

**Charlotte County Board Of County Commissioners
Agenda Item Summary**

Item Number: L- 1

1 DEPARTMENT MAKING REQUEST

Human Services

2 MEETING DATE

6/10/2014 9:00:00 AM

3 REQUESTED MOTION/ACTION

Approve a Memorandum of Agreement between First Call for Help of Broward, Inc. and Charlotte County Board of County Commissioners/ 211 for receipt of grant funds; and approval of Budget Amendment Number BA14-29 in the amount of \$2,178.50.

4 AGENDA

Consent

5 IS THIS ITEM BUDGETED (IF APPLICABLE) - No

Budget Action

Approve Budget Amendment Number BA14-29 in the amount of \$2,178.50. No local match is required.

Financial Impact Summary Statement

Funding for this grant will be budgeted in the 211/Human Services budget by way of Budget Amendment Number BA14-29. No local match is required.

Detailed Analysis Attached - No

Budget Officer-

6 BACKGROUND (Why is this Action Necessary, and What Action will be accomplished)

This is the second year that Charlotte County 211 has received grant funds to provide information on the federal Summer Food Service Program (SFSP) and to provide assistance to callers in identifying locations offering this breakfast and lunch program for children during the summer months. Grant funds are from the Florida Department of Agriculture and Consumer Services (DACCS) and contracted with 211's statewide through the First Call for Help of Broward, Inc. Reporting data to DCAS will assist in identifying community needs.

ATTACHMENTS:

Name:	Description:	Type:
<input type="checkbox"/> Memorandum of Agreement.docx	Memorandum of Agreement w/First Call Broward	Cover Memo
<input type="checkbox"/> ATTACHMENT A.docx	Attachment A	Cover Memo
<input type="checkbox"/> ATTACHMENT B.pdf	Attachment B	Cover Memo
<input type="checkbox"/> Grants-Checklist-SFP 2014MOU FOR @211 Form.docx	grant checklist	Cover Memo
<input type="checkbox"/> BA.14.29 211 Summer Food Program.xlsx	Bud Amend. #BA14-29	Cover Memo

Memorandum of Agreement

Between
First Call for Help of Broward, Inc.
and
Charlotte County Board of County Commissioners

Section 1: Nature of Agreement:

This document represents a letter of agreement between First Call for Help of Broward, Inc. (2-1-1 Broward) and Charlotte County Human Services/Charlotte 211 (Charlotte 211). It outlines the terms and conditions that apply to the use of grant funds from Florida Department of Agriculture & Consumer Services (DACS) to provide assistance with answering calls and inquiries about the federal Summer Food Service Program (SFSP) and the Seamless Summer Option (SSO).

Section 2: Scope of Work:

A grant is being awarded to Charlotte 211 for delivery of the following tasks:

- a) Participate in a train-the-trainer web-based training session provided by the DACS staff relative to general information about the federal SFSP and SSO, Florida Department of Agriculture and Consumer Services marketing strategies, and protocols for how the Florida 2-1-1 organizations, 2-1-1 Broward and DACS will work together.
- b) 2-1-1 organizations with the capacity to conduct outreach will provide information about the SFSP and SSO through existing outreach channels such as social marketing, community events and presentations.
- c) Include a SFSP banner/link on 2-1-1 organizational website.
- d) Provide the following SFSP and SSO site information to callers who call asking specifically about the SFSP or SSO:
 - **Site Name & Address**
 - **Meal Times**
 - **Site "Public Contact" Information (contact at feeding site)**
- e) Routinely offer the program information to all 2-1-1 callers with children from May 1, 2014 through August 16, 2014 by providing information on SFSP and SSO sites in proximity to the caller's home or work.
- f) On the DACS website, record (click) site specific SFSP referrals provided to caller. g) Collect and report the following data utilizing a standardized reporting format (Attachment B).

- Date&Timeof Call
- ZipCode, City, & County in whichthecallerlives
- HowHeard (Media)
- FromWhatOrganization/LocationCaller Heard
- Ifcaller saw theSFSPPublicServiceAnnouncement(PSA)througha media outlet(i.e. radio, TV,print)
- WhichSSOSite(s)the caller wasreferred to
- Caller’sLanguage(English,Spanish,HaitianCreole)
- Caller’sGender
- Did thecallerspecificallyrequestinformationabouttheSFSPorSSOor were they callingfor otherservices
- SFSPOutreach/PromotionalActivities

h) ReportingTimelines:Charlotte 211will submitreportsto 2-1-1 Browardforthe countyor countieslistedin AttachmentAandaccordingto the followingschedule:

1. One progressreportfor the period May1, 2014 through June 30, 2014 willbe submittedbyJuly9, 2014.
2. One comprehensivereport,withline-by-linedetail, for the periodMay1, 2014 throughAugust16, 2014 willbe submittedbyAugust29, 2014.

