

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY**

Meeting Date: 5/1/07 Consent Regular
 Ordinance Public Hearing

Department:

Submitted By: PALM BEACH COUNTY CRIMINAL JUSTICE COMMISSION
 Submitted For: PALM BEACH COUNTY CRIMINAL JUSTICE COMMISSION

I. EXECUTIVE BRIEF

MOTION AND TITLE: Staff recommends motion to approve: a) an Interlocal Agreement with the City of West Palm Beach, a municipality located in Palm Beach County, for \$50,000 for the period April 1, 2007 - September 30, 2007 to support the City of West Palm Beach Weed and Seed, "seeding" efforts, and b) a budget transfer of \$50,000 in the Criminal Justice Reserve Fund.

SUMMARY: The Criminal Justice Commission recommends the use of \$50,000 from the Criminal Justice Reserve Fund (1507) to enter into an Agreement for "seeding" services such as Safe Haven programming for youth and other community programs serving the West Palm Beach Weed and Seed site. District 7 (DW)

BACKGROUND AND POLICY ISSUES: Since its inception in 1996, the City of West Palm Beach, Florida (the City) has supported the Weed and Seed effort. The City, after receiving more than ten years of federal funding totaling over three million dollars, has "graduated" and is no longer eligible for federal funding.

The City recognizes the impact that Weed and Seed has had on the community and wishes to continue to support this resident-driven program. The City commits to continuing the effort by funding the law enforcement, community policing, neighborhood restoration, and administrative efforts. The Board of County Commissioners is being asked to approve \$50,000 for "seeding" efforts. "Seeding" efforts consist of a variety of services focusing on the youth in the geographic area that are served through the City's five Safe Havens (Safe Haven). The Safe Havens include the Pleasant City Multi-Cultural Center, the West Palm Beach Police Athletic League Activities Building, the Florence DeGeorge Boys and Girls Club, the Vickers House North and the Salvation Army Northwest Community Center and are located in the heart of the West Palm Beach Weed and Seed area. Services include after-school and summer camp personnel, FCAT enhancements, and a collaborative prisoner re-entry program.

ATTACHMENTS:

1. Interlocal Agreement (2 originals)
2. Budget Transfer (Fund 1507)

RECOMMENDED BY: *P.D. Cunniff*
 DEPARTMENT DIRECTOR (Final 2) DATE

APPROVED BY: *Vincent J. Bonvento* 4/10/07
 ASSISTANT COUNTY ADMINISTRATOR DATE

II. FISCAL IMPACT ANALYSIS

A. FIVE YEAR SUMMARY OF FISCAL IMPACT:

FISCAL YEAR	2007	2008	2009	2010	2011
CAPITAL EXPENDITURES	_____	_____	_____	_____	_____
OPERATING COSTS	<u>50,000</u>	_____	_____	_____	_____
EXTERNAL REVENUES	_____	_____	_____	_____	_____
PROGRAM INCOME (County)	_____	_____	_____	_____	_____
CASH MATCH (County)	_____	_____	_____	_____	_____
NET FISCAL IMPACT	<u>50,000</u>	=====	=====	=====	=====
# OF ADDITIONAL FTE POSITIONS	_____	_____	_____	_____	_____
IS ITEM IN CURRENT BUDGET?	YES _____	NO <u>X</u>			
BUDGET ACCOUNT NO.:	FUND _____	AGENCY _____	ORG. _____	OBJECT _____	

B. RECOMMENDED SOURCES OF FUNDS/SUMMARY OF FISCAL IMPACT:

Criminal Justice Reserve Fund (1507) - \$50,000

C. DEPARTMENTAL FISCAL REVIEW: _____

III. REVIEW COMMENTS

A. OFMB FISCAL AND/OR CONTRACT ADMINISTRATION COMMENTS:

<p>OFMB <u><i>[Signature]</i></u> 3-28-07 <i>ms 3/27/07</i> <i>cn 03/26/07</i></p>	<p><u><i>[Signature]</i></u> 4/3/07 CONTRACT ADMINISTRATION</p>	<p>This Contract complies with our contract review requirements.</p>
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B. LEGAL SUFFICIENCY:

[Signature] 4/9/07
ASSISTANT COUNTY ATTORNEY

C. OTHER DEPARTMENT REVIEW:

07 - 0924

2 of 3
- -

BUDGET TRANSFER
BOARD OF COUNTY COMMISSIONERS
PALM BEACH COUNTY, FLORIDA

Advantage Document Numbers:
BGEX -767-031507*1216

Fund 1507 Criminal Justice Reserve Fund

Use this form to provide budget for items not anticipated in the budget.

