




**II. FISCAL IMPACT ANALYSIS**

**A. Five Year Summary of Fiscal Impact:**

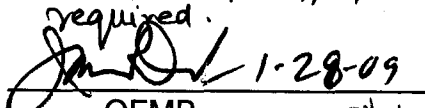
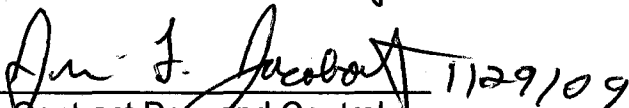
Fiscal Years	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>
Capital Expenditures					
Operating Costs	<u>92,281.46</u>				
External Revenue	<u>(92,281.46)</u>				
Program Income (County)					
In-Kind Match (County)					
<b>NET FISCAL IMPACT</b>	<u>-0-</u>				
<b># ADDITIONAL FTE POSITIONS (Cumulative)</b>					

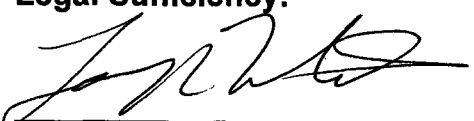
Is Item Included in Current Budget? Yes  No   
 Budget Account No.: Fund \_\_\_\_\_ Dept. \_\_\_\_\_ Unit \_\_\_\_\_ Object \_\_\_\_\_  
 Program Code \_\_\_\_\_

**B. Recommended Sources of Funds/Summary of Fiscal Impact:**  
 No new County funds

**C. Departmental Fiscal Review.** 

**III. REVIEW COMMENTS**

**A. OFMB Fiscal and/or Contract Administration Comments:**  
 The budget will be amended once the grant is received. This is an extension to FY/07/08 grant and no additional county funds are required.  
 1-28-09  
 OFMB  
 PM 01/26 CN 1/28/09 SK 1/29/09  
 1/29/09  
 Contract Dev. and Control  
 Expires 1/29/09

**B. Legal Sufficiency:**  
  
 Assistant County Attorney

**C. Other Department Review:**  
 \_\_\_\_\_  
 Department Director

**Department of Health and Human Services  
Administration for Children and Families  
Financial Assistance Award (FAA)**

SAI NUMBER:

PMS DOCUMENT NUMBER:  
04CH304642

1. AWARDING OFFICE: DA/OCM/Region IV	2. ASSISTANCE TYPE: Discretionary Grant	3. AWARD NO.: 04CH3046/42	4. AMEND. NO.: 2
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5. TYPE OF AWARD: SERVICE	6. TYPE OF ACTION: Supplement	7. AWARD AUTHORITY: 42 USC 9801 ET SEQ.
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8. BUDGET PERIOD: 10/01/2007 THRU 09/30/2008	9. PROJECT PERIOD: INDEFINITE	10. CAT NO.: 93600 ...
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11. RECIPIENT ORGANIZATION: PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS DIV. OF HS & CHILDREN SERVICES 810 Datura Street WEST PALM BEACH FL 33401 EDWARD L. RICH, director of community services	12. PROJECT / PROGRAM TITLE: PA-20 T/TA
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13. COUNTY: PALM BEACH	14. CONGR. DIST: 12	15. PRINCIPAL INVESTIGATOR OR PROGRAM DIRECTOR: Carmen A Nicholas, Head Start Director
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16. APPROVED BUDGET:		17. AWARD COMPUTATION:	
Personnel.....	\$ 6,082,029	A. NON-FEDERAL SHARE.....	\$ 3,597,168 20.00 %
Fringe Benefits.....	\$ 2,691,870	B. FEDERAL SHARE.....	\$ 14,388,670 80.00 %
Travel.....	\$ 7,937	18. FEDERAL SHARE COMPUTATION:	
Equipment.....	\$ 0	A. TOTAL FEDERAL SHARE.....	\$ 14,388,670
Supplies.....	\$ 75,009	B. UNOBLIGATED BALANCE FEDERAL SHARE.....	\$
Contractual.....	\$ 4,065,316	C. FED. SHARE AWARDED THIS BUDGET PERIOD..	\$ 14,388,670
Facilities/Construction...	\$ 0	19. AMOUNT AWARDED THIS ACTION:	\$ 57,629
Other.....	\$ 1,466,509	20. FEDERAL \$ AWARDED THIS PROJECT PERIOD:	\$
Direct Costs.....	\$ 14,388,670	21. AUTHORIZED TREATMENT OF PROGRAM INCOME:	
Indirect Costs.....	\$ 0	ADDITIONAL COSTS	
At % of \$		22. APPLICANT EIN:	23. PAYEE EIN:
In Kind Contributions....	\$ 0	1-596000785-A1	1-596000785-A1
Total Approved Budget(**)..	\$ 14,388,670	24. OBJECT CLASS:	41.51

