

**Agenda Item 5
December 3, 2014**

DATE: November 10, 2014

TO: Children and Families Commission of Orange County

FROM: Christina Altmayer, Executive Director

SUBJECT: Statewide and Local VISTA Program Report**SUMMARY:**

The Children and Families Commission of Orange County has participated the VISTA (Volunteers in Service to America) programs for over 10 years. Through this program, the Commission receives an allocation of positions that are placed with Commission grantees and community partners to provide capacity building support. This program is partially federally funded and provides benefits, living stipends, and educational awards for individuals that complete a year of service in low income communities. In October, the Commission approved implementing actions for the 2014/15 VISTA program year including:

- Authority to enter into an agreement with the federal Corporation for National and Community Service (CNCS)
- Enter into a Memorandums of Agreement (MOA) with the participating county commission; and,
- Authorization to release a Request for Proposal (RFP) for a new statewide VISTA program administrator and enter into an agreement for services with selected vendor.

Included in this item are updates on each of the items as well as request to amend the statewide administrator's agreement to include VISTA member payments.

DISCUSSION:

At the October 2014 meeting the Commission approved entering into a new agreement with CNCS to continue to administer the statewide VISTA program. Subsequent to that action, staff was formally notified by the Program Officer at CNCS that we would be delaying the start of a new agreement until January 10, 2015, and instead would extend the term of the existing agreement to January 10, 2015 to allow for all remaining spending out of all allocated 2013/14 CNCS dollars. This extension of the existing agreement is solely to allow for the maximum use of federal dollars that have been previously allocated and does not have a programmatic impact.

The new agreement with CNCS will start on or about January 10, 2015 and staff anticipates that it will be consistent with the terms approved by the Commission in October. The agreement with CNCS includes a budget that identifies the match contribution made by CNCS, which offsets the member stipend amounts and administrative responsibilities of \$319,279. The agreement requires local commissions to provide cash and in kind match of \$397,072 to administer the program. Orange County's portion of the cash and in kind match is \$186,241. The total amount for the agreement with CNCS is \$716,351.

The Commission has Memorandums of Understanding (MOAs) with each of the participating Commissions statewide. The MOA governs the operation of the program and expectations for hosting members, as well as documents the cash and in kind match of the partnering county commissions. Each county agrees to reimburse the Commission for the cost of member living stipends not covered by the CNCS grant and their proportional share of the administrative responsibility for the program. The revenue generated by these agreements, anticipated to be approximately \$42,000, will offset expenses incurred for the statewide administration. Commission staff extended the MOA with each of the participating counties through January 10, 2015 and will generate new MOAs once the new agreement with CNCS has been developed and executed.

In program year 2014/15, the VISTA program members will continue to support the capacity building efforts of the agencies they are placed with. In compliance with the newly redesigned performance measurement system, members will also be linking the outcomes of these activities with increased programmatic services to the targeted communities. A majority of the members placed in Orange County will be focused on the outcome category of School Readiness. This category includes a broad definition of services including, but not limited to, developmental services, early learning, and family support.

Request for Proposal for New Local and Statewide Program Administrator

As reported in October, the Commission has historically used Orangewood Children's Foundation (Orangewood) and Public Health Foundation Enterprises, Inc. (PHFE) to administer both the local and statewide VISTA programs. Orangewood provided support for member recruitment and training, technical support for both host agencies and county commissions, and all required reporting requirements for CNCS. The payments to all the statewide VISTA members were managed by PHFE.

A recommendation from CNCS suggests that the Commission subcontract with one administrative partner that can provide fiscal, human resources and program support. Consistent with this direction, staff released a Request for Proposal (RFP) for a new statewide administrator on October 16, 2014. The RFP process and document followed federal procurement requirements for a single administrative agent that can perform the program support, as well as the fiscal and human resources component. The selection criteria were approved as part of the October agenda item and were based on the following factors: organizational capacity to manage a statewide VISTA program; cost for the administration of program; and, capacity experience with sustainability of CNCS programs.

Staff has completed the RFP process, received two proposals, reviewed them against the criteria and selected Prevent Child Abuse California as the statewide administrative partner. Their proposal rated higher in all three categories and had the lowest cost. On October 3, 2014, the Commission authorized staff to enter into an agreement with the selected service provider for a term of one year with the option for a two year renewal and in an amount not to exceed \$130,000. Pursuant to this authorization, staff entered into agreement FCI-V5-05 with Prevent Child Abuse California on November 14, 2014.

