



INDIAN RIVER COUNTY, FLORIDA
AGENDA ITEM
Assistant County Administrator /
Department of General Services

Date: April 11, 2023
To: The Honorable Board of County Commissioners
Thru: Michael C. Zito, Interim County Administrator
Beth Powell, Acting General Services Director
From: Leigh Anne Uribe, Human Services Program Coordinator
Subject: Children's Services Advisory Committee's Recommendation of Request for Proposal, Grant Application and Agency Grant Contract for FY 2023-2024

BACKGROUND:

With an emphasized commitment to Children's Services in Indian River County, the Board of County Commissioners adopted Ordinance No. 2022-007 on May 17, 2022. The Ordinance increased the maximum millage cap to 0.2500 mills, up from the previous cap of 0.1250 mills. The Ordinance also reflects several changes involving membership and duties of the Children's Services Advisory Committee and its sub-committees.

On September 13, 2022, the Indian River County Health Department and Board of County Commissioners approved a Termination of Agreement with the Indian River County Health Department for Human Services Restructuring. Pursuant to the Memorandum of Agreement (approved in 2006), the Indian River County Health Department administered the Human Services Program and the Children's Services Program. With the termination of this Agreement, the County has now assumed responsibility for administering the Programs.

This year, the County has approved record level funding to be allocated to children's services programs through a competitive grant process open to organizations serving local children. Additionally, the Ordinance provides for administrative expenses including a periodic Children's Needs Assessment and for Indian River County staff who are responsible for implementing the Children's Services program in an amount not to exceed 8% of the annual funding. The commitment further provides for the addition of an executive director or manager. The director will oversee and support the services of the program including, but not limited to, developing policies and procedures, overseeing the Grant RFP process, updating the Children's Services Program Guide, maintaining necessary records, overseeing audits and measurable outcomes, coordinating with community organizations and grantees, leveraging County funding with other funding sources, and providing general oversight of the Human Services Division.

DESCRIPTION AND CONDITIONS:

Each year, in accordance with Section 103.24(2) of the Indian River County Code, the Children Services Advisory Committee (CSAC) initiates the grant process for the next fiscal year by identifying and prioritizing unmet and under-met needs of children living in Indian River County. Once determined, the RFP is written and then advertised, outlining the Focus Areas of Need and the

funding priorities therein. Additionally, the full RFP includes instructions, administrative requirements, evaluation criteria, and general guidelines for agencies applying for funding. By recommendation of the Children Services Advisory Committee, attached is the Request for Proposal (RFP), the Grant Application and the Agency Grant Contract as pertaining to the funding of children’s programs in Indian River County for FY 2023-2024.

FUNDING

On March 7, 2023, the Board approved the children’s services funding for fiscal year 2024 in the amount of \$2,773,383. Pursuant to Section 103.27(14) of the County Code, funds shall be used for administrative expenses in an amount not to exceed eight (8) percent of the approved children’s services budget. For FY24, the total budgeted administrative expenses are \$205,607 which include staff salaries and the cost of conducting a children’s needs assessment and is within the allowed eight (8) percent or \$221,870.

Children’s Services 2024 Needs Assessment	\$50,000
Human Services Program Coordinator (75% FTE plus benefits)	\$64,377
Human Services Managing Director (75% FTE plus benefits)	*\$88,630
EC Impact Software Annual Fee	\$2,600
Total Administrative Expenses	\$205,607
FY23-24 Children’s Services Programs Grant Funds	\$2,567,776

*projected (position currently advertised)

RECOMMENDATION:

Staff recommends that the Board accept the FY23-24 Children’s Services Program Request for Proposal, the FY23-24 Children’s Services Program Grant Application, and the FY23-24 Children’s Services Program Sample Agency Grant Contract as submitted.

ATTACHMENTS (6):

- FY23-24 Children’s Services Program Request for Proposal
- FY23-24 Children’s Services Program RFP Notification
- FY23-24 Children’s Services Program Grant Application
- FY23-24 Children’s Services Program Evaluation Form
- FY23-24 Children’s Services Program Sample Agency Grant Contract
- Termination of Memorandum of Agreement for Human Services Department Restructuring

APPROVED AGENDA ITEM FOR APRIL 18, 2023