

Exceptions/extensions to the 7/31/12 due date must be pre-approved by your OFCF regional coordinator. Applications received later than 12/31/12 will not be accepted.



**Ohio Family and Children First
County Family and Children First Council
Operational Capacity Building Funds Application
SFY 2013**

(Please type or print clearly)

Section I: Contact Information

County: CLARK

<p>Council Chair</p> <p>Dates of Term: 7/1/2012 through 6/30/2013</p> <p>Name: Dr. Kent Youngman</p> <p>Agency: Mental Health & Recovery Board of Clark County</p> <p>Mailing Address: 1055 East High Street Springfield OH 45505-1186</p> <p>Phone: 937-322-0648 Fax: 937-322-7631</p> <p>Email: kent@mhrb.org</p>	<p>Council Coordinator</p> <p>Name: Marilyn Demma</p> <p>Agency: Clark County Family and Children First Council</p> <p>Mailing Address: P.O. Box 967A Springfield, OH 45501-1037</p> <p>Phone: 937-327-1991 Fax: 937-521-3584</p> <p>Email: cfcfc@clarkdjfs.org</p> <p>Website: www.clarkfamilyfirst.org</p>
<p>Administrative Agent</p> <p>Name: Charles Patterson</p> <p>Title (check one that applies):</p> <p><input type="checkbox"/> ADAMH/MH/ADAS Board – <i>Director</i></p> <p><input type="checkbox"/> Board of County Commissioners - <i>Commissioner</i></p> <p><input checked="" type="checkbox"/> Board of Health – <i>Commissioner / Administrator</i></p> <p><input type="checkbox"/> Dept. of JFS - <i>Director</i></p> <p><input type="checkbox"/> Children’s Srvcs Brd - <i>Director</i></p> <p><input type="checkbox"/> Board of MRDD – <i>Superintendent</i></p> <p><input type="checkbox"/> Board of Educ. – <i>Superintendent</i></p> <p><input type="checkbox"/> Board of Educ. Services Center – <i>Superintendent</i></p> <p><input type="checkbox"/> Juvenile Court – <i>Judge</i></p> <p><input type="checkbox"/> County Executives – <i>County Executive</i></p>	<p>Administrative Agent</p> <p>Agency: Clark County Combined Health District</p> <p>Mailing Address: 529 East Home Road Springfield, OH 45503</p> <p>Phone: 937-390-5600 Fax: 937-390-5626</p> <p>Email: cpatterson@ccchd.com</p> <p>Federal ID Number: 31 - 6000132</p> <p>Does the council have an administrative agreement with the council’s administrative agent (per AOS bulletin 98-007)? Yes</p>

Section II. OCBF Application Guidelines

The following information provides guidance for the annual allocation of the state general revenue funds (GRF) to support county Family and Children First Council's (FCFC) operational capacity building.

- The funds shall be used by county FCFC to provide a portion of the salary, fringe benefits and travel expenses necessary to fund the county FCFC coordinator, parental involvement, administrative support, and/or technical assistance.
- The funds shall not be used for direct services or any other costs not included above.
- The funds will be paid to the county FCFC's administrative agent.
- Applications for funding must include the signatures of the county FCFC's administrative agent, council chair, and three family representatives. The required signatures certify that counties meet the guidelines as specified in ORC 121.37.
- Once each county has designated an administrative agent, it is OFCF's expectation that the administrative agent will remain the same for the state fiscal year. OFCF shall be notified in writing within ten (10) days when there is a change in the county FCFC's administrative agent. If there is a change in the administrative agent, please attach the minutes of the county FCFC meeting approving the change. Any monies currently in receipt must be transferred to the new agent. Please note that a change in the administrative agent will result in a delay in the transfer of funds to the county and HMG funds must be returned to ODH to be reissued to the new administrative agent.
- The administrative agent shall maintain the appropriate records of expenditures at all times.

Section III. Budget Summary

Using the chart below, specify how the county FCF council intends to utilize the proposed **\$15,750 GRF SFY 13 allocation**. *Funds appropriated in the OFCF line item shall be used to fund the operational capacity of council that includes a portion of the salary and fringe benefits necessary to fund local FCFC coordinator, parent involvement, administrative support, and/or technical assistance.*

Budget Category	Salary/Fringe/Travel Expenses	Parent Involvement	Administrative Support	Technical Assistance	Total Budget
Amount Allocated (\$15,750)	Name: Marilyn Demma Position: Executive Director <input checked="" type="checkbox"/> FTE or <input type="checkbox"/> PTE Name: Linda Carlton Position: Administrative Assistant <input type="checkbox"/> FTE or <input checked="" type="checkbox"/> PTE Name: N/A Position: <input type="checkbox"/> FTE or <input type="checkbox"/> PTE	(including parent representative training, stipends, childcare, mileage) Please describe: Registrations and other costs associated with training, e.g. mileage, childcare; Stipends for FCFC Board and Committee meetings	(including rent, utilities, postage, phone, internet, other indirect costs) Please describe: N/A	(including FCFC training, consultation) Please describe: N/A	
	\$14,850.00	\$900.00	\$0.00	\$0.00	\$15,750.00

Section IV. Budget Assurances and Shared Services

ASSURANCE STATEMENT:

The County FCFC assures that the SFY 12 OCBF funds it received were used as indicated in the OCBF budget submitted last year.

