

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA ITEM SUMMARY

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Meeting Date: October 7, 2008 Consent Regular
 Workshop Public Hearing

Department

Submitted By: Community Services

Submitted For: Community Action Program

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I. EXECUTIVE BRIEF

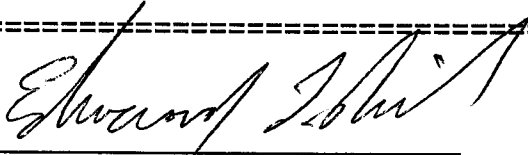
Motion and Title: Staff recommends motion to ratify: The Chairperson's signature on the FY 2008-2009 Community Services Block Grant Agreement with the State of Florida, Department of Community Affairs, for the period of October 1, 2008 through September 30, 2009, in an amount not-to-exceed \$1,068,932, for services to low income families.


Summary: The FY 2008-2009 Community Services Block Grant Agreement provides \$890,777 in Federal CSBG funds and \$178,155 in Palm Beach County ad valorem funds for a total of \$1,068,932. The funding provides for a range of services including employment counseling and placement, self sufficiency, utility assistance, income tax preparation assistance and transportation for kidney dialysis patients. CSBG funds will enable PBC Community Action Program to serve 4,038 low income households countywide. (Community Action Program) Countywide (TKF)

Background and Justification: In accordance with PPM CW-F-003, the Commissioner's signature was obtained on the FY 2008-2009 Community Services Block Grant Agreement prior to Board review and action. Sufficient time was not available to schedule the item on the regular agenda by the required submission deadline.

Attachments: FY 2008-2009 Community Services Block Grant Agreement with Original signature of Chairperson, Addie L. Greene

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Recommended by:  9-29-2008
 Department Director Date

Approved by:  10/2/08
 Assistant County Administrator Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	_____	1,068,932	_____	_____	_____
External Revenues	_____	(890,777)	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
NET FISCAL IMPACT		178,155			

ADDITIONAL FTE POSITIONS (Cumulative)

Is Item Included in Current Budget? Yes X No
 Budget Account No.: Fund: 1003 Agency: 145 Org: 1455 Object: VAR
 Reporting Category VAR.

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

Federal funds through the State of Florida Department of Community Affairs.
Match County Funds

C. Departmental Fiscal Review: *REWalt*

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Administration Comments:

atwillhite 9-30-08
9/30/08 (ID) OFMB *mm* *9/29* *9/30/08* *10/1/08*
Contract Dev. and Control *10/1/08*

B. Legal Sufficiency:

J. P. [Signature] 10/2/08
 Assistant County Attorney

C. Other Department Review:

Department Director

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



**Department of Community Services
Community Action Program**

810 Datura Street
West Palm Beach, FL 33401
(561) 355-4792
FAX: (561) 355-4192
www.pbcgov.com



**Palm Beach County
Board of County
Commissioners**

Addie L. Greene, Chairperson

Jeff Koons, Vice Chair

Karen T. Marcus

Robert J. Kanjian

Mary McCarty

Burt Aaronson


Jess R. Santamaria

County Administrator

Robert Weisman

MEMORANDUM

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

FROM: Robert Weisman, P.E. 
County Administrator

DATE: September 3, 2008

RE: **REQUEST FOR EMERGENCY AUTHORIZATION
FY 2008-2009 CSBG GRANT APPLICATION**

Pursuant to PPM#CW-F-003, Grant Application, Policy I.D., this memo is written to request your approval to the FY 2008-2009 Community Services Block Grant application prior to Board review and action.

The FY 2008-2009 CSBG Grant Application Package was received on May 2, 2008 with instructions to complete and return the application as soon as possible, but no later than July 11, 2008. The Department of Community Affairs later waived the original July 11, 2008 submission date and agreed to accept the signed agreement by the end of August, 2008. The item was originally scheduled for the August 19, 2008 Community Action Board Meeting on August 19, 2008. Due to Tropical Storm Faye, the meeting was re-scheduled for September 2, 2008.

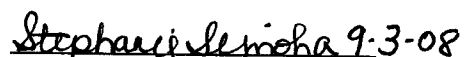
Community Services Block Grant Funds in the amount of \$890,777 and PBC Cash Match of \$178,155 will enable the PBC Community Action Program to assist 4,038 low income households in Palm Beach County with a range of programs and services.

Attachments:

- FY 2008-2009 CSBG Award Agreement
- DCA Correspondence
- DCA Correspondence E-Mail

"An Equal Opportunity
Affirmative Action Employer"


County Attorney 9/3/08


OFMB 9-3-08



STATE OF FLORIDA

DEPARTMENT OF COMMUNITY AFFAIRS

"Dedicated to making Florida a better place to call home"

CHARLIE CRIST
Governor

THOMAS G. PELHAM
Secretary

MEMORANDUM

RECEIVED
MAY 08 2008

TO: Community Services Block Grant Eligible Entities

FROM: Paula Lemmo, Community Program Manager *PL*

DATE: May 2, 2008

RE: FY 2008-2009 Community Services Block Grant Award Agreement

OMP

Enclosed is the FY 2008-2009 Community Services Block Grant (CSBG) award agreement package. To ensure a timely contract routing and signature process, please complete the enclosed application and return it to the address listed below, as soon as possible, but no later than July 11, 2008. *The award agreement must be officially approved by your CSBG board.* Submit a minimum of **three (3) copies** of the complete application with original signatures on all three copies.

As in the past, the agreement amount given on page 11, Section (17) (a) of the contract is an **estimate** based on the past year's CSBG funds received from the U. S. Department of Health and Human Services. The final amount of the contract cannot be determined until the Federal Fiscal Year 2008-2009 budget is approved. Once the final federal award is received, the allocations will be revised and modifications made to the contracts. Develop your budget based on the total allocation which will be the larger of the two numbers given in section (17)(a).

Several items of supporting documentation must be submitted with your contract. See the enclosed Contract Proposal Instructions and Contract Proposal Checklist for details. The contract will not be processed without all of these items.

The agreement forms were generated in Microsoft Word or Excel. Electronic copies of these forms will be e-mailed to all agencies. If you do not receive these forms, call or e-mail your financial specialist. In addition to submitting the agreement in hard copy, some forms must also be submitted electronically. See the instructions for further details.

If you have any questions, please contact your financial specialist at (850) 488-7541. Applications should be sent to:

Ms. Hilda Frazier, Manager
Department of Community Affairs
Community Assistance Section
2555 Shumard Oak Boulevard
Tallahassee, Florida 32399-2100

2555 SHUMARD OAK BOULEVARD TALLAHASSEE, FL 32399-2100
Phone: 850-488-8466/SUNCOM 278-8466 Fax: 850-921-0781/SUNCOM 291-0781
Website: www.dca.state.fl.us

COMMUNITY PLANNING
Phone: 850-488-2356/SUNCOM 278-2356
Fax: 850-488-3309/SUNCOM 278-3309

AREAS OF CRITICAL STATE CONCERN FIELD OFFICE
Phone: 305-289-2402
Fax: 305-289-2442

HOUSING AND COMMUNITY DEVELOPMENT
Phone: 850-488-7956/SUNCOM 278-7956
Fax: 850-922-5623/SUNCOM 292-5623

2009 CSBG contract and 2008 modification

Jim.Zimmerman@dca.state.fl.us [Jim.Zimmerman@dca.state.fl.us]

Sent: Thursday, June 12, 2008 1:07 PM

To: Maureen Perrault

Maureen:

I am writing to confirm our conversation today regarding the budget and workplan components of the currently pending 2008 CSBG contract modification and of the new 2009 CSBG contract.

In the budget we are trying to more accurately reflect the actual services being provided to clients. Historically, caseworkers and similar employees were often accounted for as administrative personnel or in the "Other Program" category when, in fact, these persons and their associated costs are actually engaged in direct client services. The proposed modification and draft 2009 budget both show your case managers in the "Other Program" category. We would ask that both budgets be modified according to the current guidelines, however, we also recognize that to do so with the modification would require a resubmission of the entire modification to the Board of County Commissioners.

This would produce a number of funding and logistical problems for both of our agencies. Therefore, we agree to process the modification as it has been submitted with the understanding that future budgets, including the 2009 contract, will reflect this revised perspective on the categorization of costs. (By separate email I will forward Hilda Frazier's email messages of August 14, 2007 and February 15, 2008, both of which address these issues.)

There were very few workplan changes submitted with your modification. As noted when the draft modifications were sent out by the department, this mid-year modification is also an appropriate time to review the entire workplan. Changes should be incorporated that reflect the additional funds being provided, any other modifications to the budget and the current status of the various programs, particularly in light of program accomplishments to date as described in the most recent quarterly report. For example, if an original goal for some task was to accomplish 10 households for the year and you have already achieved 23 at the end of the second quarter, you might consider revising your goal to a number that is more likely to conform with your end-of-year achievement.

For the same reasons noted above, though, we will process the modification as it was submitted. Your new contract, however, should also reflect (but not necessarily conform exactly to) historical precedent, including accomplishments both this year and in the previous year as shown in the annual IS Survey. Information in the regard, and electronic spreadsheets to help you accomplish this objective, were emailed to you by Hilda Frazier on June 6, 2008.

In order to revise the 2009 budget according to the objectives described above, you have agreed to pull the draft from the June 17, 2008 BOCC agenda and to rework the budget figures. You may also wish to reconsider the workplan at the same time. It is my understanding that you will have the revised contract placed on the August 17, 2008 BOCC agenda and have the signed copies to the department prior to the end of August. We agree to waive the original July 11, 2008 submission date.

Since any contract coming to the department at the end of August will not have enough time for additional evaluation and amendment, you have agreed to send us a draft of your proposal, the supporting documentation and associated spreadsheets as quickly as possible and we agree to work with you toward an approved product prior to the time it is considered by the BOCC. Please be sure to give us a complete submission schedule so we can plan our work accordingly.

Jim Zimmerman
Community Assistance Consultant

CFDA#: 93.569

Contract Number: 09SB-6V-11-60-01-023

FEDERALLY-FUNDED SUBGRANT AGREEMENT

THIS AGREEMENT is entered into by the State of Florida, Department of Community Affairs, with headquarters in Tallahassee, Florida (hereinafter referred to as the "Department"), and Palm Beach County Board of County Commissioners, (hereinafter referred to as the "Recipient").

THIS AGREEMENT IS ENTERED INTO BASED ON THE FOLLOWING REPRESENTATIONS:

- A. The Recipient represents that it is fully qualified and eligible to receive these grant funds to provide the services identified herein; and
- B. The Department has received these grant funds from the State of Florida, and has the authority to subgrant these funds to the Recipient upon the terms and conditions below; and
- C. The Department has statutory authority to disburse the funds under this Agreement.

THEREFORE, the Department and the Recipient agree to the following:

(1) SCOPE OF WORK

The Recipient shall perform the work in accordance with the Budget, Attachment B and Workplan and Quarterly Report Form, Attachment C, of this Agreement.

(2) INCORPORATION OF LAWS, RULES, REGULATIONS AND POLICIES

The Recipient and the Department shall be governed by applicable State and Federal laws, rules and regulations, including those identified in Attachment D.

(3) PERIOD OF AGREEMENT

This Agreement shall begin upon execution by both parties or October 1, 2008, whichever is earlier, and shall end September 30, 2009, unless terminated earlier in accordance with the provisions of Paragraph (12) of this Agreement.

(4) MODIFICATION OF CONTRACT

Either party may request modification of the provisions of this Agreement. Changes which are agreed upon shall be valid only when in writing, signed by each of the parties, and attached to the original of this Agreement.

(5) RECORDKEEPING

(a) As applicable, Recipient's performance under this Agreement shall be subject to the federal "Common Rule: Uniform Administrative Requirements for State and Local Governments" (53 Federal Register 8034) or OMB Circular No. A-110, "Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations," and either OMB Circular No. A-87, "Cost Principles for State and Local Governments," OMB Circular No. A-21, "Cost Principles for Educational Institutions," or OMB Circular No. A-122, "Cost Principles for Nonprofit Organizations." If this Agreement is made with a commercial (for-profit) organization on a cost-reimbursement basis, the Recipient shall be subject to Federal Acquisition Regulations 31.2 and 931.2.

(b) The Recipient shall retain sufficient records to show its compliance with the terms of this Agreement, and the compliance of all subcontractors or consultants paid from funds under this Agreement, for a period of five years from the date the audit report is issued, and shall allow the Department or its designee, the State Chief Financial Officer or the State Auditor General access to the records upon request. The Recipient shall ensure that audit working papers are available to them upon request for a period of five years from the date the audit report is issued, unless extended in writing by the Department. The five year period may be extended for the following exceptions:

1. If any litigation, claim or audit is started before the five year period expires, and extends beyond the five year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved.
2. Records for the disposition of non-expendable personal property valued at \$5,000 or more at the time it is acquired shall be retained for five years after final disposition.
3. Records relating to real property acquired shall be retained for five years after the closing on the transfer of title.

(c) The Recipient shall maintain all records for the Recipient and for all subcontractors or consultants to be paid from funds provided under this Agreement, including documentation of all program costs, in a form sufficient to determine compliance with the requirements and objectives of the Budget, Attachment B and Workplan and Quarterly Report Form, Attachment C, and all other applicable laws and regulations.

(d) The Recipient, its employees or agents, including all subcontractors or consultants to be paid from funds provided under this Agreement, shall allow access to its records at reasonable times to the Department, its employees, and agents. "Reasonable" shall ordinarily mean during normal business hours of 8:00 a.m. to 5:00 p.m., local time, on Monday through Friday. "Agents" shall include, but not be limited to, auditors retained by the Department.

(6) AUDIT REQUIREMENTS

(a) The Recipient agrees to maintain financial procedures and support documents, in accordance with generally accepted accounting principles, to account for the receipt and expenditure of funds under this Agreement.

(b) These records shall be available at reasonable times for inspection, review, or audit by state personnel and other personnel authorized by the Department. "Reasonable" shall ordinarily mean normal business hours of 8:00 a.m. to 5:00 p.m., local time, Monday through Friday.

(c) The Recipient shall provide the Department with the records, reports or financial statements upon request for the purposes of auditing and monitoring the funds awarded under this Agreement.

(d) If the Recipient is a State or local government or a non-profit organization as defined in OMB Circular A-133, as revised, and in the event that the Recipient expends \$500,000 or more in Federal awards in its fiscal year, the Recipient must have a single or program-specific audit conducted in accordance with the provisions of OMB Circular A-133, as revised. EXHIBIT 1 to this Agreement shows the Federal resources awarded through the Department by this Agreement. In determining the Federal awards expended in its fiscal year, the Recipient shall consider all sources of Federal awards, including Federal resources received from the Department. The determination of amounts of Federal awards expended should be in accordance with the guidelines established by OMB Circular A-133, as revised. An audit of the Recipient conducted by the Auditor General in accordance with the provisions of OMB Circular A-133, as revised, will meet the requirements of this paragraph.

In connection with the audit requirements addressed in this Paragraph 6 (d) above, the Recipient shall fulfill the requirements for auditee responsibilities as provided in Subpart C of OMB Circular A-133, as revised.

If the Recipient expends less than \$500,000 in Federal awards in its fiscal year, an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, is not required. In the event that the Recipient expends less than \$500,000 in Federal awards in its fiscal year and chooses to have an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, the cost of the audit must be paid from non-Federal funds.

(e) Send copies of reporting packages for audits conducted in accordance with OMB Circular A-133, as revised, and required by subparagraph (d) above, when required by Section .320 (d), OMB Circular A-133, as revised, by or on behalf of the Recipient to:

The Department of Community Affairs at each of the following addresses:

Department of Community Affairs
Office of Audit Services
2555 Shumard Oak Boulevard
Tallahassee, Florida 32399-2100

[also send an electronic copy to aurilla.parrish@dca.state.fl.us]

and

Department of Community Affairs
Community Assistance Section
2555 Shumard Oak Boulevard
Tallahassee, Florida 32399-2100

The Federal Audit Clearinghouse designated in OMB Circular A-133, as revised (submit the number of copies required by Sections .320(d)(1) and (2), OMB Circular A-133, as revised), at the following address:

Federal Audit Clearinghouse
Bureau of the Census
1201 East 10th Street
Jeffersonville, IN 47132

Other Federal agencies and pass-through entities in accordance with Sections .320 (e) and (f), OMB Circular A-133, as revised.

(f) Pursuant to Section .320 (f), OMB Circular A-133, as revised, the Recipient shall send a copy of the reporting package described in Section .320 (c), OMB Circular A-133, as revised, and any management letter issued by the auditor, to the Department at the following addresses:

Department of Community Affairs
Office of Audit Services
2555 Shumard Oak Boulevard
Tallahassee, Florida 32399-2100

[also send an electronic copy to aurilla.parrish@dca.state.fl.us]

and

Department of Community Affairs
Community Assistance Section
2555 Shumard Oak Boulevard
Tallahassee, Florida 32399-2100

(g) By the date due, send any reports, management letter, or other information required to be submitted to the Department pursuant to this Agreement in accordance with OMB Circular A-133, Florida Statutes, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as applicable.

(h) Recipients should state the date that the reporting package was delivered to the Recipient when submitting financial reporting packages to the Department for audits done in accordance with OMB Circular A-133 or Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General,

(i) If the audit shows that all or any portion of the funds disbursed were not spent in accordance with the conditions of this Agreement, the Recipient shall be held liable for reimbursement to the Department of all funds not spent in accordance with these applicable regulations and Agreement provisions within thirty days after the Department has notified the Recipient of such non-compliance.

(j) The Recipient shall have all audits completed by an independent certified public accountant (IPA), either 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 received by the Department no later than nine months from the end of the Recipient's fiscal year.

(7) REPORTS

(a) The Recipient shall provide the Department with quarterly reports and a close-out report. These reports shall include the current status and progress by the Recipient and all subrecipients and subcontractors in completing the work described in the Scope of Work and the expenditure of funds under this Agreement, in addition to any other information requested by the Department.

(b) Quarterly reports are due to the Department no later than 21 working days after the end of each quarter of the program year and shall be sent each quarter until submission of the administrative close-out report. The ending dates for each quarter of the program year are December 31, March 31, June 30, and September 30.

(c) The close-out report is due 45 days after termination of this Agreement or 60 days after completion of the activities contained in this Agreement, whichever first occurs.

(d) If all required reports and copies are not sent to the Department or are not completed in a manner acceptable to the Department, the Department may withhold further payments until they are completed or may take other action as stated in Paragraph (11) REMEDIES. "Acceptable to the Department" means that the work product was completed in accordance with the Budget and Scope of Work.

(e) The Recipient shall provide additional program updates or information that may be required by the Department.

(f) The Recipient shall provide additional reports and information identified in Attachment E.

(8) MONITORING

The Recipient shall monitor its performance under this Agreement, as well as that of its subcontractors and/or consultants who are paid from funds provided under this Agreement, to ensure that time schedules are being met, the Workplan is being accomplished and other performance goals are being achieved. A review shall be done for each function or activity in Attachment C to this Agreement, and reported in the quarterly report.

In addition to reviews of audits conducted in accordance with paragraph (6) above, monitoring procedures may include, but not be limited to, on-site visits by Department staff, limited scope audits, and/or other procedures. The Recipient agrees to comply and cooperate with any monitoring procedures/processes deemed appropriate by the Department. In the event that the Department determines that a limited scope audit of the Recipient is appropriate, the Recipient agrees to comply with any additional instructions provided by the Department to the Recipient regarding such audit. The Recipient further agrees to comply and cooperate with any inspections, reviews, investigations or audits deemed necessary by the Florida Chief Financial Officer or Auditor General. In addition, the Department will monitor the performance and financial management by the Recipient throughout the contract term to ensure timely completion of all tasks.

