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Memorandum Date: January 4, 2006  
Order Date: January 18, 2006

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**TO:** Board of County Commissioners

**DEPARTMENT:** Children and Families

**PRESENTED BY:** Alicia Hays, Department Director

**AGENDA ITEM TITLE:** ORDER IN THE MATTER OF APPROVING THE SUBMITTAL OF A GRANT TO THE U.S. DEPARTMENT OF JUSTICE, OFFICE ON VIOLENCE AGAINST WOMEN IN THE AMOUNT OF \$750,000 OVER THREE YEARS FOR EDUCATION AND TECHNICAL ASSISTANCE TO END VIOLENCE AGAINST WOMEN WITH DISABILITIES; AND DELEGATING AUTHORITY TO THE COUNTY ADMINISTRATOR TO SIGN GRANT DOCUMENTS.

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**I. PROPOSED MOTION**

ORDER IN THE MATTER OF APPROVING THE SUBMITTAL OF A GRANT TO THE U.S. DEPARTMENT OF JUSTICE, OFFICE ON VIOLENCE AGAINST WOMEN IN THE AMOUNT OF \$750,000 OVER THREE YEARS FOR EDUCATION AND TECHNICAL ASSISTANCE TO END VIOLENCE AGAINST WOMEN WITH DISABILITIES; AND DELEGATING AUTHORITY TO THE COUNTY ADMINISTRATOR TO SIGN GRANT DOCUMENTS.

**II. ISSUE OR PROBLEM**

A community collaborative in Lane County is developing a grant proposal requesting funds from the U.S. Department of Justice, Office on Violence against Women (OVW). The dollar amount exceeds the County Administrator's authority to sign. Therefore, in order to submit this application, the County Administrator must be delegated authority to sign the application and to accept the grant if it is awarded to Lane County

**III. DISCUSSION**

**A. Background**

This funding opportunity is intended to provide training, consultation, and information on domestic violence, sexual assault, and stalking against women who are individuals with disabilities. Program goals include: The increase of efficient and appropriate services; Organizational capacity building; and Cross

## System collaboration.

In Lane County, we have a long history of coordinating and cooperating to develop a better system to serve battered women. In 1993, the Lane County Domestic Violence Council (DVC) was formed, involving Womenspace, the District Attorney's Office (DA), hospitals, social service agencies, law enforcement agencies, DA Victims' Services Program (VSP), shelter programs, treatment providers, and courts. The DVC creates opportunities to identify and address issues facing women seeking assistance or justice. For instance, in 1994, the DVC adopted Criminal Justice Guidelines for police, courts, DA, and jail; these guidelines were developed jointly by the DA, Chiefs of local police agencies, Womenspace, VSP, rural social service providers, and community leaders.

Similarly, we have a history of working to improve services and access for individuals with disabilities. For instance, we worked with the GSA to change the plan for the federal court house to include a ramp not just an elevator. We have numerous programs working on disability issues examples Direction Service, Mobility International USA and University of Oregon/College of Education: Special Education Training program. This funding opportunity will bring together these two successful movements to reduce the gaps in services to end violence against women with disabilities.

The grant development team is built upon the foundation of the Domestic Violence Council's ad hoc committee, Violence & Abuse in the Lives of Individuals with Disabilities (VALID). VALID membership includes representatives from victim advocacy agencies, programs that provide services to individuals with disabilities, and housing & case management providers. The purpose of VALID is to explore the parameters of violence in the disabilities communities, educate the community about both violence and access, identify resources and fill gaps in those resources as they become apparent.

## B. Analysis

A required activity of this grant is the establishment of a Collaboration Team. DCF staff will take the lead in convening and facilitating this group. Membership will include (but is not limited to) representation from domestic violence advocacy service providers, sexual assault support service providers, and disabilities services programs.

The grant review process initially requires submission of a concept paper. Top scoring concept papers will be eligible for further consideration. Site visits will be conducted with the top scoring applicants; those applicants that score well on the site visit will be invited to submit a full proposal.

Award recipients will be required to allocate \$200,000 of requested grant funds to support the first year planning phase. Remaining funds will be released upon successful completion of the initial planning year requirements. These awards are made as Cooperative Agreements, and OVW will play a significant role in shaping and monitoring the project.

At the time of this writing, staff are in the process of completing the application packet and therefore it is not attached to the Board Order. The application must be submitted electronically by January 25<sup>th</sup>, 2006. The application will be available for review, in the Board of County Commissioners' Office, by 5pm on Monday, January 23, 2006.

The grant award requested, up to \$750,000 for the period of three years, exceeds the County Administrator's delegated authority to sign. Therefore this order requests the Board to delegate authority to the County Administrator to sign the application.

