

W. 5. B. 1.

Memorandum Date: December 23, 2009
Order Date: January 6, 2010

TO: Board of County Commissioners

DEPARTMENT: Children & Families

PRESENTED BY: Alicia Hays, Department Director

AGENDA ITEM TITLE: IN THE MATTER OF APPROVING THE SUBMITTAL AND, IF AWARDED, ACCEPTANCE OF A GRANT TO UNITED WAY OF LANE COUNTY IN THE AMOUNT OF UP TO \$100,000 PER YEAR OVER TWO AND A HALF YEARS FOR BASIC NEEDS SERVICES; AND DELEGATING AUTHORITY TO THE COUNTY ADMINISTRATOR TO SIGN GRANT AWARD DOCUMENTS AND ALLOCATE FUNDS UP TO \$100,000

I. MOTION

Move to approve submittal and, if awarded, acceptance of a grant to United Way of Lane County in the amount of up to \$100,000 per year over two and a half years for Basic Needs services.

II. AGENDA ITEM SUMMARY

United Way of Lane County has invited the Family Resource Center Network (FRCN), through Lane County's Department of Children and Families, to submit an application for funding under their Community Impact strategy as part of the Basic Needs grant program. This funding is an opportunity for the FRCN to address sustainability of operations within the nine school districts currently supporting FRC programs within schools. The intent of this funding is to strengthen the capacity of providers to address the needs of families and individuals throughout Lane County who are struggling or in crisis, so they can stabilize their lives and move towards self-sufficiency. Basic Needs funding applications may be submitted only by invitation.

III. BACKGROUND/IMPLICATIONS OF ACTION

A. Board Action and Other History

Lane County, through its Department of Children and Families, has not previously been invited to apply for Basic Needs funding; thus, there has been no previous actions on this item.

B. Policy Issues

This grant application is in line with the County's policies and procedures as well as the purpose and objectives of the Department of Children & Families (DCF). If awarded, the department will administer the grant, and will continue to provide

support and assistance to the FRCN. As with current funding supporting the FRCN, the majority of the funds will pass through to local partners with minimal change in the scope of work for the department.

C. Board Goals

The Comprehensive Community Plan for Services to Children, Youth and Families was approved by the Board of County Commissioners on June 23, 2004 (BO 04-6-23-11) and can be found at:

<http://www.co.lane.or.us/CCF/documents/ComprehensiveCommunityStrategicPlan2004finaljun04.pdf>

Several of the High Level Outcomes are addressed through the supports and services offered through FRC's, including basic needs, increased parenting skills, readiness to learn (and subsequent school drop-out prevention), and reduced child maltreatment.

D. Financial and/or Resource Considerations

The grant budget will include funding for DCF staff to carry out grant administration duties, including development of any contracts and/or intergovernmental agreements and submission of required fiscal and program reports.

E. Analysis

Awards under this grant program will be made as agreements for a 30 month (two and a half year) period. Our grant application will request funding of up to \$100,000 per year, for an award total of up to \$250,000 for local-focused collaborative activities, intended to strengthen the capacity of FRC's to provide basic support and Information/Referral services to families.

In short, the FRCN will seek funding to support increased FRC operational hours, increase capacity to provide Information/Resource services, and increase capacity to support families and individuals access to services.

At the time of this writing, staff are in the process of completing the application packet, and therefore it is not attached to the Board Order. The application must be submitted to United Way of Lane County by January 15, 2010. The application will be available for review, in the Board of County Commissioners' office, by 5pm on Wednesday, January 13, 2010.

The grant award requested, up to \$250,000 for the period of two and a half years, exceeds the County Administrator's delegated authority to sign. Therefore, this order requests the Board to delegate authority to the County Administrator to sign the application and, if successful, sign grant acceptance materials and allocate funds up to \$100,000.

Administrative Policies and procedures questions for Grant Applications:

1. What is the match requirement, if any, and how is that to be covered for the duration of the grant?

This grant does not require a match.

2. Will the grant require expenditures for Material and Services or capital not fully paid for by the grant?

No, all expenditures will be fully paid for by the grant.

3. Will the grant funds be fully expended before county funds need to be spent?

There are no county funds in the grant budget for this application.

4. How will the administrative work of the grant be covered if the grant funds don't cover it?

Administrative expenses will be covered by grant funds. As lead applicant, DCF will be responsible for contract administration. Other responsibilities of the fiscal agent include fiscal and program reporting.