ACCT.NUMBER	ACCOUNT NAME	ADOPTED BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED AS OF	REMAINING BALANCE
Expenditures								
1507-767-7607-8101	Contributions Other Governmental Agency	150,000	173,446	50,000	0	223,446	123,446	100,000
1507-820-9901-9902	Operating Reserves	783,192	349,706	0	50,000	299,706	0	299,706
Total Appropriations & Expenditures		<u>1,737,007</u>	<u>1,737,007</u>	<u>50,000</u>	<u>50,000</u>	<u>1,737,007</u>		

Signatures

Date

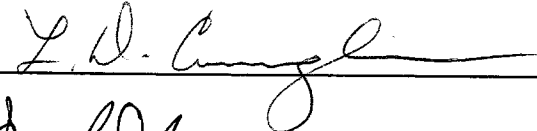
By Board of County Commissioners

Criminal Justice Commission

At Meeting of

5/1/07

INITIATING DEPARTMENT/DIVISION



Administration/Budget Department Approval

mg
3/27/07



3-28-07

Deputy Clerk to the
Board of County Commissioners

OFMB Department - Posted

INTERLOCAL AGREEMENT

This Interlocal Agreement is made the _____ day of _____, 2007, between the CITY of West Palm Beach, a municipality located in Palm Beach County, Florida (hereinafter "CITY") and Palm Beach County, a political subdivision of the State of Florida, (hereinafter "COUNTY"), each one constituting a public agency as defined in Part I of Chapter 163, Florida Statutes.

WITNESSETH:

WHEREAS, Section 163.01, Florida Statutes, known as the "Florida Interlocal Cooperation Act of 1969" authorizes local governments to make the most efficient use of their powers by enabling them to cooperate with other localities on a basis of mutual advantage and thereby to provide services and facilities that will harmonize geographic, economic, population and other factors influencing the needs and development of local communities; and

WHEREAS, Part I of Chapter 163, Florida Statutes, permits public agencies as defined therein to enter into interlocal agreements with each other to jointly exercise any power, privilege, or authority which such agencies share in common and which each might exercise separately; and

WHEREAS, the CITY has an investment in Weed and Seed and has since its inception in 1993; and

WHEREAS, the COUNTY'S Criminal Justice Commission (CJC), which sought and received site designation and federal funding for four Weed and Seed Program sites in the Cities of Riviera Beach, Delray Beach, West Palm Beach and Belle Glade, has a vested interest in the Weed and Seed Program;

NOW, THEREFORE, in consideration of the mutual representations, terms, and covenants hereinafter set forth, the parties hereby agree as follows:

Section 1. Purpose and Payment

1.1 The purpose of this Agreement is for the Criminal Justice Commission to provide support to the West Palm Beach Weed and Seed "seeding" efforts; and

1.2 For the CITY to provide or contract "seeding" efforts in accordance with the services listed in the Scope of Work, "Exhibit A", and in accordance of the resident-driven strategic plan, "Exhibit B"; and

1.3 Upon receipt and approval of the CITY's monthly programmatic reports, "Exhibit D" and fiscal invoices, the COUNTY will reimburse the CITY the not-to-exceed amount of \$50,000 in accordance with the budget, "Exhibit C".

Section 2. Representative/Monitoring Position

The COUNTY'S representative/contract monitor during the term of this Agreement shall be L. Diana Cunningham, whose telephone number is (561) 355-2314.

The CITY'S representative/contract monitor during the term of this Agreement shall be Chief Delsa Bush, whose telephone number is (561) 822-1600.

