

## **REQUEST FOR BOARD ACTION**

### **HENDERSON COUNTY BOARD OF COMMISSIONERS**

**MEETING DATE:** August 7, 2023  
**SUBJECT:** Not-For-Profit Funding Agreement  
**PRESENTER:** Jennifer Miranda, Budget Analyst  
**ATTACHMENTS:** Yes – Funding Agreement  
*1. Pisgah Legal Services*

#### **SUMMARY OF REQUEST:**

Subsequent to the approval of the FY 2023-2024 Budget, staff has distributed the funding agreements to the not-for-profit agencies receiving County allocations.

#### **BOARD ACTION REQUESTED:**

Staff requests that the Board authorize the Chairman to execute the attached funding agreement, and in doing so, authorize the release of the first payment to the aforementioned agency.

#### **SUGGESTED MOTION:**

*I move the Board authorize the Chairman to execute the attached funding agreement thereby authorizing the release of the initial payment to the named agency.*

## NOT-FOR-PROFIT FUNDING AGREEMENT

### NORTH CAROLINA HENDERSON COUNTY

This Agreement made and entered into the 1<sup>st</sup> day of July 2023, by and between Henderson County, North Carolina, hereinafter referred to as the “COUNTY”, and **PISGAH LEGAL SERVICES**, hereinafter referred to as the “AGENCY.”

WHEREAS, the AGENCY has requested funding from the COUNTY to assist in providing its domestic and sexual violence prevention program, and the COUNTY has requested services from the AGENCY to carry out such program; and

WHEREAS, the COUNTY, through its Board of Commissioners, has appropriated the sum of **\$7,500** in funding for the fiscal year ending June 30, 2024, to support this purpose, subject to the terms hereof; and

WHEREAS, the terms and conditions for receiving said funds from the COUNTY set out herein are necessary to insure accountability for the expenditure of public funds by the COUNTY.

NOW, THEREFORE, in consideration of the following, the parties hereto do mutually agree as follows:

1. The AGENCY agrees to use the funds appropriated by the COUNTY exclusively for the operation of its domestic and sexual violence prevention program.
2. In consideration for the performance by the AGENCY of the services outlined in its application, the COUNTY agrees to pay the AGENCY up to the amount of money authorized in the COUNTY budget for the fiscal year. Payment of such amount shall be made in quarterly installments.
3. If the AGENCY violates any of the provisions of this Agreement, the COUNTY may terminate this Agreement (upon thirty (30) days written notice of the same to the AGENCY). In such event, all unexpended funds at the time of such termination, whether held by the AGENCY or the COUNTY, shall be the property of and be returned to (or remain with) the COUNTY.
4. The AGENCY shall not assign any interest in this Agreement and shall not transfer any interest in the Agreement without prior written consent of the COUNTY.
5. In connection with the performance of this Agreement, the AGENCY shall not discriminate against any employee, applicant for employment or program participant because of race, religion, color, sex, age, handicap or national origin or because of their limited English language proficiency.
6. The AGENCY shall maintain all accounts, books, ledgers, journals and records in accordance with generally accepted accounting principles, practices and procedures.
7. The AGENCY shall submit to the COUNTY a semi-annual status report in January 2024, and an annual status report in July 2024, of all program activities including a summary of the accomplishment of stated goals and objectives.
8. The AGENCY shall provide an accounting of COUNTY funds to the COUNTY to demonstrate that funds allocated to the AGENCY have been used for the purpose(s) specified herein. The accounting report shall be submitted to the COUNTY within 30 days of the end of the contract term. Further, the COUNTY shall be entitled to audit the AGENCY’s expenditure of COUNTY funds at the COUNTY’s discretion. Any excess funds or funds not used for the expressed purpose(s) stated herein must be returned to the COUNTY within thirty (30) days of the COUNTY’s request for said funds.
9. The COUNTY shall be entitled to conduct an evaluation of the AGENCY’s programs and activities particularly as it relates to the accomplishments of established goals and objectives and the measurement of services being delivered.
10. All books and records shall be maintained by the AGENCY for a period of at least three years from the date of the final payment under this Agreement and shall be made available for audit or evaluation upon request during regular business hours of the AGENCY.
11. The AGENCY must adopt a Drug-Free Workplace Policy in accordance with the Drug-Free Workplace Policy of 1988 (41 U.S.C. 701).
12. The COUNTY is in no way responsible for the administration and supervision of the AGENCY’S officers, employees and agents, which persons it is agreed are not officers, employees or agents of the COUNTY.