(9) LIABILITY

(a) Unless Recipient is a State agency or subdivision, as defined in Section 768.28, Fla. Stat., the Recipient is solely responsible to parties it deals with in carrying out the terms of this Agreement, and shall hold the Department harmless against all claims of whatever nature by third parties arising from the work performance under this Agreement. For purposes of this Agreement, Recipient agrees that it is not an employee or agent of the Department, but is an independent contractor.

(b) Any Recipient which is a state agency or subdivision, as defined in Section 768.28, Fla. Stat., agrees to be fully responsible for its negligent or tortious acts or omissions which result in claims or suits against the Department, and agrees to be liable for any damages proximately caused by the acts or omissions to the extent set forth in Section 768.28, Fla. Stat. Nothing herein is intended to serve as a waiver of sovereign immunity by any Recipient to which sovereign immunity applies. Nothing herein shall be construed as consent by a state agency or subdivision of the State of Florida to be sued by third parties in any matter arising out of any contract.

(10) DEFAULT

If any of the following events occur ("Events of Default"), all obligations on the part of the Department to make further payment of funds shall, if the Department elects, terminate and the Department has the option to exercise any of its remedies set forth in Paragraph (11). However, the

Department may make payments or partial payments after any Events of Default without waiving the right to exercise such remedies, and without becoming liable to make any further payment:

(a) If any warranty or representation made by the Recipient in this Agreement or any previous agreement with the Department is or becomes false or misleading in any respect, or if the Recipient fails to keep or perform any of the obligations, terms or covenants in this Agreement or any previous agreement with the Department and has not cured them in timely fashion, or is unable or unwilling to meet its obligations under this Agreement;

(b) If material adverse changes occur in the financial condition of the Recipient at any time during the term of this Agreement, and the Recipient fails to cure this adverse change within thirty days from the date written notice is sent by the Department.

(c) If any reports required by this Agreement have not been submitted to the Department or have been submitted with incorrect, incomplete or insufficient information;

(d) If the Recipient has failed to perform and complete in timely fashion any of its obligations under this Agreement.

(11) REMEDIES

If an Event of Default occurs, then the Department may, upon thirty (30) calendar days written notice to the Recipient and upon the Recipient's failure to cure within those thirty (30) days, exercise any one or more of the following remedies, either concurrently or consecutively:

(a) Terminate this Agreement, provided that the Recipient is given at least thirty (30) days prior written notice of such termination. The notice shall be effective when placed in the United States, first class mail, postage prepaid, by registered or certified mail-return receipt requested, to the address set forth in paragraph (13) herein;

(b) Begin an appropriate legal or equitable action to enforce performance of this Agreement;

(c) Withhold or suspend payment of all or any part of a request for payment;

(d) Require that the Recipient refund to the Department any monies used for ineligible purposes under the laws, rules and regulations governing the use of these funds.

(e) Exercise any corrective or remedial actions, to include but not be limited to:

1. request additional information from the Recipient to determine the reasons for or the extent of non-compliance or lack of performance,

2. issue a written warning to advise that more serious measures may be taken if the situation is not corrected,

3. advise the Recipient to suspend, discontinue or refrain from incurring costs for any activities in question or

4. require the Recipient to reimburse the Department for the amount of costs incurred for any items determined to be ineligible;

(f) Exercise any other rights or remedies which may be otherwise available under law.

(g) Pursuing any of the above remedies will not keep the Department from pursuing any other remedies in this Agreement or provided at law or in equity. If the Department waives any right or remedy in this Agreement or fails to insist on strict performance by the Recipient, it will not affect, extend or waive any other right or remedy of the Department, or affect the later exercise of the same right or remedy by the Department for any other default by the Recipient.

(12) TERMINATION

(a) The Department may terminate this Agreement for cause with thirty (30) days written notice. Cause can include misuse of funds, fraud, lack of compliance with applicable rules, laws and regulations, failure to perform in a timely manner, and refusal by the Recipient to permit public access to any document, paper, letter, or other material subject to disclosure under Chapter 119, Fla. Stat., as amended.

(b) The Department may terminate this Agreement for convenience or when it determines, in its sole discretion, that continuing the Agreement would not produce beneficial results in line with the further expenditure of funds, by providing the Recipient with thirty (30) calendar days prior written notice.

(c) The parties may agree to terminate this Agreement for their mutual convenience through a written amendment of this Agreement. The amendment shall state the effective date of the termination and the procedures for proper closeout of the Agreement.

(d) In the event that this Agreement is terminated, the Recipient will not incur new obligations for the terminated portion of the Agreement after the Recipient has received the notification of

termination. The Recipient will cancel as many outstanding obligations as possible. Costs incurred after receipt of the termination notice will be disallowed. The Recipient shall not be relieved of liability to the Department because of any breach of Agreement by the Recipient. The Department may, to the extent authorized by law, withhold payments to the Recipient for the purpose of set-off until the exact amount of damages due the Department from the Recipient is determined.

(13) NOTICE AND CONTACT

(a) All notices provided under or pursuant to this Agreement shall be in writing, either by hand delivery, or first class, certified mail, return receipt requested, to the representative identified below at the address set forth below and said notification attached to the original of this Agreement.

(b) The name and address of the Division contract manager for this Agreement is:

Ms. Paula Lemmo, Community Program Manager

Florida Department of Community Affairs

Division of Housing and Community Development

2555 Shumard Oak Boulevard

Tallahassee, Florida 32399-2100

Telephone: (850) 488-7541

Fax: (850) 488-2488

Email: paula.lemmo@dca.state.fl.us

(c) The name and address of the Representative of the Recipient responsible for the administration of this Agreement is identified in Attachment A, Recipient Information

(d) In the event that different representatives or addresses are designated by either party after execution of this Agreement, notice of the name, title and address of the new representative will be provided as stated in (13)(a) above.

(14) SUBCONTRACTS

If the Recipient subcontracts any of the work required under this Agreement, a copy of the unsigned subcontract must be forwarded to the Department for review and approval before it is executed by the Recipient. The Recipient agrees to include in the subcontract that (i) the subcontractor is bound by the terms of this Agreement, (ii) the subcontractor is bound by all applicable state and federal laws and

regulations, and (iii) the subcontractor shall hold the Department and Recipient harmless against all claims of whatever nature arising out of the subcontractor's performance of work under this Agreement, to the extent allowed and required by law. The Recipient shall document in the quarterly report the subcontractor's progress in performing its work under this Agreement.

For each subcontract, the Recipient shall provide a written statement to the Department as to whether that subcontractor is a minority vendor, as defined in Section 288.703, Fla. Stat.

(15) TERMS AND CONDITIONS

This Agreement contains all the terms and conditions agreed upon by the parties.

(16) ATTACHMENTS

(a) All attachments to this Agreement are incorporated as if set out fully.

(b) In the event of any inconsistencies or conflict between the language of this Agreement and the attachments, the language of the attachments shall control, but only to the extent of the conflict or inconsistency.

(c) This Agreement has the following attachments:

Exhibit 1 - Funding Sources

Attachment A – Recipient Information

Attachment B – Budget

Attachment C – Workplan and Quarterly Report Form

Attachment D – Program Statutes and Regulations

Attachment E – Reports

Attachment F – Property Management and Procurement

Attachment G – Statement of Assurances

Attachment H – Special Conditions

Attachment I – Certification Regarding Debarment, Suspension, Ineligibility
and Voluntary Exclusion

Attachment J – Warranties and Representations

Attachment K – Justification of Advance Payment

(17) FUNDING/CONSIDERATION

(a) This is a cost-reimbursement Agreement. The Recipient shall be reimbursed for costs incurred in the satisfactory performance of work hereunder in an amount not to exceed \$890,777, subject to the availability of funds. The Recipient is authorized to incur costs in an amount not to exceed \$418,665 until further notification is received by the Department. 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 the written notice from the Department.

(b) Any advance payment under this Agreement is subject to Section 216.181(16), Fla.Stat., and is contingent upon the Recipient's acceptance of the rights of the Department under Paragraph (12)(b) of this Agreement. The amount which may be advanced may not exceed the expected cash needs of the Recipient within the first three (3) months of the contract term. For a federally funded contract, any advance payment is also subject to federal OMB Circulars A-87, A-110, A-122 and the Cash Management Improvement Act of 1990. If an advance payment is requested, the budget data on which the request is based and a justification statement shall be included in this Agreement as Attachment K. Attachment K will specify the amount of advance payment needed and provide an explanation of the necessity for and proposed use of these funds.

(c) After the initial advance, if any, payment shall be made on a reimbursement basis as needed. The Recipient agrees to expend funds in accordance with the Budget, Attachment B and Workplan and Quarterly Report Form, Attachment C, of this Agreement.

If the necessary funds are not available to fund this Agreement as a result of action by the United States Congress, the federal Office of Management and Budgeting, the State Chief Financial Officer or under subparagraph (20)(h) of this Agreement, all obligations on the part of the Department to make any further payment of funds shall terminate, and the Recipient shall submit its closeout report within thirty (30) days of receiving notice from the Department.

(18) REPAYMENTS

All refunds or repayments to be made to the Department under this Agreement are to be made payable to the order of "Department of Community Affairs", and mailed directly to the Department at the following address:

Department of Community Affairs
Cashier
Finance and Accounting
2555 Shumard Oak Boulevard
Tallahassee FL 32399-2100

In accordance with Section 215.34(2), Fla. Stat., if a check or other draft is returned to the Department for collection, Recipient shall pay to the Department a service fee of Fifteen Dollars (\$15.00) or Five Percent (5%) of the face amount of the returned check or draft, whichever is greater.

(19) MANDATED CONDITIONS

(a) The validity of this Agreement is subject to the truth and accuracy of all the information, representations, and materials submitted or provided by the Recipient in this Agreement, in any later submission or response to a Department request, or in any submission or response to fulfill the requirements of this Agreement. All of said information, representations, and materials is incorporated by reference. The inaccuracy of the submissions or any material changes shall, at the option of the Department and with thirty days written notice to the Recipient, cause the termination of this Agreement and the release of the Department from all its obligations to the Recipient.

(b) This Agreement shall be construed under the laws of the State of Florida, and venue for any actions arising out of this Agreement shall be in the Circuit Court of Leon County. If any provision of this Agreement is in conflict with any applicable statute or rule, or is unenforceable, then the provision shall be null and void to the extent of the conflict, and shall be severable, but shall not invalidate any other provision of this Agreement.

(c) Any power of approval or disapproval granted to the Department under the terms of this Agreement shall survive the term of this Agreement.

(d) This Agreement may be executed in any number of counterparts, any one of which may be taken as an original.

(e) The Recipient agrees to comply with the Americans With Disabilities Act (Public Law 101-336, 42 U.S.C. Section 12101 et seq.), which prohibits discrimination by public and private entities on the basis of disability in employment, public accommodations, transportation, State and local government services, and telecommunications.

(f) A person or organization who has been placed on the convicted vendor list following a conviction for a public entity crime or on the discriminatory vendor list may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with a public entity, and may not transact business with any public entity in excess of \$25,000.00 for a period of 36 months from the date of being placed on the convicted vendor list or on the discriminatory vendor list.

(g) Any Recipient which is not a local government or state agency, and which receives funds under this Agreement from the federal government, certifies, to the best of its knowledge and belief, that it and its principals:

1. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a federal department or agency;
2. have not, within a five-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. are not presently indicted or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any offenses enumerated in paragraph 19(g)2. of this Agreement; and

4. have not within a five-year period preceding this Agreement had one or more public transactions (federal, state or local) terminated for cause or default.

If the Recipient is unable to certify to any of the statements in this certification, then the Recipient shall attach an explanation to this Agreement.

In addition, the Recipient shall send to the Department (by email or by facsimile transmission) the completed "Certification Regarding Debarment, Suspension, Ineligibility And Voluntary Exclusion" (Attachment I) for each intended subcontractor which Recipient plans to fund under this Agreement. Such form must be received by the Department before the Recipient enters into a contract with any subcontractor.

(h) The State of Florida's performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Legislature, and subject to any modification in accordance with Chapter 216, Fla. Stat. or the Florida Constitution.

(i) All bills for fees or other compensation for services or expenses shall be submitted in detail sufficient for a proper preaudit and postaudit thereof.

(j) Any bills for travel expenses shall be submitted in accordance with Section 112.061, Fla. Stat.

(k) The Department of Community Affairs reserves the right to unilaterally cancel this Agreement if the Recipient refuses to allow public access to all documents, papers, letters or other material subject to the provisions of Chapter 119, Fla. Stat., which the Recipient created or received under this Agreement.

(l) If the Recipient is allowed to temporarily invest any advances of funds under this Agreement, any interest income shall either be returned to the Department or be applied against the Department's obligation to pay the contract amount.

(m) The State of Florida will not intentionally award publicly-funded contracts to any contractor who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in 8 U.S.C. Section 1324a(e) [Section 274A(e) of the Immigration and Nationality Act ("INA")]. The Department shall consider the employment by any contractor of unauthorized aliens a violation of Section 274A(e) of the INA. Such violation by the Recipient of the employment provisions

contained in Section 274A(e) of the INA shall be grounds for unilateral cancellation of this Agreement by the Department.

(n) The Recipient is subject to Florida's Government in the Sunshine Law (Section 286.011, Fla. Stat.) with respect to the meetings of the Recipient's governing board or the meetings of any subcommittee making recommendations to the governing board. All of these meetings shall be publicly noticed, open to the public, and the minutes of all the meetings shall be public records, available to the public in accordance with Chapter 119, Fla. Stat.

(o) All unmanufactured and manufactured articles, materials and supplies which are acquired for public use under this Agreement must have been produced in the United States as required under 41 U.S.C. 10a, unless it would not be in the public interest or unreasonable in cost.

(20) LOBBYING PROHIBITION

(a) No funds or other resources received from the Department under this Agreement may be used directly or indirectly to influence legislation or any other official action by the Florida Legislature or any state agency.

(b) The Recipient certifies, by its signature to this Agreement, that to the best of his or her knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the Recipient, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the Recipient shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying."

3. The Recipient shall require that this certification be included in the award documents for all subawards (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

(21) COPYRIGHT, PATENT AND TRADEMARK

ANY AND ALL PATENT RIGHTS ACCRUING UNDER OR IN CONNECTION WITH THE PERFORMANCE OF THIS AGREEMENT ARE HEREBY RESERVED TO THE STATE OF FLORIDA. ANY AND ALL COPYRIGHTS ACCRUING UNDER OR IN CONNECTION WITH THE PERFORMANCE OF THIS AGREEMENT ARE HEREBY TRANSFERRED BY THE RECIPIENT TO THE STATE OF FLORIDA.

(a) If the Recipient has a pre-existing patent or copyright, the Recipient shall retain all rights and entitlements to that pre-existing patent or copyright unless the Agreement provides otherwise.

(b) If any discovery or invention is developed in the course of or as a result of work or services performed under this Agreement, or in any way connected with it, the Recipient shall refer the discovery or invention to the Department for a determination whether the State of Florida will seek patent protection in its name. Any patent rights accruing under or in connection with the performance of this Agreement are reserved to the State of Florida. If any books, manuals, films, or other copyrightable material are produced, the Recipient shall notify the Department. Any copyrights accruing under or in connection with the performance under this Agreement are transferred by the Recipient to the State of Florida.

(c) Within thirty days of execution of this Agreement, the Recipient shall disclose all intellectual properties relating to the performance of this Agreement which he or she knows or should know could give rise to a patent or copyright. The Recipient shall retain all rights and entitlements to any

pre-existing intellectual property which is so disclosed. Failure to disclose will indicate that no such property exists. The Department shall then, under Paragraph (b), have the right to all patents and copyrights which accrue during performance of the Agreement.

(22) LEGAL AUTHORIZATION

The Recipient certifies that it has the legal authority to receive the funds under this Agreement and that its governing body has authorized the execution and acceptance of this Agreement. The Recipient also certifies that the undersigned person has the authority to legally execute and bind Recipient to the terms of this Agreement.

(23) ASSURANCES

The Recipient shall comply with any Statement of Assurances incorporated as Attachment G.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement.

**RECIPIENT: PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS**

**STATE OF FLORIDA
DEPARTMENT OF COMMUNITY AFFAIRS**

(Type Recipient's Legal Name)

By: Addie L. Greene

BY: _____

Name and title: Addie L. Green, Chairperson

Janice Browning, Director
Division of Housing and Community
Development

Date: _____

Date: _____

59-60000785

(Federal Identification Number)

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY
[Signature]
COUNTY ATTORNEY

EXHIBIT – 1

THE FOLLOWING FEDERAL RESOURCES ARE AWARDED TO THE RECIPIENT UNDER THIS AGREEMENT:

Federal Program: Community Services Block Grant Program
Federal agency: United States Department of Health and Human Services
Catalog of Federal Domestic Assistance title and number: 93.569
Recipient: Palm Beach County Board of County Commissioners
Award amount: \$ 890,777

THE FOLLOWING COMPLIANCE REQUIREMENTS APPLY TO THE FEDERAL RESOURCES AWARDED UNDER THIS AGREEMENT:

Federal Program: Community Services Block Grant Program

List applicable compliance requirements as follows:

- 1. *First applicable compliance requirement (e.g., eligible activities, services or commodities):***
The Recipient will use the CSBG funds to provide a range of services and activities having a measurable and potentially major impact on poverty in the communities where poverty is a particularly acute problem. These funds will be expended in accordance with the Program Statutes and Regulations, Attachment D, Budget, Attachment B and Workplan and Quarterly Report Form, Attachment C of this Agreement and applicable OMB Circulars.
- 2. *Second applicable compliance requirement (e.g., eligible recipients of the federal resources):*** *The Recipient will comply with applicable OMB Circulars and eligibility requirements as set forth in U.S. Department of Health and Human Services regulations codified in Title 45 of the Code of Federal Regulations.*

NOTE: Section .400(d) of OMB Circular A-133, as revised, and Section 215.97(5)(a), Florida Statutes, require that the information about Federal Programs and State Projects included in Exhibit 1 be provided to the Recipient.

ATTACHMENT A - RECIPIENT INFORMATION

FEDERAL FISCAL YEAR: 2009 CONTRACT PERIOD: October 1, 2008 to September 30, 2009

1. RECIPIENT: Palm Beach County Board of County Commissioners/Community Action

2. COUNTIES TO BE SERVED WITH THESE FUNDS: 1 Palm Beach 2 _____ 3 _____
4 _____ 5 _____ 7 _____ 8 _____ 9 _____ 10 _____

3. GENERAL ADMINISTRATIVE INFORMATION

A. Agency Head (Executive Director or Chief Department Administrator)

Name: Maureen Perrault Title: Executive Director
Street Address: 810 Datura Street County: Palm Beach
City: West Palm Beach, Fl Zip Code: 33401
Telephone (561) 355-4727 Fax (561) 355-4192 E-Mail: mperraul@pbcgov.com

MAILING ADDRESS (IF DIFFERENT FROM ABOVE)

Address: _____
City: _____, Fl Zip Code: _____

B. Chief Elected Official for Local Governments or President/Chair of Board for Nonprofits

(Home or business address other than agency address.)

Name: Addie L. Greene Title: Chairperson, PBC Bd. of County Commissioners
Street Address: P.O. Box 1989 County: Palm Beach
City: West Palm Beach, Fl Zip Code: 33401
Telephone (561) 355-2207 Fax (561) 355-6332 E-Mail: agreene@pbcgov.com

C. FOR PUBLIC AGENCIES: Chair of Community Action Board

(Home or business address other than agency address.)