Section 3. Effective Date/Termination

This Agreement shall take effect on April 1, 2007 and shall continue in full force and effect up to and including September 30, 2007 unless otherwise terminated as provided herein.

Section 4. Responsibilities and Duties

CITY agrees to: provide services in accordance with the fundamental principles of Weed and Seed, including maintaining a Neighborhood Steering Committee and cooperating with the Countywide Steering Committee; financially support its Weed and Seed initiative equal to or greater than the COUNTY allocation; and support a full-time coordinator.

COUNTY agrees to: provide support to the Countywide Weed and Seed efforts.

Section 5. Payments/Invoicing and Reimbursement

CITY shall submit monthly invoices to COUNTY which will include a reference to this Agreement, identify the project, and identify the amount due and payable to CITY in accordance with the budget using the Reimbursement Request Forms, "Exhibit E". All requests for payment of expenses eligible for reimbursement under the terms of this Agreement shall include copies of payroll register, paid receipts, copies of check, invoices and/or other documentation acceptable to the Palm Beach County Clerk & Comptroller Finance Division. Invoices to the COUNTY shall include a reference to this Agreement, identify the project and identify the amount due and payable to the CITY. Invoices received from the CITY will be reviewed and approved by the COUNTY's CJC Executive Director, indicating that expenditures have been made in conformity with this Agreement and then will be sent to the Palm Beach County Clerk & Comptroller Finance Division. Invoices will normally be paid within thirty (30) days following approval.

Section 6. Access and Audits

CITY shall maintain adequate records to justify all charges, expenses, and costs incurred in performing the work for at least three (3) years after completion of this project. The COUNTY shall have access to all books, records and documents as required in this section for the purpose of inspection or audit during normal business hours.

Section 7. Breach/Opportunity to Cure

The parties hereto expressly covenant and agree that in the event either party is in default of its obligations herein, the party not in default shall provide to the party in default thirty (30) days written notice to cure said default before exercising any of its rights as provided for in this Agreement.

Section 8. Termination

This Agreement may be terminated by either party to this Agreement upon sixty (60) days written notice to the other party.

Section 9. Enforcement Costs

Any costs or expenses (including reasonable attorney's fees) associated with the enforcement of the terms and/or conditions of this Agreement shall be borne by the respective parties, provided, however, that this clause pertains only to the parties to this Agreement.

Section 10. Notice

All notices required to be given under this Agreement shall be deemed sufficient to each party when delivered by United States Mail to the following:

COUNTY
Executive Director
Palm Beach County Criminal Justice Commission
301 North Olive Avenue, Suite 1001
West Palm Beach, FL 33401

With a copy to:

Palm Beach County Board of County Commissioners
County Attorney's Office
301 North Olive Avenue
West Palm Beach, FL 33401

CITY
Delsa Bush, Chief of Police
West Palm Beach Police Department
600 Banyan Street
West Palm Beach, FL 33401

Section 11. Delegation of Duty

Nothing contained herein shall be deemed to authorize the delegation of the

constitutional or statutory duties of state, county, or city officers.

Section 12. Filing

A copy of this Agreement shall be filed with the Clerk of the Circuit Court in and for Palm Beach County.

Section 13. Liability

The parties to this Agreement and their respective officers and employees shall not be deemed to assume any liability for the acts, omissions, and negligence of the other party. Further, nothing herein shall be construed as a waiver of sovereign immunity by either party, pursuant to Section 768.28, Florida Statutes.

Section 14. Remedies

This Agreement shall be construed by and governed by the laws of the State of Florida. Any and all legal action necessary to enforce the Agreement will be held in Palm Beach County. No remedy herein conferred upon any party is intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or further exercise thereof.

Section 15. Equal Opportunity Provision

The COUNTY and the CITY agree that no person shall, on the grounds of race, color, sex, national origin, disability, religion, ancestry, marital status, or sexual orientation be excluded from the benefits of, or be subjected to any form of discrimination under any activity carried out by the performance of this Agreement.