25. FINANCIAL INFORMATION:						DUNS: 078470481
ORGN	DOCUMENT NO.	APPROPRIATION	CAN NO.	NEW AMT.	UNOBLIG.	NONFED %
OGM	04CH304642	75-8-1536	2008 G044120	\$57,629		

28. REMARKS: (Continued on separate sheets)

Client Population: 2051.  
Number of Delegates: 0.  
Paid by DHHS Payment Management System (PMS), see attached for payment information.  
This award is subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104).  
For the full text of the award term, go to [http://www.acf.hhs.gov/grants/award\\_term.html](http://www.acf.hhs.gov/grants/award_term.html).  
This grant is subject to the requirements as set forth in 45 CFR Part 87.  
(\*\*) Reflects only federal share of approved budget.  
These funds are awarded for a period not to exceed 12 months. Funds not obligated and/or

27. SIGNATURE - ACF GRANTS OFFICER <i>James Colvin</i> James Colvin	DATE: 8/28/08	28. SIGNATURE(S) CERTIFYING FUND AVAILABILITY <i>Cayle E. Howard</i> Cayle E. Howard	DATE: 8/20/2008
29. SIGNATURE AND TITLE - PROGRAM OFFICIAL(S) <i>Marsha W. Lawrence</i> Marsha W. Lawrence, Regional Program Manager	DATE: 8/28/08		

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
 ADMINISTRATION FOR CHILDREN AND FAMILIES  
 FINANCIAL ASSISTANCE AWARD

SAI NUMBER:

PMS DOCUMENT NUMBER:  
 04CH304642

1. AWARDING OFFICE: OA/OGM/Region IV		2. ASSISTANCE TYPE: Discretionary Gran		3. AWARD NO.: 04CH3046/42		4. AMEND. NO. 2	
5. TYPE OF AWARD: SERVICE			6. TYPE OF ACTION: Supplement		7. AWARD AUTHORITY: 42 USC 9801 ET SEQ.		
8. BUDGET PERIOD: 10/01/2007 THRU 09/30/2008			9. PROJECT PERIOD: THRU			10. CAT NO.: 93600	
11. RECIPIENT ORGANIZATION: PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS, DIV. OF HS & CHILDREN SERVICES							

## 26. REMARKS: (Continued from previous page)

liquidated may be reprogrammed into the grantee's next program year upon the Regional Office's receipt of a request which contains clear justification. Non-Federal match for this award must be obtained unless written approval of a waiver request is provided by the Regional Office. Additionally, these funds may only be expended for the furtherance of teacher education as outlined in ACF-IM-HS-08-09, issued April 16, 2008. Specifically, the authorized purposes are: tuition in the amount of \$46,267 for 51 teachers to take a 12-credit certificate course that would be included in their BA program, once enrolled. In addition it includes \$11,362 for those 51 teachers to take a Child Development course that would also be included in their BA program.