Starting in January 2015 and consistent with the new CNCS agreement, Prevent Child Abuse California will be acting as the fiscal administrative partner for the statewide collaborative. In this role they will be responsible for processing payments directly to members (including but not limited to, living stipends, relocation payments, and end of service stipends). Agreement FCI-V5-05 with Prevent Child Abuse California requires an amended to increase the budget by \$433,000. The \$433,000 represents \$189,000 that is eligible for CNCS reimbursement and \$244,000 that the participating counties agree to pay via the MOAs.

The Commission also provides a housing stipend and mileage reimbursement to the VISTA members that serve this community. These additional benefits have enabled the local VISTA program to attract and retain highly qualified members. The housing stipend is a maximum of \$750 per month per member and has historically been administered by the statewide fiscal partner. Staff recommends that Prevent Child Abuse California also administer these funds and is requesting authorization to develop an agreement in an amount not to exceed \$86,000.

STRATEGIC PLAN & FISCAL SUMMARY:

The proposed agreements and amendments have been specifically reviewed in relation to the Strategic Plan. The new agreements and amendments are consistent with the Capacity Building goal and are designed to further the Healthy Children, Strong Families, and Early Learning goals. This funding request is included in the FY 2014/15 Budget within the Capacity Building-AmeriCorps and VISTA budget category. Federal funding will be included in the FY 2014/15 Amended Budget.

PRIOR COMMISSION ACTIONS:

- October 2014 - Renewed funding for the 2014/15 VISTA program
- May 2014 - Renewal funding approved for AmeriCorps program and VISTA program update
- March 2014 - Capacity Building Goal Area update
- September 2013 - Renewal funding approved for CNCS agreement PHFE, and participating county commissions
- September 2012 - Renewal funding approved for CNCS agreement, PHFE and participating county commissions

RECOMMENDED ACTIONS:

1. Receive status report on VISTA program and notification of selected program administrator.
2. Adopt resolution (Attachment 1) authorizing the Executive Director or designee and Commission Counsel to prepare and negotiate the terms and final form of a First Amendment to agreement FCI-V1-05 with Prevent Child Abuse California to serve as the statewide fiscal administrator for the VISTA program and increase the maximum obligation by \$433,000 for a total maximum obligation of \$563,000 for a term of 14 months.
3. Adopt a resolution (Attachment 2) authorize the Executive Director or designee and Commission Counsel to prepare and negotiate the terms and final form of agreement FCI-V1-06 with Prevent Child Abuse California to serve as the local fiscal administrator for housing stipends for Orange County VISTA members in an amount not to exceed \$87,000 for a term of 12 months.

ATTACHMENTS:

1. Resolution authorizing First Amendment to agreement FCI-V1-05 with Prevent Child Abuse California
2. Resolution authorizing Agreement FCI-V1-06 with Prevent Child Abuse California

Contact: Kim Goll

CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY

RESOLUTION NO. ___-14-C&FC

December 3, 2014

A RESOLUTION OF THE CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY DIRECTING THE EXECUTIVE DIRECTOR OR DESIGNEE AND COMMISSION COUNSEL TO PREPARE AND NEGOTIATE THE TERMS AND FINAL FORM OF A FIRST AMENDMENT TO AGREEMENT FCI-V1-05 WITH PREVENT CHILD ABUSE CALIFORNIA, A CALIFORNIA NON-PROFIT CORPORATION, TO SERVE AS THE AS THE STATEWIDE FISCAL ADMINISTRATOR FOR THE VISTA PROGRAM; AND, AUTHORIZING APPROVAL AND EXECUTION OF SUCH AGREEMENTS ON BEHALF OF THE COMMISSION

WHEREAS, in order to facilitate the creation and implementation of an integrated, comprehensive, and collaborative system of information and services to enhance optimal early childhood development, the legislature adopted legislation set forth in the California Children and Families Act of 1998, Health and Safety Code Section 130100, *et seq.* (as amended, the “Act”) implementing the Children and Families First Initiative passed by the California electorate in November, 1998 and establishing the California Children and Families Commission and County Children and Families Commissions, including this Children and Families Commission of Orange County (“Commission”); and

WHEREAS, Commission adopted its Strategic Plan to define how funds authorized under the Act and allocated to the Commission should best be used to meet the critical needs of Orange County’s children prenatal to five years of age as codified in the Act; and

WHEREAS, the Executive Director and Commission Counsel have prepared a standard Master Agreement for Services (“Master Agreement”) which was approved by the Commission; and

WHEREAS, Commission desires to authorize the Executive Director or designee and Commission Council to prepare and negotiate a First Amendment to Agreement FCI-V1-05 with Prevent Child Abuse California, to serve as the statewide fiscal administrator for the VISTA program, increasing the maximum payment obligation by \$433,000 for an adjusted maximum payment obligation of \$563,000 for a fourteen month period beginning on or about November 1, 2014.

