

**URBAN COUNTY
PROGRAM**
Hidalgo County Commissioners' Court
Agenda Request Form

No. _____

Date: June 25, 2008 Meeting Date Request: July 1, 2008

Deadline for Action: July 1, 2008 Contact Person: Diana R. Serna

Department: Urban County Program Phone: (956) 787-8127 Fax: (956) 787-5291

Diana R. Serna, UCP Director : 

Caption:

The Urban County Program requests approval of Subrecipient Agreement with International Valley Health Institute (Public Services) in the amount of \$17,500.00 for Urban County Program Year 21 (2008).

Background:

All funding will be utilized by the reimbursement of salaries for promotoras, mileage and purchase of supplies that will provide first aid kits through Community Health Workers (Promotoras). (See the attached Exhibits).

Subrecipient: International Valley Health Institute

Individual Agreement Amounts:	Hidalgo County Precinct #1	10,000.00
	<u>Hidalgo County Precinct #2</u>	<u>7,500.00</u>

Total Agreement Amount: \$17,500.00

Manager: _____ Finance: _____

Please initial for approval:

Legal Counsel _____	Budget _____	Human Resources _____
Dept./Fund No. _____	Amt. Expended: \$ _____	Funds/Staffing Budgeted: Yes: _____ No: _____
Account Code: _____	Impact on Future Budget: Yes _____ No _____	

Comments:

Action taken by Commissioner's Court:

Approved _____ Tabled _____ Denied _____ Motion made by _____ Seconded _____ Vote _____

Exhibit A
STATEMENT OF WORK

Section I In summary, describe the services that the agency / organization provide to the community.

The purpose of the International Valley Health Institute is to advance the shared responsibility of public health in preventing disease and promoting positive health practices through collaboration in health information, scientific research, education, service demonstrations, training opportunities, program initiatives, and policy development to meet changing health conditions in the Lower Rio Grande Valley region.

Section II State the CDBG grant amount awarded and state the name of awarding City / Pct.
\$ 10,000 Awarded By: Precinct #1

Section III List the proposed type of expenditure(s) utilizing CDBG funds.
Expenditures include: first aid kits for participating social networks; first aid supplies to refill kits as needed; supplies for first aid manuals to accompany kits and distributed to families as requested; mileage reimbursement for 2 Promotoras (Community Health Workers); personnel costs for 2 Promotoras (Community Health Workers)

Section IV List the services that will be provided and how they will be performed as a result of CDBG funds.

First Aid Kits will be provided and restocked as supplies are utilized. Promotoras will visit the colonias regularly and restock as indicated by the refill forms turned in by each network leader, verifying the items needed by checking first aid usage logs. Individual educational programming and health care referrals will be provided as needed. A first aid manual will be distributed with each kit, additional manuals are made available to residents who request a copy for their home.

Section V As a result of the CDBG award; describe how funds will provide an increase in services or provide a new service to extremely low and/or low to moderate income residents. (EX: Additional ESL classes will be offered; new sports program will be created for the youth, etc.)

Funding of this project will allow the families in the participating colonias of Precinct #1 to continue to receive first aid supplies and expanded health education and referral health services.

Section VI Describe the program beneficiaries, estimated number to be serviced, economic background and area of residency.

Program beneficiaries include low income colonia residents. The majority of the residents are of Hispanic ethnicity with minimal to no health care coverage and very limited access to health care. Estimated number to be serviced = 385.

Section VII List all of the locations with physical address where the service(s) will be provided.

Services will be provided to residents of Hidalgo County, within the boundaries of Precinct #1.

**Exhibit B-1
GRANT BUDGET**

Subrecipient agrees to follow the approved list of expenditures. If necessary and upon Urban County approval, the Subrecipient will be allowed two amendments to the grant budget for the term of the agreement.

TYPE OF EXPENDITURES	BUDGETED AMOUNT
Personnel costs for 2 Promotoras	\$ 7,213
First Aid Supplies	\$ 900
Supplies for First Aid Manuals	\$ 500
Mileage reimbursement for 2 Promotoras	\$ 1,387
	\$
	\$
	\$
	\$
TOTAL GRANT BUDGET:	\$ 10,000.00

Exhibit B-2
PAYMENT SCHEDULE

Subrecipient must submit a payment schedule to expend the CDBG award by completing the table below. Proposed changes to the payment schedule must be submitted in writing to UCP for review and approval prior to the proceeding month of the change. Subrecipient will be allowed up to two amendments for the term of the agreement.

