

PALM BEACH COUNTY
 BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY

Meeting Date: April 15, 2008 Consent Regular
 Ordinance Public Hearing

Department:
 Submitted By: Administration
 Submitted For: Administration

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: A) Memorandum of Agreement with the United Way of Palm Beach County to support the Palm Beach County Prosperity Campaign Phase II in the amount not-to-exceed \$210,000 for the period of October 1, 2007 through September 30, 2008; and B) Budget Transfer of \$105,000 from the General Fund Contingency Reserve to County Sponsored Programs.

Summary: On March 11, 2008, the Board of County Commissioners approved additional funding (Agenda Item 6B1) in the amount of \$105,000 to support the Prosperity Campaign Volunteer Income Tax Assistance (VITA) Program for the 2008 income tax filing season. Staff recommends the continuation of the County's participation in the Palm Beach County Prosperity Campaign for the tax year 2008. Funds for this program are included in the FY2008 General Fund. This Memorandum of Agreement is needed to facilitate the reimbursement of expenses to the United Way. Countywide (DN)

Background and Justification: The United Way continues to take the lead in working with other community groups to implement the Palm Beach County Prosperity Campaign. Since 2005, 28,000 tax returns have been processed free of charge for households earning less than \$39,000; \$48 million in tax refunds has been returned to residents; 65 households have become new homeowners, 228 participants have opened a matched based savings program for homeownership; and 4,100 participants have received supportive services.

Attachments:

1. Memorandum of Agreement with the United Way of Palm Beach County
2. Letter from United Way requesting funds
3. Prosperity Campaign Budget and Volunteer Income Tax Assistance Budget
4. BUDGET TRANSFER

RECOMMENDED BY: N/A _____
 Department Director Date

APPROVED BY: [Signature] 3/31/08
 Assistant County Administrator Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:


Fiscal Years	2008	2009	2010	2011	2012	2013
Capital Expenditures						
Operating Costs						
Grant Expenditures \$105,000						
External Revenues						
Program Income						
(County)						
In-Kind Match (County)						
Net Fiscal Impact	\$ 105,000 *					
# Additional FTE Positions (Cumulative)	0					
Is Item Included in Current Budget:	YES		NO	X		
Budget Account No.:	Fund 0001	741	2511	Object 8201		
	Reporting Category					

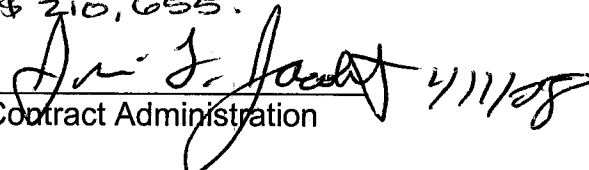
B. Recommended Sources of Funds / Summary of Fiscal Impact:

III REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Administration Comments:

* Budget for FY 2008 includes funding of \$105,655 for a total fiscal impact of \$210,655.

 4/11/08
OEMB

 4/11/08
Contract Administration

(NO) 4/11/08
4/14/08

B. Legal Sufficiency:


Assistant County Attorney

C. Other Department Review:

Department Director

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

08-0886

**BOARD OF COUNTY COMMISSIONERS
PALM BEACH COUNTY, FLORIDA**

BGEX 420 040908*2475

**BUDGET TRANSFER
FUND 0001 General Fund**

ACCOUNT NAME AND NUMBER	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED AS OF 4/09/2008	REMAINING BALANCE
<u>EXPENDITURES</u>							
741-2511-8201 Contributions-Non-Govts	105,655	105,655	105,000	0	210,655	0	210,655
820-9900-9901 Contingency Reserve	20,000,000	19,279,328	0	105,000	19,174,328	0	19,174,328
TOTALS			105,000	105,000			

Signatures & Dates

BY BOARD OF COUNTY COMMISSIONERS

AT MEETING OF

4/15/2008

**Deputy Clerk to the
Board of County Commissioners**

Administration

**INITIATING DEPARTMENT/DIVISION
Administration/Budget Department Approval
OFMB Department - Posted**



4-15-08

Attachment #4

MEMORANDUM OF AGREEMENT

The Palm Beach County Board of County Commissioners (BCC) has agreed to participate in funding the Palm Beach County Prosperity Campaign, from January 1, 2008 through September 30, 2008.