APPLICATION FOR  
FEDERAL ASSISTANCE

1. TYPE OF SUBMISSION: Application		2. DATE SUBMITTED	Applicant Identifier 04ch3046
<input type="checkbox"/> Construction	Pre-application	3. DATE RECEIVED BY STATE	State Application Identifier
<input checked="" type="checkbox"/> Non-Construction	<input type="checkbox"/> Construction	4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier 596000785
<input type="checkbox"/> Non-Construction			
5. APPLICANT INFORMATION		Organizational Unit:	
Legal Name: Palm Beach County		Department: Community Services	
Organizational DUNS: 078470461		Division: Head Start Children Services	
Address: Street: 3323 Belvedere Road, Building 502		Name and telephone number of person to be contacted on matters involving this application (give area code)	
City: West Palm Beach		Prefix:	First Name: Carmen
County: Palm Beach County		Middle Name: A	Last Name: Nicholas
State: FL	Zip Code: 33406	Suffix:	
Country: United States of America		Email: cnicholas@co.palm-beach.fl.us	
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 59-6000785		Phone Number (give area code) 561-233-1611	Fax Number (give area code) 561-233-1633
8. TYPE OF APPLICATION: <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.) Other (specify) <input type="checkbox"/> <input type="checkbox"/>		7. TYPE OF APPLICANT: (See back of form for Application Types) Other (specify)	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: TITLE (Name of Program): 93-600		9. NAME OF FEDERAL AGENCY: Department of Health & Human Services	
12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.): Palm Beach County		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: 57,629. competitive T&TA 04ch3046/42 Amend No.2 Carry Over Balance(CQB) Request 27,063013: 04CH3046/42: PA -20 (HS) 7569.33: 04CH3046/42 : PA-1126 (EHS)	
13. PROPOSED PROJECT Start Date: 10/1/2008		14. CONGRESSIONAL DISTRICTS OF: a. Applicant 16,19,22,23	
Ending Date: 9/30/2008		b. Project 16,19,22,23	
15. ESTIMATED FUNDING:		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
a. Federal	\$ 92,281 <sup>00</sup>	a. Yes. <input type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON	
b. Applicant	\$ 18,456 <sup>00</sup>	DATE:	
c. State	\$ <sup>00</sup>	b. No. <input checked="" type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372	
d. Local	\$ <sup>00</sup>	<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
e. Other	\$ <sup>00</sup>	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?	
f. Program Income	\$ <sup>00</sup>	<input type="checkbox"/> Yes If "Yes" attach an explanation. <input type="checkbox"/> No	
g. TOTAL	\$ 110,738 <sup>00</sup>		
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.			
a. Authorized Representative			
Prefix	First Name John	Middle Name F.	
Last Name Koons		Suffix	
b. Title Chairman		c. Telephone Number (give area code) 561-355-2201	
d. Signature of Authorized Representative		e. Date Signed	

**BUDGET INFORMATION - Non-Construction Programs**

OMB Approval No. 0348-0044

**SECTION A - BUDGET SUMMARY**

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. T & TA (PA 20)	93.600	\$ 27,083.13	\$ 5,416.63	\$	\$	\$ 32,499.76
2. T & TA (PA 1126)	93.600	7,569.33	1,513.33			9,083.20
3. T & TA	93.600	57,629.00	11,525.80			69,154.80
4.						
5. Totals		\$	\$	\$	\$	\$ 110,737.73

**SECTION B - BUDGET CATEGORIES**

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
a. Personnel	\$	\$	\$	\$	\$
b. Fringe Benefits					
c. Travel					
d. Equipment					
e. Supplies					
f. Contractual	11,783.13	1,701.60	57,629.00		71,113.73
g. Construction					
h. Other	15,300.00	5,867.73			21,167.73
i. Total Direct Charges (sum of 6a-6h)					
j. Indirect Charges					
k. TOTALS (sum of 6i and 6j)	\$ 27,083.13	\$ 7,569.33	\$ 57,629.00	\$	\$ 92,281.46
7. Program Income	\$	\$	\$	\$	\$

Authorized for Local Reproduction

Standard Form 424A (Rev. 7-97)  
Prescribed by OMB Circular A-102

Previous Edition Usable

## Carry Over Balance (COB) Request

Palm Beach County Head Start/EHS is requesting Carry Over Balance Request in the amount of \$92,281.46 as follows:

- \$57,629 - Competitive Training & Technical Assistance Grant Award 04CH3046/42 Amend No. 2
- \$27,083.13 - 04CH3046/42 PA-20 (HS)
- \$ 7,569.33 - 04CH3046/42 PA-1126 (EHS)

Justification and proposed use is as follows:

### **A. \$57,629 – Competitive Training and Technical Assistance Grant Award 04CH3046/42 Amend No. 2**

In June 2008, Palm Beach County Head Start applied for a Competitive Training and Technical Assistance Grant for the furtherance of teacher education. An award of \$57,629 was received in September not allowing for sufficient time to implement the grant and draw down grant funds prior to the end of the fiscal year September 30, 2008. These funds will be used towards the furtherance of teacher education as proposed in the original grant application.

**The Budget Narrative and detailed description of the project is attached.**

### **B. \$27,083.13 – 04CH3046/42 PA-20 Unobligated Balance**

There is \$27,083.13 in Unobligated Balance from FY 07/08 PA-20 Grant Award. The reason for the underutilization may be attributed to the following:

Some training was planned. The training agency was unable to conduct the training without the specified time due to increasing demand as a result of the HS Act of December 2007.

We are proposing that these funds be used as follows:

i) **Head Start**

\$4,544 as a supplement towards the Competitive Training and Technical Assistance Grant Award of \$57,629. The original request was for \$62,173 but the award was for \$57,629 creating a deficit of \$4,544.

Federal - \$4,544

- ii) \$15,300 towards books for the staff in the teacher education furtherance initiative. The amount requested in the original Competitive Training and Technical Assistance Grant did not include the purchase of books. The estimated cost of books for the entire cluster/cohort period is \$75.00 per semester (51 x 75 x 5 = \$19,125).

Federal - \$15,300

- iii) \$2,240 towards 40 hour Introductory Child Care training for non-classroom staff. In 2008, the Health Dept. mandated that all non-classroom staff in Head Start and other child care programs who might be called upon to supervise children must take the 40 hour Introductory Child Care training and get certified. The cost of training was included in our FY08/09 budget. However, there was an increase in the cost and additional funds are needed.

Federal - \$2,240

- (iv) \$3,970.4 towards "Partners in Practice" training.

Western Kentucky University offers a "**Partners in Practice**" training that enhances the relationship between the Family Services Specialists and the parents when it comes to dealing with health concerns. This training is critical to the success of our program in that we serve many children with special needs and disabilities.

The HS Reauthorization Act mandates that we increase the trainings offered in the area of Inclusion.

This training costs \$7,090 (30% EHS and 70% HS).

Federal - \$3,970.4

- (v) \$1,028.73 towards professional development skills training for clerical, transportation staff. This would include customer service, business etiquette, grammar refreshers, computer training etc.

Federal - \$1,028.73

Total Federal - \$27,083.13

20% Match - 5,416.63

\$32,499.76

**C. \$7,569.33 – O4CH3046/42 PA-1126**

- i) Early Head Start

\$960 towards 40 hour Introductory Child Care training for non-classroom staff now required by the Health Dept.

Federal - \$ 960

- ii) \$1,701.60 towards "Partners in Practice" training by Western Kentucky University.

Federal - \$1,701.60

- iii) \$4,907.73 towards tuition assistance for EHS teaching staff. Increase the amount of tuition assistance that we offer teaching staff in EHS because they could not participate in the grant due to constraints. This would greatly assist them in achieving their credential requirements.

Federal - \$4,907.73

Total Federal - \$7,569.33

20% Match - \$1,513.33

\$9,083.20



COMPETITIVE TRAINING AND TECHNICAL ASSISTANCE FUNDS APPLICATION  
ACF-IM-HS-08-09

Palm Beach County Head Start and Early Head Start is funded to serve 1871 Head Start and 180 EHS children and their families. They are served in 15 grantee operated and contract providers and 4 delegate agencies throughout the county.