Section 16. Insurance by City of West Palm Beach

Without waiving the right to sovereign immunity as provided by s.768.28 F.S., CITY acknowledges that it is self-insured for General Liability and Automobile Liability under Florida sovereign immunity statutes with coverage limits of \$100,000 Per Person and \$200,000 Per Occurrence; or such monetary waiver limits that may change and be set forth by the legislature. In the event CITY maintains third-party Commercial General Liability and Business Auto Liability in lieu of exclusive reliance of self-insurance under s.768.28 F.S., CITY shall agree to maintain said insurance policies at limits not less than \$500,000 combined single limit for bodily injury or property damage.

CITY agrees to maintain or to be self-insured for Worker's Compensation & Employer's Liability insurance in accordance with Florida Statute 440.

When requested, CITY shall provide an affidavit or Certificate of Insurance evidencing insurance, self-insurance and/or sovereign immunity status, which COUNTY agrees to recognize as acceptable for the above mentioned coverages. Compliance with the foregoing requirements shall not relieve CITY of its liability and obligations under this Interlocal Agreement.

Section 17. Captions

The captions and section designations herein set forth are for convenience only and shall have no substantive meaning.

Section 18. Severability

In the event that any section, paragraph, sentence, clause, or provision hereof be held by a court of competent jurisdiction to be invalid, such shall not affect the remaining portions of this Agreement and the same shall remain in full force and effect.

Section 19. Entirety of Agreement

This Agreement represents the entire understanding between the parties, and supersedes all other negotiations, representations, or agreement, written or oral, relating to this Agreement.

IN WITNESS WHEREOF, the Board of County Commissioners of Palm Beach County, Florida has made and executed this Contract on behalf of the COUNTY and CITY has hereunto set its hand the day and year above written.

ATTEST:

PALM BEACH COUNTY, FLORIDA, BY ITS
BOARD OF COUNTY COMMISSIONERS

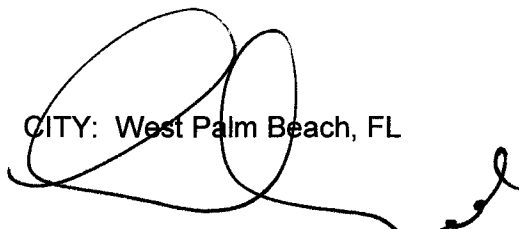
Sharon R. Bock, Clerk and Comptroller

By: _____
Deputy Clerk

By: _____
Addie L. Greene
Chairperson

(SEAL)

WITNESSES:

CITY: West Palm Beach, FL


Lois J. Frankel, Mayor

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY

By: 
County Attorney

APPROVED AS TO TERMS
AND CONDITIONS


By: 
Executive Director
Criminal Justice Commission

EXHIBIT A

*City of West Palm Beach Police Department
Weed and Seed*

Scope of Work

CONTRACTUAL \$ 44,500

Prevention, Intervention and Treatment:

Urban Youth Impact **\$10,000**

Ten years ago, Urban Youth Impact started with a simple idea: Founder Bill Hobbs played football every week with a group of inner-city boys from West Palm Beach.

It didn't take long for Bill to become acquainted with the harsh truths of inner-city life. Some boys into which he had poured his life never changed. Others were imprisoned. Others were killed. But none of these heartbreaks could harden Bill's heart for the inner-city families of West Palm Beach.

Now in its tenth year of service in the Tamarind Avenue neighborhood, Urban Youth Impact is a reputable non-profit organization that runs multiple community programs from a 32,000 square foot Dream Center. Its work touches 5,000 inner-city youth and families annually in West Palm Beach and Riviera Beach.

A request of \$10,000 is being made to provide staff for a tutorial program that will take place in the Salvation Army Northwest Community Center.

City of West Palm Beach Police Athletic League **\$10,000**

The overall goal of the West Palm Beach Police Athletic League (PAL) is to reduce negative behaviors and promote healthy behavioral patterns among the youth that live in West Palm Beach. They provide recreational educational and cultural activities that unite youth with law enforcement officers, educators and other positive adult role models. Special outreach efforts are made to target at-risk youth from low income families, youth involved in gang activities and youth who have incarcerated family members.

