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**BUDGET AND FISCAL POLICY DEPARTMENT
GRANTS ADMINISTRATION DIVISION**

FY24 GRANT APPLICATION SUBMISSION APPROVAL FORM

DEPARTMENT INFORMATION	
Date:	9/22/23
Requesting Department/Division:	Community Services / Nutrition
Department/Division Contact:	Ernesto Hernandez/ Rosalva Hernandez
Anticipated Commissioners Court Meeting Grant Approval Date:	10/23/23
Who from your department/division will speak on the agenda item?	Irene Valenzuela / Rosalva Hernandez
Please list accompanying grant documents requiring the Authorized Official's signature.	Certification & Resolution Authorizing County Grant Program Year 2023
GRANT OPPORTUNITY INFORMATION	
Grant Opportunity Title (as provided by Grantor):	Texans Feeding Texans: Home Delivered Meal Grant Program
Grantor Agency:	Texas Department of Agriculture
Type of Grant (State, Federal, Private, Local, Other):	State
Is this a continuation grant for an existing program?	Renewal
CobbleStone Number for Most Recent Grant Award:	2023-0070
Grant Due Date:	11/01/2023
Grant Period:	02/01/2024 – 01/31/2025
Grant Proposal Summary (one paragraph or less):	This grant helps supplement the home delivered meal program. The home delivered meal program has continued to increase in population. TDA reviews our application and assesses the need, to determine an award amount.

GRANT FINANCES	
A. Grant Funding to be Requested:	\$125,000
B. Total Match Contribution (if applicable):	\$35,734.75
I. Cash Match Amount and Description (i.e. County employee salaries, anticipated operating expenses, third-party monetary donations, etc.):	The County is required to provide a grant match amount of \$35,734.75 based on the Census 2020 senior population, (60 years +; 142,939 total population). The in-kind match contribution from the county is the nutrition program employee salaries.
a. Match Source Account(s) (if applicable):	Short: GF-NUTRIADMIN-SALARY-FT REG Long: COGF-1000-0000000-431-40-40103-0001-00000-510011 NOTE: Accounts must also be placed in the applicable Commissioners Court agenda item (Fiscal Impact section).
b. What fiscal year(s) will County match funding be needed? Please indicate the fiscal years and the match needed per fiscal year.	FY23-FY24
II. In-kind Match Amount and Description (i.e. donated supplies/equipment, volunteer hours, donated professional services, etc.):	\$35,734.75 / Nutrition Program salaries
C. Anticipated Program Income (if applicable):	0
D. Total Project Amount (A + B + C):	\$160,734.75
FINANCIAL ASSESSMENT	
1) What are the staffing requirements or needs for this grant? Please include salary and benefit amounts and anticipated salary and benefit increases for multi-year grants.	

The nutrition program is already staffed with 10 employees, no additional staff needed.

2) Has this grant has been awarded in the past? If so, please provide the financial results of the most recently completed grant award cycle to include the award amount and the balance at the closing of the grant.

This grant is an annual award. Our current FY23 award is on target to expend the entire grant award, \$73,358.31.

3) What is the sustainability plan for this grant and the services being provided if this funding is significantly reduced or is not awarded in future?

There is no sustainability plan. Should this funding be reduced or not awarded in the future, the clients would be notified and terminated as such.

PROGRAMMATIC ASSESSMENT

1) Is this grant and its purpose(s) aligned with the County strategic plan? How will this grant benefit your department/division and the El Paso County community?

Yes, it is aligned with goal #6, Advance Community Support Services.

2) Please explain the capacity of your department/division to administer this grant and complete all programmatic reporting requirements during the grant period.

The nutrition division has full capacity to administer this grant and complete all programmatic reporting requirements during the grant period. We have been doing so for at least the last 10 years.

3) Will this grant require the use of contractual services? *If so, please contact the Purchasing Department, upon a ward acceptance to ensure your department follows applicable procurement policies and procedures.*

The County, through the Nutrition program, already contracts the meal vendor who prepares and delivers all meals to the home delivered meal program, Selrico Services, Contract 2019-0158.