



MEMORANDUM OF UNDERSTANDING

Edward Byrne Memorial/ JAG Grant 2012-2013 Broward County Sponsored Programs

This Memorandum of Understanding (MOU) establishes a partnership between United Way of Broward County Commission on Substance Abuse (hereinafter "UWBCCSA"), and the City of Ft. Lauderdale (hereinafter "Program Provider") for the purpose of defining the roles and responsibilities of the parties as it relates to the Edward Byrne/JAG Grant Program for Funding Year 2012-2013.

PURPOSE AND SCOPE

The Byrne/JAG Grant Program, administered in Broward County by the United Way of Broward County Commission on Substance Abuse (UWBCCSA), is a partnership among federal, state, and local governments to create safer communities. The Byrne/JAG Grant Program was created by the Anti-Drug Abuse Act of 1988. In Broward County it places emphasis on drug related crime and violent crime. It falls under the jurisdiction of FDLE, Office of Criminal Justice Grants and is administered in Broward County by UWBCCSA. The JAG Program is a blend of the previous Edward Byrne Grant Program and Local Law Enforcement Block Grant (LLEBG) Programs.

Together, the Parties enter into this Memorandum of Understanding (MOU) to mutually implement broad-based strategies to promote effective substance abuse prevention, intervention, and enforcement programs to support science-based/evidence-based principles and promising practices. Accordingly, the Program Provider and the UWBCCSA operating under this MOU, agree as follows:

UWBCCSA RESPONSIBILITIES

- 1) Provide administrative oversight that includes quality assurance, monitoring, technical assistance, and contractual compliance for all funded programs.
- 2) Ensure program accomplishments, compliance with contractual requirements, and promote quality and excellence.
- 3) Provide consultation related to program outputs and outcomes.
- 4) Provide drug trend data, program features and updates.
- 5) Ensure quality program and fiscal reporting that is acceptable and accurate per FDLE requirements.
- 6) Process program reports into the Simon System.
- 7) Facilitate the sharing of information across agencies and Unit of Government through presentations related to current trends in substance use/abuse and its interrelated issues.
- 8) Compile pre/post test evaluation data and provide information to member agencies at least yearly.
- 9) Conduct Quarterly Project Directors Meetings inclusive of Orientation and on site meetings.

- 10) Respond to program inquiries and requests in a timely manner.
- 11) Monitor effective utilization of programmed funding.
- 12) Provide Quarterly Contract Performance Report inclusive but not limited to: On-time reporting, accuracy of information submitted, monitoring scores, meeting attendance, financial information, and positive highlights of program.
- 13) Provide End of Year Contract Performance Report- as well as technical assistance as needed.
- 14) Coordinate grant adjustment and de-obligation processes for programs that are not in compliance with FDLE and UWBCCSA requirements.

