



MEMO

Date: February 2, 2017

Proposal ID. 2017 02-06 DCH-2

To: Board of County Commissioners

From: Department of Community Health Director Meghan DeBolt

Intent – Approval to apply for grant funding – Bikes on the Road Program

Summary

The Bikes on the Road program will provide bicycle helmets and fitting, bicycle tube repair and minor bike repair along with bicycle safety education. The program is geared for grade school age youth but may include younger siblings and in some cases parents.

Cost

No Cost. Will cover staff time.

Funding

\$5,000 to \$150,000

Alternatives Considered

None

Acquisition Method

Security

N/A

Access

Risk

N/A

Benefits

This grant will not only pay for staff time, but will provide much needed bicycle safety equipment and education to our community.

Conclusion/Recommendation

Request and recommend approval to apply for grant and authorize Meghan DeBolt, Director, Department of Community Health, to execute an agreement between Walla Walla County Department of Community Health and Washington Traffic Safety Commission.

Submitted By

Disposition

Meghan DeBolt, Dept. of Community Health 02-02-17

Approved

Approved with modifications

Name Department Date

Needs follow up information

Denied

Signature

 2-6-2017
BOCC Chairman Date

Additional Requirements to Proposal

Modification

Follow Up

Walla Walla County
GRANT QUESTIONNAIRE

Date: January 25, 2017

Office/Department: Dept. of Community Health

Contact Person: Nancy McClenny-Walters

- 1) Name of Grant/Program: Bikes on the Road
- 2) New Grant Renewing Grant Term (# of years) 7 months
- 3) Is the grant unchanged, and does not require Current Expense funding? Y N
(If Y, please skip to number 24)
- 4) How will this grant benefit the county's citizens?
The Bikes on the Road program will provide bicycle helmets and fitting, bicycle tube repair and minor bike repair along with bicycle safety education. The program is geared for grade school age youth but may include younger siblings and in some cases parents.
- 5) Is this a program grant or an equipment grant?
Program grant
- 6) Is this a "one-time only grant" or is it renewable? If renewable, how long is grant anticipated to last?
Renewable up to 5 years
- 7) If this is a new grant how will the grant support a current program OR how will the program change?
The Bikes on the Road program will be a new education program facilitated by the Traffic Safety program of Community Health.
- 8) Does this grant require up front funds? Y N
If so, what is the source of the up-front funds needed to cover costs prior to initial and continuing reimbursements being received?
Program supplies - bicycle helmets, tire tubes and bike licenses - will be paid for by Community Health and reimbursed through the grant. Salary and benefits of the program coordinator will also be reimbursed by the grant if approved.
- 9) How many employees (new or current) will be paid by the grant? New Current
 - a. If this grant requires new hire(s) and grant ends, how will unemployment costs be funded? _____
- 10) Will the grant require matching funds; i.e., in-kind, cash, Employment Security, Social Security, FICA, PERS, etc? Y N

If so, what? _____

- 11) Would the grant allow for an annual COLA in salary, increase in medical insurance premiums or increases in any personnel benefits? Y N
- 12) What fund would support a cash match (if required)? n/a
- 13) If required what is the TOTAL cost of the match over the life of the grant? n/a
- 14) What fund would support the administration of the grant? Dept. of Community Health / Traffic Safety Task Force
- 15) Will the grant allow for the County cost allocation plan to be funded? Y N
- 16) Would the grant require the county to provide office space and/or additional equipment to administer the program? If so, what are the requirements?
n/a
- 17) Would the program require use of a county vehicle or personal vehicle? Y N
- 18) If so, would the grant provide for the cost of the automobile and/or liability insurance?
Y N
- 19) Would the grant require activities by other county offices/departments? (i.e. legal review, technology services assistance, new BARS numbers.) Y N
If so, what activities? _____
- 20) Would acceptance and completion of the grant project in any way OBLIGATE the County to create/enact new ordinance or policies? Y N
If so, what obligations? _____
- 21) Does this grant project include any activities that may fall outside the county's standard policies (personnel policies on travel, hours of work, training required, reimbursement for meeting refreshments, paying for meeting space, etc.?) Y N
- 22) Will outside consultants be solicited to work on the grant and if so, is a process in place for appropriate selection and oversight of consultant activities? Y N
If so, what is the funding source for consultant fees? _____
- 23) For a program grant, how would the program be funded after the grant expires? (It should be understood that once grant funding ends, either the program ceases OR the funding for the program needs to be absorbed within the department's or office's existing budget) **OR** justification must be provided that the program has been and will continue to save or benefit taxpayers.
At the end of the grant period, other grant sources will be sought to sustain the program. If grants are not awarded, the program will cease to exist.

24) Please provide (attached to questionnaire) a synopsis of the grant or a copy of the fact sheet.

Please feel free to submit additional information as needed.

Official signature of requesting office/department:

Elected Official/Department Head _____ Date _____

FOR COMMISSIONERS' OFFICE USE ONLY

Approved by: _____
Chair, Board of County Commissioners _____ Date _____

- Copies to: 1) Requesting Office/Department
2) Susan Dombrosky, Auditor's office
3) Commissioners' File