

**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 the Open Hands Community Charitable Services (Public Services) in the amount of \$30,000.00 for Urban County Program Year 21 (2008).

Background:

All funding will be utilized for the reimbursement of food purchased to be distributed to Hidalgo County Precinct No. 1 and Donna residents. (See the attached Exhibits).

Subrecipient: **Open Hands Community Charitable Services**

Individual Agreement Amounts:	Hidalgo County Precinct #1	20,000.00
	<u>City of Donna</u>	<u>10,000.00</u>

Total Agreement amount: **\$30,000.00**

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.

Provide boxes of uncooked food to below poverty, low income families, individuals in the Donna, colonia, precinct 1 area. Help to eradicate hunger in this area.

Section II State the CDBG grant amount awarded and state the name of awarding City / Pct.
\$ 20,000.00 Awarded By: Pct. 1

Section III List the proposed type of expenditure(s) utilizing CDBG funds.
Purchase of food.

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

Will distribute boxes of uncooked food to the below poverty, low income families, individuals and couples. They will receive food once a month.

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.)

The agency will be able to increase the number of people served.

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

The program is designed to help stop hunger to give the clients enough food for a week. Those who benefit from this program are estimated to be approximately 900 to 1200 each month. The clients are typically below poverty and low income working families. 95% are Hispanic. They must live in the Donna and colonia areas.

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

The services will be provided at the agency's premises 301 South 17th Street, Donna, Texas 78537

**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
Food	\$20,000.00
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL GRANT BUDGET:	\$ 20,000.00

Initials _____

**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.

200<u>8</u> - 200<u>9</u> For the Months of...	<u>Estimated Amount</u> Of Expenditures	Type of Budgeted Expenditures
July	\$1818.18	Food
August	\$1818.18	Food
September	\$1818.18	Food
October	\$1818.18	Food
November	\$1818.18	Food
December	\$1818.18	Food
January	\$1818.18	Food
February	\$1818.18	Food
March	\$1818.18	Food
April	\$1818.18	Food
May	\$1818.20	Food
TOTALS:	\$20,000.00	

Initials _____

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 Served	Services Provided
July	1200	Distribution of Food
August	30	
September	30	
October	30	
November	30	
December	30	
January	30	
February	30	
March	30	
April	30	
May	30	
Total:	1500	

Initials _____

Exhibit A
STATEMENT OF WORK

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

Provide boxes of uncooked food to below poverty, low income and families, individuals in The Donna area. Helps to eradicate hunger in this area.

Section II State the CDBG grant amount awarded and state the name of awarding \$10,000 Awarded By: City of Donna

Section III List the proposed type of expenditure(s) utilizing CDBG funds.
Food

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

Will distribute boxes of uncooked food to the below poverty, low income families, individuals and couples. They will receive food once a month

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.)

The agency will be able to increase the number of people served

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

The program is designed to help stop hunger to give the clients enough food for a week. Those who benefit from this program are estimated to be approximately 900 to 1,200 each month. The clients are typically below poverty and low income working families. 95% are Hispanic, They must live in the Donna and colonia area.

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

The services will be provided at the agency's premises 301 S. 17th Street, Donna Texas, 78537

**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
Food	\$10,000.00
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL GRANT BUDGET:	\$ 10,000.00

Initials _____

**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.

200<u>8</u> - 200<u>9</u> For the Months of...	<u>Estimated</u> Amount Of Expenditures	Type of Budgeted Expenditures
July	\$909.09	Food
August	\$909.09	Food
September	\$909.09	Food
October	\$909.09	Food
November	\$909.09	Food
December	\$909.09	Food
January	\$909.09	Food
February	\$909.09	Food
March	\$909.09	Food
April	\$909.09	Food
May	\$909.10	Food
TOTALS:	\$10,000.00	

Initials _____

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	1200	Distribution of Food
August	30	
September	30	
October	30	
November	30	
December	30	
January	30	
February	30	
March	30	
April	30	
May	30	
Total:	1500	

Initials _____