Name: Yvette Coursey Title: Board Chairman
Street Address: 1600 N. Australian Ave. County: Palm Beach
City: West Palm Beach, Fl Zip Code: 33407
Telephone (561) 833-3113 Fax (561) 659-4505 E-Mail: _____

D. RECIPIENT CONTACT PERSON/PROGRAM COORDINATOR

Name: Maureen Perrault Title: Program Coordinator/Executive Director
Street Address: (Same as above) County: _____
City: _____, Fl Zip Code: _____
Telephone () _____ Fax () _____ E-Mail: _____

E. WARRANT OFFICER (OFFICIAL TO RECEIVE STATE WARRANT)

Name: Sharon R. Bock Title: Chief Deputy Clerk of Courts/BCC
Address: P.O. Box 4036 (Street address)
City: West Palm Beach, Fl Zip Code: 33402
Telephone () 624-6650 Fax () 355-3990 E-Mail: sbock@pbcgov.com

F. FINANCIAL CONTACT PERSON

Name: Rebecca Webb Title: Fiscal Manager II
Address: 810 Datura Street (Street address)
City: West Palm Beach, Fl Zip Code: 33401
Telephone (561) 355-4716 Fax (561) 355-4192 E-Mail: rwebb@pbcgov.com

G. PERSON(S) AUTHORIZED TO SIGN FISCAL REPORTS

1. Name: Rebecca Webb Title: Fiscal Manager II
2. Name: _____ Title: _____

4. SUB-RECIPIENT INFORMATION

These funds will be transferred to one or more Sub-Recipients: Yes ___ No X
For each Sub-Recipient, attach a copy of Attachment B-2, Sub-Recipient Information

5. AUDIT: Recipient Fiscal Year: October 1, 2008 to September 30, 2009
Audit is due nine months from the end of the recipient's fiscal year.

**CSBG
ATTACHMENT B-1
BUDGET SUMMARY**

RECIPIENT: Palm Beach County Community Action

REVENUE SOURCES	PERCENT	MATCH	TOTAL AMOUNT	NOTES: Round all figures up to the nearest dollar.
1. CSBG Grant Funds			890,777	Provide a minimum of 2% - Cash Match 20% - Total Match Do not under match. 1.99% Cash Match is unacceptable.
2. Cash Match	20%	178,155		
3. In-Kind Match	0%	0	0	
4. TOTAL MATCH (Line 2 + Line 3)	20%	178,155	178,155	
5. TOTAL FUNDS (Line 1 + Line 4)			1,068,932	
CSBG FUNDED PROGRAMS ONLY EXPENSE CATEGORY	A. CSBG FUNDS	B. CASH MATCH	C. IN-KIND MATCH	D. TOTAL
ADMINISTRATIVE				
6. RECIPIENT EXPENSES (Salaries + Fringe, Rent, Utilities, Travel Other)	32,927	6,587	0	39,514
7. SUB-0RECIPIENT EXPENSES Salaries + Fringe, Rent, Utilities, Travel Other)	0	0	-0-	0
8. TOTAL ADMINISTRATIVE EXPENSES (Line 6 + Line 7)	32,927	6,587	0	39,514
9. ADMINISTRATIVE EXPENSE PERCENT (Line 8 divided by Line 1)	4%	CANNOT EXCEED 15% OF CSBG ALLOCATION GIVEN ON LINE 1.		
PROGRAM EXPENSES				
10. RECIPIENT DIRECT CLIENT ASSISTANCE EXPENSES	586,681	117,308	0	703,989
11. RECIPIENT OTHER PROGRAM EXPENSES (Salaries+Fringe, Rent, Utilities, Travel, Other Salary)	271,169	54,260	0	325,429
12. SUBTOTAL RECIPIENT PROGRAM EXPENSES (LINE 10 + Line 11)	857,850	171,568	0	1,029,418
13. SUBTOTAL RECIPIENT DIRECT CLIENT ASSISTANCE EXPENSES	-0-	-0-	-0-	-0-
14. SUB-RECIPIENT OTHER PROGRAM EXPENSES (Salaries + Fringe, Rent, Utilities, Travel Other)	-0-	-0-	-0-	-0-
15. SUBTOTAL SUB-RECIPIENT PROGRAM EXPENSES (Line 13 + Line 14)	-0-	-0-	-0-	-0-
16. TOTAL PROGRAM EXPENSE (Line 12 + Line 15)	857,850	171,568	0	1,029,418
17. SECONDARY ADMINISTRATIVE EXPENSES	-0-	-0-	-0-	-0-
18. GRAND TOTAL EXPENSE: (Line 8 + Line 16 + Line 17)	890,777	178,155	0	1,068,932

**CSBG
ATTACHMENT B-2
SUB-RECIPIENT INFORMATION**
(Complete this page for each sub-recipient)

N/A

RECIPIENT: _____

SUB-RECIPIENT INFORMATION:

NAME OF ENTITY: _____

MAILING ADDRESS: _____ FL ZIPCODE _____

STREET ADDRESS (IF DIFFERENT): _____, FL ZIPCODE _____

CONTACT PERSON'S NAME AND TITLE: _____

TELEPHONE: () _____ FAX: () _____

NOTE: The following line items (7, 13, 14 and 15) must correspond to Attachment B-1, Budget Summary. If there is more than one sub-recipient, it is the Recipient's responsibility to ensure that the total of all sub-recipient budgets add correctly. Expenditures must be detailed in Attachment B-3.

CSBG FUNDED PROGRAMS ONLY EXPENSE CATEGORY	(A) CSBG FUNDS	(B) CASH MATCH	(C) IN-KIND MATCH	(D) TOTAL
SUB-RECIPIENT ADMINISTRATIVE EXPENSES:				
7. SUB-RECIPIENT EXPENSES <i>(Salaries + Fringe, Rent, Utilities, Travel, Other)</i>				
SUB-RECIPIENT PROGRAM EXPENSES:				
13. SUB-RECIPIENT DIRECT CLIENT ASSISTANCE EXPENSES				
14. SUB-RECIPIENT OTHER PROGRAM EXPENSES <i>(Salaries + Fringe, Rent, Utilities, Travel, etc)</i>				
15. SUBTOTAL SUB-RECIPIENT PROGRAM EXPENSES <i>(Line 13 + Line 14)</i>				
TOTAL EXPENSES: <i>(Line 7 + Line 15)</i>				

The Recipient must have a written agreement with all subcontractors. The agreement must meet the requirements of Section 14 of this agreement. A copy of the unsigned agreement with the subcontractor must be forwarded to the Department for review and approval along with this agreement. See OMB Circular A-133.210, Sub-recipient Vendor Determination, for further clarification.

**CSBG
ATTACHMENT B-3
BUDGET DETAIL**

BUDGET LINE ITEM NUMBER	NATIONAL PERFORMANCE INDICATORS (Direct Client Assistance ONLY)	<u>EXPENDITURE DETAIL</u> Round up line item totals to dollars. Do not use cents and decimals in totals.	BUDGETED EXPENDITURES		
			CSBG FUNDS	CASH MATCH**	IN-KIND MATCH**

****EXPLAIN SOURCES OF CASH AND IN-KIND MATCH**

**CSBG
ATTACHMENT B-1
BUDGET SUMMARY**

RECIPIENT: Palm Beach County Community Action

REVENUE SOURCES	PERCENT	MATCH	TOTAL AMOUNT	NOTES: Round all figures up to the nearest dollar.
1. CSBG Grant Funds			890,777	Provide a minimum of 2% - Cash Match 20% - Total Match Do not under match. 1.99% Cash Match is unacceptable.
2. Cash Match	20%	178,155		
3. In-Kind Match	0%	0	0	
4. TOTAL MATCH (Line 2 + Line 3)	20%	178,155	178,155	
5. TOTAL FUNDS (Line 1 + Line 4)			1,068,932	
CSBG FUNDED PROGRAMS ONLY EXPENSE CATEGORY	A. CSBG FUNDS	B. CASH MATCH	C. IN-KIND MATCH	D. TOTAL
ADMINISTRATIVE				
6. RECIPIENT EXPENSES (Salaries + Fringe, Rent, Utilities, Travel Other)	32,927	6,587	0	39,514
7. SUB-RECIPIENT EXPENSES Salaries + Fringe, Rent, Utilities, Travel Other)	0	0	-0-	0
8. TOTAL ADMINISTRATIVE EXPENSES (Line 6 + Line 7)	32,927	6,587	0	39,514
9. ADMINISTRATIVE EXPENSE PERCENT (Line 8 divided by Line 1)	4%	CANNOT EXCEED 15% OF CSBG ALLOCATION GIVEN ON LINE 1.		
PROGRAM EXPENSES				
10. RECIPIENT DIRECT CLIENT ASSISTANCE EXPENSES	584,374	116,847	0	701,221
11. RECIPIENT OTHER PROGRAM EXPENSES (Salaries+Fringe, Rent, Utilities, Travel, Other Salary)	273,476	54,721	0	328,197
12. SUBTOTAL RECIPIENT PROGRAM EXPENSES (LINE 10 + Line 11)	857,850	171,568	0	1,029,418
13. SUBTOTAL RECIPIENT DIRECT CLIENT ASSISTANCE EXPENSES	-0-	-0-	-0-	-0-
14. SUB-RECIPIENT OTHER PROGRAM EXPENSES (Salaries + Fringe, Rent, Utilities, Travel Other)	-0-	-0-	-0-	-0-
15. SUBTOTAL SUB-RECIPIENT PROGRAM EXPENSES (Line 13 + Line 14)	-0-	-0-	-0-	-0-
16. TOTAL PROGRAM EXPENSE (Line 12 + Line 15)	857,850	171,568	0	1,029,418
17. SECONDARY ADMINISTRATIVE EXPENSES	-0-	-0-	-0-	-0-
18. GRAND TOTAL EXPENSE: (Line 8 + Line 16 + Line 17)	890,777	178,155	0	1,068,932

**CSBG
ATTACHMENT B-3
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. <u>(SEE INSTRUCTIONS FOR BUDGET DETAIL)</u> FORMAT	DOLLARS CHARGED TO CSBG		
			CSBG Funds	Cash Match	Total
6	N/A	<u>ADMINISTRATIVE EXPENSES</u>			
		Salaries Including Fringe			
		<u>Community Action Director - M. Perrault</u> 25% PBC Ad Valorem 25% CSBG Admin. 50% CSBG Other Program			
		Salary @ 25%	15,634	3,128	18,762
		FICA 6.20%	969	194	1,163
		FICA Med. 1.45%	227	45	272
		Retirement 10.85%	1,697	339	2,036
		Life & Health \$9,100	1,896	379	2,275
		Workers Comp. \$377	78	16	94
		<u>Secretary - June Lucas</u> 20% CSBG Admin. 80% CSBG Other Program			
		Salary @ 20%	7,392	1,479	8,871
		FICA 6.20%	458	92	550
		FICA med. 1.45%	107	22	129
		Retirement 10.85%	802	160	962
		Life & Health \$9,100	1,517	303	1,820
		Workers Comp. \$377	62	13	75
		Travel 863 miles @ .585	421	84	505
		Office Supplies	1,667	333	2,000
		Total	32,927	6,587	39,514

**EXPLAIN SOURCES OF CASH AND IN-KIND MATCH

**CSBG
ATTACHMENT B-3
BUDGET DETAIL**

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

BUDGET Line Item No.	GOAL, OUTCOME, INDICATOR	EXPENDITURE DETAIL Round up line item totals to dollars. Do not use cents and decimals in totals.	BUDGETED EXPENDITURES			
			CSBG Funds	Cash Match	Total	
10	1.1 A	<u>Sr. CAS - C. Morrow</u>				
	1.1 B	Salary @100% = 61,453				
	1.2 A	Direct Service salary @ 90% =				
	1.2 E	55,308				
	1.2 H	Other Program Salary @10% =				
	1.2 I	6,145				
	6.1 A					
	6.1 B	Salary @ 90%	46,088	9,220	55,308	
	6.2 A	FICA 6.2%	2,857	572	3,429	
	6.2 B	FICA/Med 1.45%	668	134	802	
	6.2 C	Ret. 10.85%	5,001	1,000	6,001	
	6.2 G	L & H 9,100	6,825	1,365	8,190	
	6.2 H	W. Comp. 377	282	57	339	
	6.3 B					
			<u>Sr. CAS - M. Silvas</u>			
	1.1 A	Salary @100% = 54,948				
	1.1 B	Direct Service salary @ 90% =				
	1.2 A	49,453				
	1.2 E	Other Program Salary @10% =				
	1.2 H	5,495				
	1.2 I					
	1.3 A	Salary @ 90%	41,209	8,244	49,453	
	6.1 A	FICA 6.2%	2,555	511	3,066	
	6.1 B	FICA/Med 1.45%	597	120	717	
	6.2 A	Ret. 10.85%	4,471	895	5,366	
	6.2 B	L & H 9,100	6,825	1,365	8,190	
	6.2 C	W. Comp. 377	282	57	339	
6.2 G						
6.2 H						
6.3 B						
		<u>CAS - Velma Garrett</u>				
1.1 A	Salary @100% = 46,716					
1.1 B	Direct Service salary @ 90%					
1.2 A						
1.2 E						
1.2 H	Salary @ 90%	35,035	7,009	42,044		
1.2 I	FICA 6.2%	2,172	435	2,607		
6.1 A	FICA/Med 1.45%	508	102	610		
6.1 B	Ret. 10.85%	3,802	760	4,562		
6.2 A	L & H 9,100	6,825	1,365	8,190		
6.2 B	W. Comp. 377	282	57	339		
6.2 C						
6.2 G						
6.2 H						
6.3 B						

**CSBG
ATTACHMENT B-3
BUDGET DETAIL**

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

BUDGET Line Item No.	GOAL, OUTCOME, INDICATOR	EXPENDITURE DETAIL Round up line item totals to dollars. Do not use cents and decimals in totals.	BUDGETED EXPENDITURES		
			CSBG Funds	Cash Match	Total
10	1.1 A	Sr. CAS - S. Grimes			
	1.1 B	Salary @100% = 50,721			
	1.2 A	Direct Service salary @ 90% =			
	1.2 E	45,649			
	1.2 H	Other Program Salary @10% = 5,072			
	1.2 I				
	6.1 A	Salary @ 90%	38,039	7,610	45,649
	6.1 B	FICA 6.2%	2,358	472	2,830
	6.2 A	FICA/Med 1.45%	552	110	662
	6.2 B	Ret. 10.85%	4,127	826	4,953
	6.2 C	L & H 9,100	6,825	1,365	8,190
	6.2 G	W. Comp. 377	282	57	339
	6.2 H				
	6.3 B				
	1.1A	Sr. CAS - M. Allen			
	1.1B	Salary @100% = 59,245			
	1.2A	Direct Service salary @ 90% =			
	1.2D	53,321			
	1.2E	Other Program Salary @10% = 5,924			
	1.2H	Salary @ 90%	44,432	8,889	53,321
	1.2I	FICA 6.2%	2,755	551	3,306
	6.1A	FICA/Med 1.45%	644	129	773
	6.1B	Ret. 10.85%	4,821	964	5,785
	6.2A	L & H 9,100	6,825	1,365	8,190
	6.2B	W. Comp. 377	282	57	339
	6.2C				
	6.2G				
	6.2I				
	6.3B				
	1.1A	Clerk Typist - L. Patterson			
	1.1B	Salary @100% = 25,492			
	1.2A	Direct Service salary @ 5% = 1,260			
	1.2D	Other Program Salary @95% =			
	1.2E	24,232			
	1.2H				
	1.2I	Salary @ 5%	1,049	211	1,260
	6.1A	FICA 6.2%	65	13	78
	6.1B	FICA/Med 1.45%	15	3	18
	6.2A	Ret. 10.85%	114	23	137
	6.2B	L & H 9,100	379	76	455
	6.2C	W. Comp. 377	16	3	19
	6.2G				
	6.2I				
	6.3B				

**CSBG
ATTACHMENT B-3
BUDGET DETAIL**

Name of Applicant: Palm Beach County Community Action Program

BUDGET Line Item No.	GOAL, OUTCOME, INDICATOR	EXPENDITURE DETAIL Round up line item totals to dollars. Do not use cents and decimals in totals.	BUDGETED EXPENDITURES			
			CSBG Funds	Cash Match	Total	
10	1.1 A	CAS - D. Cunningham Salary @100% = 46,716 Direct Service salary @ 90%				
	1.1 B					
	1.2 A					
	1.2 D					
	1.2 E		Salary @ 90%	35,035	7,009	42,044
	1.2 H		FICA 6.2%	2,172	435	2,607
	1.2 I		FICA/Med 1.45%	508	102	610
	6.1 A		Ret. 10.85%	3,802	760	4,562
	6.1 B		L & H 9,100	6,825	1,365	8,190
	6.2 A		W. Comp. 377	282	57	339
	6.2 B					
	6.2 C					
	6.2 G					
	6.2 H					
	6.3 B					
	1.1 A	Clerk Typist - A. Smith Salary @100% = 28,274 Direct Service salary @ 90%				
	1.1 B					
	1.2 A					
	1.2 D					
	1.2 E		Salary @ 90%	21,205	4,242	25,447
	1.2 H		FICA 6.2%	1,315	263	1,578
	1.2 I		FICA/Med 1.45%	307	62	369
	6.1 A		Ret. 10.85%	2,301	460	2,761
	6.1 B		L & H 9,100	6,825	1,365	8,190
	6.2 A		W. Comp. 377	282	57	339
	6.2 B					
	6.2 C					
6.2 G						
6.2 H						
6.3 B						
1.1 A	CAS - M. Powell Salary @100% = 237,859 Direct Service salary @ 90% = 34,073 Other Program Salary @10% = 3,786					
1.1 B						
1.2 A						
1.2 B						
1.2 E						

**EXPLAIN SOURCES OF CASH AND IN-KIND MATCH

**CSBG
ATTACHMENT B-3
BUDGET DETAIL**

Name of Applicant: Palm Beach County Community Action Program

BUDGET Line Item No.	GOAL, OUTCOME, INDICATOR	EXPENDITURE DETAIL Round up line item totals to dollars. Do not use cents and decimals in totals.	BUDGETED EXPENDITURES		
			CSBG Funds	Cash Match	Total
10	1.2 H	CAS - M. Powell (Cont'd) Salary @ 90% FICA 6.2% FICA/Med 1.45% Ret. 10.85% L & H 9,100 W. Comp. 377	28,393	5,680	34,073
	1.2 I		1,761	352	2,113
	6.1 A		412	82	494
	6.1 B		3,081	616	3,697
	6.2 A		6,825	1,365	8,190
	6.2 B		282	57	339
	6.2 C				
	6.2 G				
	6.2 I				
	6.3 B				
		CAS - D. Schexnider Salary @100% = 42,373 Direct Service salary @ 90% Salary @ 90% FICA 6.2% FICA/Med 1.45% Ret. 10.85% L & H 9,100 W. Comp. 377	31,779	6,357	38,136
	1.1 A		1,970	394	2,364
	1.1 B		461	92	553
	1.2 A		3,448	690	4,138
	1.2 B		6,825	1,365	8,190
	1.2 D		282	57	339
	1.2 E				
	1.2 H				
	1.2 I				
	6.1 A				
	6.1 B				
	6.2 A				
	6.2 B				
	6.2 C				
	6.2 G				
	6.2 I				
	6.3 B				
6.2 G	Driver - J. Scott Salary @100% + OT= 64,893 Direct Service salary @ 90% = 58,404 Other Program Salary @10% = 6,489 Salary @ 90% FICA 6.2% FICA/Med 1.45% Ret. 10.85% L & H 9,100 W. Comp. 377	48,668	9,736	58,404	
		3,020	601	3,621	
		706	141	847	
		5,280	1,057	6,337	
		6,825	1,365	8,190	
		282	57	339	