The Palm Beach County Board of County Commissioners agrees to provide up to a maximum of \$210,655 in accordance with the following terms:


1. All funds related to this agreement will be used for the sole purpose of supporting the Palm Beach County Prosperity Campaign as identified in the attached operating budget.
2. United Way will bill on a cost reimbursement monthly.
3. The funds will be expended between January 1, 2008 and September 30, 2008.
4. Throughout the term of this Memorandum of Agreement and for a period of seven years thereafter, the BCC shall be entitled to review and inspect the books and records of United Way which relate to the subject matter of this Memorandum of Agreement for the purposes of ensuring United Way's compliance with the terms hereof. If, at any time, the BCC determines that monies were not expended for the purposes herein, United Way shall immediately reimburse the BCC upon written request for same by the BCC.
5. Relationship of Parties. The relationship between the BCC and United Way is that of independent contractors, and neither shall be considered a joint venturer, partner, agent or representative or other relationship of the other for any purpose expressly or by implication. Accordingly, no rights or interests granted herein by the BCC shall be deemed to confer any rights of sovereign immunity and shall be strictly limited to the BCC under the laws and constitution of the State of Florida. United Way shall not for itself, and it shall ensure that its officers, directors, employees, agents, independent contractors and representatives do not assert as a defense or claim any rights of sovereign immunity in any legal or other proceeding. United Way agrees to indemnify, defend and hold the BCC harmless from any and all damages, claims, losses including attorneys' fees and costs at all levels of trial and appeal, resulting from a breach of this provision by United Way and any of its officers, employees, agents, independent contractors and representatives.
6. Sovereign Immunity. This agreement shall not be construed as constituting a waiver of any rights to sovereign immunity to the BCC under the laws and constitution of the State of Florida.

7. Indemnification. United Way agrees to indemnify, defend and hold the BCC, its Commissioners, officers, employees, agents and representatives harmless from and against any and all liability on account of any injuries, damages, omissions, commissions, action, causes of action, claims, suits, judgments and damages accruing, including court costs and attorney=s fees at all levels of trial and appeal, as a result of any negligent or intentional act of United Way or any officer, director, employee, agent, independent contractor and representative of United Way.
8. Entire Agreement. This agreement constitutes the entire understanding and agreement between the parties with regard to the subject matter hereof and supersedes all other negotiations, understandings and representations, if any, made by and between the parties.

The BCC and United Way agree to comply with the terms of this Memorandum of Agreement.


BY: _____
Chairperson Addie L. Greene
Palm Beach County Board of County Commissioners

Date: _____

BY:  _____
Scott B. Badesch, President and CEO
United Way of Palm Beach County, Inc.


Date: 4-1-08 _____

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY



Assistant County Attorney

APPROVED AS TO TERMS
AND CONDITIONS



Vincent J. Bonvento
Assistant County Administrator

United Way of Palm Beach County

SCOTT B. BADESCH
President and CEO

January 16, 2008

Robert Weisman, County Administrator
Palm Beach County Government
301 North Olive, Suite 1101
West Palm Beach, FL 33401

Dear Mr. Weisman:

As you know, United Way of Palm Beach County and the Internal Revenue Service manage the Volunteer Income Tax Assistance (VITA) Program, as a part of the Palm Beach County Prosperity Campaign. This campaign is designed to help working families build net worth and achieve long-term economic stability.

As we discussed, the VITA program, along with our Prosperity Program, was initially funded by Quantum Foundation and Knight Foundation, which both have found the program to be outstanding. Unfortunately, these grants came to an end (they were time-limited Foundation grants), and we are now seeking funding support to continue this very important program and service. Accordingly, United Way is respectfully requesting the Board of County Commissioners to provide an additional \$105,000 beyond its current commitment of \$105,655, bringing the total county funding for the VITA Program to **\$210,655** for the 2008 Tax Filing Season. The total annual budget of the Prosperity Campaign is \$1.2 million a year, the majority of which is covered with United Way funding. Without this support, the VITA program would have to examine reductions in services at a time when far too many of the county's residents are having difficulties with their financial stability.

This program has been recognized nationally as a community development best practice and is now being replicated in many communities. Since 2005, 28,000 tax returns have been processed free of charge for households earning less than \$39,000; \$48 million in tax refunds has been returned to residents; 65 households have become new homeowners, 228 participants have opened a matched based savings program for homeownership; and 4,100 participants have received supportive services (including credit counseling, financial literacy workshops, educational courses and crisis case management). We see a significant reduction in need for basic food, rent assistance, and utility assistance during the immediate period after people get their tax refunds. We know from our review that families are using their tax refunds for basic necessities of life and to enhance their economic status. Without our help, this wouldn't occur, and there would be greater demand for services from the government, faith-based and nonprofit agencies all having difficulties in funding needed programs.