The grantee and its partners continuously seek to train, recruit, support, and retain a complement of 132 teaching staff to meet and exceed the requirements of section 648 A(a) of the Head Start Act. To accomplish this, we have sought to access every available source of financial assistance including the grantee's tuition reimbursement program, Teacher Education and Compensation Helps (TEACH) Scholarships, Seeking Excellence in Education and Knowledge (SEEK) scholarships which are funded by Children's Services Council (CSC) and administered by the Institute of Excellence in Early Care and Education at PBC, FAFSA (Free Application for Federal Student Aid), Pell Grants, etc.

Recent deep budget cuts in all programs and agencies in the state of Florida threatens to significantly impede our ability to meet the requirements in Section 648 A(a) of the new Head Start Act. For example, effective October 1, 2008, Palm Beach County government will no longer have a Tuition Reimbursement Program.

Funding Level Requested

\$62,173.00

Reason for Funding Request

Palm Beach County Head Start/EHS will no longer have access to tuition reimbursement to assist its teachers and assistants, as the county's Tuition Reimbursement Program is being eliminated effective September 30, 2008. Other sources of financial assistance to early childhood education professionals such as TEACH and SEEK scholarships are not available to the grantee's teaching staff because of local rules governing eligibility for these scholarships. This training is designed to help existing staff who may be fearful of the college experience or have apprehension about their ability to master Math to overcome these fears and gain the confidence necessary to pursue an AS or BA degree. This tuition assistance will also be extended to teaching staff who need to take six hours (18 credits) in ECE to relate their degree.

This will help PBCHS to meet the October 1, 2013 BA degree in ECE requirements as indicated in the Section 648 A(a) of the new Head Start Act.

Number of Staff

It is expected that 61 teaching staff including grantee, contracted and delegate sites will be impacted.

Type of Training that will be provided

50 teaching staff currently not enrolled in college will register in the Pre-School College Credit Certificate (CCC) Program offered by the Palm Beach County Community College. For those staff that may be fearful of the college experience or may have apprehension about their success with Math, there is a back door approach we can take which will give staff the confidence they need to pursue their college degree. PBCC has several certificate tracks in Pre-school, Montessori, High Scope and Infant/Toddler that run over a period of one year. These tracks include college level courses and will result in 12 credit hours. After completion of the coursework, staff will take an additional Child Development class for 3 credit hours resulting in 15 credit hours. After successful completion of this track, staff will have become acclimated to the college environment and will have gained a sense of success and work-school-family-life balance which are the tools needed to engage in a degree-seeking path. Application to the college as a degree-seeking student will take place and upon acceptance staff will have the 15 credit hours transferred towards their degree and if they have an active CDA, the college will articulate nine (9) additional college credits giving the staff member 24 credits towards their AS degree in ECE.

Pre-School CCC 6368

This College Credit Certificate (CCC) program consists of coursework in curriculum, environments and areas of child development associated with pre-school children.

**Program Description**

This CCC provides college-level courses in child development curriculum, classroom environments, adult-child interaction and parent relationships.

**Career Path Notes**

These 12 credits can be applied to the AS degree in Early Childhood Education with a specialization in Pre-School.

**Completion Requirements**

Complete all required program classes.

**Program Length and Location**

Total program credits: 12. This program is offered on all four campuses.

**Program Web Site**

[www.pbcc.edu/childcare.xml](http://www.pbcc.edu/childcare.xml)

REQUIRED COURSES	CREDITS
EEC 1001 Introduction to Early Childhood Education	
-or-	
EEC 1309 Introduction to High/Scope	3
EEC 1300 Early Childhood Language Arts	3
EEC 1311 Early Childhood Science, Social Studies & Math	3

There are also 11 teaching staff currently employed by the grantee who have an unrelated degree. These persons will also enroll in the Certificate Program to earn the ECE credits needed to relate their degrees.

Cost/person for the certification program	= \$ 907.20
51 persons taking 12-credit certificate course @ \$907.20/person	= \$46,267.20
51 persons taking Child Development Course	= \$11,361.78
Subtotal cost	= \$ 57,628.98

Although these courses are offered on the four campuses, PBCHS/EHS program in collaboration with Palm Beach Community College (PBCC) will facilitate a cluster/ cohort in the eastern and western parts of the county to eliminate the need for excessive travel given the increased gas prices. We believe that the cluster/cohort format offers numerous benefits including but not limited to: ongoing support from college administrators, HS administrators, financial aid processing, peer mentorship, tutorial support for the cluster/cohort as a whole offering a targeted-results approach to the Math, English and Writing challenges that a large percentage of our teachers face. In addition, it offers easier maintenance of the staff's progress being that the cluster/cohort progresses together as a team and not as an individual.

