

Local and Tribal Grantee Implementation Guidelines

Background/introduction

This document provides guidance for implementing the contractual obligations for LPHAs and Tribes who receive MCH Title V Block Grant funds under PE 42 and 245 related to:

- Submission of an annual plan demonstrating how Title V funds will be used to support activities that are directly related to Oregon’s Title V priorities and action plan (PE 42, sec 4.b.2, PE 245, sec 2);
- Provision of Maternal, Child, and Adolescent Health (MCAH) services and activities funded by Title V which align with the State Title V action plan, state and national Title V priorities and performance measures, and state-selected strategies and measures (PE 42, sec 4.b.3 and PE 245, sec 2); and
- Annual reporting on MCAH services and activities funded by Title V. (PE 42, sec 6a, PE 245, sect 3).

Overview of Oregon’s Title V Block Grant

The MCH Title V Block Grant provides federal funds to improve the health of Oregon’s women, infants, children, adolescents, and children and youth with special health care needs.

Under the Federal guidance, Oregon is required to:

- Conduct a 5-year needs assessment
- Choose one national priority areas/performance measure in each of 5 domains, plus optional state-specific priorities
- Develop strategies and strategic measures to “move the needle” on the national priorities
- Align use of funds with these priorities and strategies

Oregon’s MCAH Title V program recently completed its 5-year needs assessment and community, partner and family engagement. Results were used to select 4 National MCH priorities and 3 community identified MCAH priorities for our work over the next five years. Two priorities specific to children and youth with special health needs (CYSHN) are funded separately through the Oregon Center for Children and Youth with Special Health Needs and are not addressed in this guideline. Each national priority has associated performance measures which are federally determined.

Oregon’s 2026-2030 MCH Title V Priorities are as follows:

Required Title V-funded activities: priorities and strategies

Each Title V Grantee is required to work on a minimum of 1-3 Title V priorities as follows:

Title V Funding level	Minimum # of priorities
Less than \$25,000 per year	1
\$25,000 - \$99,999 per year	2
\$100,000 or more per year	3

- Grantees may request an exemption to work on fewer than the required number of priorities in writing from OHA.
- Grantees may choose priorities from either the national or community-identified state priority lists.
- For each priority selected, grantees will select one or more strategies to implement from the Title V strategy menu provided for that priority.
- Grantees will report to OHA annually about the work accomplished on selected priorities as included in their previous annual plan.
- All grantees are encouraged to use a variety of strategies and activities which reflect the foundations of public health and diverse levels of influence: individual/family, community, institutional, or societal.
- Activities and measures related to carrying out each strategy will be included in each grantee’s annual plan.

Use of Title V funds

- Title V funds must be used for identified Title V priorities and strategies as approved in a grantee’s Annual Plan, with appropriate tracking and reporting. When needed, changes in Title V priorities and strategies may be made mid-year with approval of state MCAH Title V staff.
- Title V funds must be used in alignment with Federal Title V parameters with no more than 10% allocated for indirect costs. Tribes may use their individual federally negotiated indirect rate.
- Up to 20% of Title V funds can be used for locally identified MCAH work that falls outside of Oregon’s Title V priorities and/or strategy menu. Any Title V funded work on locally identified priorities outside of state Title V parameters must be described in the grantee’s annual Title V MCAH plan and approved by OHA. If more than 20% of funding is needed for locally identified needs an exception can be made.
- Title V funds may be used to contract with other programs or agencies, or to support multi-agency collaborations, so long as the work aligns with Title V priorities and strategies in the grantee’s plan. In such cases, accountability for data collection and reporting, as well as communication with OHA, will rest with the Title V grantee (not the sub-recipient).

- Local Agencies and Tribes that are recipients of Title V funds are encouraged to find ways to leverage work and resources and collaborate on strategies.
- Unallowable expenses for Title V funds include capital investments and work already funded by another source. Also, Title V funds shall not be used as match for any federal funding source.

Planning and selection of Title V priorities and strategies

- Each local agency will select priorities, and strategies from the Title V menu to implement with their Title V funds, based on examination of local data and self-determined local need. Activities and measures can be selected from a suggested list or locally developed.
- An annual plan reflecting selected priorities, strategies, activities and measures in alignment with Oregon’s Title V Block grant is required of all Title V grantees.
- The plan will be submitted using the Title V Online Report Form.
- The plan will be due annually on April 15th and will reflect activities for the upcoming state fiscal year (July 1 – June 30).
- A brief description of the justification for priority/strategy selection will be included in the annual MCH Title V plan.
- Local agencies will decide on an individual basis whether to continue working on a priority/strategy over multiple years or replace them with new priority/strategy work.
- Local grantees will be required to include the percent of Title V funds used in support of different priorities and strategies in their annual MCH Title V plan.
- State Title V staff will provide one on one TA calls to grantees in the month prior to Annual Plan submission to support grantee annual plan development.

Funding Cycle

- Tribes will receive MCH Title V funding on a calendar year basis.
- All other MCAH Title V grantees will receive funding on the state fiscal year (July 1 – June 30).

Data tracking and reporting

- Grantees must track and report on at least one measure for each of the strategies that they choose to implement. Measures may be selected from a set of pre-defined measures, or locally defined. Locally defined measures will be reviewed and approved by OHA as part of the MCH Title V Annual Plan process.
- An MCH Title V Annual Report will be due on September 30th each year. The report period will include Title V activities and measures from the prior State fiscal year (July 1 – June 30).

Questions?

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