YES NO

If no, please describe all budgetary changes that were made: A portion of funds budgeted for Parent Involvement were not expended; the unexpended funds were allocated to audit costs and personnel.

SHARED SERVICES:

Does the county currently share or have plans to share any services (such as staff, administrative duties) across county lines? YES NO

If yes, please describe:

Section V. Building Community Capacity

To mobilize child and family serving partners to address the needs of children and families through planning and implementing evidence-based programs

Attach the County FCFC Shared Plan Update Template for SFY 13 with this OCBF Application.

The Shared Plan Update template is available online at: <http://www.fcf.ohio.gov/building-community-capacity/hb-289-plan-and-report.dot>.

Section VI. Coordinating Systems and Services

To provide a formalized venue to facilitate the alignment of systems, policies, resources, and services with and for children and families

County FCFC Service Coordination Mechanism

Each county FCFC Service Coordination Mechanism (SCM) that was approved in 2010 or been revised and approved since then is posted on OFCF website under each county's contact information. This is considered the official version.

Is the county's SCM that is available on OFCF's website still current (to confirm, click the county on the state map at www.fcf.ohio.gov)? YES NO

If no, please highlight the changes and send the Word version to Tammy Payton at Tammy.Payton@education.ohio.gov with "Updated SCM" as the subject heading, The updated SCM will be reviewed by OFCF.

Section VIII. County FCFC Full Council Meeting Section for SFY 13

Please provide the date and time of each scheduled full County FCFC Meeting in SFY 13 by using the provided drop down box for the date and typing in the time of the meeting. If there is no meeting scheduled for a particular month, please identify with NA.

Jul 12	Aug 12	Sept 12	Oct 12	Nov 12	Dec 12
Date: NA	Date: NA	Date: 25	Date: NA	Date: 27	Date: NA
Time:	Time:	Time: 7:30 AM	Time:	Time: 7:30 AM	Time:

Jan 13	Feb 13	Mar 13	Apr 13	May 13	June 13
Date: NA	Date: NA	Date: 19	Date: NA	Date: 21	Date: NA
Time:	Time:	Time: 7:30 AM	Time:	Time: 7:30 AM	Time:

Section VII. Mandated Members Attendance for CY 11

According to ORC 121.37(B)(5)(a), the administrative agent is required to send notice of a members' absence if a member listed in division (B)(1) has been absent from either three consecutive meetings of the county council or a county council subcommittee, or from one-quarter of such meetings in a calendar year, whichever is less.

Each of the members for which this is applicable is listed below. For each mandated member, please indicate "Yes" if this attendance requirement was met or "No" if the requirement was not met in CY 11. If you would like to submit non-mandated members' attendance for CY 11, an additional FCFC non-mandated members' attendance chart is available online at: <http://www.fcf.ohio.gov/shared-accountability/funding-information.dot>.

Last Name	First Name	Mandated Member's Agency	Title/Position	Attended county council or county council sub-committee meetings in CY 11 per ORC 121.37 (see above)
Downen	Sharon	Parent Representative	Parent Representative	Yes <input checked="" type="checkbox"/> or No <input type="checkbox"/>
Siebold	Teena	Parent Representative	Parent Representative	Yes <input checked="" type="checkbox"/> or No <input type="checkbox"/>
Canter	Kristin	Parent Representative	Parent Representative	Yes <input checked="" type="checkbox"/> or No <input type="checkbox"/>
Youngman	Kent	ADAMH Board	Director Designee Title:	Yes <input checked="" type="checkbox"/> or No <input type="checkbox"/>
		Select One	Select One Designee Title:	Yes <input type="checkbox"/> or No <input type="checkbox"/>
Patterson	Charles	General Health District	Commissioner Designee Title:	Yes <input checked="" type="checkbox"/> or No <input type="checkbox"/>
		Select One	Select One Designee Title:	Yes <input type="checkbox"/> or No <input type="checkbox"/>
		Select One	Select One Designee Title:	Yes <input type="checkbox"/> or No <input type="checkbox"/>
Meermans	Pam	DJFS/CSB Combined Agency	Director	Yes <input checked="" type="checkbox"/> or No <input type="checkbox"/>

Section VIII. Mandated Members Attendance for CY 11 (continue)