**EXPLAIN SOURCES OF CASH AND IN-KIND MATCH

**CSBG
ATTACHMENT B-3
BUDGET DETAIL**

Name of Applicant: Palm Beach County Community Action Program

BUDGET Line Item No.	GOAL, OUTCOME, INDICATOR	EXPENDITURE DETAIL Round up line item totals to dollars. Do not use cents and decimals in totals.	BUDGETED EXPENDITURES		
			CSBG Funds	Cash Match	Total
10	1.1 A 1.1 B 1.2 A 1.2 D 1.2 E 1.2 H 1.2 I 6.1 A 6.1 B 6.2 A 6.2 B 6.2 C 6.2 G 6.2 H 6.3 B1	<p>CAS - J. Frank Salary @100% = 36,261 Direct Service salary @ 90% = 32,635 Other Program Salary @10% = 3,626</p> <p>Salary @ 90% FICA 6.2% FICA/Med 1.45% Ret. 10.85% L & H 9,100 W. Comp. 377</p> <p>Direct Service Program Salaries</p>			
			27,195	5,440	32,635
			1,686	337	2,023
			394	79	473
			2,951	590	3,541
			6,825	1,365	8,190
			282	57	339
			552,663	110,562	663,225

**EXPLAIN SOURCES OF CASH AND IN-KIND MATCH

CSBG 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. <u>(SEE INSTRUCTIONS FOR BUDGET DETAIL)</u> FORMAT	DOLLARS CHARGED TO CSBG		
			CSBG Funds	Cash Match	Total
10		<u>PROGRAM EXPENSE - Direct Client</u>			
	1.2-H	Housing: 12 month lease/4 units 12 @2,325 = \$27,900	23,249	4,651	27,900
	6.2-1	Back to School Clothes and Supplies For 10 teenagers @ \$400 ea.	3,333	667	4,000
	6.2-B	Water/Gas and Electric Bills Assistance 32 families at average of 144.18	3,895	719	4,614
	6.2-G	Bus Passes 100 clients @ \$22.50 per client 50 households/2 clients per HH	1,875	375	2,250
	6.2-B3	Rent/Mortgage Assistance for families. 2 families @ 1,000	1,666	334	2,000
		Direct Client Services	34,018	6,746	40,764
		Direct Services Salaries	550,356	110,101	660,457
10		Total Direct Client	584,374	116,847	701,221

**CSBG
ATTACHMENT B-3
BUDGET DETAIL**

Name of Applicant: Palm Beach County Community Action Program

BUDGET Line Item No.	GOAL, OUTCOME, INDICATOR	EXPENDITURE DETAIL Round up line item totals to dollars. Do not use cents and decimals in totals.	BUDGETED EXPENDITURES		
			CSBG Funds	Cash Match	Total
11	N/A	<p><u>OTHER PROGRAM EXPENSE</u></p> <p><u>M. Perrault - Coordinator</u> Salary @ 50% 31,268 6,255 37,523 FICA 6.20% 1,938 388 2,326 FICA Med. 1.45% 453 91 544 Retirement 10.85% 3,392 679 4,071 Life & Health \$9,100 3,792 758 4,550 Workers Comp. \$377 157 32 189</p> <p><u>J. Lucas - Secretary</u> Salary @ 80% + O.T. 30,070 6,016 36,086 FICA 6.20% 1,868 369 2,237 FICA Med. 1.45% 436 88 524 Retirement 10.85% 3,259 656 3,915 Life & Health \$9,100 6,066 1,214 7,280 Workers Comp. \$377 252 50 302</p> <p><u>Sr. CAS - C. Morrow</u> Other Program Salary @ 10%</p> <p>Salary @ 10% 5,121 1,024 6,145 FICA 6.20% 318 63 381 FICA Med. 1.45% 74 15 89 Retirement 10.85% 555 112 667 Life & Health \$9,100 758 152 910 Workers Comp. \$377 32 6 38</p> <p><u>Sr. CAS - M. Silvas</u> Other Program Salary @ 10%</p> <p>Salary @10% 4,579 916 5,495 FICA 6.20% 284 57 341 FICA Med. 1.45% 67 13 80 Retirement 10.85% 497 99 596 Life & Health \$9,100 758 152 910 Workers Comp. \$377 32 6 38</p>			

****EXPLAIN SOURCES OF CASH AND IN-KIND MATCH**

**CSBG
ATTACHMENT B-3
BUDGET DETAIL**

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

BUDGET Line Item No.	GOAL, OUTCOME, INDICATOR	EXPENDITURE DETAIL Round up line item totals to dollars. Do not use cents and decimals in totals.	BUDGETED EXPENDITURES		
			CSBG Funds	Cash Match	Total
11	N/A	<p>CAS - V. Garrett Other Program Salary @ 10%</p> <p>Salary @10% 3,893 779 4,672 FICA 6.20% 242 48 290 FICA Med. 1.45% 57 11 68 Retirement 10.85% 422 85 507 Life & Health \$9,100 758 152 910 Workers Comp. \$377 32 6 38</p> <p>Sr. CAS - S. Grimes Other Program Salary @ 10% = 5,072</p> <p>Salary @10% 4,227 845 5,072 FICA 6.20% 263 52 315 FICA Med. 1.45% 60 13 73 Retirement 10.85% 459 91 550 Life & Health \$9,100 758 152 910 Workers Comp. \$377 32 6 38</p> <p>Sr. CAS - M. Allen Other Program Salary @ 10% = 5,924</p> <p>Salary @10% 4,937 987 5,924 FICA 6.20% 306 61 367 FICA Med. 1.45% 72 14 86 Retirement 10.85% 535 108 643 Life & Health \$9,100 758 152 910 Workers Comp. \$377 32 6 38</p> <p>Clerk Typist - L. Patterson Other Program Salary @ 95% = 24,232</p> <p>Salary @95% 20,193 4,039 24,232 FICA 6.20% 1,252 251 1,503 FICA Med. 1.45% 293 59 352 Retirement 10.85% 2,191 438 2,629 Life & Health \$9,100 7,204 1,441 8,645 Workers Comp. \$377 298 60 358</p>			

**EXPLAIN SOURCES OF CASH AND IN-KIND MATCH

**CSBG
ATTACHMENT B-3
BUDGET DETAIL**

Name of Applicant: Palm Beach County Community Action Program

BUDGET Line Item No.	GOAL, OUTCOME, INDICATOR	EXPENDITURE DETAIL Round up line item totals to dollars. Do not use cents and decimals in totals. VERSION B	BUDGETED EXPENDITURES		
			CSBG Funds	Cash Match	Total
11	N/A	<p>CAS - D. Cunningham Other Program Salary @ 10%</p> <p>Salary @10% 3,893 FICA 6.20% 242 FICA Med. 1.45% 57 Retirement 10.85% 422 Life & Health \$9,100 758 Workers Comp. \$377 32</p> <p>Clerk Typist - A. Smith Other Program Salary @ 10%</p> <p>Salary @10% 2,356 FICA 6.20% 146 FICA Med. 1.45% 34 Retirement 10.85% 256 Life & Health \$9,100 758 Workers Comp. \$377 32</p> <p>CAS - M. Powell Other Program Salary @ 10% = 3,786</p> <p>Salary @10% 3,155 FICA 6.20% 196 FICA Med. 1.45% 45 Retirement 10.85% 341 Life & Health \$9,100 758 Workers Comp. \$377 32</p> <p>CAS - D. Schexnider Other Program Salary @ 10%</p> <p>Salary @10% 42,373 3,531 FICA 6.20% 219 FICA Med. 1.45% 51 Retirement 10.85% 383 Life & Health \$9,100 758 Workers Comp. \$377 32</p>			
			4,672	779	5,451
			290	48	338
			68	11	79
			507	85	592
			910	152	1,062
			38	6	44
			2,827	471	3,298
			175	29	204
			41	7	48
			307	51	358
			910	152	1,062
			38	6	44
			3,786	631	4,417
			235	39	274
			55	10	65
			410	69	479
			910	152	1,062
			38	6	44
			4,237	706	4,943
			263	44	307
			61	10	71
			460	77	537
			910	152	1,062
			38	6	44

**CSBG
ATTACHMENT B-3
BUDGET DETAIL**

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

BUDGET Line Item No.	GOAL, OUTCOME, INDICATOR	EXPENDITURE DETAIL Round up line item totals to dollars. Do not use cents and decimals in totals.	BUDGETED EXPENDITURES		
			CSBG Funds	Cash Match	Total
11	N/A	<p><u>Driver - J. Scott</u></p> <p>Other Program Salary @ 10% 5,407 1,082 6,489</p> <p>FICA 6.20% 335 67 402</p> <p>FICA Med. 1.45% 78 16 94</p> <p>Retirement 10.85% 587 117 704</p> <p>Life & Health \$9,100 758 152 910</p> <p>Workers Comp. \$377 32 6 38</p> <p><u>CAS - J. Frank</u></p> <p>Salary @10% 3,021 605 3,626</p> <p>FICA 6.20% 187 38 225</p> <p>FICA Med. 1.45% 44 9 53</p> <p>Retirement 10.85% 327 66 393</p> <p>Life & Health \$9,100 758 152 910</p> <p>Workers Comp. \$377 32 6 38</p>			

**EXPLAIN SOURCES OF CASH AND IN-KIND MATCH

CSBG 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>			
		Graphics Business Cards, Posters, Fliers	667	133	800
		Registration Fees-Travel	350	70	420
		Materials and Supplies	3,333	667	4,000
		Dues and Memberships FACA and SEACAA	458	92	550
		Repair and Maintenance-Vehicles	10,519	2,109	12,628
		Oil and Lubricants	417	83	500
		Gasoline (Dialysis Van)	12,336	2,465	14,801
		Rental-Motor Pool Van to Transport Donated Items	4,954	991	5,945
		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)	18,326	3,674	22,000

CSBG 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 Expenditures</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 2,268 miles @ .585	1,107	220	1,327
11		Total Recipient Other Program Exp. (Including Salaries)	273,476	55,721	328,197
16		TOTAL PROGRAM EXPENSE	857,850	171,568	1,029,418
		<u>GRAND TOTAL EXPENSE</u>	890,777	178,155	1,068,932

**CSBG
ATTACHMENT B-4
SECONDARY ADMINISTRATIVE EXPENSES**

Secondary Administrative Expense requested: Yes _____ No X Name of Recipient: N/A

INSTRUCTIONS: If requesting Secondary Administrative Expenses, you must supply the following information for each secondary program for which administrative expenses are being requested. A "secondary program source" is the non-CSBG program that will receive administrative support from the use of CSBG funds. See Attachment G, Section (13) D and G for additional information.

BUDGET INFORMATION	NAME OF SECONDARY PROGRAM:	NAME OF SECONDARY PROGRAM:	NAME OF SECONDARY PROGRAM:	TOTAL OF ALL PROGRAMS
	GRANT START DATE: _____ END DATE: _____	GRANT START DATE: _____ END DATE: _____	GRANT START DATE: _____ END DATE: _____	
1. Total cash budget for secondary program:	\$ _____	\$ _____	\$ _____	
2. Maximum percent administrative expense including indirect cost allowed by secondary program:	_____ %	_____ %	_____ %	
3. Total administrative expense approved by secondary program funding sources: ¹	\$ _____	\$ _____	\$ _____	
4. CSBG secondary administrative expense requested: ²	\$ _____	\$ _____	\$ _____	\$
5. Total administrative expense (Line 3 + Line 4):	\$ _____	\$ _____	\$ _____	
6. Percent of total administrative expense to total budget (Line 5 divided by Line 1). This total cannot exceed 15% of Line 1.	_____ %	_____ %	_____ %	
7. National Performance Indicator (NPI) supported by this secondary administrative funding. (From Attachment C, Workplan and Quarterly Report Form)	NPI: _____	NPI: _____	NPI: _____	

¹ The Recipient must take full advantage of all administrative and indirect dollars allowed by the secondary program's funding source before CSBG secondary administrative expenses are requested. For each secondary administration program, provide documentation of the maximum administrative limits of the secondary program and a copy of the contract budget detailing the amount of the contract and the administration funds provided by the secondary source.

² You are required to provide budget detail in Attachment B-3 for the amount on line 4 for each program above.

**ATTACHMENT C - Workplan and Quarterly Report Form
 FY 2008-2009 Florida Outcomes for Community Action System (FOCAS)
 Community Action Goal 1 (Family) – Low-Income People Become Self-Sufficient**

AGENCY NAME: PALM BEACH COUNTY COMMUNITY ACTION

FOCAS Outcomes Catalog	2	3	4	5	6
Goal 1: Low-Income People Become Self-Sufficient	WORKPLAN				
National Performance Indicators:	Total Number of Participants Expected to Achieve Outcome	Received Services (Participants Enrolled in Program)	Achieved Outcome	Still Progressing Toward Outcome	Exited Program Prior to Achieved Outcome
1.1 Employment					
1.2 Employment Supports					
1.3 Economic Asset Enhancement and Utilization					
<i>All agencies must report on at least one NPI in Goal 1.</i>					
NPI 1.1: EMPLOYMENT - The number of low-income participants in community action employment initiatives who get a job or become self-employed as measured by one or more of the following:					
A) Unemployed and obtained a job. <i>(Unduplicated count.)</i>	27				
B) Employed and obtained an increase in employment income. <i>(Unduplicated count.)</i>	7				
C) Achieved "living wage" employment and benefits. ("Living Wage" must be a locally adopted rate as identified by a government or formal coalition.)					
D) Maintained Employment for at Least 90 days. *	500				
NPI 1.2: EMPLOYMENT SUPPORTS – The number of low-income participants for whom barriers to initial or continuous employment are reduced or eliminated through assistance from community action measured by one or more of the following:					
A) Obtained pre-employment skills/competencies required for employment and received training program certificate or diploma.	5				
B) Completed ABE/GED and received certification or diploma.	5				
C) Completed post-secondary education program and obtained certificate or diploma.					
D) Enrolled children in "before" or "after" school programs, in order for parent to gain or maintain employment.	10				
E) Obtain care for child or other dependant in order for parent or caregiver to gain or maintain employment.	35				
F) Obtain access to reliable transportation and/or driver's license in order to gain or maintain employment.					
G) Obtained health care services for themselves or a family member in support of family stability needed to gain or retain employment.					

* Employment is tracked in CSBG database: start date, end date, length of employment.

ATTACHMENT C - Workplan and Quarterly Report Form
FY 2008-2009 Florida Outcomes for Community Action System (FOCAS)
Community Action Goal 1 (Family) – *Low-Income People Become Self-Sufficient*

AGENCY NAME: PALM BEACH COUNTY COMMUNITY ACTION

FOCAS Outcomes Catalog	2	3	4	5	6
Goal 1: Low-Income People Become Self-Sufficient National Performance Indicators: 1.1 Employment 1.2 Employment Supports 1.3 Economic Asset Enhancement and Utilization <i>Must report on at least one NPI in Goal 1.</i>	WORKPLAN Total Number of Participants Expected to Achieve Outcome	Received Services (Participants Enrolled in Program)	Achieved Outcome	Still Progressing Toward Outcome	Exited Program Prior to Achieved Outcome
H) Obtained safe and affordable housing in support of family stability needed to gain or retain employment.	15				
I) Obtained food assistance in support of family stability needed to gain or retain employment.	150				
J) Obtained identification or work permit documentation for employment. (social security card, work permit, legal immigration papers, drivers licenses, etc.)					

COMMENTS OR EXPLANATION:

ATTACHMENT C - Workplan and Quarterly Report Form
FY 2008-2009 Florida Outcomes for Community Action System (FOCAS)
Community Action Goal 1 (Family) – Low-Income People Become Self-Sufficient

AGENCY NAME: PALM BEACH COUNTY COMMUNITY ACTION

FOCAS Outcomes Catalog	2	3	4	9
Goal 1: Low-Income People Become Self-Sufficient National Performance Indicators: 1.1 Employment 1.2 Employment Supports 1.3 Economic Asset Enhancement and Utilization <i>Must report on at least one NPI in Goal 1.</i>	WORKPLAN Total Number of Participants Expected to Achieve Outcome	Received Services (Participants Enrolled in Program)	Achieved Outcome	Aggregated Dollar Amounts (Payments, Credits or Savings)
NPI 1.3: ECONOMIC ASSET ENHANCEMENT AND UTILIZATION – The number of low-income households that achieve an increase in financial assets and/or financial skills as a result of community action assistance, and the aggregated amount of those assets and resources for all participants achieving the outcome, as measured by one or more of the following.				
A) Enhancement				
(1) Number of participants in tax preparation programs who identify any type of Federal or State tax credit and the aggregated dollar amount of credits.	400			
(2) Number of participants who obtained court-ordered child support payments and expected annual aggregated dollar amount of payments.				
(3) Number of participants enrolled in telephone lifeline and/or energy discounts with the assistance of the agency and the expected aggregated dollar amount of savings.				
B) Utilization				
(1) Number of participants demonstrating ability to complete and maintain a budget for over 90 days.				
(2) Number of participants opening an Individual Development Account (IDA) or other savings account and increased savings, and the aggregated amount of savings.				
(3) Of participants in a community action asset development program (IDA or others):				
a) Number capitalizing a small business with accumulated savings.				
b) Number pursuing post-secondary education with savings.				
c) Number purchasing a home with accumulated savings.				

COMMENTS OR EXPLANATION:

ATTACHMENT C - WORKPLAN AND QUARTERLY REPORT
2008-2009 Florida Outcomes for Community Action System (FOCAS)
Community Action Goal 2 (Community) – The Conditions in Which Low-Income People Live are Improved

Agency Name: **PALM BEACH COUNTY COMMUNITY ACTION**

FOCAS Outcomes Catalog	2	3	4	5
Goal 2: The Conditions in Which Low-Income People Are Improved National Performance Indicators: 2.1 Community Improvement and Revitalization 2.2 Community Quality of Life and Assists <i>All agencies must report on at least one NPI in Goal 2.</i>	Number of Projects or Initiatives		Number of Opportunities and/or Community Resources Preserved or Increased	
	WORKPLAN Plan to Initiate	Initiated	WORKPLAN Plan to Achieve	Achieved
NPI 2.1: Community Improvement and Revitalization – Increase in, or safeguarding of threatened opportunities and community resources or services for low-income people in the community as a result of community action projects/initiatives or advocacy with other public and private agencies, as measured by one or more of the following:				
A) Accessible "living wage" ¹ jobs created or saved from reduction or elimination in the community. (See footnote.)				
B) Safe and affordable housing units created in the community.				
C) Safe and affordable housing units in the community preserved or improved through construction, weatherization or rehabilitation achieved by community action activity or advocacy.	2		4	
D) Accessible and affordable health care services/facilities for low-income people created or saved from reduction or elimination.				
E) Accessible safe and affordable childcare or child development placement opportunities for low-income families created or saved from reduction or elimination.				
F) Accessible "before" school and "after" school program placement opportunities for low-income families created or saved from reduction or elimination.				
G) Accessible new or expanded transportation resources, or those that are saved from reduction or elimination, that are available to low-income people, including public or private transportation.				
H) Accessible or increased educational and training placement opportunities, or those that are saved from reduction or elimination, that are available for low-income people in the community, including vocational, literacy, and life skill training, ABE/GED, and post-secondary education.				
¹ "Living Wage" must be a locally adopted rate as identified by a local government or formal coalition.				

