



COUNTY ADMINISTRATOR
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TO: Martha Kern, Chair
Ways & Means Committee

THROUGH: Robert E. Guenzel
County Administrator

FROM: Trenda Rusher, Executive Director
Employment Training and Community Services

DATE: September 5, 2001

SUBJECT: Fiscal Year (FY) 2002 State Emergency Funds application to
the Family Independence Agency

Board Action Requested:

The Employment Training Community Service (ETCS) Group is requesting ratification of the County Administrator's signature on the FY 2002 State Emergency Funds (SEF) Program Application to the Family Independence Agency in the amount of \$52,684 for the period of October 1, 2001 through September 30, 2002.

Background:

The State Family Independence Agency provides funds to local agencies in an effort to respond to emergency needs of low-income households in respective communities. Additionally, funds may be used for essential outreach and referral services and administrative activities related to the operation of other important programs if such activities will foster maximum participation by eligible persons who are in need.

Discussion:

State Emergency Program funds are to be used for programmatic and administrative delivery of services to individuals whose annual family income is at or below 125% of the poverty level. Funds must be used by September 30, 2001 as the carrying forward of funds is not allowed under the State Emergency Funds Program. The funds allow qualified participants the opportunity to complete their program and move themselves towards self-sufficiency. Client eligibility shall be based on the application completed by the client to determine if the individual is a member of a family that meets the 125% of poverty income guidelines. The poverty line is established in accordance with the United States Department of Health and Human Services, as follows:

2001 Department of Health & Human Services Poverty Guidelines taken from the Federal Register, Vol. 66, No. 33, February 16, 2001, pp. 10695-10697.

Family Size:	<u>125% of</u> <u>poverty:</u>
1	10,737.50
2	14,512.50
3	18,287.50
4	22,062.50
5	25,837.50
6	29,612.50
7	33,387.50
8	37,162.50
For each additional person, add	3,775.00

Traditionally, State Emergency Program funds are used to provide emergency assistance to Work First Program participants who are unable to complete their program requirements due to unforeseen circumstances. The funds allow qualified participants the opportunity to complete their program and move towards self-sufficiency. Emergency circumstances have included, at a minimum, loss of transportation, childcare problems, relocation to transitional housing, and rent problems, such as past due rent payments. These funds are also used for assistance in extreme cases and for such activities such as assistance with utility payments, purchase of food and prescriptions, and emergency shelter.

Impact on Human Resources:

The requested Board action has no impact on Washtenaw County positions, personnel policies or procedures.

Impact on Budget:

The requested Board action approves the State Emergency Fund (SEF) budget in the amount of \$52,684. There is no match required for this grant. Administrative expenses are limited to \$7,903 of the total allocation. The remaining \$44,781 in funds is for costs associated with program implementation.

Impact on Indirect Costs:

The requested Board action has no indirect costs associated within the budget.

Impact on Other County Departments or Outside Agencies:

The requested Board action has no impact on other County departments or outside agencies.

Conformity to County Policies:

This matter has been reviewed by the Community Action Board, the County Administrator's Office, Corporation Counsel, Finance, Human Resources, and the Ways and Means Committee. The requested Board action is in conformity with County Policies.

Attachments/Appendices:

FY 2002 SEF Application

FY 2002 SEF Budget

A RESOLUTION RATIFYING THE COUNTY ADMINISTRATOR'S SIGNATURE ON THE EMPLOYMENT TRAINING AND COMMUNITY SERVICES (ETCS) GROUP'S FISCAL YEAR 2002 STATE EMERGENCY FUNDS AGREEMENT APPLICATION TO THE STATE FAMILY INDEPENDENCE AGENCY IN THE AMOUNT OF \$52,684, FOR THE PERIOD OF OCTOBER 1, 2001 THROUGH SEPTEMBER 30, 2002; AUTHORIZING THE ADMINISTRATOR TO SIGN THE NOTICE OF GRANT AWARD; APPROVING THE BUDGET; AUTHORIZING THE ADMINISTRATOR TO SIGN DELEGATE CONTRACTS

WASHTENAW COUNTY BOARD OF COMMISSIONERS

September 19, 2001

WHEREAS, the Employment Training & Community Services Group is the administering agency for the Employment Training and Community Services programs in Washtenaw County, and

WHEREAS, these funds are necessary for the delivery of services to Employment Training & Community Services customers and for the assistance to others in extreme emergencies; and

WHEREAS, these funds are to be used for eligible participants of the Work First Program, as established by the Federal Poverty Guideline, in completing program requirements, thereby assisting participants in achieving self-sufficiency; and

WHEREAS, emergency assistance includes payment of utilities, purchase of food and prescriptions, and emergency shelter needs; and

WHEREAS, the funds must be expended by September 30, 2001; and

WHEREAS, this matter has been reviewed by Corporation Counsel, the Finance Department, the Human Resources Department, the County Administrator's Office, and the Ways and Means Committee.

NOW THEREFORE BE IT RESOLVED that the Washtenaw County Board of Commissioners hereby ratifies the County Administrator's signature on the State Emergency Funds agreement with the Family Independence Agency in the amount of \$52,684 for the period of October 1, 2001 through September 30, 2002 for the Employment Training and Community Services Group, as on file with the County Clerk.

BE IT FURTHER RESOLVED that the Board of Commissioners takes the following actions contingent upon receipt of the grant award in conformity with the application:

1. Authorizing the County Administrator to sign the Notice of Grant Award
2. Amending the budget as attached hereto and made a part hereof
3. Authorizing the County Administrator to sign the delegate contracts upon review by Corporation Counsel, to be filed with the County Clerk

Washtenaw County ETCS
Summary Budget
Fund #2680 - FIA Emergency Services
Year Ending September 30, 2002

Revenues

50000

State Revenue

\$ 52,684

Expenditures

80000

Other Services and Charges

\$ 52,684