

**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 Food Bank of the Rio Grande Valley (Public Services – General) in the amount of \$25,000.00 for the Urban County Program Year 21 (2008).

Background:

Funding will be utilized for the reimbursement of purchase of food and a refrigerator/freezer for the distribution of food for the Elsa Food Pantry who service the Delta Area. (See the attached exhibits)

Subrecipient: Food Bank of the Rio Grande Valley

Individual Agreement Amount: Hidalgo County Precinct #1 \$25,000.00

Total Funding Amount \$25,000.00

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.

The Food Bank of the Rio Grande Valley, Inc., and the Elsa Housing Food Pantry provide nutritious food commodities to help eliminate the pangs of hunger of its communities.

Section II State the CDBG grant amount awarded and state the name of awarding City / Pct.
\$ 25,000 Awarded By: Precinct 1

Section III List the proposed type of expenditure(s) utilizing CDBG funds.
Provide food to all eligible person in the Delta Area and purchase and to purchase a freezer and refrigerator.

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

Client Choice Food Program

Food Distribution to eligible recipients on the 2nd Saturday of every month 6:00am-10:00am

Emergencies always

Home deliveries to the elderly, disable and those lacking transportation.

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.)

Food Distribution to eligible recipients. New Freezer will allow for more frozen products to be given to eligible recipients. New refrigerator/Cooler will allow for more refrigerated product to be given to eligible recipients.

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

Families, Adults, Seniors, Children, and Homeless living in and around the Delta Area estimated 3,205 families living under an annual income of \$14,999 per year.

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

Elsa Housing Food Pantry 309 West 3rd Avenue, Elsa, Texas 78543

Home deliveries to the elderly, disabled and those who lack transportation.

**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	\$ 23,991
Equipment – Refrigerator and Freezer	\$ 1,009
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL GRANT BUDGET:	\$ 25,000

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.

2008 - 2009 For the Months of...	Estimated Amount Of Expenditures	Type of Budgeted Expenditures
July 2008	\$3,190	Purchase/Dist. of Food Purchase Freezer and Refrigerator
August 2008	\$2,181	Purchase / Distribution of Food
September 2008	\$2,181	Purchase / Distribution of Food
October 2008	\$2,181	Purchase / Distribution of Food
November 2008	\$2,181	Purchase / Distribution of Food
December 2008	\$2,181	Purchase / Distribution of Food
January 2009	\$2,181	Purchase / Distribution of Food
February 2009	\$2,181	Purchase / Distribution of Food
March 2009	\$2,181	Purchase / Distribution of Food
April 2009	\$2,181	Purchase / Distribution of Food
May 2009	\$2,181	Purchase / Distribution of Food
TOTALS:	\$25,000	

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	613	Food Distribution
August	613	Food Distribution
September	613	Food Distribution
October	613	Food Distribution
November	613	Food Distribution
December	613	Food Distribution
January	613	Food Distribution
February	613	Food Distribution
March	613	Food Distribution
April	613	Food Distribution
May	613	Food Distribution
Total:	613	Food Distribution

Initials _____