Reportswillbe submittedelectronicallyto SheilaSmithat the followingemail address:ssmith@211-broward.org.Anyreportingquestionsshouldbe directedto SteveStricklandat sstrickland@211-broward.orgor (954)390-0493.

- i) Reportcomplaintsabout SFSP or SSOby callersto the sponsor(“Private Contact”) to expeditea responsefromthe sponsorfortroubleshooting.Also report these complaintstoDACSwithinthe nextbusinessdayfortheir records.
- j) Participatein end-projectassessmentwith DACS.

Aspart ofthisagreement,FloridaDepartmentofAgriculture&ConsumerServiceswill:

- a) Provideweb-basedtraining to Florida2-1-1 organizations,includingstandardized andspecificprograminformationanddeliveryofapowerpoint presentationfor 2-1-1 organizationsto usein trainingstaff.
- b) Provideeach2-1-1withanExcelformatlist ofSSOsiteinformationfor itsservice counties,filtering out closedsites.
- c) Ensurethe SummerBreakSpot.orgwebsite informationisupdatedwiththe most accuratesiteinformationavailableforall open andopen restrictedSFSPsites.
- d) Provideeach2-1-1 organizationwithtimelyupdatesregardinganychangesfor siteinformation(early siteclosings,mealtime changes,etc.).

- e) Followup directlywithcallerswhoidentifyproblemswitha localsiteto ensure federalregulationsare beingfollowedrelativeto accessandfoodquality.
- f) ProvideSFSPpromotionalmaterialsfor Florida2-1-1 organizationsto disseminate.

Section4: Compensation

Contingentupon receiptof fundingfromthe FloridaDepartmentofAgriculture& ConsumerServices,2-1-1 Browardwilldisburse\$2,178.50in grant fundstoCharlotte 211 forthe executionoftasksinthisAgreementupon completionof tasksoutlined.One half (50%)offundswillbe disbursedupon receiptofDACSpayment for submissionof the progressreport.The remaining50%offundswillbe disbursedupon receiptof DACSpayment for submissionofthe final report.

IfCharlotte 211failstocompleteitstasksasoutlinedinthisAgreement,2-1-1 Broward will immediatelynotifyDACSandwilldiligentlyworktoresolveany issues.Afull or pro-ratedreductioninreimbursementtoCharlotte 211maybe applied.

Inthe eventCharlotte211shoulddiscontinueoperationsinfull orinany portionofits coveragearea asoutlinedin AttachmentA,2-1-1 Browardwillimmediatelynotify DACSandwillworkwith2-1-1 Big Bendtoroute callsfromthat area to another2-1-1 asquicklyaspossible. 2-1-1 Browardmaytransferall ora portionofthe funds allocatedforthatregion or areato another2-1-1 organization.

Inthe eventthat the FLOWsystemis discontinuedduringthe periodofthis contract, any remainingfundsallocatedto FLOW will be equitably disbursedto 2-1-1 organizations.Apro rata formulabasedon populationsizeofthe geographicarea servedbyeach2-1-1 organizationwill be usedto determinethe disbursementamounts.

Acceptedandagreedto by:

 Sheila J. Smith,President/CEO
 First Call for Helpof Broward,Inc.

 Print Name: Kenneth W. Doherty
 Print Title: Chairman,
 Charlotte CountyBoard of
 County Commissioners

 Date

 Date

ATTACHMENT A

1. **2-1-1 Big Bend, Inc.: (Population 433,846 – 2.25%)**
 - Franklin, Gadsen, Jefferson, Leon, Liberty, Madison, Taylor, Wakulla
2. **2-1-1 Brevard, Inc.: (Population 548,424 – 2.85%)**
 - Brevard
3. **First Call for Help of Broward, Inc.: (Population 1,784,715 – 9.26%)**
 - Broward
4. **Charlotte County Board of County Commissioners/Charlotte 211: (Population 163,679 – 0.85%)**
 - Charlotte
5. **2-1-1/Crisis Center of Tampa Bay: (Population 1,276,410 – 6.63%)**
 - Hillsborough
6. **211 Palm Beach/Treasure Coast: (Population 1,954,228 – 10.15%)**
 - Indian River, Okeechobee, St. Lucie, Martin, Palm Beach
7. **2-1-1 Tampa Bay Cares, Inc.: (Population 1,100,418 – 5.71%)**
 - Pinellas, Hernando
8. **United Way of Volusia-Flagler Counties: (Population 596,821 – 3.1%)**
 - Flagler, Volusia
9. **2-1-1 Switchboard of Miami: (Population 2,989,598 – 15.52%)**
 - Miami-Dade, Collier, Monroe
10. **Heart of Florida United Way: (Population 3,652,694 – 18.97%)**
 - Seminole, Orange, Osceola, Marion, Alachua, Bradford, Dixie, Gilchrist, Lafayette, Levy, Union, Lake, Sumter, Pasco, Citrus
11. **United Way of Lee County, Inc.: (Population 693,833 – 3.6%)**
 - Lee, Glades, Hendry
12. **United Way 2-1-1 of Manasota, Inc.: (Population 753,539 – 3.91%)**
 - Manatee, Sarasota, DeSoto
13. **United Way of Northeast Florida: (Population 1,570,475 – 8.15%)**
 - Duval, Nassau, St. Johns, Clay, Putnam, Baker, Columbia, Hamilton, Suwanee
14. **United Way of Escambia County, Inc./2-1-1 Northwest Florida (Population 942,360 – 4.9%)**
 - Escambia, Holmes, Washington, Jackson, Calhoun, Gulf, Bay, Santa Rosa, Okaloosa
15. **United Way of Central Florida 2-1-1/ Whole Child/ Whole Child Connection: (Population 740,724 – 3.85%)**
 - Polk, Highlands, Hardee
16. **COPE Center/2-1-1 Panhandle: (Population 57,779 – 0.3%)**
 - Walton

