

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	_____	<u>102,535</u>	_____	_____	_____
External Revenues	_____	<u>(102,535)</u>	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
NET FISCAL IMPACT	_____	<u>-0-</u>	_____	_____	_____

ADDITIONAL FTE POSITIONS (Cumulative)

Is Item Included in Current Budget? Yes X No
 Budget Account No.: Fund: 1003 Agency: 145 Org. 1003 Object:
 Reporting Category

B. Recommended Sources of Funds/Summary of Fiscal Impact:

Federal funds through the State of Florida Department of Community Affairs.
 No additional County funds are required.

C. Departmental Fiscal Review: *FCAT*

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Administration Comments:

B. Legal Sufficiency:

Jan Dub 8-5-07
8/7/07 OFMB *m cn 8/2/07*
OS/07
[Signature]
 Assistant County Attorney

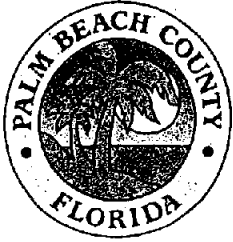
[Signature]
 Contract Dev. and Control
8/10/07

This item complies with current County policies.

C. Other Department Review:

 Department Director

This summary is not to be used as a basis for payment.



MEMORANDUM

TO: Addie L. Greene, Chairperson
Palm Beach County Board of County Commissioners

FROM: Robert Weisman, P.E.
County Administrator

DATE: February 28, 2007

RE: **REQUEST FOR EMERGENCY AUTHORIZATION
FY 2006-2007 CSBG GRANT APPLICATION**

Pursuant to PPM#CW-F-003, Grant Application, Policy I.D., this memorandum is written to request your approval of Modification 001 to the FY 2006-2007 Community Services Block Grant application prior to Board review and action.

The FY 2006-2007 CSBG Modification Package was received on February 26, 2007 with instructions to complete and return the application as soon as possible.

Carryover funds of \$79,254 and a funding increase of \$23,280 will bring the new amended CSBG allocation to \$991,516. These additional funds will enable PBC Community Action to provide additional services to low income families, including payment of water bills to prevent service disconnection.

Sufficient time was not available to schedule the item on the regular agenda. The complete item will be placed on the next agenda for ratification.

Attachments:

Modification 001 to FY 2006-07 CSBG Grant Application
DCA Correspondence e-mail


County Attorney


OFMB

MODIFICATION OF AGREEMENT
BETWEEN
FLORIDA DEPARTMENT OF COMMUNITY AFFAIRS
AND
Palm Beach County Board of County Commissioners

This Modification is made and entered into by and between the State of Florida, Department of Community Affairs, ("the Department"), and the Palm Beach County B Board of County Commissioners, the ("Recipient") to modify DCA Contract Number 07SB-5Z-10-60-01-023 ("the Agreement").

WHEREAS, the Department and the Recipient have entered into the Agreement, pursuant to which the Department has provided a sub-grant of \$888,981 to the Recipient; and

NOW, THEREFORE, in consideration of the mutual promises of the parties contained herein, the parties agree as follows:

1. Section (5)(j), Audit Requirements, is hereby modified to read as follows:
The Recipient shall have all audits completed by an independent certified public accountant (IPA) who shall either be a certified public accountant or a public accountant licensed under Chapter 473, Fla. Stat. The IPA shall state that the audit complied with the applicable provisions noted above. The audit must be submitted to the Department not later than Nine (9) months from the end of the Recipient's fiscal year.
2. Paragraph (17)(a) Funding Consideration, is hereby modified to read as follows:

This is cost-reimbursement Agreement. The Recipient shall be reimbursed for costs incurred in the satisfactory performance of work hereunder in an amount not to exceed \$991,516, subject to the availability of funds and appropriate budget authority." The Recipient is authorized to incur costs in an amount not to exceed \$801,819 under further notification is received. As funds and budget authority are available, changes to the costs the Recipient may incur will be accomplished by notice from the Department to the Recipient in the form of certified mail, return receipt requested, to the Recipient's contact person identified in Attachment A, Recipient Information. The terms of the Agreement shall be considered to have been modified to allow the Recipient to incur additional costs upon the Recipient's receipt of written notice from the Department." This revised contract amount includes:

A. <u>\$888,981</u>	Current CSBG Allocation (FY 2006-2007)
B. <u>\$ 23,280</u>	Base Increase (FY 2006-2007)
C. <u>\$ 79,255</u>	Carryover Funds (FY 2005-2007)
D. <u>\$991,516</u>	Total (Amended CSBG Allocation)

3. If applicable, Attachment A, Recipient Information, Attachment B-1, Budget Summary, Attachment B-2, Sub-Recipient Information, Attachment B-3, Budget Detail, Attachment B-4, Secondary Administration and Attachment C, Scope of Work/Workplan are hereby deleted in their entirety and replaced with Amended Attachment A, Recipient Information, Amended Attachment B-1, Budget Summary, Amended Attachment B-2, Sub-Recipient Information, Amended Attachment B-3, Budget Detail, Amended Attachment B-4, Secondary Administration and Amended Attachment C, Scope of

Work/Workplan are attached hereto and incorporated herein by reference.

4. All provisions of the Agreement being modified and any attachments thereto in conflict with this Modification shall be and are hereby changed to conform with this Modification, effective as of the date of the last execution of this Modification by both parties.
5. All provisions not in conflict with this Modification remain in full force and effect, and are to be performed at the level specified in the Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this document as of the dates set out herein.

RECIPIENT

STATE OF FLORIDA

By: Addie L. Greene

By: [Signature]

Addie L. Greene, Chairperson
(Type Name and Title Here)

Janice Browning, Director
Division of Housing and Community Development

PBC Board of County Commissioners

Date: 3/2/07

Date: 3/6/07

59-60000785
Federal Identification Number

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

[Signature]

COUNTY ATTORNEY

AMENDED ATTACHMENT A
RECIPIENT INFORMATION

FEDERAL FISCAL YEAR: 2006-2007 CONTRACT PERIOD: October 1, 2006 To September 30, 2007

FOR DCA USE ONLY

DATE RECEIVED: 3/5/07 973 REVISIONS RECEIVED: _____

I. RECIPIENT CATEGORY: { } Non-Profit { X } Local Government

II. RECIPIENT FISCAL YEAR: From October 1, 2006 To September 30, 2007

III. COUNTIES TO BE SERVED WITH THESE FUNDS Palm Beach County

IV. GENERAL ADMINISTRATIVE INFORMATION

a. Name of Recipient: Palm Beach County Board of County Commissioners
Community Action Program of Palm Beach County

b. Address: 810 Datura Street
City: West Palm Beach, FL Zip Code: 33401
Telephone: (561) 355-4727 County: Palm Beach
Fax: (561) 355-4192
E-Mail Address: mperraul@co.palm-beach.fl.us

c. Mailing Address (if different from above):

(Same)

d. Chief Elected Official (for local governments) or President/ Chairman of Board (corporations):

Name: Addie Greene
Title: Chairman, Palm Beach County Board of County Commissioners
Mailing Address (Home or Business other than Recipient's)
Address: P.O. Box 1989
City: West Palm Beach, FL Zip Code: 33401
Telephone: (561) 355-2207

e. Official to Receive State Warrant:

Name: Sharon R. Bock
Title: Chief Deputy Clerk of Courts/BCC
Mailing Address: P.O. Box 4036
City: West Palm Beach, FL Zip Code: 33402

f. Contact Person:

Name: Maureen Perrault
Title: Coordinator, PBC Community Action
Mailing Address: 810 Datura Street
West Palm Beach, FL Zip Code: 33401
Telephone: (561) 355-4727
Fax: (561) 355-4192
E-Mail Address: mperraul@co.palm-beach.fl.us

g. Person(s) authorized to sign fiscal reports: Rebecca Webb, Fiscal Manager II

h. Federal Identification Number: 59-60000785

V. SUB-RECIPIENT INFORMATION

These funds will be transferred to one or more Sub-Recipients: Yes () No ()

For each Sub-Recipient, attach a copy of Attachment B-2, Sub-Recipient Information