ATTACHMENT C - WORKPLAN AND QUARTERLY REPORT
2008-2009 Florida Outcomes for Community Action System (FOCAS)
Community Action Goal 2 (Community) – The Conditions in Which Low-Income People Live are Improved

Agency Name: **PALM BEACH COUNTY COMMUNITY ACTION**

FOCAS Outcomes Catalog	2	3	4	5
Goal 2: The Conditions in Which Low-Income People Are Improved				
National Performance Indicators:	Number of Program Initiatives or Advocacy Efforts		Number of Community Assets, Services, or Facilities Preserved or Increased	
2.1 Community Improvement and Revitalization 2.2 Community Quality of Life and Assists	Plan to Initiate	Initiated	Plan to Achieve	Achieved
<i>All agencies must report on at least one NPI in Goal 2.</i>				
NPI 2.2: Community Quality of Life and Assets – The quality of life and assets in low-income neighborhoods are improved by community action initiatives or advocacy, as measured by one or more of the following:				
A) Increases in community assets as a result of a change in law, regulation or policy, which results in improvements in quality of life and assets.				
B) Increase in the availability or preservation of community facilities (schools, libraries, community centers, recreation, etc.)	3		5	
C) Increase in the availability or preservation of community services to improve public health and safety.				
D) Increase in the availability or preservation of commercial services within low-income neighborhoods.				
E) Increase in or preservation of neighborhood quality-of-life resources.				

Narrative Comments:

ATTACHMENT C – Workplan and Quarterly Report Form
2008-2009 Florida Outcomes for Community Action System (FOCAS)
Goal 3 (Community): Low-Income People Own a Stake in their Community

Agency Name: PALM BEACH COUNTY COMMUNITY ACTION

FOCAS Outcomes Catalog	2	3
Goal 3: Low-Income People Own a Stake in their Community		
National Performance Indicators:	WORKPLAN	Number of Volunteer Hours
3.1 Civic Investment	Number of Volunteer Hours	Expected to Achieve
3.2 Community Empowerment through Maximum Feasible Participation		Number of Volunteer Hours
<i>All agencies must report on NPI 3.1.</i>		Achieved
NPI 3.1: Civic Investment – The number of volunteer hours donated to Community Action.		
A) Low-income people take part in one or more of the following:		
1) Serve on the CAA Board of Directors.		
2) Serve on Head Start Policy Councils.		
3) Serve on Family Center/ Parent Councils.		
4) Serve on other CAA Advisory Boards, councils or committees.		
5) Assist with program activities and logistics.		
6) Participate in advocacy to meet agency and community goals.		
B) Volunteer hours donated in your agency or agency supported activities by one of the following groups:		
1) General public.		
2) CAA clients.		
3) CAA non-low income board members. (Include volunteer hours of low-income board members in A above.)		
4) Other non-profit or government agencies.		
5) Business community.		
6) Other (Please identify in "Explanation" below).		
TOTAL NUMBER OF HOURS VOLUNTEERED TO COMMUNITY ACTION	700	

Narrative Comments:

ATTACHMENT C – Workplan and Quarterly Report Form
2008-2009 Florida Outcomes for Community Action System (FOCAS)
Goal 3 (Community): Low-Income People Own a Stake in their Community

Agency Name: Palm Beach County Community Action

FOCAS Outcomes Catalog	2	3
Goal 3: Low-Income People Own a Stake in their Community	WORKPLAN	Actual
National Performance Indicators: 3.1 Civic Investment 3.2 Community Empowerment through Maximum Feasible Participation <i>All agencies must report on NPI 3.2.</i>	Number of Low-Income People Expected to Participate	Number of Low-Income People who Participated
NPI 3.2: Community Empowerment through Maximum Feasible Participation – The number of low-income people mobilized as a direct result of community action initiative to engage in activities that support and promote their own well-being and that of their community as measured by one or more of the following:		
A) Number of low-income people participating in formal community organizations, government, boards or councils that provide input to decision-making and policy setting through community action efforts.	5	
B) Number of low-income people acquiring businesses in their community as a result of community action assistance.		
C) Number of low-income people purchasing their own homes in their community as a result of community action assistance.	2	
D) Number of low-income people engaged in non-governance community activities or groups created or supported by community action.	15	

Narrative Comments:

ATTACHMENT C – Workplan and Quarterly Report Form
2008-2009 Florida Outcomes for Community Action System (FOCAS)
Community Action Goal 4 (Agency) – Partnerships Among Supporters and Providers of Services to Low-Income People are Achieved

Agency Name: Palm Beach County Community-Action

FOCAS Outcomes Catalog	2	3
Goal 4: Partnerships Among Supporters and Providers of Services to Low-Income People are Achieved	Workplan	Actual
NATIONAL PERFORMANCE INDICATORS:	Number of Organizational Partnerships	Number of Organizational Partnerships
4.1 Expanding Opportunities Through Community-Wide Partnerships		
<i>All agencies must report on NPI 4.</i>		
<i>(A partnership or collaboration is defined as a formal relationship documented by a written agreement such as a Memorandum of Understanding or service contract, a financial agreement, or an informal working relationships or alliances between the CAP and one or more public or private organizations to foster CSBG goals.)</i>		
NPI 4.1: Expanding Opportunities through Community-Wide Partnerships – The number of organizations, both public and private, community action actively works with to expand resources and opportunities in order to achieve family and community outcomes.		
1) Non-Profit	20	
2) Faith Based	25	
3) Local Government	12	
4) State Government Entity	1	
5) Federal Government Entity		
6) For-Profit Business or Corporation		
7) Coalition or collaborative (3 or more groups)	3	
8) Others: Please identify.		
a)		
b)		
The number of organizations, both public and private, community action actively works with to expand resources and opportunities in order to achieve family and community outcomes. Provide an UNDUPLICATED count of the above organizations.	61	

Narrative Comments:

ATTACHMENT C – Workplan and Quarterly Report Form 2008-2009 Florida Outcomes for Community Action System (FOCAS)

Community Action Goal 5 (Agency) – Agencies Increase Their Capacity to Achieve Results

AGENCY NAME: PALM BEACH COUNTY COMMUNITY ACTION

Table 1 – Agencies Leverage External Resources to Increase Their Capacity to Serve Low-Income People				
FOCAS Outcomes Catalog	2	3	4	5
Community Action Goal 5: Agencies Increase Their Capacity to Achieve Results	Funding Received by Source in 2007-2008	Anticipated Funding by Source in 2008-2009	Anticipated Increase or Decrease in Dollars	Actual Funding by Source in 2008-2009
National Performance Indicators:				
5.1 Broadening the Resource Base – The number of dollars mobilized by community action. (All agencies must complete all Tables under Goal 5. Complete entire chart for Workplan.)				
Funding Sources				
A) Community Services Block Grant (CSBG)	937,762	890,777	-46,985	
B) Federal Government Resources – Other than CSBG				
a) Weatherization Assistance Program funded by DOE through DCA				
b) Low-Income Home Energy Assistance Program (through DCA) funded by HHS	1,319,584	1,151,961	-167,623	
c) LIHEAP- Weatherization Assistance Program (through DCA) funded by LIHEAP				
d) Head Start				
e) Early Head Start				
f) Older American Act				
g) SSBG funded by HHS				
h) Medicare/Medicaid funded by HHS				
i) Community Food and Nutrition by HHS				
j) Temporary Assistance to Needy Families from HHS through State TANF				
k) Child Care Development Block Grant from CCDBG				
l) Other HHS Resources (list in order of size):				
1)				
2)				
3)				
m) Women, Infant and Children (WIC) nutrition program from USDA				
n) USDA non-food programs (e.g. rural development)				
o) All other USDA Food Programs				
p) Community Development Block Grant funded by HUD directly or indirectly through federal, state or local government				
q) Housing Programs funded by HUD				
1) Section 8				
2) Section 202				
r) All other HUD programs including homeless programs				
s) Employment and Training Programs funded by the US Dept. of Labor (DOL) JPTA whether funded through state agencies, or Workforce Investment Boards.				
t) Other DOL programs				
u) Corporation for National and Community Service Programs such as AmeriCorps*Vista, AmeriCorps*NCCC; SeniorCorps programs (Foster Grandparent; RSVP; Senior Companion); Learn and Serve, or America Reads				
v) FEMA				
w) Transportation funded by U. S. DOT				
x) Other Federal Sources: List by name of funding source. Do not use abbreviations.				
1)				
2)				
TOTAL: NON-CSBG FEDERAL RESOURCES	1,319,584	1,151,961	-167,623	

**ATTACHMENT C – Workplan and Quarterly Report Form
2008-2009 Florida Outcomes for Community Action System (FOCAS)**

Community Action Goal 5 (Agency) – Agencies Increase Their Capacity to Achieve Results

AGENCY NAME: PALM BEACH COUNTY COMMUNITY ACTION

Table 1 – Agencies Leverage External Resources to Increase Their Capacity to Serve Low-Income People				
FOCAS Outcomes Catalog	2	3	4	5
Community Action Goal 5: Agencies Increase Their Capacity to Achieve Results National Performance Indicators: 5.1 Broadening the Resource Base – The number of dollars mobilized by community action. (All agencies must complete all Tables under Goal 5. Complete entire chart for Workplan.)	Funding Received by Source in 2007-2008	Anticipated Funding by Source in 2008-2009	Anticipated Increase or Decrease in Dollars	Actual Funding by Source in 2008-2009
Funding Sources	0	0	0	
C) State Resources (Non-federal, state-appropriated funds)				
a) State appropriated funds used for the same purpose as federal CSBG funds				
b) State Housing and Homeless Programs				
c) State Nutrition Programs				
d) State Day Care and Early Childhood Programs				
e) State Energy Programs (do NOT include LIHEAP, EHEAP, WAP or WAP-LIHEAP)				
f) State Health Programs				
g) State Youth Development Programs				
h) State Employment and Training Programs				
i) State Head Start Programs				
j) State Senior Programs				
k) State Transportation Programs				
l) State Education Programs				
m) State Community, Rural and/or economic development programs				
n) State Family Development Programs				
o) Other State Funded Programs: List by name of funding source. Do not use abbreviations.				
1)				
2)				
TOTAL: STATE RESOURCES				
D) Local Government Resources	1,086,917	1,022,275	-64,642	
a) Unrestricted funds appropriated by local governments				
b) Value of contracted services with local governments				
c) Value of in-kind goods/services received from local governments				
d) Other Local Government Resources: Give description or name of program. Do not abbreviate.				
1)				
2)				
TOTAL: LOCAL GOVERNMENT RESOURCES	1,086,917	1,022,275	-64,642	
E) Private Sector Resources				
a) Funds from Foundations, Corporations, United Way, other non-profits				
b) Other donated funds				
c) Value of donated items, food, clothing, furniture, etc.				
d) Value of in-kind services received from businesses	16,000	15,000	-1,000	
e) Fees paid by clients for services (Example, income through "sliding scale" fees allowed by some programs for medical care, transportation, mental health services, or legal/tax assistance.)				
f) Payments by private entities for goods or services for low-income clients or communities				
g) Other Private Sector Resources				
TOTAL: PRIVATE SECTOR RESOURCES	16,000	15,000	-1,000	

ATTACHMENT C – Workplan and Quarterly Report Form
2008-2009 Florida Outcomes for Community Action System (FOCAS)
Community Action Goal 5 (Agency) – Agencies Increase Their Capacity to Achieve Results
AGENCY NAME: PALM BEACH COUNTY COMMUNITY ACTION PROGRAM

Table 1 – Agencies Leverage External Resources to Increase Their Capacity to Serve Low-Income People				
FOCAS Outcomes Catalog	2	3	4	5
Community Action Goal 5: Agencies Increase Their Capacity to Achieve Results National Performance Indicators: 5.1 Broadening the Resource Base – The number of dollars mobilized by community action. <i>(All agencies must complete all Tables under Goal 5. Complete entire chart for Workplan.)</i>	Funding Received by Source in 2007-2008	Anticipated Funding by Source in 2008-2009	Anticipated Increase or Decrease in Dollars	Actual Funding by Source in 2008-2009
Funding Sources				
TOTAL: ALL NON-CSBG RESOURCES (Non-CSBG Federal Resources + State Resources + Local Government Resources + Private Sector Resources)	2,422,501	2,189,236	-233,265	
CSBG FUNDS FROM LINE 1	937,762	890,777	- 46,985	
Total Agency Budget (If different from the sum of All Non-CSBG Resources plus CSBG Funds, provide an explanation below.)	3,360,263	3,080,013	-280,250	

Abbreviations:

- DCA – Florida Department of Community Affairs
- DEA – Florida Department of Elder Affairs
- DOE -- U. S. Department of Energy
- DOL – U.S. Department of Labor
- DOT – U. S. Department of Transportation
- FEMA – Federal Emergency Management Administration
- HHS – U.S. Department of Health and Human Services
- HUD – U. S. Department of Housing and Urban Development
- JTPA – Job Training and Partnership Act
- LIHEAP – Low-Income Home Energy Assistance Program
- SSBG – Social Services Block Grant
- USDA – U. S. Department of Agriculture

For further instructions, see Information System Survey Instructions, Part 1: Section F.

Explanation:

ATTACHMENT C – Workplan and Quarterly Report Form
2008-2009 Florida Outcomes for Community Action System (FOCAS)
Community Action Goal 5 (Agency) – Agencies Increase Their Capacity to Achieve Results
 AGENCY NAME: PALM BEACH COUNTY COMMUNITY ACTION

Table 2 – Agency Increase Staff Capacity to Achieve Results Through Training				
FOCAS Outcomes Catalog	2	3	4	5
Goal 5: Agencies Increase Their Capacity to Achieve Results Agency Staff Improves Their Capacity to Achieve Results. (All agencies must complete all Tables under Goal 5. Complete Columns 2 and 3 for Workplan.)	Number of Staff Who Will Receive Training During the Year	Total Number of Classroom Hours of Training Planned (Number of staff MULTIPLIED BY hours in class)	Number of Staff Who Received Training During this Contract to Date	Total Number of Classroom Hours of Training Completed This Period (Number of staff MULTIPLIED BY hours in class)
A. Staff who work with customers in self-sufficiency program receive training specific to case management.	10	20		
B. Staff who work with customers in self-sufficiency program receive training specific to family development.	5	10		
C. Staff who works with grants or contract management receives training to expand, update or upgrade their skills.				
D. Fiscal staff attending training on OMB Circular or audit compliance.				
E. Board members receive training related to their roles and responsibilities.	10	20		
F. Fiscal staff receives accounting or data collection or management training.				
G. Program staff receives data collection or management training.	14	28		
H. Other training not reported above or in Goal 5, Tables 4 or 5. Describe below.				
1)				
2)				
3)				
4)				
5)				

Note: The term "classroom" is used in a very broad sense. This may include in-office training provided by a contractor such as data system training or other forms of employee development; attending a class or seminar, completing web-based or other self-directed instruction, and attending a conference or workshop. The training should be structured and formal.

ATTACHMENT C – Workplan and Quarterly Report Form
2008-2009 Florida Outcomes for Community Action System (FOCAS)
Community Action Goal 5 (Agency) – Agencies Increase Their Capacity to Achieve Results
 AGENCY NAME: PALM BEACH COUNTY COMMUNITY ACTION

Table 3 – Agency Organizes and Operates its Programs, Services, and Activities Toward Accomplishing Family and Community Outcomes			
FOCAS Outcomes Catalog	2	3	4
Goal 5: Agencies Increase Their Capacity to Achieve Results Agency has the Capacity to Measure Client Progress toward Self-Sufficiency. (All agencies must complete all Tables under Goal 5. Complete column 2 and 3 for Workplan.)	Agency's Status as of 09/30/08	Workplan Agency's Status at the End of this Contract	Agency's Current Status
A) Agency has the Capacity to Measure Client/Customer Progress Towards Self-Sufficiency. CAAs are organized in different ways depending on their configuration of programs and services. Please identify with an "X" the <u>ONE</u> statement below that <u>BEST</u> describes how your CAA's intake process is organized:			
1) A common in-take process and common ID# is used for <u>all</u> clients of the CAA.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
2) A common in-take process and common ID# is used for <u>some</u> clients of the CAA.			
3) A separate in-take process and/or separate ID# is used for <u>each</u> program administered by the CAA.			
B) CAAs are organized in different ways depending on their configuration of programs and services: Please identify with an "X" the <u>ONE</u> statement below that <u>BEST</u> describes how your CAA manages client information and tracks client progress:			
1) Agency utilizes a <i>database</i> for <u>all</u> clients of the agency for use in intake and assessment and provision of services.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
2) Agency utilizes a <i>database</i> for <u>some</u> clients of the agency for use in intake and assessment and provision of services.			
3) Agency utilizes a <i>database</i> for <u>all</u> clients of the agency for use in intake, assessment, provision of services and measurement of outcomes.			
4) Agency utilizes a <i>database</i> for <u>some</u> clients of the agency for use in intake, assessment, provision of services and measurement of outcomes.			
C) What computer program(s) is used to manage client information and track client progress?			
1) Custom designed database – Palm Beach County ISS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
2)			

Explanation:

ATTACHMENT C – Workplan and Quarterly Report Form
2008-2009 Florida Outcomes for Community Action System (FOCAS)
Community Action Goal 5 (Agency) – Agencies Increase Their Capacity to Achieve Results
AGENCY NAME: PALM BEACH COUNTY COMMUNITY ACTION

Table 4 – Agency Organizes and Operates its Programs, Services, and Activities Toward Accomplishing Family and Community Outcomes			
FOCAS Outcomes Catalog	2	3	4
Goal 4: Agencies Increase Their Capacity to Achieve Results			
A. Agency has the Capacity to Report Client Progress Toward Self-Sufficiency. B. Agency has Provided Results-Oriented Management and Accountability Training. C. Agency Programs Achieved Accreditation Demonstrating That Program Meets or Exceeds Nationally Recognized Standards. D. Agency is Implementing ROMA tools and management practices.	Agency's Status as of 09/30/08	Workplan Agency's Status at the End of this Contract	Agency's Current Status
<i>(All agencies must complete all Tables under Goal 5. Complete columns 2 and 3 for Workplan.)</i>			
A) Agency has the Capacity to Report Client/Customer Progress Toward Self-Sufficiency. (Answer Yes or No for each.)			
1) Agency can report outcomes that measure progress towards self-sufficiency without use of an outcome scale. (Explain method used in Narrative Comments section below)	Y	Y	
2) Agency utilizes outcome scales to measure client movement toward self-sufficiency. (If yes, attach copy of scale with Workplan submission.)	N	N	
3) Agency has capacity to derive unit cost statistics for efficiency: cost per service delivered or cost of service per client.	N	N	
4) Agency has capacity to derive unit cost statistics for effectiveness: cost per outcome delivered.	N	N	
B) Agency has Provided Results-Oriented Management and Accountability Training within the past 2 years. (Answer Yes or No for each.)			
1) At least half of the Agency board has received ROMA training.	N	N	
2) Agency management staff has received ROMA training.	Y	Y	
3) Agency supervisory staff has received ROMA training.	Y	Y	
4) Agency line staff has received ROMA training.	Y	Y	
C) Agency Programs Achieved Accreditation Demonstrating That Program Meets or Exceeds Nationally Recognized Standards. (Answer Yes or No for each.)			
1) Early childhood care and education sites receive NAEYC or other recognized form of accreditation.	N	N	
2) Programs achieve other form of recognized accreditation. (Please describe in the Narrative Comments below.)	N	N	
D) Agency is Implementing ROMA tools and management practices. (Answer Yes or No for each.)			
1) Agency has adopted and implemented logic models for key programs and activities.	Y	Y	
2) Agency programs and activities are evaluated using ROMA principals.	Y	Y	
3) FOCUS and Information System Survey Reports are provided to, reviewed and discussed with CSBG board members quarterly.	N	N	

Narrative Comments:

ATTACHMENT C – Workplan and Quarterly Report Form
2008-2009 Florida Outcomes for Community Action System (FOCAS)
Community Action Goal 5 (Agency) – Agencies Increase Their Capacity to Achieve Results
AGENCY NAME: PALM BEACH COUNTY COMMUNITY ACTION

Table 5 – Agency Staff Obtains Credentials that Improve Their Capacity to Achieve Results			
FOCAS Outcomes Catalog	2	3	4
Goal 5: Agencies Increase Their Capacity to Achieve Results			
Agency Staff Obtained Credentials That Improve Their Capacity to Achieve Results. (All agencies must complete all Tables under Goal 5. Complete Columns 2 and 3 for Workplan.)	Number of Staff Who Have Credentials as of 09/30/08	Number of Staff Who Will Receive Credentials During the Contract Year	Number of Staff Who Received Credentials During this Contract to Date
Agency Staff Obtained Credentials That Improve Their Capacity to Achieve Results.			
A. Staff who work with families obtain the Family Development Specialist credential.			
B. Staff who work with children obtain the Child Development Associate credential or higher form of credential/degree.			
C. Staff obtain G.E.D.			
D. Staff who received CCAP credentials.			
E. Staff who received Associates Degree.			
F. Staff who received Bachelors Degree.	5	1	
G. Staff who received Masters Degree.			
H. Staff who received Doctorate Degree.			
I. Staff who are certified ROMA Trainers.			
J. Agency staff obtained other credentials that increase their capacity to achieve results. (Please describe in the Narrative Comments below.)			

