

October 13, 2016

Board of Commissioners
Clackamas County

Members of the Board:

Approval of Intergovernmental Revenue Agreement with Oregon Dept of Education, Early Learning Division for Preschool Promise Start Up and Capacity Building

| | |
|--|--|
| Purpose/Outcomes | Start Up Funds for Preschool Promise (materials, supplies, furniture etc) |
| Dollar Amount and Fiscal Impact | \$46,300 No County General Funds are involved |
| Funding Source | Oregon Dept of Education, Early Learning Division State Gen Fund |
| Duration | From July 1, 2016 through June 30, 2017 |
| Previous Board Action | N/A |
| Strategic Plan Alignment | <ul style="list-style-type: none"> • Individuals and families in need are healthy and safe • Ensure safe, healthy and secure communities |
| Contact Person | Rodney A. Cook, 503-650-5677 |
| Contract No. | Contract database # 7965 |

BACKGROUND:

The Children, Youth & Families Division of the Health, Housing and Human Services Department requests the approval of an Intergovernmental Agreement with Oregon Dept of Education, Early Learning Division for Preschool Promise Start Up funds. Start Up Funds are available for advertisement, curriculum materials, books and furniture etc. Preschool Promise creates quality childcare slots for disadvantaged families. Clackamas County was awarded 28 childcare slots.

No County General Funds are involved in this contract/agreement. It has been reviewed and approved by County Counsel. It becomes effective July 1, 2016 and terminates June 30, 2017. This contract/agreement \$46,300.

RECOMMENDATION:

Staff recommends the Board approval of this Agreement and authorizes Richard Swift, H3S Director to sign on behalf of Clackamas County.

Respectfully submitted,

Richard Swift, Director
Health, Housing & Human Services



Early Learning Division | 775 Summer St NE, Suite 300, Salem, OR 97301

Phone: 503-373-0066 | Fax: 503-947-1955

Grant Award Letter

for

Preschool Promise Start Up and Capacity Building

Grantor: Oregon Department of Education, Early Learning Division (ELD)

Grantee: Clackamas County, Clackamas Early Learning Hub

Grant Amount: \$46,300.00

I. GRANT TERM

All grant related activities must occur between July 1, 2016 and June 30, 2017. Grant fund claims must be submitted as outlined in section V. below. ELD must review, accept and approve each reimbursement claim submitted prior to funds release. The Request for Funding form is considered a reimbursement claim.

II. KEY ACTIVITIES

The Early Learning Hub (Hub) agrees to conduct the following Preschool Promise implementation related key activity:

- The Early Learning Hub will utilize and distribute the funds awarded as described in their Request for Funding Form, which is a separate form from this Grant Award Letter.

III. GRANT MANAGERS AND KEY CONTACTS

Clackamas Early Learning Hub
Rod Cook
Children, Youth and Families
Division
503-650-5677
rodcoo@co.clackamas.or.us

Early Learning Division
Gwyn Bachtle
Preschool Promise Program
Coordinator
503-947-0991
gwyn.bachtle@ode.state.or.us

IV. OWNERSHIP OF MATERIALS OR WORK PRODUCT - RECOVERY

All materials purchased specifically for the purpose of implementing a Preschool Promise program are owned by the State of Oregon.

OREGON DEPARTMENT OF EDUCATION

Kate Brown, Governor

- a. If a Preschool Promise program ceases to offer services to eligible families at any time during the 2016-17 program year (July 1, 2016 to June 30, 2017), the State of Oregon may recover classroom supplies, equipment, and other durable goods purchased with State funding. Recovery of these items will be made on a case-by-case discussion between ELD, the Hub and the Preschool Promise provider.
- b. Should a Preschool Promise provider cease operations at the end of any program year, recovery of all durable goods purchased with State funding will be made on a case-by-case discussion between the ELD, the Hub and the Preschool Promise provider.

V. DELIVERABLES

a.

| Activities | Deliverables | Due Dates | Amount |
|---|--|---|-------------------|
| Early Learning Hub will distribute funds in accordance with the Request for Funding Form. | 1. Submit quarterly financial documents to the ELD that align with expenditures. | 1. First report due by November 1, 2016. Second report by February 1, 2017. Third report by May 1, 2017. Fourth report by August 1, 2017. | Up to \$46,300.00 |
| | 2. Maintain Inventory List of materials purchased with this grant award. | 2. Final inventory due August 1, 2017. | |
| Total Grant Award Amount | | | Up to \$46,300.00 |

- b. Hub shall maintain documentation of all expenditures and provide a quarterly expenditure report of amounts spent by each Preschool Promise provider.
- c. Hubs shall ensure that an inventory of all items purchased with State funds is maintained by the Preschool Promise program provider and is available for review at any time by the Hub fiscal agent and the ELD.
- d. Hub shall notify the ELD Key Contact by March 31, 2017 of a plan for expenditure of all State funds for the Preschool Promise program or unexpended balance for redistribution to other Early Learning Hubs.

VI. REIMBURSEMENT; GRANT DRAW DOWN; DOCUMENTATION

All invoices received from the Grantee must include a description of the deliverables in Section V and all required documentation to support the reimbursement claim. The Grantee must request funds on a monthly or quarterly basis using the Oregon Department of Education's Electronic Grant Management System (EGMS).

VII. OTHER CONDITIONS

The Grantee shall use the funds for the purposes described in this Grant Agreement and understands that any alternative use of funds must be authorized in advance in writing by the ELD Grant Manager.

Any significant changes in project or organizational leadership must be reported to the ELD Grant Manager within ten (10) calendar days of the change. Any changes that may have significant impact on grant activities and proposed outcomes must be negotiated with the ELD Grant Manager in writing in advance.

VIII. AUTHORIZED SIGNATURES

The undersigned, agree to all of the above terms and conditions related to this Grant Award Letter.

Kim Parker, Chief of Staff

Oregon Department of Education, Early Learning Division

Signature: _____ Date: _____

Clackamas County, Board of County Commssioners for

Clackamas Early Learning Hub

Signature: _____ Date: _____

(Has legal fiscal authority to sign)