



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

Date: August 22, 2024

To: The Honorable Board of County Commissioners

Thru: John A. Titkanich, Jr., County Administrator
Michael Zito, Deputy County Administrator
Cindy Emerson, Community Services Director

From: Megan Kendrick, Human Services Manager

Subject: Children's Services Advisory Program FY 24/25 Agency Grant Contract

BACKGROUND:

On January 23, 2024, the Board of County Commissioners accepted and approved the FY24-25 Children's Services Request for Proposal, Grant Application, and Agency Grant Contract for FY 2024-2025. On the same day, the County approved the 2024-2027 Children's Services Advisory Committee's Needs Assessment. On February 16, 2024, the County issued a Request for Proposals (RFP) inviting not-for-profit and for-profit organizations, government agencies, and individuals to apply for funding to support children's programs and services in Indian River County. This grant program is administered by Indian River County with assistance from the Children's Services Advisory Committee (CSAC), consistent with Ordinance Number 2022-007 and the County's Outside Agency Funding Policy Revisions approved by the Board on August 4, 2022. In response to the RFP, the County received 56 proposals requesting a total of \$3,452,939.14 in funding. All 56 proposals can be found on The Children's Services Webpage. The Subcommittee's evaluation and discussion resulted in the recommendation of awards to 47 programs totaling \$2,813,019.00. On June 14, 2024, the CSAC reviewed and approved the Subcommittee's funding allocations for children's programs as recommended by the Grant Review Subcommittee. June 18, 2024, the Board of County Commissioners approved Children's Services Advisory Committee Recommended Program Funding Allocations for Fiscal Year 24/25

DESCRIPTION AND CONDITIONS:

In preparation for the issuance of Grant Contracts to awarded agencies/programs, staff is recommending that the Board approve minor modifications, including an update to Exhibit B to reiterate reimbursement requirements on the reimbursement request form and to Exhibit C to clarify that all paperwork, including summaries of expenses, must be submitted before reimbursement can be issued. A summary of the changes is shown below and underscored in the Sample Grant Contract.

Exhibit B - Modified (additions in bold)

*Expenses must include itemized original invoice and receipt or canceled check as proof of payment. *Salaries must show a breakdown the hours paid by type (e.g., regular, sick, vacation). **Please note the County will NOT reimburse for SICK or VACATION time so those must be deducted from the request prior to submitting.** I hereby certify that the above costs are true and valid costs, incurred in accordance with the program funding agreement. I further attest that the above costs were not, nor will be, reimbursed through other funding sources.

Exhibit C - Section A. Nonprofit Agency Responsibilities After Award of Funding – Modified (additions in bold)

6. Each reimbursement request must include a summary of expenses by type. These summaries should be broken down into salaries, benefits, supplies, contractual services, etc. If Indian River County is reimbursing an agency for only a portion of an expense (e.g. salary of an employee), then the method for this portion should be disclosed on the summary. **Reimbursement requests will not be reviewed until a complete summary is submitted.** The Office of Management & Budget has summary forms available.

FUNDING:

No funding is required.

RECOMMENDATION:

Staff recommends that the Board accept the revised FY24-25 Children's Services Program Sample Indian River County Grant Contract as submitted and authorize the County Administrator to execute the 47 program contracts for Fiscal Year 24-25 after review and approval by the County Attorney for legal sufficiency.

ATTACHMENTS:

Children's Services Program FY24-25 Sample Indian River County Grant Contract - Revised