsdale Counties such as recruiting and retaining workforce and lack of access to quality, and affordable childcare we have seen greater engagement from the executive committee members, especially the domain leader for the Early Learning domain.

Moving forward we plan to better engage our executive committee as we look at community based solutions to these issues, as we believe their expertise and understanding of the importance of creating a strong network of early childhood resources will be of great assistance as we move forward.

With the gradual decrease in funding from CDHS that our council will experience in the next couple years securing funding from outside sources to support our efforts is crucial as we plan to further develop our council's infrastructure. The council has been fortunate as we have been able to maintain our staff throughout the years, this would not be possible without the funding our council receives from outside sources such as Temple Hoyne Buell Foundation. At the beginning of 2019 the Council applied for and was awarded funds from the City of Gunnison to help support a full-time AmeriCorps volunteer position that would focus on raising awareness around the issues facing early childhood in our area through social media outlets and by organizing presentations throughout the community. The AmeriCorps volunteer is also responsible for helping to schedule Family, Friend, and Neighbor educational sessions and ongoing professional development opportunities for EC professionals throughout the year as well as helping to plan for the annual GHECC Nurturing the Young Child Conference. Although a short-term, one year position having the AmeriCorps volunteer as part of the team has been immensely helpful!

In 2018-2019 we were fortunate to be able to use our THB funding to expand staffing, as well as add staffing for outreach to home providers and Spanish speaking families using Family Friend and Neighbor care. In September 2018 a home provider outreach specialist was hired with a focus on connecting with potential home providers and helping them move forward with obtaining a child care license.

b. Workforce/Professional Development

Currently CDHS Colorado Shines funding helps us provide coaching and PDIS work with our childcare sites. We have been able to use the funding we received from THB to increase staff hours to work on workforce recruitment and retention efforts. Our strategy for these efforts has begun with raising awareness around the issue and the need throughout our community in the same way that we are raising awareness around the need for greater access to quality care and affordability of care. This work will continue into the upcoming grant year as we look at solutions to address the need and create stronger partnerships with the Gunnison Watershed RE1J School District and WCCC.

The GHECC also organizes an annual fall conference in November of each year that provides 6 hours of continuing education with an option for attendees to also earn a CEU through Western Colorado University. The GHECC is currently working on a plan to expand the conference offerings and outreach to communities outside of the Gunnison Valley to encourage other Early Childhood professionals from southwest Colorado to attend the training.

We have experienced an increase in involvement from council members, especially members of our executive board as the council continues to explore solutions to the important issues of expanding and supporting the early childhood workforce. The council plans to continue the workforce conversation as we engage more key stakeholders from

our two counties including employers, Western State Colorado University, the City of Gunnison, and others from Gunnison County to develop a plan to increase the number of ECE courses accessible to Gunnison and Hinsdale County residents. The Early Childhood Resource Planning subcommittee is currently looking into ways to obtain better pay for early childhood professionals. All of the efforts described have require more staff time to schedule, plan, and facilitate meetings as we develop a comprehensive plan.

The Pathways program offered through Gunnison Watershed RE1J School District in partnership with the Technical College of the Rockies helped to make ECE courses available locally through an online course offering with few in-person sessions. This was an exciting new development in ECE courses offered in our area. Unfortunately after just a year of offering the classes in the Gunnison area the Technical College of the Rockies is now looking at restructuring which will lead to a shift in ECE course offerings. The Gunnison Watershed RE1J School District's Pathways Program is in the process of making similar arrangement with Western Colorado Community College (WCCC). The GHECC will look to creating a partnership with WCCC that will allow for individuals enrolled in the locally offered Expanding Quality in Infant and Toddler Care and/or the Pyramid Plus Approach 18 session training can also receive ECE credits through WCCC. The GHECC will continue to offer many professional development opportunities for early childhood professionals such as the EQIT course and coaching associated with the course and our annual Nurturing the Young Child Conference.

c. Quality Improvement

Our council has continued to increase our capacity to manage quality improvement activities. The council maintains a part-time coach, who is also a Pyramid Model coach for a different project. We also plan to continue to offer EQIT once per year with coaching. In the 2018-2019 year EQIT was not offered due to lack of enrollment, however a course is planned for summer/early fall of 2019.

