AGENDA ITEM or FINAL CONTRACT REVIEW SUBMITTAL FORM

Agenda Item: Acknowledgment of CM Approval to Submiit; THB Gran

Action Requested: County Manager Signature

Parties to the Agreement: Temple Hoyne Buell Foundation

Term Begins: September 1, 2020 **Term Ends:** 8/31/2021 **Grant Contract #:**

Summary:

Approval to apply to THB for continuation funding for the ECC. $30,000

Fiscal Impact:

Submitted by: Margaret Wacker **Submitter's Email Address:** mwacker@gunnisoncounty.org

Finance Review: (●) Required ( ) Not Required

Comments:
No concerns, ln

Reviewed by: GUNCOUNTY1\lNienhueser Discharge Date: 5/6/2020

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

Comments:
ok db 5/12/20

Reveiwed by: GUNCOUNTY1\dBaumgarten Discharge Date: 5/12/2020 Certificate of Insurance Required

Yes ( ) No (●)

County Manager Review:

Comments:

Reveiwed by: GUNCOUNTY1\mbirnie Discharge Date: 5/14/2020

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

Agenda Date: 5/19/2020

Revised April 2015

SUMMARY SHEET FORM

Legal Name of Council:

Gunnison County

DBA (if applicable): Gunnison-Hinsdale Early Childhood Council

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: lathey@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)**:**

Lana Athey, GHECC Co-Coordinator

Phone: 970-642-4667 **Email:** lathey@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:

☐ Other than 501(c)(3), describe: Government Entity

Number of Employees:	Full-time:	Part-time:
3	0 Full-time	3 Part-time

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):

FINANCIAL INFORMATION

Budget numbers should match the numbers presented in Attachments 1

Council's Current Budget for Fiscal Year Ending: 06/30/2021_

Income: 105,800 **Expenses:** 105,800

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**

Please complete a one-page narrative describing your intended use of funds, including how much funding you are seeking, for what purpose and how your work may have changed from past Buell grants.

The Gunnison-Hinsdale Early Childhood Council is seeking $30,000 from the Temple Hoyne Buell Foundation to address issues in the early childhood landscape of Gunnison and Hinsdale Counties. This includes addressing recruiting and retaining the early childhood workforce, lack of access to quality, affordable childcare, and quality improvement. Moving forward we plan to better engage our executive committee, community leaders, parents and key stakeholders as we look at community based solutions to these issues. This work will continue what was started by our ECC Early Childhood Resource Subcommittee. The Early Childhood Resource Subcommittee is continuing to look into ways to obtain better pay for early childhood professionals, increase access to quality programs, and make quality early care and education more affordable for families. All of the efforts described have require continued staff time to schedule, plan, and facilitate meetings as we develop a comprehensive plan.

With the gradual decrease in funding from CDHS that our council has been experiencing in the past couple of years, especially related to systems building efforts, 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.

We anticipate some of our work to shift in the upcoming year as our early childhood care providers rebuild and restart after the shutdowns required in response to the COVID-19 pandemic. We expect to see an even greater need for support with early childhood workforce recruitment and retention as many centers expect to lose some of their key staff due to the economic crisis caused by the pandemic. Centers are expecting a decrease in enrollment over the next 6 months to a year due to the economic hardship faced by many families in our community, placing another strain on our early childhood system. Funding from the Temple Hoyne Buell Foundation will allow our Council to continue outreach efforts to support the recruitment of the early childhood workforce, as well as support our centers and home providers in maintaining their current staff by providing coaching and professional development opportunities such as our annual conference, Expanding Quality in Infant and Toddler Care, standard precautions, and medication administration. Funding will also be used for staff time to advocate for greater community support of early childhood programming, and to engage potential home providers through outreach efforts focused towards family, friend, and neighbor care providers.

Continued collaboration with the Gunnison County Multicultural Resource Services coordinator will occur to outreach and support Spanish-speaking families who may be affected by the economic factors resulting from the COVID 19 pandemic, especially in our tourism based economy.

Please describe any significant impacts related to COVID-19. For example, this could include information about significant changes in leadership or staff size and/or significant changes in programming not already addressed in the one-pager.

The COVID-19 Pandemic has had a significant impact on our early childhood care and education system. Our early childhood centers and family child care homes which already operated on extremely tight margins have lost much if not all of their reserve funds. Some centers are looking at the possibility of also losing qualified staff members as well. This reality along with the fact that many of the families in our community might be experiencing unemployment leads to the perfect storm in which we see the potential for some of our early childhood programs to never be able to reopen or at least not run at the capacity that they had in the past.