The PAL program promotes greater trust and understanding between youngsters and officers. The Police Athletic League programs bring youth under the supervision and constructive influence of a law enforcement agency. The aim of the efforts are to build self-esteem and resiliency in youth and to provide positive alternatives to alcohol, tobacco, drugs, delinquency, violence, gang activity and other negative behaviors. PAL builds stronger ties and mutual trust and respect between police and youth and to promote improved police-community relations. All of PAL's programs are designed to create an impact in three primary areas: Children, Families and Community.

A request of \$10,000 is being made to add two part time staff to assist with academic and recreational programs.

EXHIBIT A

Gulfstream Goodwill Industries Incorporated **\$15,000**

Goal: To reduce recidivism in the Weed and Seed community and to help offenders released from prison become productive citizens.

Gulfstream Goodwill's mission is to help people with disabilities and other barriers to employment to become self-sufficient, working members of the community.

A request of \$15,000 is being made to staff the Ex-Offender Re-Entry Initiative.

Summer Work Program **\$5,000**

Urban Youth Impact will hire teens from the community to perform community service projects in the Weed and Seed targeted neighborhoods.

A request of \$5,000 is being made in order to continue to provide the Youth Summer Work program.

Vickers House **\$2,500**

The Vickers House offers the community a compassionate place to receive information, job training, referrals, counseling, translation assistance, and aid with problems and crises; a place where community resources are brought together to offer a "one-stop" assistance center.

A request of \$2,500 is being made to fund a Program Assistant for the year that will assist at the Resource Center.

Florence De George Boys and Girls Club **\$2,000**

Established in 1971, the Boys and Girls Clubs of Palm Beach County is the county's premier facility-based youth development organization, and the only one devoted solely to serving all youth during the out-of-school hours. Collectively, 13 Clubs make an impact on the lives of more than 7,000 youth, ages 6 to 18 each day. The Club's nationally proven, outcome driven programs stress the sound development of the total child, preparing youth for the responsibility of adulthood.

The new Florence De George Athletic Center and Boys and Girls Club enables the organization to serve hundreds of children from the Weed and Seed neighborhood by providing them with a safe, educational, and fun haven to call their own. Each, day, Club members will be making friends, learning new skills and creating wonderful memories.

A request of \$2,000 is being made to support the Safe Havens literacy, education cultural arts and recreation programs.

EXHBIT A

TRAINING \$ 5,000

A request of \$5,000 will cover the costs to travel to workshops, trainings, conferences and meetings. We estimated the cost of each trip to be approximately \$1,000 per trip. Ten people will attend the trainings. We realize that prior to any travel, the site needs pre-approval by Palm Beach County.

Workshops, Trainings and Conferences \$ 5,000

1) 1 Person @ \$1,000/trip x 5 trips

Airfare	\$415/trip	
Hotel	\$125/night x 3 nights = \$375	
Per Diem	\$40/day x 4 days = \$160	
Incidentals (taxi cabs, etc)	\$50/trip	
Total	\$1,000 x 5 trips=	\$5,000

PRINTING/PROMOTIONAL \$ 500

The \$500 will be used to print brochures, newsletters, flyers, T-shirts, pens and notebooks with the Weed and Seed logo on them in order to promote the Weed and Seed Efforts.

CONTRACTUAL	\$44,500
TRAINING	\$ 5,000
PRINTING/PROMOTIONAL	\$ 500

Weed and Seed

A Project of the West Palm Beach Police Department

Mission: To coordinate city resources with federal, state, local governments and other key interest groups to develop revitalization strategies in targeted communities while reducing and or eliminating criminal activity.