5. Have grant stakeholders been informed of the grant sun-setting policy so there is no misunderstanding when the funding ends? Describe plan for service if funding does not continue.

The FRCN understands that the grant period is two and a half years; further, partners understand that there is no guarantee of continued funding from United Way of Lane County.

6. What accounting, auditing, and evaluation obligations are imposed by the grant conditions?

This grant requires quarterly progress reports and quarterly financial reports. As the lead department on this grant, DCF will be responsible for assuring this obligation is met. Data collection obligations will be a key requirement for any contractual workplans developed for partner agencies.

7. How will the department cover the accounting, auditing, and evaluation obligations? How are the costs for these obligations covered, regardless whether they are in the department submitting the grant or a support service department? Does the department acknowledge that the county will need to cover these costs and it is an appropriate cost incurred by support service departments?

Accounting, auditing, and evaluation costs will be covered by the grant funds.

DCF will fulfill auditing/accounting activities. As noted above, reporting requirements will be included in contractual work plans.

8. Are there any restrictions against applying the county full cost indirect charge?

The budget to be submitted includes indirect charges at the negotiated rate. Should the budgeted amount be inadequate, DCF will absorb the excess with other funding that allows for community mobilization and strategic development.

9. Are there unique or unusual conditions that trigger additional county work effort or liability, i.e., maintenance of effort requirements or supplanting prohibitions or indemnity obligations?

N/A

10. Grants involving technology issues require Information Services department review and approval prior to submission to the Board to ensure compatibility with existing county systems and development tools.

N/A

11. Information Services sign off is required for all agenda items requesting funding for new or enhanced computer applications/systems that will interface with existing county systems/infrastructure.

N/A

12. If this is a grant funded computer/software applications project...

N/A

F. Alternatives/Options

1. Approve the submittal of the grant to United Way of Lane County in the amount of up to \$100,000 per year over two and a half years for Basic Needs services.
2. Decline to submit the grant proposal at this time.

IV. RECOMMENDATION

Staff recommend Option 1: Adopt the Order to authorize the County Administrator to sign the grant application and all related grant award documents and allocate funds up to \$100,000.

V. TIMING/IMPLEMENTATION/FOLLOW UP

The application is due for submission by January 15th, 2010. Upon Board approval the grant application packet will be finalized and submitted. United Way anticipates funding decisions to be made by June 10, 2010, with funding distribution set for July 1, 2010.

VII. ATTACHMENTS

Board Order

THE BOARD OF COUNTY COMMISSIONERS, LANE COUNTY, OREGON

ORDER No.

IN THE MATTER OF APPROVING THE SUBMITTAL AND, IF AWARDED, ACCEPTANCE OF A GRANT TO UNITED WAY OF LANE COUNTY IN THE AMOUNT OF UP TO \$100,000 PER YEAR OVER TWO AND A HALF YEARS FOR BASIC NEEDS SERVICES; AND DELEGATING AUTHORITY TO THE COUNTY ADMINISTRATOR TO SIGN GRANT DOCUMENTS AND ALLOCATE FUNDS UP TO \$100,000

WHEREAS, United Way of Lane County has invited the Family Resource Center Network, through the Lane County Department of Children and Families, to submit a proposal for Basic Needs Services; and

WHEREAS, Lane County's Department of Children and Families has been working with school districts throughout Lane County to support the development and expansion of Family Resource Centers; and

WHEREAS, the grant application amount is beyond the County Administrator's delegated authority, and

WHEREAS, if the proposal is approved and funding awarded, the revenue agreement will be beyond the County Administrator's delegated authority;

NOW IT IS HEREBY ORDERED THAT the Board of County Commissioners approve the submission of the grant to United Way of Lane County and delegate the County Administrator to sign the application; and, it is further

ORDERED that the Board of County Commissioners delegate authority to the County Administrator to accept the award and sign an agreement with United Way of Lane County in the amount of up to \$250,000 over a period of up to two and a half years and to allocate funds up to \$100,000.

APPROVED this _____ day of January, 2010

Chair,
BOARD OF LANE COUNTY COMMISSIONERS

APPROVED AS TO FORM
Date 12/23/09 lane county
[Signature]
OFFICE OF LEGAL COUNSEL