The VITA Program is the point of entry from which the Prosperity Campaign achieves its purpose through four one-stop centers throughout Palm Beach County with the goal of transforming and stabilizing our most needy community and families.

ATTACHMENT 2
RECEIVED JAN 17 2008



what matters.™

The impact of the VITA program on the local economy has been remarkable. Based on data from the Center for Urban and Economic Development, University of Illinois, our Earned Income Tax Program alone has resulted in a \$70 million economic impact from 2005 to the present. Furthermore, \$8 million has been invested in homeownership. As is the practice of our United Way, these outcomes have been accomplished with administrative costs not exceeding 11.5%.

I have attached documents detailing the results of the program within Palm Beach County. If you have any questions please do not hesitate to call me at (561) 375-6613.

I thank you for your support of this request.

Sincerely,



Scott B. Badesch
President and Chief Executive Officer

- cc: Commissioner Addie Greene, Chair, Palm Beach County Board of County Commissioners
Commissioner Jeff Koons, Vice Chair, Palm Beach County Board of County Commissioners
Commissioner Karen Marcus, Palm Beach County Board of County Commissioners
Commissioner Robert J. Kanjian, Palm Beach County Board of County Commissioners
Commissioner Mary McCarty, Palm Beach County Board of County Commissioners
Commissioner Burt Aaronson, Palm Beach County Board of County Commissioners
Commissioner Jess R. Santamaria, Palm Beach County Board of County Commissioners

United Way of Palm Beach County, Inc.

Prosperity Campaign

United Way seeks to improve measurably the lives of individuals and families in Palm Beach County by uniting the resources of donors, volunteers, agencies and the community. Through the Prosperity Campaign, United Way of Palm Beach County helps working families and low-income residents move toward greater economic stability, higher earnings and homeownership. The Campaign has three elements: Volunteer Income Tax Assistance (VITA), Individual Development Accounts (IDA) and Prosperity Centers.

Volunteer Income Tax Assistance (VITA) Sites

More than 25 VITA sites across Palm Beach County provide free tax preparation services to those with an annual household income of \$40,000 or less. The site locations range from Boca Raton to Jupiter and west to the Glades and are staffed by volunteers trained and certified by the Internal Revenue Service (IRS). For tax year 2006, more than 10,000 Palm Beach County residents had their taxes filed for free at a VITA site. The program helped Palm Beach County community members receive more than \$14 million in tax refunds, including \$5.6 million in Earned Income Tax Credits. In addition, through the free tax service, residents saved \$1 million in filing fees.

Individual Development Account (IDA) Program

The IDA Program is a matched-based savings program to help purchase a home or start a small business. Upon entering the Program, the eligible participant demonstrates the ability to save over a minimum of a 6 month period. Upon completion in the Program and accumulating \$2,000 in savings, the money is matched 2:1. The participant is given \$4,000 for a total of \$6,000 toward the purchase of a home or to start a small business.

Prosperity Centers

The Prosperity Centers (located throughout Palm Beach County) offer residents a one-stop source of services. These services include:

- Free Tax Preparation Services
- Credit Counseling & Financial Literacy
- Money Management & Budget Development
- Educational & Career Counseling
- First-time Homebuyer Education & Assistance
- Micro-Enterprise Education & Assistance
- Asset Building through savings and banking basics
- Individual Development Account Program
- Family Support Services (crisis case management)
- Legal Aid for Elders
- Benefits Screening – with access to food stamps, Kidcare, Medicare, Medicaid, etc.
- Benefits Planning – provides one-on-one counseling and education about disability benefits and the impact of employment on those benefits

United Way of Palm Beach County
Volunteer Income Tax Assistance Program
January 2008

VITA Returns By Zip Code (TY 2006):
(descending from greatest to least returns completed)

Sites:	# Returns:	# Sites
• West Palm Beach	2,877	11
• Lake Worth	1,274	3
• Belle Glade	1,256	3
• Royal Palm Beach	720	1
• Greenacres	610	2
• Riviera Beach	597	4
• Delray Beach	594	3
• Jupiter	537	1
• Boynton Beach	542	1
• Boca Raton	320	1
• Pahokee	292	2
• Wellington	227	1
• Lantana	160	1
• South Bay	121	1

United Way of Palm Beach County
Prosperity Campaign Budget
October 1, 2007 – September 30, 2008