**Administrative Policies and procedures questions for Grant Applications:**

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

**This grant does not require a match.**

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

**No, all expenditures will be fully paid for by the grant.**

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

**There are no county funds in the budget for this application.**

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

**All administrative expenses will be covered by grant funds. DCF will be responsible for contract administration and staffing the required Collaboration Team. Other responsibilities of the fiscal agent include facilitating the negotiation and execution of a Memorandum of Understanding to be created by all partners during the application process.**

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

**The grant development team and community partners agreeing to participate on the required consulting committee understand that the grant period is three years. The stakeholders creating the application understand this application must include a plan for sustaining services beyond the life of the federal funding.**

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

**This grant requires semi-annual progress reports and quarterly financial reports; grantees are required to collect certain data to comply with the Government Performance and Results Act of 1993 (GPRA). As the lead department on this grant, DCF will be responsible for assuring this obligation is met; the data collection obligation will be a key requirement in contractual work plans.**

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

**Accounting, auditing, and evaluation costs will be covered by the grant funds. DCF will fulfill auditing/accounting activities. As noted above, GPRA requirements will be included in contractual work plans.**

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

**Indirect has been calculated on the direct costs of the grant, rather than just the personnel expense. This will allow the grant to provide for an appropriate level of indirect to cover that assigned by FTE within the department during the grant period, and extra to be placed in a reserve account designated to cover this specific grant's indirect cost expense when it occurs one and two years outside of the grant period. Should the reserve be inadequate, DCF will absorb the excess with other funding that allows for community mobilization and resource development.**

**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?**

**N/A**

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.

N/A

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.

N/A

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

N/A

**C. Alternatives/Options**

1. Adopt the Order to authorize the County Administrator to sign the grant application and all related grant award documents.
2. Amend the Order.
3. Do not adopt the Order.

**D. Recommendation**

Option 1: Adopt the Order

**E. Timing**

The application package is due for electronic submission in Washington, DC, on January 25<sup>th</sup>, 2006, with hard copy sent via overnight delivery postmarked that date. Upon Board approval the grant will be submitted.

**IV. IMPLEMENTATION**

Upon the Board Order being approved and signed, the application will be processed for signature, then electronically submitted and mailed to Washington, DC.

**V. ATTACHMENTS**

Board Order

**THE BOARD OF COUNTY COMMISSIONERS, LANE COUNTY, OREGON**

**ORDER No.** ORDER IN THE MATTER OF APPROVING THE SUBMITTAL OF A GRANT TO THE U.S. DEPARTMENT OF JUSTICE, OFFICE ON VIOLENCE AGAINST WOMEN IN THE AMOUNT OF \$750,000 OVER THREE YEARS FOR EDUCATION AND TECHNICAL ASSISTANCE TO END VIOLENCE AGAINST WOMEN WITH DISABILITIES; AND DELEGATING AUTHORITY TO THE COUNTY ADMINISTRATOR TO SIGN GRANT DOCUMENTS.

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**WHEREAS**, the U.S. Department of Justice, Office on Violence against Women is requesting proposals for the Education & Technical Assistance to end Violence Against Women with Disabilities Grant Program; and

**WHEREAS**, Lane County through the Department of Children and Families is working with agencies, groups, and services supporting victims of domestic violence, stalking, and sexual assault and with disability services; and

**WHEREAS**, the grant application amount is beyond the Count Administrator's delegated authority, and

**WHEREAS**, if the proposal is approved and funding awarded, the revenue agreement will be beyond the County Administrator's delegated authority;

**NOW THEREFORE IT IS HEREBY ORDERED THAT** the Board of County Commissioners approve the submission of the grant to the U.S. Department of Justice, Office on Violence against Women for the Education & Technical Assistance to end Violence against Women with Disabilities grant program and delegate the County Administrator to sign the application; and, it is further

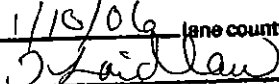
**ORDERED** that the Board of County Commissioners delegate authority to the County Administrator to sign a revenue agreement with the U.S. Department of Justice, Office on Violence against Women in the amount of \$750,000 over a period of three years.

APPROVED this \_\_\_\_\_ day of January, 2006

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Bill Dwyer, Chair  
BOARD OF LANE COUNTY COMMISSIONERS

ORDER IN THE MATTER OF APPROVING THE SUBMITTAL OF A GRANT TO THE U.S. DEPARTMENT OF JUSTICE, OFFICE ON VIOLENCE AGAINST WOMEN IN THE AMOUNT OF \$750,000 OVER THREE YEARS FOR EDUCATION AND TECHNICAL

**APPROVED AS TO FORM**  
Date 1/18/06 lane county  
  
**OFFICE OF LEGAL COUNSEL**

ASSISTANCE TO END VIOLENCE AGAINST WOMEN WITH DISABILITIES; AND DELEGATING AUTHORITY TO THE COUNTY ADMINISTRATOR TO SIGN GRANT DOCUMENTS.

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