2008 - 2009 For the Months of...	Estimated Amount Of Expenditures	Type of Budgeted Expenditures
July	\$ 910	Personnel for two Promotoras, first aid supplies, first aid manual supplies, mileage reimbursement for two promotoras
August	\$ 909	Personnel for two Promotoras, first aid supplies, first aid manual supplies, mileage reimbursement for two promotoras
September	\$ 909	Personnel for two Promotoras, first aid supplies, first aid manual supplies, mileage reimbursement for two promotoras
October	\$ 909	Personnel for two Promotoras, first aid supplies, first aid manual supplies, mileage reimbursement for two promotoras
November	\$ 909	Personnel for two Promotoras, first aid supplies, first aid manual supplies, mileage reimbursement for two promotoras
December	\$ 909	Personnel for two Promotoras, first aid supplies, first aid manual supplies, mileage reimbursement for two promotoras
January	\$ 909	Personnel for two Promotoras, first aid supplies, first aid manual supplies, mileage reimbursement for two promotoras
February	\$ 909	Personnel for two Promotoras, first aid supplies, first aid manual supplies, mileage reimbursement for two promotoras
March	\$ 909	Personnel for two Promotoras, first aid supplies, first aid manual supplies, mileage reimbursement for two promotoras
April	\$ 909	Personnel for two Promotoras, first aid supplies, first aid manual supplies, mileage reimbursement for two promotoras
May	\$ 909	Personnel for two Promotoras, first aid supplies, first aid manual supplies, mileage reimbursement for two promotoras
TOTALS:	\$ 10,000.00	

Exhibit C
SCHEDULE OF ACTIVITY

Subrecipient hereby agrees to perform services as outlined in Exhibit A. A proposed monthly schedule of activity should be provided in the table below. Schedule should not exceed Subrecipient contract time frame of eleven months from effective contract date.

Proposed changes to the schedule of activity must be submitted in writing to UCP for review and approval prior to the proceeding month of the change. Subrecipient will be allowed up to two amendments for the term of the agreement.

2008 - 2009 For the months of...	Number of <u>Unduplicated</u> Beneficiaries to be Serviced	Services Provided
July	35	Continuation of First Aid Project
August	35	Continuation of First Aid Project
September	35	Continuation of First Aid Project
October	35	Continuation of First Aid Project
November	35	Continuation of First Aid Project
December	35	Continuation of First Aid Project
January	35	Continuation of First Aid Project
February	35	Continuation of First Aid Project
March	35	Continuation of First Aid Project
April	35	Continuation of First Aid Project
May	35	Continuation of First Aid Project
Total:	385	

Exhibit A
STATEMENT OF WORK

Section I In summary, describe the services that the agency / organization provide to the community.

The purpose of the International Valley Health Institute is to advance the shared responsibility of public health in preventing disease and promoting positive health practices through collaboration in health information, scientific research, education, service demonstrations, training opportunities, program initiatives, and policy development to meet changing health conditions in the Lower Rio Grande Valley region.

Section II State the CDBG grant amount awarded and state the name of awarding City / Pct.
\$ 7,500 Awarded By: Precinct #2

Section III List the proposed type of expenditure(s) utilizing CDBG funds.
Expenditures include: first aid kits for participating social networks; first aid supplies to refill kits as needed; supplies for first aid manuals to accompany kits and distributed to families as requested; mileage reimbursement for 2 Promotoras (Community Health Workers); personnel costs for 2 Promotoras (Community Health Workers)

Section IV List the services that will be provided and how they will be performed as a result of CDBG funds.
First Aid Kits will be provided and restocked as supplies are utilized. Promotoras will visit the colonias regularly and restock as indicated by the refill forms turned in by each network leader, verifying the items needed by checking first aid usage logs. Individual educational programming and health care referrals will be provided as needed. A first aid manual will be distributed with each kit, additional manuals are made available to residents who request a copy for their home.