Our council provides Colorado Shines coaching and manages Colorado Shines QI dollars for materials and PD. With the expanded staff time that we were able to achieve from our THB funding our assistant coordinator has been able to better assist our QI coach and navigator taking on sites looking to obtain a Level 2 rating and begin engagement in Colorado Shines. This has allowed the QI Coach and Navigator more time to focus on sites working on a Level 3-5 rating or re-rating. The council has continued to maintain our coaching and is currently on track to assist our only 2 unrated centers in achieving a Level 3-5 rating in the next 12-18 months.

Our home provider outreach specialist is looking towards ways to better engage home providers in Colorado Shines, we are currently looking at the possibility of a home provider appreciation dinner as an opportunity to enhance our connections with home providers. We have also been exploring approaches towards improving the quality of unlicensed care situations. The Family, Friend, and Neighbor educational sessions offered in partnership with the Gunnison County Library is one approach that we have created to better engage this community. The sessions that have been offered in the early months of 2019 included steps towards becoming a licensed provider and Pyramid Model relationship skills.

d. Increased Access to Child Care

A main focus of the GHECC's strategic plan is to increase access to learning experiences and environments that are high quality, developmentally appropriate and affordable. A strategy to support this goal is to increase the number of licensed providers and slots through outreach and referrals to potential home providers which as previously mentioned is the main priority of the GHECC's home provider outreach specialist. In recent years we have lost 8 home providers, this has put significant strain on families in our community as they shuffle to find childcare, especially infant and toddler care.

The home provider outreach specialist also serves as the Gunnison and Hinsdale counties CCCAP specialist and is a former home provider. She has proved to be a valuable asset to our council, recruiting 6 Qualified Exempt CCCAP providers in just under 8 months and providing guidance to a couple of interested FFN providers in the area towards becoming licensed. We anticipate seeing an increase in licensed home providers and/or centers in the upcoming year!

i. Direct Services - If your council provides direct services to children, families or providers, please detail each of those programs, including the curricula/approach, target audience, frequency, duration, evaluation tools, etc. (This type of request must first be discussed with your Program Officer.)

e. What evaluation needs does your council have? If there is specific technical assistance needed, please identify.
Tracking that our council currently has in include measurements for engagement in Colorado Shines Level 2 and Levels 3-5 as well as increases in teacher credential level. We plan to develop a measurement for the number of children impacted by quality improvement activities. The Council Impact Tool has been helpful in tracking the number of people reached through awareness efforts and professional development offerings throughout the year. Guidance on the continued development of an evaluation tool that is more comprehensive would be greatly appreciated.

4. STATE FUNDS. Explain this year's level of support from the State of Colorado, anticipated support through the next three years and how any changes will impact the council's programs and activities. In addition to a narrative description of the changes, please complete the following table (make adjustments as needed).

State support for Systems Building has decreased over the past several years and is anticipated to continue to decrease. This current fiscal year there was an unexpected increase at the last moment of contracting with CDHS, which bumped Systems Building funding up by almost $20,000 to $68,344 for one year. The council does not know the future state of CDHS funding from the State of Colorado.

2016-2017		2017-2018		2018-2019		2019-2020	
Systems Building	QI Base	Systems Building	QI Base	Systems Building	QI Base	Systems Building	QI Base
59,202	15,000	55,002	15,000	68,344	15,000	44,601	15,000

5. **BOARD/GOVERNANCE.** Describe the role of the board of directors in advancing the mission of the council. Include the key issues related to board effectiveness that are being addressed this year, the council's policy regarding board terms, and the percentage of the board that contributes financially to the Council.

   The Gunnison-Hinsdale Early Childhood Council is not a non-profit and does not have a board. Governance is achieved through the voting of our council members and the policies and procedures of our fiscal agent. Our council is made up of a voting body of members who sign an MOU that lasts for 1 year. Council members vote on the grant budgets and the strategic plan. We have an executive team made up of our domain leaders based on the 4 domains of the prior Early Childhood Framework. This executive team guides the council coordinator in setting the agenda and on quick decisions that need to be made. These are also 1 year terms, however we have lack of people willing to volunteer for these positions, so they often remain the same person volunteering year after year. Council staff is managed by Gunnison County Health and Human Services.