VI. AUDIT SUBMISSION DATE TO DCA: _____ (No later than 9 months from end of Grantee's Fiscal Year end)

**ATTACHMENT C - FLORIDA Community Services Block Grant (CSBG)
FY 2006-2007 Workplan**

**Community Action Goal 6 (Family) – Low-Income People, Especially vulnerable populations,
Achieve Their Potential by Strengthening of Family and Other Supportive Environments**

AMENDED

Agency Name: PALM BEACH COUNTY COMMUNITY ACTION PROGRAM

FOCAS Outcomes Catalog	2	3	4	5	6	7	8
Goal 6: Low-Income People Especially Vulnerable Populations Achieve Their Potential by Strengthening Family and Other Supportive Systems 6.1 Independent Living 6.2 Emergency Assistance 6.3 Child and Family Development	WORKPLAN Total Number of Households Expected to Achieve Outcome	Number of Households at or Below 125% of Poverty		Number of Households Above 125% of Poverty		Number of Households for Whom No Income Information was Obtained	
		Seeking Assistance	Receiving Assistance	Seeking Assistance	Receiving Assistance	Seeking Assistance	Receiving Assistance
NPI 6.2 continued.							
B. Emergency Vendor Payments	6,803						
1) Home Energy Assistance funded by Low-Income Home Energy Assistance	6,162						
2) Home Energy Assistance funded by public or private funds other than LIHEAP							
2) Water Bill Assistance	628						
3) Rent or Mortgage Assistance	13						
C. Temporary Shelter (motel, shelter placement, etc.)	15						
D. Emergency Medical Care							
E. Protection from Violence							
F. Legal Assistance	25						
G. Transportation	250						
H. Disaster Relief							
I. Clothing	400						
I. Provide translation assistance in order for person to receive emergency services.							

**CSBG MODIFICATION
AMENDED ATTACHMENT B-1
BUDGET SUMMARY**

RECIPIENT:

REVENUE SOURCES		PERCENT	MATCH	TOTAL AMOUNT	NOTES:
1. CSBG Grant Funds				991,516	Round all figures up to the nearest dollar.
2. Cash Match		20 %			Provide a minimum of 2% -Cash Match 20% - Total Match
3. In-Kind Match		-0- %	-0-		Do not under match. 1.99% Cash Match is unacceptable.
4. TOTAL MATCH (Line 2 + Line 3)		20 %		198,304	
5. TOTAL FUNDS (Line 1 + Line 4)					Match amounts must agree with the amended totals reflected on the Modification Cover Page.
A	B	C	D	E	F
CSBG FUNDS ONLY EXPENSE CATEGORY	Last Approved CSBG Budget	Proposed Budget**	2005-2006 Carryover Amount	Total CSBG Funds (Col. C + D)	CASH AND IN-KIND MATCH
TOTAL CSBG FUNDS	881,981	23,280	79,255	991,516	198,304
ADMINISTRATIVE					
6. RECIPIENT EXPENSES (Salaries + Fringe, Rent, Utilities, Travel, Other)	98,927	-0-	-0-	98,927	19,791
7. SUB-RECIPIENT EXPENSES (Salaries + Fringe, Rent, Utilities, Travel, Other)	-0-	-0-	-0-	-0-	-0-
8. TOTAL ADMINISTRATIVE EXPENSES (Line 6 + Line 7) See footnote *	98,927	-0-	-0-	98,927	19,791
9. ADMINISTRATIVE EXPENSE PERCENT [(Cell 8C divided by cell 18C) x 100]	11%	VALUE IN CELL 8C MAY NOT EXCEED 15% OF Cell 18C			
PROGRAM					
10. RECIPIENT DIRECT CLIENT ASSISTANCE	263,652	21,413	71,688	356,753	71,279
11. RECIPIENT OTHER PROGRAM EXPENSES (Salaries + Fringe, Rent, Utilities, Travel, Other)	526,402	1,867	7,567	535,836	107,234
12. SUBTOTAL RECIPIENT PROGRAM EXPENSES (Line 10 + Line 11)	790,054			892,589	
13. SUB-RECIPIENT DIRECT CLIENT ASSISTANCE EXPENSES	N/A	N/A	-0-	-0-	-0-
14. SUB-RECIPIENT OTHER PROGRAM EXPENSES (Salaries + Fringe, Rent, Utilities, Travel, etc.)	N/A	N/A	-0-	-0-	-0-
15. SUBTOTAL SUB-RECIPIENT PROGRAM EXPENSES (Line 14 + Line 15)	N/A	-0-	-0-	-0-	-0-
16. TOTAL PROGRAM (Line 12 + Line 15)	790,054	-0-		892,589	178,513
17. SECONDARY ADMINISTRATIVE EXPENSES	N/A	-0-	-0-	-0-	
18. GRAND TOTAL EXPENSE: (Line 8 + Line 16 + Line 17)	888,981	23,280	79,255	991,516	198,304