PROGRAM PROVIDER RESPONSIBILITIES

- 1) **FDLE Quarterly Narrative and Performance Report** – This is a quarterly report that shows progress on objectives set forth in the grant application. Program Providers are required to have this report (1 original paper copy) and 1 electronic file (word document) to the United Way of Broward County Commission on Substance Abuse (UWBCCSA) office by the **10th day** after the quarter ends (January 10th, April 10th, July 10th, and October 10th). If the 10th calendar day falls on a weekend or holiday reports are expected in the UWBCCSA office the day after either event
- 2) **UWBCCSA/BC Quarterly Outcome/Output & Financial Report** - This quarterly UWBCCSA report shows progress on FDLE uniform objectives, established outcomes, and the status of finances. Program Providers are required to have this report (1 original paper copy) and 1 electronic file (excel document) to the United Way of Broward County Commission on Substance Abuse (UWBCCSA) office by the **10th day** after the quarter ends (January 10th, April 10th, July 10th, and October 10th).If the 10th calendar day falls on a weekend or holiday reports are expected in the UWBCCSA office the day after either event. **Incorrect/inaccurate reports will be considered late until all documentation submitted and approved. This is applicable to program and fiscal reports and this will be noted in the Contract Performance Report.**
- 3) **Monitoring Process** – There will be a minimum of two on-site- monitoring visits conducted by UWBCCSA during the course of the fiscal year. One by December 31st 2011 and is a joint monitoring of the program by FDLE, UWBCCSA, and the Unit of Government Implementing Agency. There may be an additional quarterly monitoring scheduled if needed and based on risk profile. Programs will be given ample notice concerning the monitoring visits and what will be reviewed. Corrective action plans, if applicable, must be submitted and implemented based findings. A direct service Quality Assurance visit will be conducted, if applicable to the type of service provided.
- 4) **Grant Adjustments** – Any requests for amendments to grants must be done in conjunction with the Unit of Government Implementing Agency. **A Draft grant adjustment must be sent to UWBCCSA for review.** FDLE expects all grant adjustments to be done as early as possible during the fiscal year and must be at the very latest completed by July 1st. Once reviewed, a formal request on letterhead must be provided to UWBCCSA. FDLE approval takes 2-4 weeks. **All Grant adjustments will only be considered in force only when/if approved by FDLE.**
- 5) **Communication with Unit of Government Implementing Agency and UWBCCSA** – It is the **responsibility** of the program/provider agency to keep both the Unit of Government Implementing Agency and UWBCCSA informed in a timely fashion of any challenges/obstacles that could either impact the program’s/provider’s ability to meet the objectives and outcomes set forth for the grant and/or their ability to draw down the funds allocated.

- 6) **Substance Abuse License** – All programs that are required to have a substance abuse license according to 65D-30 must submit a copy of their license to UWBCCSA offices and maintain an active license. **If a program is required to have a license according to 65D-30 (Florida Administrative Code) there is not an active license in place or an interim license in effect during the annual license renewal process, up to and including issuance of the continuation license, reimbursement for services during any un-licensed will be considered ineligible for reimbursement and will be the financial responsibility of the Program Provider.**
- 7) **Community Resource Inventory** – Each agency is required to submit the necessary information every fiscal year for the Community Resource Inventory. Please contact Steve Strickland, 211 at (954) 390-7601 regarding any questions.

TERMS OF UNDERSTANDING

- 1) This Memorandum is in effect from **October 1, 2012 until September 30, 2013**, unless either the UWBCCSA or the Program Provider decides to discontinue this partnership. Notice of discontinuance must be made in writing to the other party with 15 business days notification.
- 2) Neither the existence of this Memorandum or anything contained herein shall alter or affect the legal, financial, administrative, and/or organizational status of the UWBCCSA or Program Provider.

Program Provider/Agency Name: City of Fort Lauderdale

John P. "Jack" Seiler, Mayor <hr style="border: 0; border-top: 1px solid black;"/>	See Attached Signature Page <hr style="border: 0; border-top: 1px solid black;"/>	<hr style="border: 0; border-top: 1px solid black;"/>
Print Name & Title of Agency Director	Signature of Agency Head	Date

United Way of Broward County:

<hr style="border: 0; border-top: 1px solid black;"/>	United Way of Broward County <hr style="border: 0; border-top: 1px solid black;"/>	<hr style="border: 0; border-top: 1px solid black;"/>
President and CEO United Way of Broward County	Signature	Date

CITY OF FORT LAUDERDALE REPRESENTATIVES:

WITNESSES:

_____ DATE: _____
John P. "Jack" Seiler, Mayor

Witness print/type name

_____ DATE: _____
Lee R. Feldman, City Manager

Witness print/type name

ATTEST:

_____ DATE: _____
Jonda K. Joseph, City Clerk

Approved as to form and legal sufficiency
Subject to execution by the parties:

By: _____ DATE: _____
Bradley H. Weissman, Esquire
Assistant City Attorney/Police Legal Advisor