Narrative Comments:

ATTACHMENT C – Workplan and Quarterly Report Form
FY 2008-2009 Florida Outcomes for Community Action System (FOCAS)
Community Action Goal 6 (Family) – Low-Income People, Especially vulnerable populations,
Achieve Their Potential by Strengthening of Family and Other Supportive Environments

Agency Name: Palm Beach County Community Action

FOCAS Outcomes Catalog	2	3	4
Goal 6: Low-Income People Especially Vulnerable Populations Achieve Their Potential by Strengthening Family and Other Supportive Systems National Performance Indicators: 6.1 Independent Living 6.2 Emergency Assistance 6.3 Child and Family Development <i>All agencies must report on at least one NPI in Goal 6.</i>	WORKPLAN Total Number of Participants Expected to Achieve Outcome	Number of People	
		Received Services	Achieved Outcome
NPI 6.1: INDEPENDENT LIVING – The number of vulnerable individuals receiving services from community action that maintain an independent living situation as a result of those services.			
A. Senior Citizens (55 or older)	1,200		
B. Individuals with Disabilities	700		
NPI 6.2: EMERGENCY ASSISTANCE – The number of low-income households served by community action that sought emergency assistance, and the number who received assistance, including services such as:			
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	
		Seeking Assistance	Received Assistance
A. Food (Households)	300		
1) Receive emergency/supplemental food from food pantry, commodities, vouchers, community farming, etc.			
2) Senior congregate meal programs			
3) Meals on Wheels			
4) Summer Nutrition Program			

**ATTACHMENT C – Workplan and Quarterly Report Form
 FY 2008-2009 Florida Outcomes for Community Action System (FOCAS)
 Community Action Goal 6 (Family) – *Low-Income People, Especially vulnerable populations,
 Achieve Their Potential by Strengthening of Family and Other Supportive Environments***

Agency Name:

FOCAS Outcomes Catalog	2	3	4
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	Number of Households	
	Total Number of Households Expected to Achieve Outcome	Seeking Assistance	Receiving Assistance
B. Emergency Vendor Payments	4,038		
1) Home Energy Assistance funded by Low-Income Home Energy Assistance	4,000		
2) Home Energy Assistance funded by public or private funds other than LIHEAP			
2) Water Bill Assistance	32		
3) Rent or Mortgage Assistance	2		
C. Temporary Shelter (motel, shelter placement, etc.) *	6		
D. Emergency Medical Care			
E. Protection from Violence			
F. Legal Assistance **	225		
G. Transportation **	50		
H. Disaster Relief			
I. Clothing **	310		
J. Provide translation assistance in order for person to receive emergency services.			

* We had 2 lease agreements for housing. For FY 08-09, we have 1 due to limited resources.

** Enhanced ability to capture data.

ATTACHMENT C – Workplan and Quarterly Report Form
FY 2008-2009 Florida Outcomes for Community Action System (FOCAS)
Community Action Goal 6 (Family) – *Low-Income People, Especially vulnerable populations,*
Achieve Their Potential by Strengthening of Family and Other Supportive Environments

Agency Name: Palm Beach County Community Action

FOCAS Outcomes Catalog	2	3	4
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	Number of People	
	Total Number of People Expected to Achieve Outcome	People Enrolled in Program(s)	People Achieving Outcome
NPI 6.3: CHILD AND FAMILY DEVELOPMENT – The number of all infants, children, youth, parents, and other adults participating in developmental or enrichment programs that achieve program goals, as measured by one or more of the following:			
A. Infant and Child			
1) Infants and children obtain age appropriate immunizations, medical and dental care.			
2) Infants and children health and physical development are improved as a result of adequate nutrition.			
3) Children participate in pre-school activities to develop school readiness skills.			
4) Children who participate in pre-school activities are developmentally ready to enter Kindergarten or 1 st Grade.			
B. Youth			
1) Youth improve physical health and development.			
2) Youth improve social/emotional development.			
3) Youth avoid risk-taking behavior for a defined period of time.			
4) Youth have reduced involvement with criminal justice system.	25		
5) Youth increase academic, athletic or social skills for school success by participating in before or after school programs.			
C. Adult			
1) Parents and other adults learn and exhibit improved parenting skills.			
2) Parents and other adults learn and exhibit improved family functioning skills.			

**CSBG
ATTACHMENT D
PROGRAM STATUTES AND REGULATIONS**

A. INCORPORATION OF LAWS, RULES, REGULATIONS AND POLICIES

Both the Recipient and the Department shall be governed by applicable laws and local rules, including, but not limited to: The Omnibus Budget Reconciliation Act of 1981, (Public Law 97-35, as amended), Administrative Rule Chapter 9B-22, Florida Administrative Code, and Title 45 C.F. R. Part 96.

Department of Health and Human Services regulations codified in Title 45 of the Code of Federal Regulations are applicable:

1. Part 16 - Department Grant Appeals Board
2. Part 30 - Claims Collection
3. Part 75 - Informal Grant Appeals Procedure
4. Part 76 - Debarment and Suspension from Eligibility for Financial Assistance.

Subpart F. Drug-Free Workplace

5. Part 93 - New Restrictions on Lobbying
6. Part 96 - Block Grants

B. FUNDING AVAILABILITY FOR EXPENDITURE

Funds are available for expenditure in accordance with Title VI of Public Law 97-35 as amended by P.L. 105-277, 45 CFR Part 96, OMB Circular A-87, and the laws and procedures applicable to the Community Services Block Grant Program. The Community Services Block Grant program is authorized and funded through the United States Department of Health and Human Services.

C. PROJECTS OR PROGRAMS FUNDED IN WHOLE OR PART WITH FEDERAL MONEY

The Recipient assures, as stated in Section 508 of Public Law 103-333, statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all grantees receiving Federal funds, including but not limited to State and local governments and recipients of Federal research grants, shall clearly state:

**CSBG
ATTACHMENT D
PROGRAM STATUTES AND REGULATIONS**

(1) the percentage of the total costs of the program or project which will be financed with Federal money,

(2) the dollar amount of Federal funds for the project or program, and

(3) percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

D. PROGRAM INCOME

Program income is gross income received that is directly generated by the federally-funded project during the grant period. The recipient may apply program income, excluding interest income, to meet matching requirements, or may reprogram it for eligible program activities. The amount of program income and its disposition must be reported to the Department on the monthly financial status reports and at the time of submission of the final close-out report.

E. INTEREST FROM CASH ADVANCES

Non-profit Recipients shall invest cash advances in compliance with section .22 of OMB Circular A-110 as revised. Local Governments shall invest cash advances in compliance with section .21 (h) (2) (i) of the Common Rule. All Recipients shall maintain advances of Federal funds in interest-bearing accounts, unless the following applies:

(1) **NON-PROFITS ONLY:**

(a) The Recipient receives less than \$120,000 total from all federal awards per year.

(b) The best reasonably available interest bearing account would not be expected to earn interest in excess of \$250 per year on Federal cash balances from all Federal awards received each year.

(c) The depository would require an average or minimum balance so high that it would not be feasible within the expected Federal and non-Federal cash resource. Interest earned off cash advances shall be reflected on the monthly financial status report and the close-out reports.

**CSBG
ATTACHMENT D
PROGRAM STATUTES AND REGULATIONS**

(2) LOCAL GOVERNMENTS

Except for interest earned on advance of funds exempt under the Intergovernmental Cooperation Action (31 U.S.C. 6501 et. seq.) and the Indian Self-Determination Act (23 U.S.C. 450), grantees and sub-grantees shall promptly, but at least quarterly, remit interest earned on advances to the Federal agency. The grantee or sub-grantee may keep interest amounts up to \$100 per year for administrative expenses for all interest accrued from all federal awards received. The interest maintained for administrative expenses must be proportionate to the program's contribution to the interest earned.

F. MODIFICATIONS

(1) The Department shall not be obligated to reimburse the Recipient for outlays in excess of the funded amount of this Agreement unless and until the Department officially approves such expenditures by executing a written modification to the original contractual Agreement.

(2) The following conditions will govern modifications to this agreement:

(a) An unlimited budgeted amount may be moved from any line item to the direct client assistance line item without written departmental approval. These changes will become effective upon the Department receiving and accepting an accurate amended budget summary, budget detail, workplan and workplan summary reflecting these changes.

(b) With the exception given in (a) above, all requests for modifications to increase or decrease any line item by more than 20% must be submitted to the Department for approval thirty (30) days prior to the anticipated implementation date. Failure to meet this time frame may result in reimbursement delays. The Recipient must use a CSBG modification package, approved by the Department, which includes an amended budget summary, budget detail, work plan and work plan summary. Changes which are mutually agreed upon shall be valid only when reduced to writing, duly signed by each of the parties hereto, and attached to the original of this Agreement.

**CSBG
ATTACHMENT D
PROGRAM STATUTES AND REGULATIONS**

(c) Modifications to increase or decrease any line item by less than 20 percent, may be made without the Department's written approval. These changes will become effective upon the Department receiving and accepting as accurate an amended budget summary, budget detail, work plan and workplan summary reflecting these changes.

(d) Only unobligated funds may be transferred from one line item to another line item.

(e) Budget changes must not result in over expenditure of the amounts stated in section (17)(a) of this agreement, nor the limits set for administrative or secondary administrative expenses.

G. MATCH REQUIREMENTS

(1) The Recipient shall match the CSBG funds identified in Section (17)(a) by an amount equal to at least 20 percent of the funds received. Not less than 10 percent of the match shall be in cash. That is, the Recipient shall supply a cash match equal to at least 2 percent of the CSBG funds expended. In-kind match sources shall absorb the balance of the overall minimum 20 percent requirement.

(2) The Recipient shall provide as matching funds for services under this Agreement the amounts reflected in Attachments B-1, Budget Summary and B-3, Budget Detail.

(3) Sources of matching funds and expenditures for all funds under this Agreement shall be governed by the Budget Summary, Attachment B of this Agreement. CSBG funds may not be used in part or in whole to meet the two percent cash match requirement.

H. CSBG CLIENT ELIGIBILITY AND CLIENT RECORDS

(1) The Recipient shall certify that each household receiving CSBG funded services is income eligible. The sum of all countable income from all household members must be used in determining eligibility. The total household income cannot exceed 125 percent of the current Office of Management and Budget Poverty Guidelines. A "household" is an individual or group of individuals living together as one economic unit. The Recipient must maintain income documentation that is no more than one year old of all household income sources. In the event that the applicant cannot provide income documentation, the Recipient shall require the applicant to provide a signed certification of eligibility to attest to the applicant's verbal declaration of total household income. This certification must specify the

**CSBG
ATTACHMENT D
PROGRAM STATUTES AND REGULATIONS**

reasons that no current documentation can be supplied by the applicant and a statement of how the applicant is providing for his/her basic needs.

(2) The Recipient will maintain a separate record for each CSBG client which includes at least the following data: name, address, sex, race, age, income amount and method of verification for each member of the client's household, date client was interviewed, services provided to the client and documentation of any denial of client services. All CSBG assistance applications must be signed by the client and by the Recipient's representative.

(3) Recipients are required to have written applicant appeal procedures. Any applicant denied CSBG services must be provided a written notice of the denial which includes the appeals process and the reason(s) for the denial. In cases where the denial is for lack of documentation, the agency must explain what specific documents are required in order for the applicant to reapply for services.

(4) All records, correspondence, employee time sheets, board minutes, board meeting notices and other documents related to CSBG funded activities shall be available for public inspection during normal business hours.

I. MONITORING

(1) The Recipient shall allow the Department to carry out monitoring, evaluation and technical assistance and shall ensure the cooperation of its employees, and of any sub-recipients with whom the Recipient contracts to carry out program activities.

(2) Training and technical assistance shall be provided by the Department, within limits of staff time and budget, upon request by the Recipient and/or upon determination by the Department of Recipient need.

J. BONDING

(1) Non-Profit Organizations: The Recipient agrees to purchase a blanket fidelity bond covering all officers, employees and agents of the Recipient holding a position of trust and authorized to handle funds received or disbursed under this Agreement. Individual bonds apart from the blanket bond are not acceptable. The amount of the bond must cover each officer, employee and agent up to an amount which is equal to at least one-half of the total CSBG contract amount.

**CSBG
ATTACHMENT D
PROGRAM STATUTES AND REGULATIONS**

(2) Local Governments: The Recipient agrees to purchase a fidelity bond in accordance with Section 113.07, Fla. Stat and/or Section 624.4622 Fla. Stat. The fidelity bond must cover all officers, employees and agents of the Recipient holding a position of trust and authorized to handle funds received or disbursed under this Agreement.

**CSBG
ATTACHMENT E
REPORTS**

A. Annual reports

- (1) Within 45 days after the end of the Agreement, the Recipient shall submit the CSBG Close-out Report, including the CSBG Final Financial Report, a refund check for any unspent funds, and the CSBG Final Program Report.
- (2) Recipients will complete and submit the CSBG Information System Survey. The Recipient will be notified in writing of the due date.

B. Quarterly Reports

The CSBG quarterly program reports must be provided to the Department no later than the twenty (21) working days following the end of the last month of the quarterly reporting period.

C. Monthly reports

The CSBG Monthly Financial Status Reports must be provided to the Department no later than the twenty-first (21st) day of each month following the end of the reporting period regardless of whether or not funds were expended.

D. Board Minutes

- (1) Draft board meeting minutes from all CSBG Board of Directors' meetings must be provided to the Department no later than 15 working days from the date of the meeting.
- (2) Documentation of public notice of each CSBG board meeting must be provided to the Department with the above referenced draft board minutes.
- (3) Official approved minutes from all CSBG Board meetings must be provided to the Department no later than 15 working days from the date of the meeting in which the minutes are approved.

E. Monitoring Report Responses

A written response to all monitoring report findings and/or concerns must be provided to the Department no later than 35 days from the date of the monitoring report.

- F. Board Roster - When board members or officers change, the Recipient within 30 days will provide a revised board roster to the Department. The board roster format which is included with the contract documents and instructions should be used to provide the Department with the following information:

**CSBG
ATTACHMENT E
REPORTS**

- Name of Board Member and Current Office held
- Mailing Address separate from agency address (No post office box numbers)
- E-Mail Address
- Telephone Numbers (Home, Fax and Cell)
- Sector Represented (for public or private sectors, list organization represented)
- Date when originally seated on Board
- Date when seated for current term
- Total number of years on board
- Expiration date of current term

G. Upon reasonable notice, the Recipient shall provide additional program updates or information as may be required by the Department, including supporting or source documentation for any reports identified in this section.

H. The reports shall be submitted to:

Ms. Hilda Frazier, Planning Manager
Florida Department of Community Affairs
Division of Housing & Community Development
2555 Shumard Oak Boulevard
Tallahassee, Florida 32399-2100

**CSBG
ATTACHMENT F
PROPERTY MANAGEMENT AND PROCUREMENT**

Recipient shall comply with property management standards for non-expendable property equivalent, at a minimum, to OMB Circular A-102, revised or OMB Circular A-110, revised, Subpart C, Post Award Requirements, and the awarding federal agency's "Common Rule."

**CSBG
ATTACHMENT G
STATEMENT OF ASSURANCES**

A. Interest of Certain Federal Officials

No member of or delegate to the Congress of the United States, and no Resident Commissioner, shall be admitted to any share or part of this Agreement or to any benefit to arise from the same.

B. Interest of Members, Officers, or Employees of Recipient, Members of Local Governing Body, or Other Public Officials

No member, officer, or employee of the grantee, or its delegates or agents, no member of the governing body of the locality in which the program is situated, and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the program during his tenure or for one year thereafter, shall have any interest direct or indirect, in any contract, subrecipient agreement or subcontract, or the proceeds thereof, for work to be performed in connection with the program assisted under this Agreement. The grantee shall incorporate or cause to be incorporated in all such Agreements, a provision prohibiting such interest pursuant to the purposes of this subsection. No board member, officer or employee will be permitted to receive any remuneration or gift in any amount. Board members may receive travel expenses in accordance with s. 112.061, Florida Statutes.

C. Nepotism

The grantee agrees to abide by the provisions of s.112.3135, Florida Statutes, pertaining to nepotism in their performance under this Agreement.

D. CSBG Assurances

The grantee hereby assures and certifies as a condition of receipt of Community Services Block Grant funds, that it and its subrecipients will comply with the applicable requirements of Federal and State laws, rules, regulations, and guidelines. As part of its acceptance and use of CSBG funds, the grantee assures and certifies that:

**CSBG
ATTACHMENT G
STATEMENT OF ASSURANCES**

(1) The grantee possesses the legal authority to apply for the grant, and that the contract proposal has been approved by the grantee's governing body, including all assurances contained herein.

(2) The grantee will use all CSBG funds to provide services and activities having measurable and potentially major impact on causes of poverty in the community. Funds not used during the contract period will be returned to the Department of Community Affairs with the close-out report on or before the due date.

(3) The recipient assures and provides documentation that the Community Services Block Grant board is administered through a tri-partite board that meets the requirements of 9B-22.001, F.A.C. and 42 U.S.C.9910, Section 676B. The board of directors will fully participate in the development, planning, implementation, and evaluation of the CSBG program to serve low-income communities.

(4) Procedures will be in place which will allow low-income individuals, community organizations and religious organizations to petition for adequate representation on the board if they feel inadequately represented.

(5) The Recipient assures that all board of directors meetings are timely noticed at least seven (7) days but not more than thirty (30) days prior to the date on which the meeting is scheduled. Such notices must be given by publishing meeting information in local media (newspapers, radio, etc.) with a copy on file with the Recipient for inspection by the Department. If immediate danger to the public health, safety or welfare occurs requiring emergency action by the board, a board meeting may be scheduled by any procedure that is fair under the circumstances and necessary to protect the public interest.

(6) The Recipient will provide for coordination among anti-poverty programs in each community.

(7) The Recipient possesses the sound fiscal controls and fund accounting procedures necessary to adequately safeguard the assets of the agency, check the accuracy and reliability of accounting data, promote operating efficiency and maintain compliance with audit procedures and prescribed management policies of the agency.

**CSBG
ATTACHMENT G
STATEMENT OF ASSURANCES**

(8) The Recipient will permit and cooperate with Federal and State investigations designed to evaluate compliance with the law. The Recipient will notify the Department in writing immediately of any allegations or acts pertaining to fraud or the misuse of CSBG funds.