Section V As a result of the CDBG award; describe how funds will provide an increase in services or provide a new service to extremely low and/or low to moderate income residents. (EX: Additional ESL classes will be offered; new sports program will be created for the youth, etc.)
Funding of this project will allow the families in the participating colonias of Precinct #2 to continue to receive first aid supplies and expanded health education and referral health services.

Section VI Describe the program beneficiaries, estimated number to be serviced, economic background and area of residency.
Program beneficiaries include low income colonia residents. The majority of the residents are of Hispanic ethnicity with minimal to no health care coverage and very limited access to health care. Estimated number to be serviced = 240.

Section VII List all of the locations with physical address where the service(s) will be provided.
Services will be provided to residents of Hidalgo County, within the boundaries of Precinct #2.

**Exhibit B-1
GRANT BUDGET**

Subrecipient agrees to follow the approved list of expenditures. If necessary and upon Urban County approval, the Subrecipient will be allowed two amendments to the grant budget for the term of the agreement.

TYPE OF EXPENDITURES	BUDGETED AMOUNT
Personnel costs for 2 Promotoras	\$ 4,400
First Aid Supplies	\$ 890
Supplies for First Aid Manuals	\$ 300
Mileage reimbursement for 2 Promotoras	\$ 1,910
	\$
	\$
	\$
	\$
TOTAL GRANT BUDGET:	\$ 7,500.00

**Exhibit B-2
PAYMENT SCHEDULE**

Subrecipient must submit a payment schedule to expend the CDBG award by completing the table below. Proposed changes to the payment schedule must be submitted in writing to UCP for review and approval prior to the proceeding month of the change. Subrecipient will be allowed up to two amendments for the term of the agreement.

2008 - 2009 For the Months of...	Estimated Amount Of Expenditures	Type of Budgeted Expenditures
July	\$ 682	Personnel for two Promotoras, first aid supplies, first aid manual supplies, mileage reimbursement for two promotoras
August	\$ 682	Personnel for two Promotoras, first aid supplies, first aid manual supplies, mileage reimbursement for two promotoras
September	\$ 682	Personnel for two Promotoras, first aid supplies, first aid manual supplies, mileage reimbursement for two promotoras
October	\$ 682	Personnel for two Promotoras, first aid supplies, first aid manual supplies, mileage reimbursement for two promotoras
November	\$ 682	Personnel for two Promotoras, first aid supplies, first aid manual supplies, mileage reimbursement for two promotoras
December	\$ 682	Personnel for two Promotoras, first aid supplies, first aid manual supplies, mileage reimbursement for two promotoras
January	\$ 682	Personnel for two Promotoras, first aid supplies, first aid manual supplies, mileage reimbursement for two promotoras
February	\$ 682	Personnel for two Promotoras, first aid supplies, first aid manual supplies, mileage reimbursement for two promotoras
March	\$ 682	Personnel for two Promotoras, first aid supplies, first aid manual supplies, mileage reimbursement for two promotoras
April	\$ 682	Personnel for two Promotoras, first aid supplies, first aid manual supplies, mileage reimbursement for two promotoras
May	\$ 680	Personnel for two Promotoras, first aid supplies, first aid manual supplies, mileage reimbursement for two promotoras
TOTALS:	\$ 7,500.00	

Exhibit C
SCHEDULE OF ACTIVITY

Subrecipient hereby agrees to perform services as outlined in Exhibit A. A proposed monthly schedule of activity should be provided in the table below. Schedule should not exceed Subrecipient contract time frame of eleven months from effective contract date.

Proposed changes to the schedule of activity must be submitted in writing to UCP for review and approval prior to the proceeding month of the change. Subrecipient will be allowed up to two amendments for the term of the agreement.

2008 - 2009 For the months of...	Number of <u>Unduplicated</u> Beneficiaries to be Serviced	Services Provided
July	24	Continuation of First Aid Project
August	24	Continuation of First Aid Project
September	24	Continuation of First Aid Project
October	24	Continuation of First Aid Project
November	24	Continuation of First Aid Project
December	24	Continuation of First Aid Project
January	24	Continuation of First Aid Project
February	24	Continuation of First Aid Project
March	24	Continuation of First Aid Project
April	24	Continuation of First Aid Project
May	24	Continuation of First Aid Project
Total:	264	