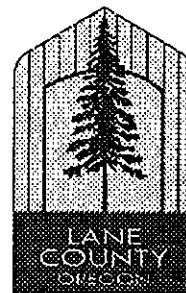


W.G.D.1.

AGENDA COVER MEMO

AGENDA DATE: April 5, 2006
TO: Board of County Commissioners
DEPARTMENT: Health & Human Services
PRESENTED BY: Rob Rockstroh



AGENDA TITLE: ORDER / _____ IN THE MATTER OF RATIFYING THE SIGNATURE OF THE COUNTY ADMINISTRATOR ON A GRANT APPLICATION TO THE FEDERAL SUBSTANCE ABUSE AND MENTAL HEALTH SERVICE ADMINISTRATION FOR \$100,000 FOR THE DRUG FREE COMMUNITIES SUPPORT PROGRAM. (DEPARTMENT OF HEALTH & HUMAN SERVICES)(34)

I. MOTION

Order / _____ In the Matter of Ratifying the Signature of the County Administrator on a Grant Application to the Federal Substance Abuse and Mental Health Service Administration for \$100,000 for the Drug Free Communities Support Program. (Department of Health & Human Services) (34)

II. ISSUE OR PROBLEM

Lane County received notice of award of a \$100,000 grant from the federal Substance Abuse and Mental Health Service Administration (SAMHSA). The amount of the grant exceeds the county administrator's signature authority. The signed award letter was signed and forwarded to SAMHSA by the March 15, 2006 due date. Therefore, the Board must act to ratify the county administrator's acceptance of the award. Furthermore, staff have been informed by the granting agency that this award may be renewable for one additional year. So the department is requesting authorization for the county administrator to sign acceptance for one annual renewal application and continuing award of this grant.

III. DISCUSSION

A. Background/Analysis

On February 26, 2003, the Board approved a grant application to the federal Office of

Juvenile Justice and Delinquency Prevention (OJJDP) to provide for continued support of our Drug-Free Communities Support Program (Board Order No. 03-2-26-8). At that time staff believed there would be as many as four annual renewals of the grant award and anticipated the County Administrator would sign all four renewals per Lane Manual 21.137(3).

However, in the 2005-06 fiscal year the grant moved from OJJDP to SAMHSA and the grant award letter did not require a signature. So, when the application was received for the 2006-07 fiscal year, staff believed that the county administrator's authority to sign the application was intact from the earlier board order allowing the county administrator to sign renewal documents. This proved not to be the case since the federal granting sources had changed and although this renewal request is within the county administrators delegated signature authority, it is part of a larger grant that exceeds signature authority. The error was not caught until the week the application was due and it was too late to obtain a board order authorizing the county administrator's signature. Therefore, the application was signed by the county administrator with the understanding that a board order requesting ratification of his signature would be processed.

In Lane County a needs and risk assessment indicated a gap in prevention services targeted toward youth use of alcohol, heroin, and methamphetamine.

Community-based prevention coalitions work to fill this gap by pursuing the following goals:

1. Reduce risk factors associated with substance abuse among youth and, over time, among adults;
2. Increase protective factors that minimize risk of youth engaging in substance abuse; and
3. Increase citizen participation among all sectors and organizations in Lane County to reduce substance abuse among youth.

Strategies presented for funding by the grant for the 2006-07 year will include:

- 1.1 By the end of the year, help at least two local community partnerships implement their evidence-based strategies to reduce youth use of alcohol, tobacco, and other drugs (ATOD) based on risk and protective factors and assets.**
- 1.2 By the end of the year, continue to monitor the progress of systems-oriented responses to underage drinking**
- 1.3 By the end of the year, work with local television stations to plan and create at least one public service announcement on prescriptive parenting, peer and community practices to reduce youth use of ATOD and increase protective factors; air it for a total of at least 300 times on five local network affiliate**

television stations and or Eugene Area Radio Stations.

- 1.4 By the end of the year, work with county partners to implement the plan that has consistent and meaningful responses to address risk factors that lead to methamphetamine use.**
- 2.1 Maintain a repository of current information on alcohol, including publications, videos, sample PSAs, a list of speakers.**
- 2.2 With Media United, create, produce, and simulcast a commercial free "road blocked" televised Prevention Special that provides best practice prescriptive parenting, peer or community tips on how to increase protective factors and reduce youth use of ATOD.**
- 2.3 Convene at least four quarterly meetings per year with representatives from local governmental, private non-profit, and education agencies to coordinate.**
- 2.4 Collaborate with Lane Education Service District to engage at least 50 youth in organizing and promoting prevention activities, including a regional peace conference.**
- 2.5 Collaborate with Drugfree Workplace partners to expand drug free workplace standards and practices among local businesses as well as among youth entering into the job market.**
- 3.1 Provide support and organization to at least two local community partnerships, and three countywide coalitions: the Lane County Coalition to Prevent Substance Abuse, One Voice: Media United Against Drugs and the countywide assets movement.**
- 3.2 Provide at least two leadership forums/training opportunities devoted to specific elements of effective coalition prevention strategies in order to build the capacity of leaders in the coalition and the community.**
- 3.3 By the end of the year, increase membership in the coalition and local community partnerships by up to 5% as demonstrated by signed memoranda of understanding.**
- 3.4 By the end of the year, retain at least 80 percent of coalition members**
- 3.5 Sponsor an annual prevention event to highlight prevention activities in ATOD, gambling, and other areas.**

The budget for the program is shown below. Sixty-four percent of the grant dollars will be used to support Lane County prevention staff positions that are currently filled and active. The remainder will be spent on materials and services. The non-federal match is composed primarily of in-kind contributions from the local media, with the addition of some in-kind supervisory time and limited support through services funded by other prevention programs.