BUDGET

Call Answering/Reporting	\$53,000.00
\$32,000 = \$2,000.00 per 2-1-1 region x 16 regions	
\$21,000 = ProRata Shares Based on Population:	
Big Bend:	\$ 472.50
Brevard:	\$ 598.50
Broward:	\$ 1944.60
Charlotte:	\$ 178.50
Tampa Bay Crisis Ctr:	\$ 1392.30
Palm Beach:	\$ 2131.50
Tampa Bay Cares:	\$ 1199.10
Volusia/Flagler:	\$ 651.00
Miami:	\$ 3259.20
Orlando:	\$ 3983.70
Lee:	\$ 756.00
Manasota:	\$ 821.10
Jacksonville:	\$ 1711.50
Walton:	\$ 63.00
Central FL:	\$ 808.50
Escambia:	\$ 1029.00
FLOW System Expenses	\$5,400.00
System/Call Fees - \$4,400	
Technical Support Fees - \$1,000	
2-1-1 Broward Administration and Reporting @ 10%	<u>\$5,840.00</u>
TOTAL:	\$64,240.00

Charlotte County Grants Checklist

Department: Charlotte County Human Services/211

Staff Completing Form: Faezeh Andrews

BCC Meeting Date: June 10, 2014

Grant Name: Federal Summer Food Service Program via MOU with First Call for Help of Broward, Inc.

Instructions:

- For Departments to attach to Novus Agenda items pertaining to grant applications.
- Fill out one form for each grant.
- Contact your Fiscal Services Representative with any questions.

1. How much funding will the Department/County receive from the grant?

\$2,178.50.

2. How many years have we been receiving this grant?

2 years.

3. Is there a County match required? If yes, what type of match and amount?

No.

4. What will the grant be used for?

The grant will be used to provide assistance to callers with children about the Federal Summer Food Service Program (SFSP) and to identify locations in Charlotte County offering the Program. Reporting data will be provided to assist the Florida Department of Agriculture and Consumer Services (DACS) in collecting information on community needs.

5. Is it for additional or new services/equipment/facilities?

No.

6. Does it pay for something that the County already does?

Yes. Charlotte 211 provides this information to the public, however, this is a collaborative effort for Florida 2-1-1 organizations and DACS to work together to identify community needs.

7. Does it pay for any positions? If yes, what happens to the position(s) if the grant goes away?

No.

8. Is the County obligated to pay for anything after the grant goes away?

No.

Budget Adjustment

Adjustment #:
BA-14-29

Dept.:
Human Services/211

Fund #:
0001

Fund Name:
General Fund

Revenues:

Project Title	Project Account Title	Project Account String	G/L Account Title	G/L Account String	Amount	Beginning Balance	Revised Amount
			State Grant-Gen Government	0001.684210.334.101.0000	2,178.50	\$ -	\$ 2,179
					0.00	\$ -	\$ -
					0.00	\$ -	\$ -
					0.00	\$ -	\$ -
					0.00	\$ -	\$ -
Total All Revenues					2,178.50		

Expenditures:

Project Title	Project Account Title	Project Account String	G/L Account Title	G/L Account String	Amount	Beginning Balance	Revised Amount
			Telephone	0001.684210.564.41.0003	2,178.50	\$ -	\$ 2,179
					0.00	\$ -	\$ -
					0.00	\$ -	\$ -
					0.00	\$ -	\$ -
					0.00	\$ -	\$ -
					0.00	\$ -	\$ -
					0.00	\$ -	\$ -
					0.00	\$ -	\$ -
Total All Expenditures					2,178.50		

Justification:

To add the Summer Food Service Program grant in the amount of \$2,178.50 from the Florida Department of Agriculture and Consumer Services (DACCS) to the 211 budget for FY 2014. No local match funds are required.

Prepared by: ___ Kelly Studenwalt, Financial Manager _____

Approved by: _____

Note: If this is used for a CIP amendment, include a copy of the old CIP project sheet and the new CIP project sheet