The 40 students who will be seeking degrees will then take the College Placement Test (CPT). It is estimated that 50% or 20 will pass. Those who pass will apply for financial assistance (FAFSA) and seek qualifications for Pell grants and register as degree seeking students. Those students who may not qualify for Pell grants will be supported to secure student loans or other sources of financial assistance.

Students will have the option of enrolling in AS degree in Early Childhood Education, AA degree with at least 18 ECE credits at the Community College and later enrolling in BA or MA in ECE programs currently being developed by the local Florida Atlantic University (FAU) or through other universities.

Those who fail the College Placement Test (CPT) will then register for three (3) College Prep Courses at a cost of \$222.78/course. These courses will be provided in cluster/cohort format and additional tutoring in Math and writing will be provided.

3 College Prep Courses @ \$222.78 each	= \$ 668.34
20 persons taking the 3 Prep Courses	= \$13,366.80
Tutoring @ \$2,240/semester x 3 semesters	= \$ 6,720.00
Subtotal Cost	= \$20,086.80
Total Cost	= \$57,630 + \$20,755.34 = \$77,716

Please refer to the attached chart for graphic illustration.

Staff selected and basis for selection

Three groups of staff were selected as follows:

Group 1: Forty (40) current Head Start teaching staff who are now not currently enrolled

in a degree program. These are the persons who are apprehensive about the college experience. Starting in the Certificate Program with classes that cover coursework directly related to their work in the classroom, will help them to overcome their fears and give them confidence to enroll in a degree-seeking program.

Group 2: Eleven (11) currently employed teaching staff who have unrelated degrees. If the request is approved they will be afforded financial assistance to take the needed ECE credits to relate their degree.

Group 3: Staff from the delegate and contracted agencies who are not currently enrolled. While these persons will benefit from the cluster format, their tuition will be paid through TEACH or SEEK scholarships for which the grantee staff are not eligible. In addition, they will benefit from tutoring assistance to be paid from this grant should it be approved.

Other information:

This grant application is requesting funding to assist staff not currently enrolled to acquire degrees, and degreed staff with unrelated degrees to get the ECE credits necessary. This need is particularly critical for the grantee teaching staff for the following reasons:

- 1) The county's Tuition Reimbursement Program will be discontinued effective September 30, 2008 due to budget cuts.
- 2) Staff in grantee directly-operated programs is not eligible for TEACH or SEEK scholarships due to local eligibility requirements for those programs.

Note: Delegate agencies and contracted child care agencies are eligible for the above scholarships and are using these resources to the maximum. However, this grant request also includes staff from the partners participating in the clusters and getting tutoring assistance supported by grant funds.

PHS/HS/ABCC  
 Certificate Program and AS  
 Degree Collaboration for  
 Grant Proposal  
 May 28, 2008

Target Group of 61 people: 51 from Grantee (funded by proposed grant) and 10 (funded by SEEK scholarship) from Delegate/Contracted Providers  
 107 Grantee HS Teaching Staff  
 30 Hold Related Degree  
 \*11 Hold Unrelated Degree  
 66 Hold No Degree of which 22 are currently enrolled and \*44 are not currently enrolled

40 Grantee Staff Needing Degrees = \$36,288.00  
 40 Grantee Staff Needing Degrees = \$8,911.00

11 Grantee Staff Relating Degrees = \$907.20 + \$222.78 = \$1,129.98 x 11 = \$12,430.00

50% will fall into this category (20)

50% will fall into this category (20)