WHEREAS, Commission has reviewed the staff report for the December 3, 2014 Commission meeting relating to the scope of services to be provided and hereby finds and determines that the proposed Agreements are in furtherance of and consistent with the Commission’s Strategic Plan; and

WHEREAS, Commission desires to authorize the Commission Chair to execute the First Amendment to Agreement FCI-V1-05 with Prevent Child Abuse California in an amount not to exceed \$563,000 for a fourteen month period beginning on or about November 1, 2014.

NOW, THEREFORE BE IT RESOLVED BY THE COMMISSIONERS OF THE CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY AS FOLLOWS:

Section 1 Commission finds and determines the foregoing Recitals are true and correct and are a substantive part of this Resolution.

Section 2 Commission authorizes the Executive Director, or designee, and Commission Counsel to prepare and negotiate the terms, conditions, and final form of a First Amendment to Agreement FCI-V1-05 with Prevent Child Abuse California in an amount not to exceed \$563,000 for a fourteen month period beginning on or about November 1, 2014, to serve as the statewide fiscal administrator for the VISTA program as described in the December 3, 2014 staff report for this Agenda item and scope of services referenced therein; and

Section 3 The form of a First Amendment to Agreement FCI-V1-05 with Prevent Child Abuse California shall be substantially similar to the form of the standard Master Agreement, subject to minor, non-substantive revisions as reviewed and approved by the Executive Director or designee and Commission Counsel. The approval by the Executive Director of a First Amendment to Agreement FCI-V1-05 shall be conclusively evidenced by the execution by the Commission Chair and delivery thereof to the Commission Clerk.

Section 4 Commission hereby approves a First Amendment to Agreement FCI-V1-05 with Prevent Child Abuse California as specified in the December 3, 2014 staff report for this Agenda Item.

Section 5 The Commission Chair and the Clerk of the Commission are hereby authorized to execute and attest, respectively, the First Amendment to Agreement on behalf of the Commission.

Section 6 A copy of the final First Amendment to Agreement FCI-V1-05 with Prevent Child Abuse California when executed by the Commission Chair and attested by the Clerk of the Commission shall be appended hereto as a part of Exhibit A to this Resolution. Exhibit A is hereby fully incorporated as a part of this Resolution by this reference and made a part hereof. The final executed First Amendment shall be placed on file in the office of the Clerk of the Commission.

Section 7 In addition to the authorization of Section 2 above, the Executive Director, or designee, is hereby authorized, on behalf of the Commission, (i) to sign all documents necessary and appropriate to carry out and implement the Agreement, (ii) to cause the issuance of warrants, (iii) to administer the Commission's obligations, responsibilities, and duties to be performed under such Agreement, and (iv) during the term thereof to provide waivers, administrative interpretations, and minor modifications of the provisions of such Agreement in the furtherance thereof.

Section 8 The Clerk of the Commission shall certify to the adoption of this Resolution.

The foregoing resolution was passed and adopted by the following vote of the Children and Families Commission of Orange County on December 3, 2014 to wit:

AYES Commissioner(s): _____

NOES Commissioner(s): _____

EXCUSED Commissioner(s): _____

ABSTAINED Commissioner(s): _____

CHAIR

STATE OF CALIFORNIA)
)
COUNTY OF ORANGE)

I, SUSAN NOVAK, Clerk of the Commission of Orange County, California, hereby certify that a copy of this document has been delivered to the Chair of the Commission and that the above and foregoing Resolution was duly and regularly adopted by the Children and Families Commission of Orange County.

IN WITNESS WHEREOF, I have hereto set my hand and seal.

SUSAN NOVAK
Clerk of the Commission, Children and Families Commission of
Orange County, County of Orange, State of California

Resolution No: __-14-C&FC

Agenda Date: December 3, 2014

Item No. __



I certify that the foregoing is a true and correct copy of the Resolution adopted by the

SUSAN NOVAK, Clerk of the Commission

By: _____
Deputy

EXHIBIT A TO RESOLUTION OF COMMISSION

(Attach copy of final executed First Amendment to Agreement FCI-V1-05 with Prevent Child Abuse California)

CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY

RESOLUTION NO. ___-14-C&FC

December 3, 2014

A RESOLUTION OF THE CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY DIRECTING THE EXECUTIVE DIRECTOR OR DESIGNEE AND COMMISSION COUNSEL TO PREPARE AND NEGOTIATE THE TERMS AND FINAL FORM OF AGREEMENT FCI-V1-06 WITH PREVENT CHILD ABUSE, A CALIFORNIA NON-PROFIT CORPORATION, TO SERVE AS THE LOCAL FISCAL ADMINISTRATOR FOR HOUSING STIPENDS FOR ORANGE COUNTY VISTA MEMBERS; AND, AUTHORIZING APPROVAL AND EXECUTION OF SUCH AGREEMENT ON BEHALF OF THE COMMISSION

WHEREAS, in order to facilitate the creation and implementation of an integrated, comprehensive, and collaborative system of information and services to enhance optimal early childhood development, the legislature adopted legislation set forth in the California Children and Families Act of 1998, Health and Safety Code Section 130100, *et seq.* (as amended, the “Act”) implementing the Children and Families First Initiative passed by the California electorate in November, 1998 and establishing the California Children and Families Commission and County Children and Families Commissions, including this Children and Families Commission of Orange County (“Commission”); and

WHEREAS, Commission adopted its Strategic Plan to define how funds authorized under the Act and allocated to the Commission should best be used to meet the critical needs of Orange County’s children prenatal to five years of age as codified in the Act; and

WHEREAS, the Executive Director and Commission Counsel have prepared a standard Master Agreement for Services (“Master Agreement”) which was approved by the Commission; and

WHEREAS, Commission desires to enter into agreement FCI-V1-06 ("Agreement") with Prevent Child Abuse California to serve as the local fiscal administrator for housing stipends for Orange County VISTA members in an amount not to exceed \$87,000 for a twelve month period beginning on or about January 1, 2015; and

WHEREAS, Commission has reviewed the staff report for the December 3, 2014 Commission meeting relating to the scope of services to be provided and hereby finds and determines that the proposed Agreement is in furtherance of and consistent with the Commission’s Strategic Plan; and

WHEREAS, Commission desires to authorize the Commission Chair to execute the Agreement in an amount not to exceed \$87,000 for a twelve month period beginning on or about January 1, 2015.

NOW, THEREFORE BE IT RESOLVED BY THE COMMISSIONERS OF THE CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY AS FOLLOWS:

Section 1 Commission finds and determines the foregoing Recitals are true and correct and are a substantive part of this Resolution.

Section 2 Commission authorizes the Executive Director, or designee, and Commission Counsel to prepare and negotiate the terms, conditions, and final form of the Agreement with Prevent Child Abuse California to serve as the local fiscal administrator for housing stipends for Orange County VISTA members in an amount not to exceed \$87,000 for a twelve month period beginning on or about January 1, 2015, as described in the December 3, 2014 staff report for this Agenda item and scope of services referenced therein; and

Section 3 The form of any Agreement with Prevent Child Abuse California shall be substantially similar to the form of the standard Master Agreement, subject to minor, non-substantive revisions as reviewed and approved by the Executive Director or designee and Commission Counsel. The approval by the Executive Director of the Agreement shall be conclusively evidenced by the execution of such Agreement by the Commission Chair and delivery thereof to the Commission Clerk.

Section 4 Commission hereby approves the Agreement with Prevent Child Abuse California as specified in the December 3, 2014 staff report for this Agenda Item.

Section 5 The Commission Chair and the Clerk of the Commission are hereby authorized to execute and attest, respectively, the Agreement with Prevent Child Abuse California on behalf of the Commission.

Section 6 A copy of the final Agreement with Prevent Child Abuse California when executed by the Commission Chair and attested by the Clerk of the Commission shall be appended hereto as a part of Exhibit A to this Resolution. Exhibit A is hereby fully incorporated as a part of this Resolution by this reference and made a part hereof. The final executed Agreement shall be placed on file in the office of the Clerk of the Commission.

Section 7 In addition to the authorization of Section 2 above, the Executive Director, or designee, is hereby authorized, on behalf of the Commission, (i) to sign all documents necessary and appropriate to carry out and implement the Agreement, (ii) to cause the issuance of warrants, (iii) to administer the Commission's obligations, responsibilities, and duties to be performed under such Agreement, and (iv) during the term thereof to provide waivers, administrative interpretations, and minor modifications of the provisions of such Agreement in the furtherance thereof.

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NOES Commissioner(s): _____

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CHAIR

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COUNTY OF ORANGE)

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SUSAN NOVAK
Clerk of the Commission, Children and Families Commission of
Orange County, County of Orange, State of California

Resolution No: __-14-C&FC

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By: _____
Deputy

EXHIBIT A TO RESOLUTION OF COMMISSION

(Attach copy of final executed Agreement FCI-V1-06 with Prevent Child Abuse California)