Budget Category	Federal	Match (Non-Federal)	Category Total
A. Personnel	\$ 35,129	17,126	\$ 52,255
B. Fringe Benefits	28,745	10,533	39,278
C. Travel	2,900	1,500	4,400
D. Equipment	0	0	0
E. Supplies	1,350	864	2,214
F. Construction	0	0	0
G. Consultants / Contracts	10,000	0	10,000
H. Other (Media United)	10,800	118,740	129,540
<i>Total Direct Costs</i>	88,924	148,763	237,687
I. Indirect Costs	11,076	4,796	15,872
TOTAL Project Costs	\$ 100,000	\$ 153,559	\$ 253,559

The information required by the Board of County Commissioners prior to approval of grant applications and receipt of grant funds is provided below

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

The requirement is \$150,000 (150% of the grant amount). This match comes primarily from in-kind contributions from the media, with the remainder from in-kind supervision and support of project staff.

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

No

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

Yes

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

Grant pays full costs

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

Yes, stakeholders know it is a time-limited grant. If funding does not continue, some of the functions will continue without funding by support of community stakeholders, some of the functions will reduce or end.

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

Requirements related to federal grants apply related to audits. Additionally, the grant funds a contract with an outside evaluator to assist with data collection and analysis.

7. How will the department cover the accounting, auditing, and evaluation obligations? How are the costs for these obligations covered, regardless of 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?

The grant covers the costs of the full department and county indirect, in addition to an outside evaluator.

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

No

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?

No

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.

This grant does not have technology issues that will have an impact on existing county systems.

11. Information services department 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.

This item does not apply to this grant application.

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

This is not a grant funded computer/software applications project.

B. Alternatives/Options

1. To approve the motion, accept the grant award and authorize the county administrator to sign the award document as well as future grant renewal applications and continuation awards.
2. Not to accept the motion and not ratify the County Administrators signature. This will result in the county not receiving the funding and the loss of funding and prevention services that would have been supported by this funding including staff.

C. Recommendation

To approve number one above.

D. Timing

The grant application has been forwarded to the federal funding agency, SAMHSA. If awarded, the grant document will be received next fall. Should the Board choose not to ratify the county administrator's signature, the grant document will be rejected at that time.

IV. IMPLEMENTATION

Upon action by the Board, a determination will be made as to whether the grant award document may be signed.

V. ATTACHMENTS

Board Order

THE BOARD OF COUNTY COMMISSIONERS, LANE COUNTY, OREGON

ORDER:) IN THE MATTER OF RATIFYING THE SIGNATURE OF THE
) COUNTY ADMINISTRATOR ON A GRANT APPLICATION TO
) THE FEDERAL SUBSTANCE ABUSE AND MENTAL HEALTH
) SERVICE ADMINISTRATION FOR \$100,000 FOR THE DRUG
) FREE COMMUNITIES SUPPORT PROGRAM. (DEPARTMENT
) OF HEALTH & HUMAN SERVICES)(34)

WHEREAS, Lane County received an application for a grant from the federal Substance Abuse and Mental Health Services Administration in the amount of \$100,000 to support our Drug-Free Communities Support Program; and

WHEREAS, the grant funds are needed to continue the work of the Lane County Coalition to Prevent Substance Abuse, an eight-year project; and

WHEREAS, the amount of the grant exceeds the signature authority of the county administrator; and

WHEREAS, Lane Manual Chapter 21 sets forth policy regarding signature authority of the county administrator; and

WHEREAS, the grant application was signed by the County Administrator in order to meet the deadline for filing; and

WHEREAS, the Board has the ability to ratify the signature of the County Administrator to enable Lane County to receive a possible grant award.

NOW THEREFORE, IT IS HEREBY ORDERED, that the Board of County Commissioners ratify the signature of the County Administrator on the grant application for \$100,000 from the federal Substance Abuse and Mental Health Services Administration; and,

IT IS FURTHER ORDERED, that the Board of County Commissioners delegate authority to the county administrator to sign any subsequent notice of grant award and continuation applications.

DATED this 5th day of April, 2006.

Bill Dwyer, Chair
Lane County Board Of Commissioners

APPROVED AS TO FORM
Date 3/27/06 Jane county
Heidlaw
OFFICE OF LEGAL COUNSEL