Expenses	VITA Program	IDA	Prosperity Centers	Administrative	TOTAL
Salaries & Fringes*	\$200,344	\$89,643	\$82,129		\$372,116
Professional Fees	2,170				2,170
Office Supplies	6,205	127	3,897		10,229
Telephone	20		4,446		4,466
Cell Phone	2,500	120	1,844		4,464
Conferences	1,000	2,000	89		3,089
Postage	750		294		1,044
Copies	400	120			520
Express Mail	240				240
Equipment Rental & Maintenance	239	119	467		825
Printing and Publication	2,300	107	2,041		4,448
Radio, Print Ads, Outreach & Public Information	91,256				91,256
Recognition	3,204		383		3,587
Mileage	6,000	949	5,128		12,077
Local Meetings	600	227	778		1,605
Special Event	2,000	312			2,312
Membership Dues			90		90
Computer	8,000				8,000
Other		245			245
Contracted Services			508,929		508,929
Administrative				38,752	38,752
TOTAL	\$327,228	\$93,969	\$610,515	\$38,752	\$1,070,464

Revenue:

Quantum Foundation	\$ 175,000
Washington Mutual	12,000
National Disability Institute	2,500
Bank of America	15,000
JP Morgan Chase	10,000
City of Delray Beach	22,000
WPB Weed and Seed	10,000
City of West Palm Beach – Pending	25,000
Palm Beach County (CDBG) – Pending	65,000
Palm Beach County – VITA – Pending	210,000
United Way of Palm Beach County	523,964
TOTAL	\$1,070,464

ATTACHMENT 3
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United Way of Palm Beach County
Prosperity Campaign Budget
October 1, 2007 – September 30, 2008

***Salary & Fringes**

Volunteer Income Tax Assistance (VITA) Program

Program Manager (1.0 FTE)

Responsible for oversight and management of Program, including recruitment of staff, training, site selection and implementation

Outreach Manager (.75 FTE Outreach Manager)

Responsible for outreach efforts for VITA including community, corporate and government access

Area Managers (2- Temporary January – April)

Responsible for oversight of geographic area and sites therein, assisting site coordinators as needed and coordination of volunteers at sites

Site Coordinators (25 – Temporary January – April)

Responsible for management of specific site and oversight of volunteers and quality assurance

Prosperity Campaign Director

Responsible for Oversight of Prosperity Campaign, including the VITA Program

Individual Development Account (IDA) Program

Program Coordinator (FTE 1.0)

Responsible for enrollment, oversight and management of clients in match-savings program for home ownership and micro-enterprise

Prosperity Campaign Director

Responsible for Oversight of Prosperity Campaign, including the IDA Program

Prosperity Centers

Prosperity Center Managers (2.0 FTE)

Responsible for day-to-day operations of Prosperity Centers in Belle Glade and Delray Beach, including scheduling appointments, screening for program eligibility and management of partner services

Prosperity Campaign Director

Responsible for Oversight of Prosperity Campaign, including the Prosperity Centers

ATTACHMENT 3
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United Way of Palm Beach County
 Volunteer Income Tax Assistance (VITA) Budget
 October 1, 2007 – September 30, 2008

Expenses		Description
Salary & Fringes	\$200,344	1.0 FTE Program Manager, .75 FTE Outreach Manager, Seasonal Workers: 2 Area Managers, 25 Site Coordinators
Professional Fees	2,170	Translation/Accommodation Services for People with Disabilities
Office Supplies	6,205	Main office and each of the 25 sites throughout tax season
Telephone	20	
Cell Phone	2,500	2 Area Managers and 2 Program Staff - Seasonal/Reduce Rate 6 months
Conferences	1,000	Annual Conference (pro rata share)
Postage	750	
Copies	400	
Express Mail	240	
Equipment Rental & Maintenance	239	
Printing and Publication	2,300	Flyers, Banners, Other
Radio, Print Ads, Outreach & Public Information	91,256	Radio, Print, TV Ads
Recognition	3,204	Volunteer Recognition Event (90 volunteers Brunch and gifts)
Mileage	6,000	Program staff, Area managers
Local Meetings	600	Refreshments and Material for Trainings
Special Event	2,000	National Earned Income Tax Credit Day/Tax Stimulus Awareness Day
Computer	8,000	Laptop, printers any needed software for enhancement
TOTAL	\$327,228	

Revenue:

United Way Allocation 07-08	\$50,000
Bank of America	\$15,000
National Disability Institute	\$ 2,500
United Way of Palm Beach County	\$49,728
Palm Beach County Board of County Commissioners	<u>\$210,000</u>
TOTAL	\$327,228

ATTACHMENT 3
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