



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

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**Date:** September 5, 2023  
**To:** The Honorable Board of County Commissioners  
**Thru:** John A. Titkanich, Jr., County Administrator  
Michael Zito, Deputy County Administrator  
Beth Powell, Interim General Services Director  
Cindy Emerson, Human Services Managing Director  
**From:** Leigh Anne Uribe, Human Services Program Coordinator  
**Subject:** Children’s Services Advisory Program FY 23/24 Agency Grant Contract

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**BACKGROUND:**

On April 18, 2023, the Board of County Commissioners accepted and approved the FY23-24 Children’s Services Request for Proposal, the FY23-24 Children’s Services Program Grant Application, and the FY23-24 Children’s Services Program Sample Agency Grant Contract. On the same day, the County issued the Request for Proposals (RFP) for the Children’s Services Advisory Program with an open recruitment for proposals for a period of three weeks. Over the course of three days from June 8-10, 2023, the Children’s Services Advisory Committee (CSAC) Grant Review Subcommittee (Subcommittee) convened to evaluate each funding proposal and determine the grant awards recommended for funding. The proposal evaluation criteria included: priority of an identified need(s), program viability, measurable outcomes, organizational capacity, and financial health. The Subcommittee’s evaluation and discussion resulted in the recommendation of awards to 46 programs and contingency funding for two additional programs if awarded funding becomes available through default, noncompliance, or early termination of an awarded grant program during the fiscal year. On June 12, 2023, the CSAC reviewed and approved the Subcommittee’ funding allocations for children’s programs as recommended by the Grant Review Subcommittee. On June 20, 2023, the Board of County Commissioners approved the CSAC’s recommendation for funding as presented for FY23-24 in the amount of \$2,773,383 plus contingency funding for two additional programs should funding become available during the fiscal year.

**DESCRIPTION AND CONDITIONS:**

In preparation for issuance of Grant Contracts to awarded agencies/programs, staff is recommending that the Board approve minor modifications including an update to include reference to the current ordinance, corrections for readability, and two additions to Section 5 which will provide additional accountability and oversight to the programs awarded funding in FY23-24. A summary of the changes are shown below and also underscored in the Sample Grant Contract.

## **Background Recitals: Section B - Revised**

“B. The County adopted Ordinance 99-1 on January 19, 1999, and amended by Ordinance 2022-007 adopted on May 17, 2022, (“Ordinances”) establishing the Children’s Services Advisory Committee to promote healthy children in a healthy community and to provide a unified system of planning and delivery within which children’s needs can be identified, targeted, evaluated and addressed.”

## **2. Purpose of Grant - Modified**

2. Purpose of Grant. The Grant shall be used only for the purposes set forth in the complete proposal submitted by the Recipient attached hereto as “Exhibit A - Children's Services Advisory Committee Grant Application - CSAC 2023-24 Grant Application and all associated Supporting Documents” and incorporated herein by this reference (such purposes hereinafter referenced as “Grant Purposes”).

## **5. Additional Obligations of Recipient**

### **Modify 5.1.1 (add in bold)**

5.1.1 Cooperation. The Recipient, its directors, managers, employees, and volunteers shall cooperate with any requests for information relating to this Contract and the services and programs provided under this Contract by the County or the Clerk of Courts and Comptroller. Cooperation shall include, but is not limited to, providing records, **bank statements, attendance rosters**, answering questions, and participating in interviews by County or Clerk of Courts and Comptroller staff. The Recipient, its directors, managers, employees, and volunteers shall respond to requests for information within 5 business days, unless the County or Clerk of Courts and Comptroller agree to an alternative response time.

### **Add 5.3.1**

5.3.1 Attendance Tracking: Funded programs are required to submit quarterly attendance reports to the County. These reports will detail participant numbers and demographic information, facilitating an accurate evaluation of program reach and impact.

### **Add 5.4**

5.4 Site Visits: In support of effective coaching, feedback, and assistance to agencies, site visits will be jointly conducted by CSAC staff and, when available, a committee-appointed representative from the Children’s Services Advisory Committee. These visits will provide valuable insights into program implementation, alignment with stated objectives, and potential areas for improvement. This comprehensive assessment approach ensures the optimal development of the funded programs.

### **Modify 5.5 through 5.9 (modify subsequent numbering sequentially)**

### **FUNDING:**

No funding is required for the subject task.

### **RECOMMENDATION:**

Staff recommends that the Board accept the revised FY23-24 Children’s Services Program Sample Indian River County Grant Contract as submitted and authorize the County Administrator to execute the 46 program contracts for Fiscal Year 23-24 after review and approval by the County Attorney for legal sufficiency.

**ATTACHMENTS:**

Children's Services Program FY23-24 Sample Indian River County Grant Contract - Revised