



Governor

Mike DeWine

Cabinet Council

Department of Aging

Department of Developmental
Disabilities

Department of Education

Department of Health

Department of Job and Family
Services

Department of Medicaid

Department of Mental Health
and Addiction Services

Department of Rehabilitation
and Correction

Department of Youth Services

Office of Budget and
Management

Opportunities for Ohioans
with Disabilities

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Lima, OH 45805

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To: County Family and Children First Council Coordinators/Directors

Date: January 12, 2021

Scobfatawete

RE: SFY 2022 Operational Capacity Building Funds Application

This memo is to notify the county FCFCs that Ohio Family and Children First has released the SFY 2022 Operational Capacity Building Funds Application. The Operational Capacity Building Funds (OCBF) grant in the proposed amount of \$15,750/county is intended to support county FCFC efforts. These dollars are State General Revenue (GRF) and may be used to provide a portion of the salary and fringe benefits for FCFC personnel, parental involvement, administrative support, training, and/or consultation.

The SFY 22 OCBF Application along with the required Parent Rep Contact form, and the required full council meeting minutes approving the aforementioned documents, must be submitted to the OFCF State Office no later than **5:00 pm on April 13, 2021**. *Please note, the OCBF budget template is now included in your application and will not be a separate attachment to the application.*

Several items to note regarding this year's application and required attachments:

1. The OCBF application has been formatted again this year to Adobe Acrobat (PDF). The PDF document can be saved. If there are any technological issues with this form, please contact OFCF via email at OFCF@mha.ohio.gov or (614) 752- 4044.
2. Since the OCBF application is in PDF, the most current version of Adobe Acrobat is best to view and complete the form. To download the latest version, [click here](#).
3. County FCFCs may submit a scanned version of the signed signature page(s). However, the original signatures for the OCBF application must be retained at the local level for the time outlined in your FCFC's record retention policy.
4. Proxy signatures will be accepted only if the OFCF Office has an approved statement or resolution on file from the Administrative Agent stating the specific individual(s) is authorized to sign on his/her behalf.
5. For those counties that requested parent signature waivers for SFY 21, please make sure to have all three required parent signatures for this application. If you need assistance with parent representative recruitment, please contact your OFCF regional coordinator.
6. If due to unforeseen circumstances a county FCFC would need to waive a family representative signature, please send your waiver request to OFCF@mha.ohio.gov for consideration and approval.

7. All required SFY 22 OCBF forms, including this memo, are available on our website at: <http://www.fcf.ohio.gov/SharedAccountability/FundingInformation.aspx>.
8. FCFC's must have an approved SCM on file with our office as a stipulation of approval of this application.
9. FCFCs may submit the SFY 22 OCBF Application and supporting documents via email at OFCF@mha.ohio.gov by the posted deadline.
10. Exceptions or extensions to the April 13th OCBF deadline must be pre-approved by OFCF. Request should be emailed to OFCF@mha.ohio.gov prior to the posted deadline.

Funds will be available upon approval of Governor DeWines' SFY22-24 budget. County FCFCs that have met all funding requirements will receive an automatic payment once the SFY22 funds are available. All subsequent FCFC payments will be processed monthly based on the date the FCFC meets all funding requirements. Payment will be forwarded to each county FCFC's administrative agent via warrant or an electronic funds transfer. Payments cannot be processed until all information and supporting documents have been submitted by the FCFC and approved by OFCF. It is understood by all parties, that this allocation is contingent upon approval of your county's SFY 22 OhioMHAS Grants Funding Management System (GFMS) Allocation Application and availability of SFY22 funds.

If you need assistance completing the SFY 22 OCBF Application, please contact your OFCF Regional Coordinator. If you need technical assistance with the forms or have funding related questions, contact Tammy Payton at 614-752-4044. Thank you for your time and attention to this matter.