Goals, Objectives, and Tasks:

1) Reduce crime by 5% annually

- A). Increase surveillance in the target area
 - a. Conduct undercover surveillance
 - b. Conduct undercover drug-buys
 - c. Increase partnerships with residents
- B). Reduce recidivism by supporting ex-offenders' successful return to the community
 - a. Continued funding support of the Offender Re-Entry Initiative (*annually*)
 - b. Contract monitoring of provider, Goodwill, (*ongoing, monthly*)
 - c. Enhance Job Training programs and Career Fairs that take place at the Vickers House
 - d. Facilitate partnerships between Provider, Goodwill, and the community
- C). To provide resources to programs serving at-risk youth
 - a. Support Urban Youth Impact, the City of West Palm Beach Police Athletic League and the Florence De George Boys and Girls Club (UYI) in increasing the percentage of participating youth who remain crime-free (measure UYI crime stats *annually*)
 - c. Link Urban Youth Impact (and other providers) with training on new best-practice strategies for helping at-risk populations (*target date: Dec. 2007*)
 - d. Provide funding for educational enrichment and supports for programs serving at-risk youth. (*annually*).

2) Increase revenue by 20% annually

- A. Determine best organizational structure for procurement of funds
 - a. Research additional funding options
 - b. Identify resources and partnerships, i.e. attend community meetings and review grant postings (*ongoing, annually*)
 - c. Research, write & submit grant proposals (*ongoing, annually*)
 - d. Contact Palm Beach Atlantic University (PBA) re: possibility of utilizing students to research grant opportunities (*target date: February '08*)
 - e. Maintain current funding, complete required reports and follow required procedures. (*ongoing, reports Quarterly*)

3) Enhance community wellness

- A). Staff & support resident-driven board (*ongoing, bi-monthly meetings*)
- B). Identify and coordinate local resources
 - a. Participate in local meetings (*monthly*)
 - b. Research & explore new programming options (*as needed*)
- C). Identify and prioritize community needs, develop & implement appropriate programming

- a. Conduct periodic community surveys (*every 3 years*)
- b. Board members will continue to provide linkages with residents and updates on areas of need (*bi-monthly*)
- D). Promote project successes and educate community about resources to elicit community support
 - a. Analyze program data (*ongoing*)
 - b. Update and develop presentations and reports to reflect current data (*at least annually*)
 - c. Schedule and conduct presentations
 - d. Provide information to the media (including local newsletters) (*as requested or appropriate*)

Suggested Priorities:

- 1) Meeting reporting requirements of funding source
- 2) Ongoing programs, with a Criminal Justice emphasis, which have a lasting, long-term impact on the improvement of the community, such as:
 - a. Ex-Offender Re-entry
 - b. Urban Youth Impact
 - c. Police Athletic League
 - d. Boys and Girls Club
 - e. Vickers House
- 3) Development
 - a. Identification of community needs
 - b. New program development/ research
 - c. Leadership training of residents
 - d. Facilitating civic engagement of residents from the targeted neighborhoods

3/15/2007

EXHIBIT C

**CITY OF WEST PALM BEACH
BUDGET FOR - WEED AND SEED SAFE HAVEN
FY2007**

REVENUE

ITEM	DESCRIPTION	AMOUNT
	Criminal Justice Reserve Fund	\$ 50,000.00
REVENUE TOTAL		\$ 50,000.00

EXPENSE

ITEM	DESCRIPTION	
	Travel and per diem	
	Community Training	\$ 5,000.00
	Contractual Services	
	Urban Youth Impact (UYI)	\$ 10,000.00
	UYI Summer Work Program	\$ 5,000.00
	WPB Police Athletic League	\$ 10,000.00
	Florence DeGeorge Boys & Girls Club	\$ 2,000.00
	Vicker's House	\$ 2,500.00
	Gulfstream Goodwill	\$ 15,000.00
	Sub-Total	\$ 44,500.00
	Promotional Activity	
	Safe Haven promotion	\$ 500.00
EXPENSE TOTAL		\$ 50,000.00

EXHIBIT D

**OPERATION WEED & SEED
MONTHLY/ QUARTERLY PROGRESS REPORT**

Return to: CJC
Weed & Seed Coordinator
301 North Olive Ave.
West Palm Beach, FL 33437

**Due Dates: The 10th of each month
following each month of services**

Organization: _____
Reporting Period: _____
Project name: _____

Person completing this form: _____ Date: _____

Report on each outcome measurement as detailed in the "Scope of Services" attachment of your contract. If there was no activity this reporting period, note "no activity" rather than leaving that section blank.