(9) The Recipient will give the Department, the Auditor General or any authorized representative complete access to examine all records, books, papers or documents related to all fiscal and program operations of the grant, including those of any sub-recipient.

(10) The Recipient will comply with non-discrimination provisions, in accordance with Florida Statutes; section 678(F)(c)(1) of Public Law 97-35, as amended; Titles VI and VII of the Civil Rights Act of 1964; and 45 C.F.R. Parts 84, 86 and 90.

(11) The Recipient will comply with the match requirements of this Agreement and maintain verification of type and source.

(12) The Recipient will comply with section 678F(a)(1) of Public Law 97-35, as amended, which prohibits use of CSBG funds for purchase or improvement of land, or the purchase, construction, or permanent improvement of any building or other facility.

(13) CSBG administrative expenses shall not exceed 15 percent of the total final CSBG expenditures (match excluded) at close out. Any amount in excess of this limit shall be refunded to the Department at time of contract close out.

(14) If secondary administrative expenses are requested, the following conditions must be met:

(a) CSBG Budget and Secondary Administrative Expenses, Attachment B and Scope of Work and Quarterly Report Form, Attachment C must document how these expenses will be used to support eligible CSBG Community Action Plan activities.

(b) The administrative expenses of the secondary grant source must be fully utilized prior to using CSBG funds for secondary administrative expenses.

**CSBG
ATTACHMENT G
STATEMENT OF ASSURANCES**

(c) CSBG funds may not be used to increase administrative expenses for a secondary grant source above 15 percent of the secondary grant source's total grant amount.

(d) Only the Recipient is eligible for these funds. Secondary administration may not be claimed or used by sub-recipients.

(e) All contracts and fiscal expense documentation related to the grant sources for which secondary administration is claimed must be made available to the Department upon request.

(f) Audit costs, travel and association dues are not allowable secondary administrative expenses.

(g) Under no circumstances shall secondary administrative expenses be approved for costs already covered by the secondary grant source, nor for any other administrative costs exceeding the total of 15 percent of the total secondary grant source budget.

(15) If the Recipient administers a transportation program, it will comply with Chapter 427, Florida Statutes, so that it will coordinate with the appropriate transportation provider(s).

(16) The CSBG application and all its attachments, including budget data, are true and correct.

(17) In accordance with section 678F(b)(1)(2) of Public Law 97-35, as amended, the Recipient will prohibit any political activities by the Recipient or employees in accordance with the Hatch Act restrictions on political activity.

(18) In accordance with section 678(G)(a) of Public Law 97-35, as amended, the Recipient may conduct drug testing on CSBG program participants. If the Recipient does so, it must inform participants, who test positive, and refer them to treatment facilities.

(19) In accordance with section 678G(b) of Public Law 97-35, as amended, the Recipient assures that it will inform custodial parents in single parent homes who participate in CSBG-funded programs about the availability of child-support services and refer them to the appropriate state and local child support offices.

**CSBG
ATTACHMENT G
STATEMENT OF ASSURANCES**

(20) In accordance with section 676(b)(11) and section 676(b)(3) of Public Law 97-35, as amended, the Recipient must provide the Department with an agency Community Action Plan that consists of the following:

- (a) A community needs assessment (including food needs);
- (b) A description of the service-delivery system targeted to low-income individuals and families in the service area;
- (c) A description of how linkages will be developed to fill identified gaps in services through information, referral, case management, and follow-up consultation;
- (d) A description of how funding under this Act will be coordinated with other public and private resources; and
- (e) A description of outcome measures to be used to monitor success in promoting self-sufficiency, family stability, and community revitalization.

(21) The Recipient assures that the Workplan and Quarterly Report Form, Attachment C to this agreement is consistent with the most current Community Action Plan officially adopted by the Recipient's board of directors.

(22) The Recipient agrees to comply with Public Law 103-227, Part C, Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (Act), which requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments. Federal programs include grants, cooperative agreements, loans or loan guarantees, and contracts. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for in-patient drug and alcohol treatment.

**CSBG
ATTACHMENT G
STATEMENT OF ASSURANCES**

(23) The Recipient assures that the above language contained in Section (21) of Attachment G of this Agreement will be included in any sub-contracts which contain provisions for children's services and that all sub-grantees shall certify compliance accordingly. Failure to comply with the provisions of this law may result in the imposition of a civil monetary penalty of up to \$1000 per day.

(24) The Recipient assures, as stated in Section 507 of Public Law 103-333, that to the extent practicable, all equipment and products purchased with funds made available in this Act should be American made.

(25) The Recipient agrees to adhere to a provision of section 675C(a)(3) of Public Law 97-35, as amended and the FFY 2007-2008 CSBG State Plan regarding the recapture of unobligated funds. Funds allocated in this contract and not obligated by the Recipient during the contract period, will be returned to the Department at the time of close out. Unobligated funds in excess of 20 percent of the amount allocated to the Recipient will be surrendered to the Department. The balance of unobligated funds up to 20 percent will be re-contracted to the Recipient during the next contracting cycle.

(26) Each Recipient receiving an allotment for a fiscal year shall adhere to the Application and Plan assurances set forth in section 676 of Public Law 97-35, as amended.

(27) This Agreement has been approved by the Recipient's governing body by official action, and the officer who signs it is duly authorized to do so.

(28) The Recipient shall secure and maintain an internet computer service and notify the Department of their e-mail address.

(29) The Recipient shall develop a Memorandum of Understanding with all Work Force Florida, Incorporated boards in their service area. The Memorandum of Understanding shall detail cooperative workforce training and employment efforts and shall describe the actions that will be taken by both parties to assure the coordination and partnership of the CSBG program and Work Force Florida, Incorporated "One-Stop" delivery system, services and information.

**CSBG
ATTACHMENT G
STATEMENT OF ASSURANCES**

(30) When providing rental or mortgage assistance with CSBG funds, the Recipient will secure either a rental/lease agreement or mortgage documentation and place a copy of the documentation in the client's file.

(31) The Recipient will have appropriate staff attend training sessions as scheduled by the Department to cover CSBG policies and procedures.

**CSBG
ATTACHMENT H
SPECIAL CONDITIONS**

A. The Recipient and its sub-recipients shall comply with the following special conditions:

None.

B. Failure of the Recipient or its sub-recipients to comply with the special conditions under this Agreement shall be cause for the immediate suspension of payments, and may be cause for the immediate termination of this Agreement.

N/A

**CSBG
ATTACHMENT I**

**Certification Regarding
Debarment, Suspension, Ineligibility
And Voluntary Exclusion**

Contractor Covered Transactions

- (1) The prospective contractor of the Recipient, _____, certifies, by submission of this document, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the Recipient's contractor is unable to certify to the above statement, the prospective contractor shall attach an explanation to this form.

Contractor's Name

Recipient's Name

By
Signature

Name & Title

DCA Contract Number

Street Address

City, State, Zip

Date

**CSBG
ATTACHMENT J
WARRENTIES AND REPRESENTATIONS**

Financial Management

Recipient's financial management system shall provide for the following:

- (1) Accurate, current and complete disclosure of the financial results of this project or program.
- (2) Records that identify adequately the source and application of funds for all activities. These records shall contain information pertaining to grant awards, authorizations, obligations, unobligated balances, assets, outlays, income and interest.
- (3) Effective control over and accountability for all funds, property and other assets. Recipient shall adequately safeguard all such assets and assure that they are used solely for authorized purposes.
- (4) Comparison of expenditures with budget amounts for each Request For Payment. Whenever appropriate, financial information should be related to performance and unit cost data.
- (5) Written procedures for determining the reasonableness, allocability and allowability of costs in accordance with the provisions of the applicable cost principles and the terms and conditions of this grant.
- (6) Accounting records, including cost accounting records that are supported by source documentation.

Competition

All procurement transactions shall be conducted in a manner to provide, to the maximum extent practical, open and free competition. The Recipient shall be alert to conflicts of interest as well as noncompetitive practices among contractors that may restrict or eliminate competition or otherwise restrain trade. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, invitations for bids and/or requests for proposals shall be excluded from competing for such procurements. Awards shall be made to the bidder or offeror whose bid or offer is responsive to the solicitation and is most advantageous to the Recipient, price, quality and other factors considered. Solicitations shall clearly set forth all requirements that the bidder or offeror shall fulfill in order for the bid or offer to be evaluated by the Recipient. Any and all bids or offers may be rejected when it is in the Recipient's interest to do so.

Codes of Conduct

The Recipient shall maintain written standards of conduct governing the performance of its employees engaged in the award and administration of contracts. No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by public grant funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award. The officers, employees, and agents of the Recipient shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to subcontracts. The standards of conduct shall provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the recipient.

**CSBG
ATTACHMENT J
WARRANTIES AND REPRESENTATIONS**

Business Hours

The Recipient shall have its offices open for business, with the entrance door open to the public, and at least one employee on site, from at least 8:00 a.m. to 5:00 p.m. Monday through Friday.

Licensing and Permitting

All subcontractors or employees hired by the Recipient or any subrecipient shall have all current licenses and permits required for all of the particular work for which they are hired by the Recipient.

**ATTACHMENT K
JUSTIFICATION OF ADVANCE PAYMENT**

RECIPIENT'S NAME:

CONTRACT NUMBER:

Indicate by checking one of the boxes below, if you are requesting an advance. Any advance payment under this Agreement is subject to s. 216.181(16)(a)(b), Florida Statutes. *The amount of the advance shall not exceed the expected cash needs of the recipient within the initial three months.*

<input checked="" type="checkbox"/> NO ADVANCE REQUESTED No advance payment is requested. Payment will be solely on a reimbursement basis. No additional information is required.
<input type="checkbox"/> ADVANCE REQUESTED (SEE BELOW) Advance payment of \$ _____ is requested. Balance of payments will be made on a reimbursement basis. These funds are needed to pay staff, award benefits to clients, duplicate forms and purchase start-up supplies and equipment. We would not be able to operate the program without this advance.

ADVANCE REQUEST WORKSHEET: If you are requesting an advance, complete the following worksheet.

	DESCRIPTION	(A) FFY 2006	(B) FFY 2007	(C) FFY 2008	(D) Total
1	INITIAL CONTRACT ALLOCATION				
2	FIRST THREE MONTHS CONTRACT EXPENDITURES ¹				
3	AVERAGE PERCENT EXPENDED IN FIRST THREE MONTHS (Divide line 2 by line 1.)				

¹ Start with the month in which any contract funds were expended. If you do not have this information, call your financial specialist and they will assist you.

MAXIMUM ADVANCE ALLOWED CALCULATION:

$$\begin{array}{rcl}
 \text{Cell D3} & \times \$ & \text{CSBG AWARD} \\
 & & \text{(Do not include match)} \\
 & & \text{MAXIMUM ADVANCE} \\
 \\
 \text{CSBG AWARD} & \times & .25 \\
 & & \text{25\% of ALLOCATION}
 \end{array}$$

If your advance request exceeds 25 percent of the contract allocation, complete the Budget and Justification section below.

REQUEST FOR WAIVER OF CALCULATED MAXIMUM

- Recipient has no previous CSBG contract history. Complete Estimated Expense chart below.
- Recipient has exceptional circumstances that require an advance greater than 25% of the contract allocation or the Maximum Advance calculated above. Complete Estimated Expense chart below. Attach additional pages if needed.

ESTIMATED EXPENSE BUDGET JUSTIFICATION

BUDGET CATEGORY	2008-2009 Anticipated Expenditures for First Three Months of Contract
ADMINISTRATIVE COSTS (Include Secondary Administration)	
PROGRAM EXPENSES – Direct Client Assistance Expenses (Include recipient and sub-recipient expenses.)	
PROGRAM EXPENSES – Other Program Expenses (Include recipient and sub-recipient expenses.)	
TOTAL EXPENSES	

Explanation of Circumstances:

A NPI	B OUTCOME	C 2008-2009 Contract Workplan Proposed Units Expected To Be Achieved	D Current 2007-2008 Contract Workplan Expected to Achieve	E Percent of Deviation between 2008 Projected Achievements (Col D) and 2009 Proposed Achievements (Col C)	F 2007-2008 Contract Actual Units Achieved as of Quarter Ending:	G Units Achieved, Completed, Accomplished, Finished, etc. IS Survey 2007
Narrative:						

A NPI	B OUTCOME	C 2008-2009 Contract Workplan Proposed Units Expected To Be Achieved	D Current 2007-2008 Contract Workplan Expected to Achieve	E Percent of Deviation between 2008 Projected Achievements (Col D) and 2009 Proposed Achievements (Col C)	F 2007-2008 Contract Actual Units Achieved as of Quarter Ending:	G Units Achieved, Completed, Accomplished, Finished, etc. IS Survey 2007
	2. A common in-take process and common ID# is used for <u>some</u> clients					
	3. A separate in-take process and/or separate ID# is used for each program administered					

A	B	C	D	E	F	G
NPI	OUTCOME	2008-2009 Contract Workplan Proposed Units Expected To Be Achieved	Current 2007-2008 Contract Workplan Expected to Achieve	Percent of Deviation between 2008 Projected Achievements (Col D) and 2009 Proposed Achievements (Col C)	2007-2008 Contract Actual Units Achieved as of Quarter Ending:	Units Achieved, Completed, Accomplished, Finished, etc. IS Survey 2007
	How CAA manages client information and tracks client progress					
B.	1. Agency utilizes a databases for all clients for use in intake and assessment and provision of services	X	X		X	X
	2. Agency utilizes dalabases for some clients for use in intake and assessment and provision of services					
	3. Agency uses database for all client intake/assessment/provision of services & outcome measurement					
	4. Agency uses database for some client intake/assessment/provision of services & outcome measurement					
	What computer programs are used to manage client information and track client progress					
	1. Custom designed database - PBC ISS	X	X		X	X
	2.					
	3.					
	4.					
	5.					
Table 4 Agency Organizes and Operates its Programs, Services and Activities Toward accomplishing Family and Community Outcomes						
	Agency has the capacity to report client/customer progress toward self-sufficiency					
A.	1. Agency can report outcomes that measure progress without use of an outcome scale.	Y	Y		Y	Y
	2. Agency utilizes outcome scales to measure client movement toward self-sufficiency	N	N		N	N
	3. Agency has capacity to derive unit cost statistics: cost/service delivered or cost of service per client	N	Y		Y	N
	4. Agency has capacity to derive unit cost statistics for effectiveness: cost per outcome delivered	N	N		N	N
	Agency has provided results-oriented management and accountability training within the past 2 years					
B.	1. At least half of the Agency board has received ROMA training	N	Y		N	Y
	2. Agency management staff has received ROMA training	Y	Y		Y	Y
	3. Agency supervisory staff has received ROMA training	Y	Y		Y	Y
	4. Agency line staff has received ROMA training	Y	Y		Y	Y
	Agency programs achieved accreditation demonstrating they meet or exceed nationally recognized standards					
C.	1. Early childhood care and education sites receive NAEYC or other recognized forms of accreditation	N	N		N	N
	2. Programs achieve other form of recognized accreditation.	N	N		N	N
	Agency is implementing ROMA tools and management practices					
D.	1. Agency has adopted and implemented logic models for key programs and activities	Y	Y		Y	Y
	2. Agency programs and activities are evaluated using ROMA principals	Y	Y		Y	Y
Table 5 Agency Staff Obtain Credentials that Improve Their Capacity to Achieve Results						
	1. Staff who work with families obtain the Family Development Specialist credential					
	2. Staff who work with children obtain Child Development Associate credential or higher credential/degree					
	3. Staff obtain GED.					
	4. Staff who received CCAP credentials					
	5. Staff who received Associates Degree					
	6. Staff who received Bachelors Degree	7	1	14.3%	0	0
	7. Staff who received Masters Degree	0	1	#DIV/0!	0	1
	8. Staff who received Doctorate Degree					
	9. Staff who are certified ROMA Trainers					
	10. Agency staff obtained other credential that increase their capacity to achieve results.					
Narrative:						
0.1 Independent Living						
A	Senior Citizens (55 years old or older)	1,200	1,500	125.0%	412	1,016
B	Individuals with Disabilities	700	65	9.3%	574	723

A NPI	B OUTCOME	C 2008-2009 Contract Workplan Proposed Units Expected To Be Achieved	D Current 2007-2008 Contract Workplan Expected to Achieve	E Percent of Deviation between 2008 Projected Achievements (Col D) and 2009 Proposed Achievements (Col C)	F 2007-2008 Contract Actual Units Achieved as of Quarter Ending:	G Units Achieved, Completed, Accomplished, Finished, etc., IS Survey 2007
6.2 Emergency Assistance						
A	Food (Households)	300**	300	#VALUE!	619	302
B	Emergency Vendor Payments	4,038	4,456	110.4%	1,651	8,955
C	Temporary Shelter (Motel, Shelter placement, etc.)	6	15	250.0%	4	12
D	Emergency Medical Care					
E	Protection from Violence					
F	Legal Assistance	25	25	100.0%	10	9
G	Transportation	50	50	100.0%		162
H	Disaster Relief					
I	Clothing	310	20	6.5%	67	183
J	Provide translation assistance in order for person to receive emergency services					
6.3 Child and Family Development						
Infant and Child						
A	1) Infants and children obtain age appropriate immunizations, medical and dental care					
	2) Infants and children health and physical development are improved as a result of adequate nutrition					
	3) Children participate in pre-school activities to develop school readiness skills.					
	4) Children participating in pre-school activities are developmentally ready for Kindergarten or 1st Grade					
Youth						
B	1) Youth improve physical health and development					
	2) Youth improve social/emotional development					
	3) Youth avoid risk-taking behavior for a defined period of time	0	55	#DIV/0!	0 *	66
	4) Youth have reduced involvement with criminal justice system					
	5) Youth increase academic, athletic or social skills by participating in before or after school programs					
Adult						
C	1) Parents and other adults learn and exhibit improved parenting skills					
	2) Parents and other adults learn and exhibit improved family functioning skills					
Narrative: *3rd Quarter **6.2 A - Food: Units reduced due to no longer participate with TEFAP						



**PBC COMMUNITY ACTION BOARD
TUESDAY, MAY 20, 2008**

MINUTES

PRESENT

Vincent Goodman
Angelia Fowler
Robert Walker
Jerry Kelly
Asleen Stepherson
Yvette Jakes
Evelyn Palencia
Eric Quinonos for Anax Pompilus
Yvette Coursey
Tequisha Myles
Esaie LaRose
Lynda Charles
Pam Williams

Staff Present

Maureen Perrault
June Lucas

NOT PRESENT

Von Sheila Hatcher
Autrie Moore Williams
Ann Simpson
Kathy Beeson
Teresa Johnson
Tombalena Guyton
Mildred Edwards
Phyllis Clark
Loretha Daniels
Lillie Pettigrew

CALL TO ORDER

The meeting was called to order by the Chairperson, Yvette Coursey, followed by a period of introductions of those present.

APPROVAL OF MINUTES OF APRIL 15, 2008

Motion made by Vince Goodman, seconded by Robert Walker to accept the April 15, 2008 Board Minutes with any necessary corrections, motion unanimously approved by board members present.

STAFF REPORT – MAUREEN PERRAULT

Maureen noted that included in the Board handouts for tonight, is a flyer that was emailed by one of our board members, Audrey Williams. The flyer announces the 3rd Annual Homeless Symposium that will be held on Friday May 23 from 8:30 a.m. – 1:00 p.m. at Palm Beach Atlantic University.

