

City of Garden Grove

INTER-DEPARTMENT MEMORANDUM

To: Matthew J. Fertal
Dept.: City Manager
Subject: APPROVAL OF A MEMORANDUM OF UNDERSTANDING WITH COMMUNITY SERVICE PROGRAMS INC. TO PROVIDE MENTAL HEALTH AND SUBSTANCE ABUSE COUNSELING AND EDUCATION

From: Kimberly Huy
Dept.: Community Services
Date: November 11, 2014

OBJECTIVE

To obtain City Council approval of a Memorandum of Understanding with Community Service Programs, Inc. to provide mental health and substance abuse counseling and education for Garden Grove residents using grant funding from the Kaiser Permanente Community Benefit Charitable Contributions Program.

BACKGROUND

The City collaborated with Community Service Programs, Inc. to apply for the Kaiser Permanente Community Benefit Charitable Contributions Program. The collaboration focused on enhancing services and programs offered at the Buena Clinton Youth and Family Center and the Magnolia Park Family Resource Center, specifically counseling and education services that would reduce substance abuse and mental illness. In May 2014, Community Service Programs, Inc. submitted the grant application as the fiscal agent for these grant funds.

DISCUSSION

Community Service Programs, Inc., in collaboration with the City, was awarded a one-year grant in the amount of \$13,500 from Kaiser Permanente Community Benefit Charitable Contributions Program. The Community Services and Finance Departments will be responsible for providing the necessary reporting to fulfill the goals and objectives of the grant.

FINANCIAL IMPACT

As a collaborative partner, the financial impact to the City will consist of in-kind staff time to execute the grant funded services. A total amount of \$13,500 will be passed through Community Service Programs, Inc.

MEMORANDUM OF UNDERSTANDING WTH COMMUNITY
SERVICE PROGRAMS, INC. FOR PASS THROUGH OF KAISER
PERMANENTE COMMUNITY BENEFIT CHARITABLE CONTRIBUTIONS
PROGRAM FUNDS

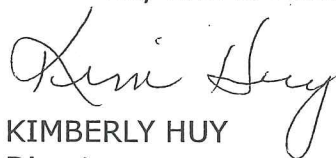
November 11, 2014

Page 2

RECOMMENDATION

It is recommended that the City Council:

- Approve the Memorandum of Understanding with Community Service Programs, Inc. to provide mental health and substance abuse counseling and education for Garden Grove residents using grant funds, in the amount of \$13,500, received from the Kaiser Permanente Community Benefit Charitable Contributions; and
- Authorize the Community Services Director to sign the MOU on behalf of the City and to make minor modifications, as appropriate.


KIMBERLY HUY
Director


By: Janet Pelayo
Manager

Attachment: Community Service Programs, Inc. Memorandum of Understanding

Recommended for Approval


Matthew J. Fertal
City Manager

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) sets forth the terms and understanding between *City of Garden Grove* and *Community Service Programs, Inc. (CSP)* to provide mental health and substance abuse counseling and education for low-income Garden Grove residents.

During the period of July 1, 2014 – June 30, 2015, *City of Garden Grove* will be responsible for:

1. Recruiting, managing and supervising counseling interns.
2. Providing counseling services for local residents.
3. Refer clients to substance abuse treatment services, as needed.
4. Providing two (2) parenting class series for local residents.
5. Preparing and submitting invoices to *CSP* for intern stipends, clinical supervision costs, parenting class speaker fees and materials costs. *City of Garden Grove* will receive a total of \$13,500. (Please see attached budget)

During the period of July 1, 2014 – June 30, 2015, *CSP* will be responsible for:

1. Compiling a database of local alcohol and drug treatment providers.
2. Providing counselors and staff with training on alcohol and drug trends.
3. Providing parenting class participants with training on alcohol and drug abuse prevention strategies.
4. Generating and submitting a report to the Kaiser Community Foundation at the end of the project.
5. Managing grant funds and providing reimbursement to *City of Garden Grove* for intern stipends, clinical supervision, parenting class speaker fees and materials costs. *CSP* will retain a total of \$1,500 for administrative costs.

This MOU may be modified or terminated by mutual consent of authorized officials from *CSP* and *City of Garden Grove*. This MOU shall become effective upon signature by the authorized officials from the *CSP* and *City of Garden Grove*, and shall end on June 30, 2015.

Representative Signature

Margot R Carlson

Representative Name

Community Service Programs, Inc.

Organization

Date

CSP Executive Director

Representative Title

1221 E. Dyer Rd, Ste. 120, Santa Ana, CA 92705

Organization Address

Representative Signature

Kimberly Huy

Representative Name

City of Garden Grove

Organization

Date

Director, Community Services Department

Representative Title

11222 Acacia Parkway, Garden Grove, CA 92840

Organization Address