

**Agenda Item No. 4**  
**May 7, 2014 Meeting****DATE:** April 22, 2014**TO:** Children and Families Commission of Orange County**FROM:** Christina Altmayer, Executive Director **SUBJECT:** Anaheim Capacity Building Grant Award

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**SUMMARY:**

The Children and Families Commission approved a preliminary allocation of \$25,000 at the April meeting to support a capacity building grant to the Anaheim City School District, acting as fiscal agent on behalf of the Anaheim Village Plan Collaborative. In response to Commission direction, this staff report provides further information on the scope, budget and deliverables associated with the proposed funding. It is anticipated that the Commission's funding will be matched with grants from other regional foundations.

**DISCUSSION:**

As reported to the Commission in April, staff has been exploring strategies to address early childhood needs in Anaheim. Commission efforts have focused on cultivating and enhancing partnerships with Commission funded organizations that serve Anaheim and local funders that have expressed an interest in supporting additional work in that community. A capacity building grant of \$25,000 was authorized to support development of a Strategic Business Plan for the Anaheim Village Plan Collaborative. The Collaborative has been meeting for the last three years with the mission to *ensure that children of all ages and families of Anaheim make quality life choices to support their well being through physical, intellectual, and mental health.*

The Anaheim City School District will serve as fiscal intermediary for the project. The Commission's maximum funding of \$25,000 will be matched with additional funding from the Orange County Community Foundation and the Samueli Foundation. Commission funding would be reduced based on the participation of other funders to support the proposed overall budget of \$32,000. The attached scope of work outlines the proposed tasks, budget, deliverables and timeline.

**STRATEGIC PLAN & FISCAL SUMMARY:**

This item has been reviewed in relation to the Strategic Plan, and is consistent with all outcome goals. Funding for Catalytic Matching Fund programs is included in the Commission's Round 2 Catalytic Budget under Partnership for Children's Health.

**PRIOR COMMISSION ACTIONS**

- April 2014 – Approved \$25,000 to provide capacity building funds for the Village Collaborative in Anaheim and Anaheim City School District as the fiscal intermediary
- December 2013- Updated on Sustainability Strategies

- March 2012- Round 2 Catalytic Funding Allocation Approved

**RECOMMENDED ACTION:**

Receive scope of work for the Anaheim City Schools Capacity Building Grant.

**ATTACHMENT:**

1. Scope of Work for Anaheim City Schools Capacity Building Grant

**Contact:** Kim Goll

**Anaheim City School District  
Capacity Building Grant  
Proposed Scope of Services**

**Scope:**

Anaheim City School District, as fiscal agent and acting on behalf of the Anaheim Village Plan Collaborative will be responsible for developing an organizational plan that will document the purpose, membership and scope of the collaborative, related budget and how the collaborative will work to implement best practices to meet the educational, developmental, physical and mental health needs of children and families in the Anaheim community. The planning processing will include a review of the Magnolia Place Community Initiative in Los Angeles and how the documented successful practices and strategies can be adapted by the Anaheim Village Plan Collaborative.

**Deliverables:**

The planning effort should results in a Strategic Business Plan that will include the following:

1. **Project Vision and Mission** shall include a description of the organization and profit/nonprofit status; a description of organization's short and long-term goals; the organization's mission and vision statements; a description of the proposed project and a description of how the planned project and service(s) fit with the collaborative's goals and mission.
  
2. **Community Need** shall include a description of the characteristics and needs of the target population, including numbers to be served, cultural aspects and a statement that ties solutions to the problem, citing available data that supports the community need and the method(s) used to determine the needs, identification of other agencies providing similar services and a description of how services will relate to those already offered or why additional services are needed, as appropriate, and describe the partnerships or referral opportunities needed to make service provision effective and comprehensive in the community.
  
3. **Service Delivery** shall include a complete description of the range and scope for the planned services, how services are culturally appropriate and accessible to the community, how the services are evidence-based or evidence-informed, the tools or instruments to be used, the questions to be addressed and how the project proposes to answer them, how partners will be involved in service delivery, and implementation, as appropriate. The plan should consider how the health, educational, and community support providers will work collaboratively and the network of services to be provided. The service delivery plan should plan address how the network will operate, including common referral tools, plans for growth, and the recommendation regarding a permanent "hub" for services modeled after the Magnolia Place Community Initiative. Specifically, the plan will address client level referrals protocols that will be employed as well as community level supports, such as promotion of strong community-connections and wellness.

4. **Management Plan** shall include a description of how the collaborative will sustain its operations through staffing, partner relationships, and identification of the collaborative lead. The plan should document what type of staffing is required to support the ongoing work of the collaborative and the organization structure that will support the management plan; specifically addressing the recommended ongoing fiscal agent and/or organization that will support the staff.
5. **Marketing Plan/Outreach plan** shall include information about how services will be marketed to the target population and to prospective partners to ensure sustainability of the project. It should identify additional partners that will be recruited to the partnership, why, and how they engagement will support
6. **Evaluation Plan** shall describe methods for measuring program implementation, fidelity and programmatic success, a definition of the planned outcomes that addresses the target population, number of people served, the data collected, methods used, and how data will be analyzed and how an outside evaluator will be used, as appropriate.
7. **Financial Planning and Sustainability Plan** shall identify a strategy to pursue additional funding strategies after the term of this Agreement, including potential resources/source of revenue and the likelihood of funding from these sources, the staff person(s) responsible for ongoing resource generation and a three-year budget including but not limited to staff, supplies and infrastructure, space, leases and promotional materials.

## **Budget**

The Anaheim City School District, acting as the fiscal agent, will engage a consultant that will be responsible for:

- Planning, scheduling and facilitating meetings of the existing Anaheim Village Plan Collaborative
- Conducting research and data analysis as necessary to support the community needs assessment and other elements of the Strategic Business Plan
- Designing sessions to address all elements of the Strategic Business Plan
- Documenting findings and recommendations
- Preparing a draft and final Strategic Business Plan.

Estimated Cost:           \$25,000

Additionally, the Anaheim City School District, will engage the Children's Bureau of Southern California, to provide technical assistance and recommendations based on their experience in implementation of the Magnolia Place Community Initiative. This technical assistance will include participation in monthly facilitated meetings, reviewing draft findings and recommendations, and sharing resources and other applicable documents utilized at Magnolia Place.

Estimated Cost:           \$ 7,000

Total Project Cost: \$32,000

**Proposed Timeline:**

- Project launch date: May 15, 2014
- Develop draft plan elements (1-4) July 15, 2014
- Develop draft plan elements (5-7) August 31, 2014
- Develop draft plan September 15, 2014
- Submit final plan October 1, 2014

*Dates may be adjusted slightly based on meeting schedules at the discretion of the Executive Director.*