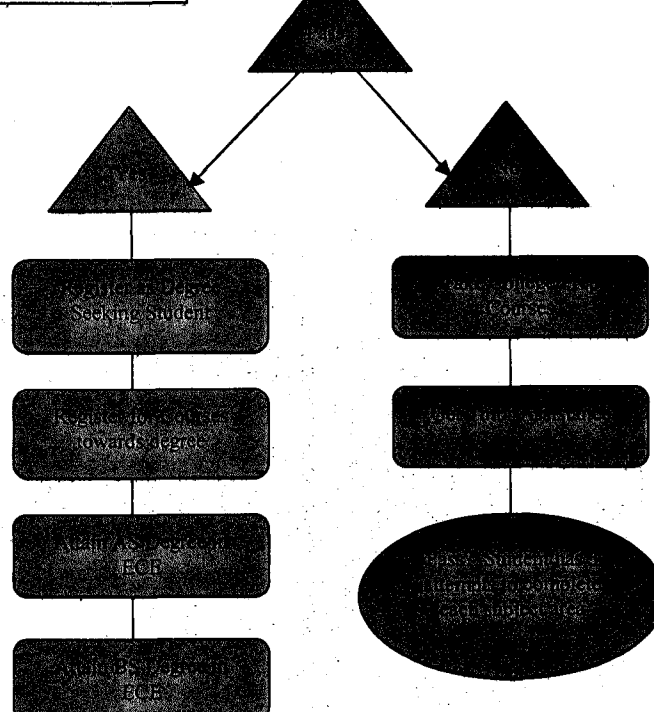
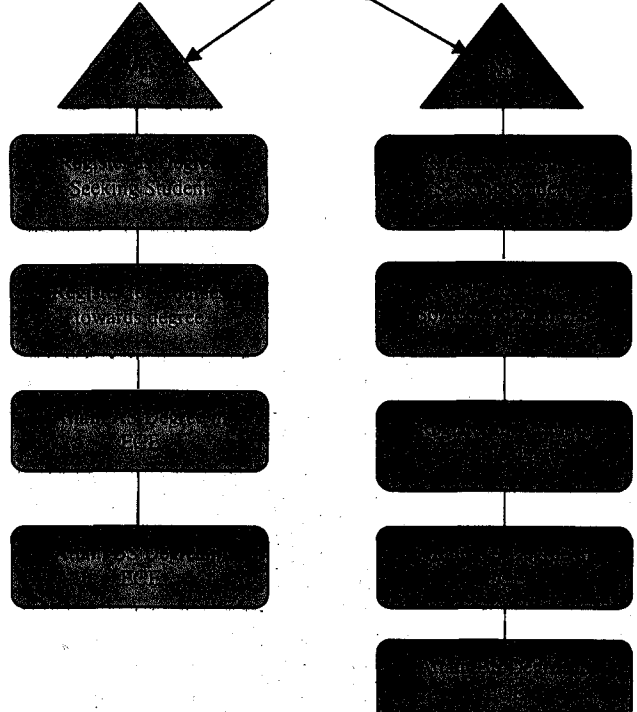
Pass?

(PASS)

20 Grantee Staff Needing Degrees = \$13,367.00

20 Grantee Staff Needing Degrees = \$2,240.00 x 3 semester = \$6,720.00

Qualify Pell?



Grant = \$62,173.00  
 Match = \$15,543.00  
 Total = \$77,716.00

**ASSURANCES - NON-CONSTRUCTION PROGRAMS**

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of QPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE  Chairman
APPLICANT ORGANIZATION  Palm Beach County Board of County Commissioners	DATE SUBMITTED  January 22, 2009



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## CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

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This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988: 45 CFR Part 76, Subpart, F. Sections 76.630(c) and (d)(2) and 76.645(a)(1) and (b) provide that a Federal agency may designate a central receipt point for STATE-WIDE AND STATE AGENCY-WIDE certifications, and for notification of criminal drug convictions. For the Department of Health and Human Services, the central point is: Division of Grants Management and Oversight, Office of Management and Acquisition, Department of Health and Human Services, Room 517-D, 200 Independence Avenue, SW Washington, DC 20201.