* THE AMOUNT IN CELL 8-D CANNOT EXCEED THE UNSPENT ADMINISTRATIVE BALANCE FROM YOUR FY 2005-2006 CONTRACT CLOSE-OUT.

**ADJUSTMENTS TO LAST APPROVED CSBG BUDGET MAY BE MADE IN COLUMN C.

Name of Applicant: Palm Beach County Community Action Program

Line Item No.	Obj. No (direct client Assistance lines only)	EXPENDITURE DETAIL Round up line item totals to dollars. Do not use cents and decimals in totals. (SEE INSTRUCTIONS FOR BUDGET DETAIL) FORMAT	DOLLARS CHARGED TO CSBG		
			CSBG Funds	Cash Match	Total
6	N/A	ADMINISTRATIVE EXPENSES Salaries Including Fringe <u>Community Action Director - M. Perrault</u> Salary @ 75%* 41,000 8,201 49,201 FICA 6.20% 2,542 509 3,051 Retirement 8.39% 3,440 688 4,128 Life & Health \$7,900 (75%) 4,937 988 5,925 Workers Comp \$577 (75%) 236 47 283 Medicare 1.45% 594 119 713 <u>Secretary - June Lucas</u> Salary @ 100% 32,312 6,464 38,776 FICA 6.20% 2,003 401 2,404 Retirement 8.39% 2,711 542 3,253 Insurance-Life & Health \$7,900 6,583 1,317 7,900 Workers Comp \$377 314 63 377 Medicare 1.45% 468 94 562 Travel 1,000 miles @44.5 370 75 445 2 Conferences @ 850 each 1,417 283 1,700 *Funding balance paid by PBC BCC Ad Valorem Taxes (25% of salary). <p style="text-align: right;">TOTAL</p>			
8	N/A		98,927	19,791	118,718

Cash Match Source: *Palm Beach County Board of County Commissioner Ad Valorem Taxes.*

Name of Applicant: Palm Beach County Community Action Program

Line Item No.	Obj. No (direct client Assistance lines only)	EXPENDITURE DETAIL Round up line item totals to dollars. Do not use cents and decimals in totals. (SEE INSTRUCTIONS FOR BUDGET DETAIL) FORMAT	DOLLARS CHARGED TO CSBG		
			CSBG Funds	Cash Match	Total
10		PROGRAM EXPENSE - Direct Client			
	1.2 - H	Recipient Direct Client Assistance* Housing: 12 month lease (1 unit) @ 900 = 10,800 12 month lease (5 units) @ 1,850 = 22,200 12 month lease (8 units) 4,650 = 55,800	73,997	14,803	88,800
	1.2 - E	Summer Camp Scholarships** For 75 Children @600	37,498	7,502	45,000
	6.2 - I	Back to School Clothes and Supplies For 400 children @ \$50 per Child	16,600	3,400	20,000
		Food Vouchers in \$50 denominations For families at an average of \$100	24,967	5,033	30,000
	6.2 - B	Water/Gas and Electric Bills Assistance 628 families at an average of \$300.44	157,484	31,198	188,682
	6.2 - G	Bus Passes 250 clients @ \$31 per client	6,445	1,305	7,750
	6.3 - B3	Scouting Remove barriers including financial that prevents low income youths from joining or staying in scouting programs. Scouting fees include but are not limited to membership uniforms, badges, equipment, handbooks, project supplies, day camp and summer camp and family camp outs. 50 youth @ average of \$500 per child = \$25,000	20,832	4,168	25,000
	6.2 - B3	Rent/Mortgage Assistance for 13 families @ average \$1,600 per household	17,264	3,536	20,800