The GHECC anticipates many hours of support and guidance in the upcoming months will be provided to these care providers. Our Council has been connecting EC providers with resources to assist them in maintaining payroll even through the shut-down as well as helping to lead an Early Childhood Subgroup that was developed by Gunnison County leaders in response to the COVID-19 pandemic. We see now more than ever the importance of everyone coming together as a group to address the needs of the early childhood community.

Once we have moved out of crisis mode and back into some form of normalcy a priority of the Council will be to look at the sustainability of our early childhood care providers and begin to develop a course of action to allow our centers to be in a better financial position should a situation like the COVID-19 Pandemic occur once again.

Regarding staff time due to COVID 19, we have experienced some changes, some of which may be temporary and others may not be. Our Outreach Assistant has requested to reduce hours to allow her to home school and this change is permanent. We anticipate the outreach role, focused on FFN care providers and potential new CCCAP providers to be taken on by the Council Co-Coordinators. Temporarily COVID 19 response has pulled our council staff to provide more direct service as part of the response of Health and Human Services. Over the past 6 weeks examples have been serving in the call center, helping with public information for Spanish families and Logistics within the Emergency Operations Center, as well as linking families directly to resources such as the FEMA supplies. We expect some of these emergency response duties to decline as our community gets back to normal.

Please describe any additional successes/changes in the past year (which may or may not be related to COVID-19) that were not addressed in your interim/final report.

Past funding from Temple Hoyne Buell has allowed the GHECC to do more community outreach which resulted in more local funds invested in our efforts to address the issues in early childhood care and education in our area. In 2019 and now in 2020 the City of Gunnison has granted our council funds to first raise our community's awareness around these issues, offer events to engage the family, friend, and neighbor care providers, and support the recruitment of early childhood teachers as well as provide our annual fall conference to EC professionals in our community.

Another success was the inclusion of strategic priorities related to access to child care by the Gunnison County Department Health and Human Services, showing that efforts to increase awareness of the need to address child care by our leaders are having some impact.

Throughout the COVID 19 response in the past 6 weeks child care has been a top concern in the community. The community looked to the Early Childhood Council to provide leadership in bringing the child care providers together to figure out how to provide support and how to safely reopen childcare.

Explain this year's level of support from the State of Colorado, anticipated support through the next few years and how any changes will impact the council's programs and activities.

The Office of Early Childhood has not provided information on the level of funding for councils past this coming year of July 1 2020 – June 30 2021. Our council was surprised this spring during the contracting period that the OEC increased funding for doing Colorado Shines Quality Improvement work to $30,000, up from $15,000 the year prior. Systems Building funding has declined steadily over the past several years from a high point of nearly $60,000 to the $30,000 that will start next year. ECC staff are also not certain how or if any Preschool Development Grant funding will come to the council to support additional asks of our staff.

Quality Improvement work through the council has definitely increased over the years, with the hiring of an internal QI Coach/Navigator, and we anticipate that will continue. Our council is attempting to hold the course, maintaining staff hours, while still doing vital Systems Building work despite funding cuts. Temple Hoyne Buell funding has made that possible.

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/Statement of Financial Position and Profit & Loss/Statement of Activities through the most recently completed operating month available (must be within the past three months).

3. **PRIOR 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.

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.

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.

Other Attachments

6. **PROOF OF IRS FEDERAL TAX-EXEMPT STATUS**
   Also called a Letter of Determination. 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).

Additional Attachments for Fiscal Agents/Fiscal Sponsors

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

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

8. **FINANCIAL ATTACHMENTS**
   Budget, Current Balance Sheet/Statement of Financial Position and Profit & Loss/Statement of Activities, and Year-End Balance Sheet and Profit & Loss Statement/Statement of Activities.

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

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

Early Childhood Councils
Budget Template

Council Name: Gunnison-Hinsdale Early Childhood Council

Note: Green lines indicate that all funds are passed to another beneficiary, such as a child care site, family, etc. Funds in these categories may not be moved to other lines when budget adjustments are needed.

REVENUE			
Income Streams	Total Council Budget		Narrative - Description of each line (what is included, how much, who provides the funds, etc.)
Sample line items (include appropriate items for your council):			
Government Sources (grants or contracts)	73200		2021 CDHS: Systems Building, CSQI base, EQIT and City of Gunnison
Foundations	30000		THB
Business			
Events			
Individuals			
Fees/earned income	1600		Conference fees
In-Kind			Gunnison County provides office space, phone, financial and administrative assistance. We have paid them 10% indirect rate on CDHS grants for this in the past.
Other			
TOTAL REVENUE	104800		