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### Certification Regarding Drug-Free Workplace Requirements (Instructions for Certification)

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification set out below.
2. The certification set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. For grantees other than individuals, Alternate I applies.
4. For grantees who are individuals, Alternate II applies.
5. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
6. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio studios).
7. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph five).
8. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

*Controlled substance* means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

*Conviction* means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

*Criminal drug statute* means a Federal or non-Federal criminal statute involving the manufacture, distribution,



dispensing, use, or possession of any controlled substance;

*Employee* means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All direct charge employees; (ii) All indirect charge employees unless their impact or involvement is insignificant to the performance of the grant; and, (iii) Temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

#### Certification Regarding Drug-Free Workplace Requirements

##### Alternate I. (Grantees Other Than Individuals)

The grantee certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about --
  - (1) The dangers of drug abuse in the workplace;
  - (2) The grantee's policy of maintaining a drug-free workplace;
  - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
  - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will --
  - (1) Abide by the terms of the statement; and
  - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency in writing, within ten calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted --
  - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

(B) The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

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Check if there are workplaces on file that are not identified here.

Alternate II. (Grantees Who Are Individuals)

(a) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;

(b) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to every grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

[55 FR 21690, 21702, May 25, 1990]



## CERTIFICATION REGARDING LOBBYING

### Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an 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 undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

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

### Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any 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 commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement 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 statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

\_\_\_\_\_  
Signature

Chairman

\_\_\_\_\_  
Title

Palm Beach County Board of County Commissioners

\_\_\_\_\_  
Organization



## CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

Public Law 103227, Part C Environmental Tobacco Smoke, also known as the Pro Children Act of 1994, requires that smoking not be permitted in any portion of any indoor routinely owned or leased or contracted for by an entity and used routinely or regularly for 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, by Federal grant, contract, loan, or loan guarantee. 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 inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1000 per day and/or the imposition of an administrative compliance order on the responsible entity. By signing and submitting this application the applicant/grantee certifies that it will comply with the requirements of the Act.

The applicant/grantee further agrees that it will require the language of this certification be included in any subawards which contain provisions for the children's services and that all subgrantees shall certify accordingly.



## CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

### Certification Regarding Debarment, Suspension, and Other Responsibility Matters--Primary Covered Transactions

#### Instructions for Certification

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.

2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.

3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

5. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.

6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.

7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may

terminate this transaction for cause or default.

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#### Certification Regarding Debarment, Suspension, and Other Responsibility Matters--Primary Covered Transactions

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
  - (b) Have not within a three-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 a 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;
  - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
  - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

#### Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions

##### Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, [[Page 33043]] should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

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**Certification Regarding Debarment, Suspension, Ineligibility an Voluntary Exclusion--Lower Tier Covered Transactions**

(1) The prospective lower tier participant certifies, by submission of this proposal, 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 prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

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**DISCLOSURE OF LOBBYING ACTIVITIES**

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

Approved by QMB

0348-0046

(See reverse for public burden disclosure.)

<b>1. Type of Federal Action:</b> <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	<b>2. Status of Federal Action:</b> <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	<b>3. Report Type:</b> <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change <b>For Material Change Only:</b> year _____ quarter _____ date of last report _____
<b>4. Name and Address of Reporting Entity:</b> <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known:  Congressional District, if known:	<b>5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:</b>  Congressional District, if known:	
<b>6. Federal Department/Agency:</b>	<b>7. Federal Program Name/Description:</b>  CFDA Number, if applicable: _____	
<b>8. Federal Action Number, if known:</b>	<b>9. Award Amount, if known:</b> \$ _____	
<b>10. a. Name and Address of Lobbying Registrant</b> (if individual, last name, first name, MI):	<b>b. Individuals Performing Services</b> (including address if different from No. 10a) (last name, first name, MI):	
<b>11.</b> Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	<b>Signature:</b> _____ <b>Print Name:</b> <u>John F. Koons</u> <b>Title:</b> <u>Chairman</u> <b>Telephone No.:</b> <u>561-355-2201</u> <b>Date:</b> _____	
<b>Federal Use Only:</b>		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)



## INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity 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 a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
  
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.