Name of Applicant: Palm Beach County Community Action Program

Line Item No.	Obj. No (direct client Assistance lines only)	EXPENDITURE DETAIL Round up line item totals to dollars. Do not use cents and decimals in totals. <u>(SEE INSTRUCTIONS FOR BUDGET DETAIL)</u> FORMAT	DOLLARS CHARGED TO CSBG		
			CSBG Funds	Cash Match	Total
10	1.2 - 1	Community Garden Projects 4 sites @ \$7500 Cost will include: soil, fertilizer, mulch, seeds, tools, storage sheds, irrigation/sprinkler equipment, water bill, literature, small starter plants. Two sites are at homeless shelters, one is at a public school and one is on private property, but is a "Community" garden. TOTAL	1,666	334	2,000
		<i>*14 units but 20 families served over the course of one FY.</i>			
		<i>**This program is a critical employment support to help low-income people with self sufficiency. It enables parents to obtain/maintain employment.</i>			
		<i>***Most utility bills paid are water and gas bills. On occasion we use CSBG funds to supplement the LIHEAP Program.</i>			
11	N/A	<u>Recipient Other Program Expenses</u>			
		<u>Senior Community Action Specialist-C. Morrow</u>			
		Salary @ 100%	44,764	8,955	53,719
		FICA 6.20%	2,774	556	3,330
		Retirement 8.39%	3,755	752	4,507
		Insurance-Life & Health \$7,900	6,583	1,317	7,900
		Workers Comp	314	63	377
		Medicare 1.45%	648	130	778
		<u>Senior Community Action Specialist-Myrna Silvas</u>			
		Salary @ 100%	40,025	8,008	48,033
		FICA 6.20%	2,481	497	2,978
		Retirement 8.39%	3,358	672	4,030
		Insurance-Life & Health	6,583	1,317	7,900
		Workers Comp	314	63	377
		Medicare 1.45%	580	116	696
		<u>Senior Community Action Specialist-Diane Duval</u>			
		Salary @ 100%	42,481	8,499	50,980
		FICA 6.20%	2,633	527	3,160
		Retirement 8.39%	3,564	713	4,277
		Insurance-Life & Health \$7,900	6,583	1,317	7,900
		Workers Comp	314	63	377
		Medicare 1.45%	615	124	739

CSBG MODIFICATION
BUDGET DETAIL

Name of Applicant: Palm Beach County Community Action Program

Line Item No.	Obj. No (direct client Assistance lines only)	EXPENDITURE DETAIL Round up line item totals to dollars. Do not use cents and decimals in totals. (SEE INSTRUCTIONS FOR BUDGET DETAIL) FORMAT	DOLLARS CHARGED TO CSBG		
			CSBG Funds	Cash Match	Total
11		<u>Senior Community Action Specialist-Sheila Grimes</u>			
		Salary @ 100%	36,945	7,391	44,336
		FICA 6.20%	2,289	459	2,748
		Retirement 8.39%	3,099	620	3,719
		Insurance-Life & Health \$7,900	6,583	1,317	7,900
		Workers Comp	314	63	377
		Medicare 1.45%	535	107	642
		<u>Messenger-James Scott</u>			
		Salary @ 100% 38,806 plus overtime @ 16,950	46,461	9,295	55,756
		FICA 6.20%	2,879	577	3,456
		Retirement 8.39%	3,897	780	4,677
		Insurance-Life & Health \$7,900	6,583	1,317	7,900
		Workers Comp	314	63	377
		Medicare 1.45%	673	135	808
		<u>Data Entry Clerk - Kelli Sweet</u>			
		Salary @ 50%	10,063	2,014	12,077
		FICA 6.20%	623	125	748
		Retirement 7.38%	844	169	1,013
		Insurance-Life & Health \$7,900	3,291	659	3,950
		Workers Comp	314	63	377
		Medicare 1.45%	445	30	475
		<u>Passenger Driver - Raymond Edwards</u>			
		Salary @ 100% 23,329 plus overtime @ 11,893	29,350	5,872	35,222
		FICA 6.20%	1,819	364	2,183
		Retirement 8.39%	2,462	493	2,955
		Insurance-Life & Health \$7,900	6,583	1,317	7,900
		Workers Comp	314	63	377
		Medicare 1.45%	425	85	510
		<u>Senior Community Action Specialist IV-Mary Allen</u>			
		Salary @ 100%	43,156	8,634	51,790
	FICA 6.20%	2,675	536	3,211	
	Retirement 8.39%	3,620	725	4,345	
	Insurance-Life & Health \$7,900	6,583	1,317	7,900	
	Workers Comp	314	63	377	
	Medicare 1.45%	625	126	751	