Program Administrator

Date

Palm Beach County Criminal Justice Commission

Reimbursement Request

SUMMARY STATEMENT OF TOTAL PROJECT COSTS

Agency:		Project #:	
Subgrantee:			
Address:		Project Title:	
Telephone:			Claim #:
Claim Period:			
Budget Category			Category Total
Salaries & Benefits			
Other Personal / Contractual Services			
Expenses			
Operating Capital Outlay			
Indirect Costs			
Total Claim Amount			
<p>I hereby certify that the above costs are true and valid costs incurred in accordance with the project agreement.</p> <p>Date _____ Signed _____ Project Director</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Typed Name of Project Director</p>			

DETAIL OF SALARIES AND BENEFITS

Subgrantee:		County:	Claim Period:				Claim #:
Project #:		Project Title:				Telephone:	
Name of Employee	Job Title	Type of Work Performed on Project	Hrs. Worked on Project	Total Hrs. Worked	%	Gross Salary for Pay Period	Charges to Project
Subtotals							
Add Actual Cost of Retirement, Group Insurance, FICA Taxes, Etc. (from Page 3, Details of Benefits)							
Total Overtime Pay and Benefits (form Page 4, Details of Overtime Pay and Benefits)							
This column total must appear on Page 1, Summary Statement.					Total Salaries and Benefits		

DETAIL OF BENEFITS

Subgrantee:		County:		Claim Period:			Claim #:	
Project #:		Project Title:					Telephone:	
Name of Employee	Health Insurance	Life Insurance	Retirement	FICA	Other (List)	Total Benefits Paid this Period	Percentage of Time Worked on Project	Total Benefits Charged to Project
This column total must appear on Page 2, Detail of Salaries & Benefits						Total Charges to Project		

DETAIL OF OVERTIME PAY AND BENEFITS

Subgrantee:		County:	Claim Period:	Claim #:
Project #:		Project Title:		Telephone:
Name of Employee	Job Title	Type of Work Performed on Project	Hrs. Worked on Project	Charges to Project
Subtotals				
Add Actual Cost of Retirement, Group Insurance, FICA Taxes, Etc. (from Page 5, Details of Benefits for Overtime Only)				
This column total must appear on Page 2, Detail of Salary and Benefits, if regular Salaries and Benefits are included in the budget. If no regular Salaries and Benefits are included then this column total must appear on Page 1, Summary Statement.			Total Overtime Pay and Benefits	

DETAIL OF BENEFITS FOR OVERTIME ONLY

Subgrantee:		County:		Claim Period:		Claim #:
Project #:		Project Title:			Telephone:	
Name of Employee	Health Insurance	Life Insurance	Retirement	FICA	Other (List)	Total Benefits Charged to Project
This column total must appear on Page 4, Detail of Overtime Pay & Benefits				Total Charges to Project		

DETAIL OF OTHER PERSONAL/CONTRACTUAL SERVICES (OPS)

Subgrantee:		County:	Claim Period:	Claim #:
Project #:		Project Title:		Telephone:
Vendor	Description of Services Provided (Provide Unit Cost if Applicable)	Date Paid	Check Number	Amount
This column total must appear on Page 1, Summary Statement.			Total	

DETAIL OF EXPENSES

Subgrantee:		County:	Claim Period:	Claim #:
Project #:		Project Title:		Telephone:
Vendor	Description of Item	Date Paid	Check Number	Amount
This column total must appear on Page 1, Summary Statement.			Total	

DETAIL OF OPERATING CAPITAL OUTLAY (OCO)

Subgrantee:	County:	Claim Period:	Claim #:	
Project #:	Project Title:		Telephone:	
Vendor	Description of Property	Date Paid	Check Number	Amount
This column total must appear on Page 1, Summary Statement.			Total	

DETAIL OF INDIRECT COSTS

Subgrantee:		County:	Claim Period:	Claim #:
Project #:		Project Title:		Telephone:
Vendor	Description	Date Paid	Check Number	Amount
This column total must appear on Page 1, Summary Statement.			Total	