The next item up for discussion, Maureen indicated that when the board notices were mailed out, there was also included, a copy of the CSBG application in full that needs to be returned to the State. In summary, Maureen reviewed in detail the workplan and the budget detail. We have the allocation for October 1, 2008, this grant is concurrent with the county fiscal year that will run to September 30, 2009. We received a slight increase. We usually get our second allocation sometimes in January or February, but please remember that as part of the county budget reduction process, that we had to do the last stage, which was to reduce our budget from 5% from last year, yet absorbing a 5% increase for staff cost of living and merit increases. The budget and workplan are very similar to what we have done in the past. Staff did a great job on our tax assistance program this year and our numbers are going up. Also, we had to reduce some of the direct services that we do. As a reminder, Maureen noted that there are things we can do that involves staff time and expertise at no budget cost, for instance, consumer education classes which would include, topics such as: foreclosure, cons and internet scams, coupons, how to do a budget, finance etc. Maureen noted that she is starting to pull that together, hoping to have it started by October 1. We won't see any dollars associated with that, but again it would involve staff time.

We are in a brand new cycle for LIHEAP, we just started up our new grant. There is a proposal for an increase to LIHEAP in the contingency funds, it really depends on which way the political winds blow on that. She can tell you that we are very stringent on our priorities for utility assistance for the last couple of months of the contract, however when we opened up in May, the beginning of a new contract, there was such a tremendous demand. The numbers are increasing, the profile is getting broader in terms of seeing people that we have not seen before, the new poor. The first question that we ask is, "have you ever received utility assistance with us before?". If the answer is no, we will see them anytime. Other priorities include, seniors, disabled and having children under 5. We have an average of at least 100 calls a day that comes through the reception desk. The utility assistance program is two part: 1) HEA a payment matrix which pays up to \$200 regardless of what your bill is and you don't have to be behind on your bill to qualify. 2) Crisis Benefit Assistance (CBC) up to \$400 for final notice. The maximum amount you can receive under both payment categories is \$600. One of the most confusing part of our utility assistance program, which is federal regulation, is that, if the amount of the assistance provided is not sufficient to prevent disconnection or to restore service, that we have to deny the application. If a client can provide proof of coming up with that amount not covered, we can assist them. The board then discussed rent cases, and what is legal as far as what the landlord can do to potential evictees. Tequisha Myles, Housing Attorney with Legal Aid explained what a tenants rights are and what the landlord can legally do in the event a case goes to court for eviction. Maureen asked if there were any other questions regarding the LIHEAP program, there being none, she moved on to the next item.

BOARD APPROVAL OF CSBG GRANT CONTRACT FY 08-09

Maureen reverted back to the CSBG grant that was mailed out with the board agenda. We are asking for Board approval once the grant has been reviewed and discussed. Maureen informed the board that we are right about 1.1 million with LIHEAP from the contract we just closed out and we are right at that same level for the new contract that we started out.

Maureen indicated that since the board had been mailed the CSBG Grant Application prior to this board meeting, she will entertain any questions the board may have concerning this grant. It is a condition of this grant, not only that this Board exist, but one of these

requirements of the contract is board approval of this contract. Extra copies of the Grant was made available to those that did not bring it with them tonight.

Question: Mr. Goodman asked Maureen to explain cost reimbursement. **Answer:** Maureen noted that this Contract is a cost reimbursement Contract; how we get money for this contract is we are awarded an annual amount, the first handout we did which is the financial status report, when this is submitted to the Dept. of Community Affairs, the format on this financial report is parallel to how we do our budget detail, (*see enclosed budget detail*). We are reimbursed for actual cost incurred, which usually runs a month behind. If we have unexpended funds, 100% of that money can be carried over to the next fiscal year.

Question: Mr. Goodman asked about (page 9) Termination, how can a grant be terminated? **Answer:** Maureen indicated, failure to comply with any of the applicable rules, regulations of this contract, the OFMB circular. Maureen then gave an example: If we were cited for this board by not meeting, not having a quorum, not approving minutes, not filling seats etc., if we failed to comply with those stipulations, our contract can be in jeopardy.

Tequisha Myles, pointed out typo's at the top of Goal 3, (2 of 2) attachment C, 1 of 3.

Question: Mr. Goodman asked on the Budget Detail 4 of 7, wanted to know why the 2 other columns are there, the cash match and total. **Answer:** Maureen noted that this contract requires a 20% match, 2% must be cash, 18% can be like in-kind match, we have 20% cash match, that's why we have three columns on the budget detail. The cash match is 20% of the CSBG amount.

Yvette Jakes commented that since this grant is a lot to absorb, we should present the CSBG Grant to the Board with tabs or dividers or color code to make it easier for the Board to follow where the various pages are. Maureen noted that was a good recommendation and we will try to have an improved version of this Grant at the next meeting in a folder with tabs.

Mr. Goodman wanted to know if what the Board proposed last year in terms of what area we could take a cut from in terms of direct services, the board voted on bus passes. Was this cut included in this grant application? Maureen indicated that Vince is correct, that part of what we proposed last year for budget reduction, what you do see here in this grant is the reduced number for bus passes.

Maureen informed the members that this Board can approved this contract with effective date October 1, 2008 as a start date, We, (Community Action) can do a contract modification, if the Board decides to recommend modifying the budget, noting that we can't change the total budget amount. With no further discussion to the CSBG Grant Application FY 08-09, **a motion was on the floor to approve the CSBG 2008-2009 Grant Application to present to the State of Florida Department of Community Affairs as presented, with corrections to the typo's, motion by Jerry Kelly, seconded by Vince**

Goodman and unanimously carried.

CHAIRPERSON REPORT

Dr. Coursey wanted to thank this Board for doing a fantastic job. Also wanted to thank those that were able to attend the One Child At A Time Luncheon held last month.

COMMENTS OR CONCERNS OF THE BOARD

Tequisha Myles, made everyone aware that at the last legislative session, the filing fee to file a lawsuit or counterclaim has increased, effective July 1st. Lynda Charles, referred to Tequisha with regards to their assistance with foreclosure cases, can she refer clients to her office. Tequisha informed Lynda that they do not have a special section in her office to specifically handle foreclosures, but she can take a couple of cases here and there. Her office is definitely fielding many calls. Some discussion with regards to the many foreclosures we are facing today and the rights of the homeowners. Dr. Coursey asked if Tequisha Myles, Housing Attorney with Legal Aid if she would do a brief workshop on foreclosures, legal issues pertaining to the rights of homeowners at the next Board Meeting on June 17th and Ms. Myles agreed.

Evelyn Palencia with Florida Rural Legal Services gave her phone number and indicated that foreclosure cases or evictions can be referred to her office.

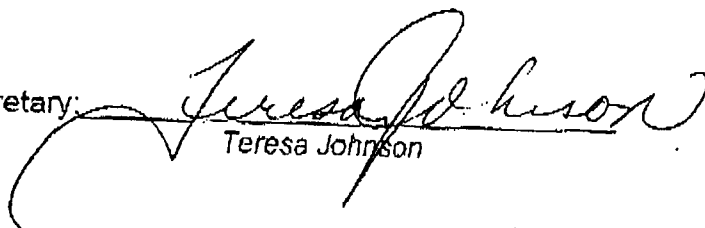
Maureen informed the Board that Edward Rich, Director of the Department is retiring at the end of the year. The Department is putting together a book of letters/memoirs at part of his going away. If the Board would like to participate in that, please let her know.

Maureen also informed the Board that the City of West Palm Beach has proposed an increase for water utilities. The City has offered in lieu of high bills, they would like to use some of their revenue to offer rebates to low income families. The proposal is that they would get a set monthly amount to be an offset on their water bill. They are also proposing a partnership with Community Action to facilitate and assist them with that project and identifying low income families in the City of West Palm Beach, she will keep the board posted.

In closing, Dr. Coursey commented that what Maureen just told us, is another example of creative advocacy on behalf of our clientele and she would like to thank Maureen again on behalf of the Board.

ADJOURNED

Board Secretary:


Teresa Johnson

MEMORANDUM OF UNDERSTANDING

Between

Palm Beach County Community Action Program

And

Workforce Alliance, Inc.

This Memorandum of Understanding ("MOU") outlines the actions that will be taken by the above mentioned Parties to assure the coordination and partnership of the Community Services Block Grant (CSBG) Program with Workforce Alliance, Inc.

A) PBC Community Action will:

1. Provide information and referral for Job Seekers to the Workforce Alliance, Inc.'s Career Centers;
2. Provide speakers, flyers, and program updates to Workforce Alliance, Inc.
3. Provide support services to Workforce Alliance, Inc. Job Seekers including, but not limited to: emergency assistance, including utility payments, clothes, food and households, back to school help, summer camp scholarships, food vouchers, bus passes, holiday assistance, income tax preparation and filing.

B) Workforce Alliance, Inc. through its Direct Service Providers, Career Center Staff will:

1. Provide direct services to eligible Job Seekers, including: computerized job bank, career center resources, including access to fax machines, phones, copiers, etc. at no cost to the Job Seekers.
2. Workshops designed to improve job searches, local labor market information, skills assessments, and special programs for people with specific needs, including: programs for veterans, and the disabled. Other services include, Job Corps, Senior Community Service Employment.

C) This MOU shall commence on the date of signing by the Alliance President/CEO and shall terminate on June 30, 2009, unless otherwise terminated or extended by mutual agreement of the Parties and can be modified only by written mutual agreement of the Parties. Any such

modification shall be preceded by written notice of intent to modify and the purpose of such modification.

IN WITNESS WHEREOF, Workforce Alliance, Inc. and Palm Beach County Community Action Program have caused this Memorandum of Understanding to be duly executed as of the date set forth below:

Signed and Agreed Upon:
Workforce Alliance, Inc.

By: Kathryn Schrudt
Kathryn Schrudt, Alliance President/CEO

5-12-08
Date

Signed and Agreed Upon:
PBC Community Action Program

By: Maureen Perrault
Maureen Perrault, Program Director

5/13/08
Date

COMMUNITY ACTION PROGRAMS
TARGET AREA CENTERS



Administration
 810 Datura Street
 West Palm Beach, FL 33401
 Receptionist
 Special Events Line

Maureen Perrault, Director 355-4727
 June Lucas, Secretary 355-4726
 355-4792
 355-4289
Fax #: 355-4192

L.I.H.E.A.P
 810 Datura Street

Kathryn McNealy 355-4733 / 355-4794
 Joyce Frank 355-4723
 Dorothy Hazard 355-4292
 Ayree Grey 355-9905
 Velma Garrett 355-4706
 Cynthia Hatton 355-4783
 Deneen Schexnider 355-4290

Boynton Beach TAC
 410 E. Boynton Beach Blvd.
 Suite B
 Boynton Beach, FL 33435

Josephine Carey 694-5498 (Main Line)
 694-5495, 5496 & 5497
Fax #: 738-5083

Delray Beach TAC
 610 S.W. 15th Ave.
 Delray Beach, FL 33444

Myrna Silvas 278-8090
 Bettye Dillard **Fax #: 274-8574**

Jupiter TAC
 6415 Indiantown Road
 Jupiter, FL 33458

Diane Duval 694-5471
 Mary Powell 694-5472 (73, 74 & 75)
 Donnie Cunningham **Fax #: 741-2041**

Lake Worth TAC
 1699 Wingfield Street
 Lake Worth, FL 33460

Sheila Thomas 694-5415
 Inthia Higgins 694-5416
 Lynn Patterson 694-5418
Fax #: 582-6807

Pahokee TAC
 380 E. 5th Street
 Pahokee, FL 33476

Gayle Love 1-924-7232 (Direct Line)
 1-924-7178/79 (Headstart)
Fax #: 924-2249

Riviera Beach TAC
 1440 Dr. M.L.K Blvd.
 Riviera Beach, FL 33404

Cynthia Morrow 845-4670 (4671 & 4672)
 Diane Peterson **Fax #: 845-4673**
 Angenette Smith

South Bay/Belle Glade TAC
 625 Martin Luther King Blvd.
 South Bay, FL 33493

Mary Allen 1-996-6721
 Yrinea Delbosque 1-996-0660 & (0661)
 Linda Evans **Fax #: 993-0132**
 James Scott, Driver




**PALM BEACH COUNTY
 CERTIFICATE OF SELF INSURANCE COVERAGE
 PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS**

<u>Date Issued</u> July 18, 2008

INSURED:
 PALM BEACH COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA,
 THE PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS, ITS
 EMPLOYEES, AGENTS AND OFFICIALS

SELF INSURED ACCOUNT NO. 103
 ADMINISTERED BY:
 Gallagher Bassett Insurance Services, Inc.

This Certificate is issued as a matter of information only and confers no rights upon the Certificate Holder. This Certificate does not amend, extend, nor alter the coverages or defense afforded by the self-insurance plans below.

Type of Coverage	Effective Date	Expiration Date	Limits of Liability - in Thousands
<u>GENERAL LIABILITY</u> (X) Comprehensive (X) Premises/Operations (X) Products/Completed Operations (X) Contractual (X) Independent Contractors (X) Broad Form Property Damage (X) Personal Injury (X) Errors & Omissions	11/1/90	Until canceled or revoked	Bodily Injury, Property Damage Personal Injury Combined \$100 per Claimant \$200 per Occurrence Self-Insured in accordance with S. 768.28 F.S.
<u>AUTOMOBILE LIABILITY</u> (X) Any Auto () All Owned Autos (Private Passenger Autos) () All Owned Autos (Other than Private Passenger) (X) Hired Autos (X) Non Owned Autos	11/1/90	Until canceled or revoked	Bodily Injury Property Damage Combined \$100 per Claimant \$200 per Occurrence Self-Insured in accordance with S. 768.28 F.S.
<u>WORKERS COMPENSATION</u> (X) INCLUDING EMPLOYERS LIABILITY	1/1/99	Until canceled or revoked	WC Statutory Limits 100/500/100 Self-Insured in accordance with S. 440 F.S.
EMPLOYEE DISHONESTY	4/1/08	4/1/09	\$50,000 excess of \$25,000 S.I.R.
<u>DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL/ITEMS:</u> All Operations of Palm Beach County Board of County Commissioners including the Community Services Department			
<u>CANCELLATION:</u> Should any of the above described coverages be canceled before the expiration date thereof, the issuing County will endeavor to mail 10 days written notice to the Certificate Holder named, but failure to mail such notice shall impose no obligation or liability of any kind upon the County, its agents, or representatives.			
<u>CERTIFICATE HOLDER</u> Department of Community Affairs Division of Housing & Community Development Community Assistance Section 2555 Shumard Oak Blvd Tallahassee, FL 32399-210			
 DIRECTOR			

**COMMUNITY SERVICES BLOCK GRANT
BOARD OF DIRECTOR'S ROSTER**

REPRESENTATIVES OF THE PUBLIC SECTOR (Elected Officials)						
Name & CAP Board Office Held	Organization Represented	Mailing Address & E-Mail Address	Telephone Number(s) Home, Office & Cell:	Date when originally seated on Board	Date when seated for current term	Expiration date of current term
Lynda Charles	PBC BCC At-Large	9842 Watermill Circle, Unite E Boynton Beach, FL 33437 lcharles@2lisc.org	(561) 471-7700 (561) 735-4232	10/01/05	10/01/07	09/30/10
Dr. Yvette Coursey, Chair	PBC BCC At-Large	P.O. Box 3823 West Palm Beach, FL 33402 cotomassociates@juno.com	(561) 863-8569 (561) 833-3113	10/01/04	10/01/07	09/30/10
Vincent Goodman, Vice-Chair	PBC BCC At-Large	450 W. 36 th Street Riviera Beach, FL 33404	(561) 842-6421	10/01/04	10/01/07	09/30/10
Von Sheila Hatcher	PBC BCC At-Large	4437 Davis Road Lake Worth, FL 33461	(561) 856-0769	08/21/07	10/01/07	09/30/10
Pamela Williams	PBC BCC At-Large	1572 W. 33 rd Street Riviera Beach, FL 33404	(561) 844-4854 (561)	11/01/03	01/15/08	09/30/10
Jerry Kelly	Mayor L. Frankel City of WPB	P.O. Box 3366 West Palm Beach, FL 33401 jkelly@wpb.org	(561)822-1258 (561) 969-1037	12/19/06	10/01/07	09/30/10
Autrie Moore-Williams	City Manager T. Smith City of South Bay	P.O. Box 848 South Bay, FL 33493 amayemoe@bellsouth.net	(561) 996-5861 (561) 914-1511	11/01/06	10/01/07	09/30/10
REPRESENTATIVES OF THE BUSINESS/PRIVATE SECTOR						
Ann Simpson	Public Defender's Office	4397 Lake Lucerne Circle West Palm Beach, FL 33401	(561) 478-1884 (561) 355-7531	11/01/03	01/15/08	9/30/10

Anax Pompilus	PBC School District	3330 Forest Hill Blvd., C-210 West Palm Beach, FL 33406	(561) 434-8852 (561) 644-2472	01/04/07	10/01/07	09/30/10
Evelyn Palencia	FL. Rural Legal Services	3111 S. Dixie Hwy., Suite 140 West Palm Beach, FL 33406 evelyn.palencia@frls.org	(561) 820-8902	08/09/07	01/15/08	9/30/10
Kathy Beeson	Dept. of Children & Families	111 S. Sapodilla Street West Palm Beach, FL 33401 laura_tingo@dcf.state.fl.us	(561) 837-5660	11/01/06	01/15/08	9/30/10
Tequisha Myles	PBC Legal Aid Society	423 Fern Street, Suite 220 West Palm Beach, FL 33401 tmyles@legalaidpbc.org	(561) 655-8944 ext. 296	11/01/04	01/15/08	9/30/10
Teresa Johnson Secretary/Treasurer	Urban League of PBC	1700 N. Australian Avenue West Palm Beach, FL 33401	(561) 833-1461		01/15/08	9/30/10
Esaie LaRose Pending Appoint.	Support Services Network, Inc.	904 37th Street West Palm Beach, FL 33407 whoa220@hotmail.com	(561) 371-9787 (561) 848-0468	10/17/06	8/1908	9/30/10
REPRESENTATIVES OF THE POOR						
Yvette Jakes	Jupiter	5874 Whirla Way Road Palm Beach Gardens, FL 33418	(561) 624-5661 (561) 841-8180	11/01/06	10/01/07	09/30/10
Asleen Stepherson	Riviera Beach	1417 West 33 rd Street Riviera Beach, FL 33404	(561) 688-2536 (561) 602-8663	10/17/06	10/01/07	09/30/10
Tombalena Guyton	Lake Worth	1917 Baythorne Road West Palm Beach, FL 33415 guyton+454@aol.com	(561) 357-7967 (561) 722-1460	11/01/04	01/15/08	9/30/10
Mildred Edwards	Delray	40 S.W. 7 th Avenue Delray Beach, FL 33444	(561) 674-2424	11/01/04	01/15/08	9/30/10
Loretha Daniels	Boynton	2513 S.E. 2 nd Street Boynton Beach, FL 33435	(561) 364-3531	11/01/06	10/01/08	9/30/10
Phyllis Clark	South Bay	P.O. Box 713 South Bay, FL 33493	(561) 996-8710 (561) 992-7929	02/01/06	01/15/08	9/30/10

Lillie Pettigrew	Pahokee	751 Palm Blvd. Pahokee, FL 33476	(561) 924-3500	11/01/04	01/15/08	9/30/10
Angelia Fowler	West Palm Beach	4226 Plumosa Street West Palm Beach, FL 33406 fowlerangelia@yahoo.com	(561) 688-2867	08/21/07	10/01/07	9/30/10
Robert Walker	Belle Glade	816 S.E. 2 nd Street Belle Glade, FL 33430 walker@ppk12.fl.us.com	(561) 261-0161 (561) 992-0997	10/02/07	10/01/07	09/30/10