CSBG MODIFICATION
AMENDED BUDGET DETAIL

Name of Applicant: **Palm Beach County Community Action Program**

Line Item No.	Obj. No (direct client Assistance lines only)	EXPENDITURE DETAIL Round up line item totals to dollars. Do not use cents and decimals in totals. (SEE INSTRUCTIONS FOR BUDGET DETAIL) FORMAT	DOLLARS CHARGED TO CSBG		
			CSBG Funds	Cash Match	Total
11		<u>Continued-Recipient Other Program Expense</u>			
		Office Furniture	3,001	600	3,601
		Graphics	667	133	800
		Business Cards, Posters, Fliers		70	420
		Registration Fees-Travel	350	667	4,000
		Materials and Supplies	3,333	42	250
		Books and Publications	208	92	550
		Dues and Memberships FACA and SEACAA	458		
		Repair and Maintenance-Vehicles	14,690	2,938	17,628
		Oil and Lubricants	417	83	500
		Gasoline (Dialysis Van)	9,608	1,922	11,530
		Rental-Motor Pool	4,954	991	5,945
		Van to Transport Donated Items			
		Rental Office Equipment	17,767	3,553	21,320
		Repair and Maintenance Building	833	167	1,000
		Insurance and Surety Bonds	10,492	2,098	12,590
		Repair and Maintenance-Office Equipment	833	167	1,000
		Postage	542	108	650
		Communications-Basic Telephone \$230 per month x 12 months	2,300	460	2,760
		Communications - Suncom \$15 per month x 12 months	150	30	180
		Offsite Records Storage	2,000	400	2,400
		Rental Building (Office Lease)	9,868	1,978	11,846

CSBG MODIFICATION
AMENDED BUDGET DETAIL

Name of Applicant: Palm Beach County Community Action Program

Line Item No.	Obj. No (direct client Assistance lines only)	EXPENDITURE DETAIL Round up line item totals to dollars. Do not use cents and decimals in totals. (SEE INSTRUCTIONS FOR BUDGET DETAIL) FORMAT	DOLLARS CHARGED TO CSBG		
			CSBG Funds	Cash Match	Total
		<u>Continued-Recipient Other Program Expense</u>			
		Communications-Toll \$25 per month x 12 months	250	50	300
		Telephone Maintenance & Repair	250	50	300
		Rental Telephone Equipment \$100 per month x 12 months	1,000	200	1,200
		Electric \$532.58 per month x 12 months	5,326	1,065	6,391
		Water \$316.66 per month x 12 months	3,167	633	3,800
		Utilities Waste \$75 per month x 12 months	750	150	900
		Travel Mileage CAS 4000 miles @ .44.5=1,780 Per Diem - two Crime Prevention Conferences @ 407each = 814	2,161	433	2,594
	6.1-B	Purchase of 12 - 15 Pasenger van, lift equipped (transportation of dialysis patients)	48,314	9,686	58,000
11		Total Recipient Other Program Expense	535,836	107,234	643,070
16		<u>TOTAL PROGRAM EXPENSE</u>	892,589	178,513	1,071,102
18		<u>GRANT TOTAL EXPENSE</u>	991,516	198,304	1,189,865