EXPENSES			
	Total Council Budget (including Buell request)	**Buell Request (a portion of total)**	**Narrative - Description of requested funds in each line (what is included, by whom, how often, etc.)**
Part A: Infrastructure & Systems Building			
Internal Capacity of Council			
Sample line items (include appropriate items for your council):			
Salaries	45395	**12000**	SB: 22 hours of Co-Coordinators, 2 hours of Outreach Assistant + $7500 City Grant Staff time + THB Request: 6 more hours for Co-Coordinator
Benefits			
Evaluation			
Computer costs	3500	**2000**	Computer costs for 1.10 computers
Travel			
Office Supplies	261		Office Supplies
Indirect Rate to Gunnison County			
Registrations	350	**350**	RMECC Registration
Strategic Partnerships			
Meeting costs			
Data sharing			
Mileage	1847		5 Trips to Denver for ECCLA and/or RMECC, 2 trips to Lake City for ECC/CPP meetings
ECCLA Membership	650	**650**	ECCLA Membership
INSERT ADDITIONAL LINES AS NEEDED			
Public Engagement			
Sample line items (include appropriate items for your council):			

Social media	100		Targeted social media post boosts focused on access and affordability of EC care and education, importance of quality early childhood education, and EC workforce.
Newsletters			
Communications contractors			
Advertising	120		Newspaper Ads x 2 @ $60 per ad
INSERT ADDITIONAL LINES AS NEEDED			

Policy/Advocacy			
Sample line items (include appropriate items for your council):			
Community convening	500		
Travel costs			
Subscriptions			
E-communication			
Incentives			Incentives for parents and vulnerable populations for participation
INSERT ADDITIONAL LINES AS NEEDED			
TOTAL Infrastructure & Systems Building	**52723**	**15000**	

Note: Funds awarded by Buell are flexible for infrastructure & systems building; only significant changes to budget need to be approved.

	Total Council Budget (including Buell request)	**Buell Request (a portion of total)**	**Narrative - Description of each line (what is included, by whom, how often, etc.)**
Part B: Buell Focus Areas			
Workforce & Professional Development - Activities with a focus on improving the qualifications of early childhood professionals.			
Sample line items (include appropriate items for your council):			
Salaries/Personnel	5951	1500	EQIT
Mileage			
Marketing			
Travel	803		1 trip to Denver for EQIT Training
Annual Conference costs: space rental, speakers, food, QI raffle items	4134	2000	Annual Conference - provides 6 training hours, Safe Sleep, Standard Precautions, an a CEU offered through Western Colorado University
INSERT ADDITIONAL LINES AS NEEDED			
Redistributed funds:			
College scholarships, textbooks and certifications	2000	2000	
TOTAL Workforce & Professional Development	**12888**	**5500**	

Quality Improvement - Activities that target licensed providers working to improve or maintain quality.			
Sample line items (include appropriate items for your council):			
Salaries/Personnel	29309	1000	CDHS CSQI Base and THB QI Admin
Mileage	657		1trip to Denver for RMECC, plus regional travel for coaching
Marketing			
Office Supplies			
Scholarships			
INSERT ADDITIONAL LINES AS NEEDED			
Redistributed funds:			
Materials/mini-grants to sites	4388	4000	Homeprovider and other minigrants
TOTAL Quality Improvement	**34354**	**5000**	
Increased Access to Child Care - Activities related to increasing the number of child care slots in a catchment area or the ability of parents to access those slots.			
Sample line items (include appropriate items for your council):			
Salaries/Personnel	4500	4500	3357 3 hours of Outreach Assistant and 1 hour of Spanish Outreach Assistant
Benefits			
Contractors/Consultants			
Share of operational costs			
Supplies/Materials			
Mileage			
Marketing			
INSERT ADDITIONAL LINES AS NEEDED			
Redistributed funds:			
Child care tuition assistance for families			
TOTAL Increased Access	**4500**	**4500**	
TOTAL Buell Focus Areas	**51742**	**15000**	

Note: Funds awarded by Buell are flexible within each subcategory (e.g., Workforce, QI, etc.) with the exception of those funds noted in green, which cannot be moved when adjustments are needed. Only significant changes to budget need to be approved.

Redistributed funds are those dollars that flow directly out to community beneficiaries, such as child care centers or families.

	Total Council Budget (including Buell request)	**Buell Request (a portion of total)**	**Narrative - Description of each line (what is included, by whom, how often, etc.)**
Part C: Direct Services			
Sample line items (include appropriate items for your council):			
Salaries/Personnel			
Benefits			
Contractors/Consultants			
Supplies/Materials			
Mileage			
Marketing			
Include all lines specific to the program (e.g. Parents as Teachers)			
TOTAL Direct Services	**0**	**0**	

GRAND TOTAL FOR COUNCIL (sum of Parts A, B & C)	104465	30000	