6. **PLANNING.**
   a. Describe the challenges and opportunities facing the Council in the next three to five years.
      The greatest challenge that our council faces continues to be maintaining and increasing staff capacity in order to achieve our ambitious strategic plan. The work of the early childhood resource planning subcommittee has consumed much of our staff time as well as the quality improvement work that is being done with early childhood care providers. The majority of our Council staff is able to work within our Council through innovative arrangements that allow for hours to be worked under our council and other programs housed under the Gunnison County Department of Health and Human Services, this arrangement has been helpful in maintaining our staff throughout the years and lessened the possibility of staff turnover. An example of this is our combined CCCAP/Home Provider Outreach Specialist position. Although this has proven to be an effective way to manage this challenge our council continues to look for funding opportunities that would allow for more staff time towards council efforts moving forward.

   b. Describe how the Council engages in planning and the focus of any current planning efforts.
      The council engages in planning on an annual basis. We hold stakeholder meetings that help to inform our strategic plan. The planning and brainstorming that has taken place through the early childhood resource subcommittee and the feedback received from attendees at our various presentations throughout the community has provided our council with helpful information moving forward and identifying solutions towards addressing early childhood needs in our area. When creating our current strategic plan the council held various stakeholder meetings, domain work sessions, and requested feedback from all council members before deciding on the various priorities and strategies identified in the plan.

7. **OPTIONAL.** If there is additional information that is vital to convey in this proposal, include that information here.

ATTACHMENTS

Label each attachment and provide in the order listed.

Financial Attachments

Note: Provide explanations for items that may raise questions in any of the attached financial documents. The explanations can be written onto the documents themselves or included as an additional page.

1. **BUDGETS**
   Complete the attached budget form. You may also include a current operating budget if you feel it helps to provide clarity.

2. **CURRENT (YEAR-TO-DATE) FINANCIAL STATEMENTS**
   Include a Balance Sheet and Profit & Loss Statement through the most recently completed operating month available (must be within the past three months).

3. **YEAR-END FINANCIAL STATEMENTS, AUDIT, AND SOURCES OF INCOME**
   Include the most recent fiscal year-end financial statements, audited if available.

   Sources of Income Table. Complete the table below for the council as a whole, based on the most recently completed fiscal year. Do not complete for the fiscal sponsor.
   Please see attached – Attachment 3

Percentage	Funding Source
%	Government grants (federal, state, county, local)
%	Government contracts
%	Foundations
%	Business
%	Events (include event sponsorships)
%	Individual contributions
%	Fees/earned income
%	Workplace giving campaigns
%	In-kind contributions (optional)
%	Other
%	**TOTAL (must equal 100%.)**

4. **MAJOR CONTRIBUTORS**
   List major contributors (foundations, businesses, government, individuals) with amounts for each of the past two fiscal years. Do not include names of individual donors. See Attachment 4.

5. **IN-KIND CONTRIBUTIONS**
   Summary of significant in-kind donations (donated goods and professional services) received by the council in the last two fiscal years. See Attachment 5.

Other Attachments

6. **BOARD OF DIRECTORS LIST**
   Include the following information for each board member:
   a. Position(s) on the board (officer and committee positions)
   b. Occupation and name of employer and/or affiliation(s)
   c. City or county of residence
   d. Term end date for each board member

7. **PROOF OF IRS FEDERAL TAX-EXEMPT STATUS**
   Also called a Letter of Determination, this letter must be dated within the last five years. If your council is housed at a government agency, please include a letter from the agency describing the relationship with and oversight of the council (sample letters can be provided if needed).

8. **ANTI-DISCRIMINATION STATEMENT**
   Include the policy adopted by the board of directors.

9. **LIST OF NAMES, TITLES AND QUALIFICATIONS OF KEY STAFF**
   Include the length of service with the Council. *Do not* include job descriptions or resumes.

10. **ANNUAL REPORT**
    If available.

11. **STRATEGIC PLAN**
    Submit your current strategic plan (this may be the plan developed for the 2017 CDHS RFA).

12. **EVALUATION RESULTS (optional)**
    Provide the council's most recent evaluation results or findings, relevant to this request if that information is not already included in Question 5 of the narrative.

Additional Attachments for Fiscal Agents/Fiscal Sponsors

If your council uses a fiscal sponsor, please submit the items listed below with your application.

13. **MEMORANDUM OF UNDERSTANDING**
    Contract between the council and the fiscal agent/fiscal sponsor.

14. **FINANCIAL ATTACHMENTS**
    Budget, Current Balance Sheet and Profit & Loss Statement, and Year-End Balance Sheet and Profit & Loss Statement.

15. **PROOF OF IRS FEDERAL TAX-EXEMPT STATUS**
    Letter of Determination for the fiscal agent/fiscal sponsor, dated within the last five years.

16. **BOARD OF DIRECTORS LIST**
    Information for the fiscal agent/fiscal sponsor.