



Finance Committee Meeting

January 23, 2013

Carrera – Grant Administration Discussion

Item III.

Background:

The Carrera Summer and After-School Program is funded by the federal Office of Adolescent Health, Department of Health & Human Services. JWB is the grantee and fiscal agent for five years (2010 – 2015) at \$600,000 annually. Program services are provided by the Pinellas County Health Department (PCHD) on a subcontract basis. This program began serving a youth cohort when they entered sixth grade, and will continue serving them through the five year grant period, providing educational, medical and dental care, mental health, family life and sexuality education, as well as individual sports, self-expression, and Job Club services. The Children's Aid Society-Carrera National Training Center provides technical assistance to the program staff.

State policy limitations resulted in this program being very complex for PCHD to administer: PCHD cannot pay directly for a number of program costs, such as transportation of youth to the program, required staff travel to conferences, maintenance of computer lab equipment, and leasing the space at the Enoch Davis Center. Consequently, JWB has utilized Pinellas Core Management Services (PCMS) to administer these program costs, however this approach in turn, results in JWB staff managing additional small contracts other expenses (Job Club stipends, field trips, program supplies). While PCMS meets the fiscal requirements, this method adds administrative complexity and burden to the program and to JWB (e.g., convening PCMS Board to accept federal funds; management of contracts that support program operations; authorization and payment of multiple invoices on a regular basis).

Dr. Marcie Biddleman, COO, is recommending to sole-source the contract with Family Resources, Inc. (FRI), with JWB remaining as the fiscal agent. FRI would provide oversight and support to this program, because the agency has significant experience with federal grants, budgeting and finance, contract oversight, and fundraising. It also has significant experience in serving high-risk youth, coupled with a mission that supports youth development. FRI would, in turn subcontract with PCHD to continue direct services.

This solution affords an opportunity for a 501(c) 3 with experience serving this population to comprehensively administer the program. It also increases efficiency at JWB by centralizing responsibility for the program in an organization that is separate from JWB's administrative function. Most importantly, FRI can undertake fundraising for this program, which is a core part of the Carrera model, and which is a critical component for program sustainability. In addition, FRI is currently administering another federal grant to implement the Teen Outreach Program (TOP) evidence-based teen pregnancy prevention program. Economies of scale can be realized with two teen pregnancy prevention programs in-house under the same administrative umbrella.

If the Finance Committee approves this recommendation, it will be presented as an Action item at the February meeting of the JWB Board of Directors.