Last Name	First Name	Mandated Member's Agency	Title/Position	Attended county council or county council sub-committee meetings in CY 11 per ORC 121.37 (see above)
Suver	Robert	DJFS/CSB Combined Agency	Director	Yes <input checked="" type="checkbox"/> or No <input type="checkbox"/>
Rousculp	Jennifer	Board of DD	Superintendent	Yes <input checked="" type="checkbox"/> or No <input type="checkbox"/>
Estrop	David	Largest School District School: Springfield City	Superintendent	Yes <input checked="" type="checkbox"/> or No <input type="checkbox"/>
Smith	Stacia	School Superintendent Representing all other schools School: ESC	Superintendent	Yes <input checked="" type="checkbox"/> or No <input type="checkbox"/>
O'Neill	Kevin	Representative of Municipal Corporation Agency: City of Springfield	Title Commissioner	Yes <input checked="" type="checkbox"/> or No <input type="checkbox"/>
Lohnes	Richard	County Commissioners	Designee Designee Title: County Commissioner	Yes <input checked="" type="checkbox"/> or No <input type="checkbox"/>
Lewis	Larry	Regional Office of DYS	Title Regional Director	Yes <input checked="" type="checkbox"/> or No <input type="checkbox"/>
Burns	Mary	Head Start Agencies Representative Agency: Miami Valley Child Development Centers, Inc.	Title President	Yes <input checked="" type="checkbox"/> or No <input type="checkbox"/>
Martin	Marilyn	Representative of ECCC Agency: Clark County Child and Family Collaborative/United Way I&R(2-1-1)	Title Co-Chairperson	Yes <input checked="" type="checkbox"/> or No <input type="checkbox"/>
Lineberger	Doug	Local Non-Profit Representative Agency: United Way	Title Executive Director	Yes <input checked="" type="checkbox"/> or No <input type="checkbox"/>

Section IX. County FCFC Minutes

Attach a copy of the county FCFC minutes approving the (1) SFY 2013 Operational Capacity Building Funds Application and the (2) FCFC Shared Plan Update Template. FCFC approval of the application must not have occurred prior to the release of the grant application, April 27, 2012.

Section X. Signature Page

Please print or type all information, except signatures. The Administrative Agent's signature is required for this application. No proxy will be accepted. This page must be mailed to OFCF (contact information on page 8).

The county FCFC signatures in Section X certify that the county at least meets the minimum requirements for establishment of a Family and Children First Council as specified in O.R.C. 121.37. In addition, each county FCFC is required to have at least three family representatives pursuant to O.R.C. 121.37 (B)(1)(a). Where possible, the number of members representing families shall be equal to twenty percent of the council's membership. Each family representative signature signifies that: (1) the individual noted is a current family representative on the county FCFC; (2) the family representative is an individual whose family is or has received services from an agency represented on the county FCFC or another county's FCFC; (3) the family representative is not employed by an agency represented on FCFC; (4) the family representative has had the opportunity to participate in the development of the application and the FCFC Shared Plan; and (5) the family representative has received a copy of the completed application and the FCFC Shared Plan.

County: CLARK

Family Representative Name: Sharon Downen	Family Representative's Signature	Date 7/31/2012
Family Representative Name: Teena Siebold	Family Representative's Signature	Date 7/31/2012
Family Representative Name: Kristin Canter	Family Representative's Signature	Date 7/31/2012
FCFC Chair Name: Dr. Kent Youngman	FCFC Chair's Signature	Date 7/31/2012
FCFC Administrative Agent Name: Charles Patterson	FCFC Administrative Agent's Signature	Date 7/31/2012

--	--	--

OFCF SFY 13 Operational Capacity Building Funds Application Checklist

Please do not unlock the OCBF Application to make any changes, revisions, or additions to either form. If changes or additions are required for the OCBF Application, contact Tammy Payton at tammy.payton@education.ohio.gov with "Admin Support" in the subject heading with the specific request. Requests will be reviewed and revisions will be made on a case by case basis.

- Contact information for FCFC Chair, Coordinator, and Administrative Agent, including its Federal ID Number (Section I, page 1)**
- Budget Summary: Amount Allocated and Breakdown of Budget, including a brief description (Section III, page 2)**
- Budget Assurances & Shared Services (Section IV, page 3)**
- SFY 13 Shared Plan Update template (Section V, page 3)**
- Updated or Revised FCFC Service Coordination Mechanism if applicable (Section VI, page 3)**
- County FCFC Full Meetings Schedule for SFY 13 (Section VII, page 3)**
- County FCFC Mandated Members Attendance for CY 11 (Section VIII, page 4-5)**
- County FCFC Minutes Approving Application and Shared Plan (Section IX, page 6)**
- Signatures from 3 Family Representatives; FCFC Chair; and Administrative Agent (Section X, page 6)**
- Email or mail the (1) Operational Capacity Building Funds Application; (2) the SFY 13 Shared Plan Update Template; (3) minutes approving the application and Shared Plan Update to Tammy Payton by 5:00 pm on July 31, 2012.**

Original signature page must be post marked by 5:00 pm on July 31, 2012 and mailed to Tammy Payton (contact below).

**Ohio Family and Children First
Attention: Tammy Payton
25 S. Front Street
Mail Stop 206
Columbus, OH 43215-4183
Tammy.payton@education.ohio.gov**