



**II. FISCAL IMPACT ANALYSIS**

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

<b>Fiscal Years</b>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	_____	_____	_____	_____	_____
External Revenues	_____	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
<b>NET FISCAL IMPACT</b>	_____	_____	_____	_____	_____

**# ADDITIONAL FTE POSITIONS (Cumulative)**

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

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

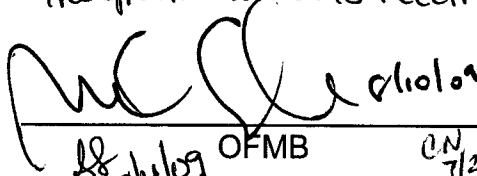
Federal funds through the State of Florida Department of Community Affairs.

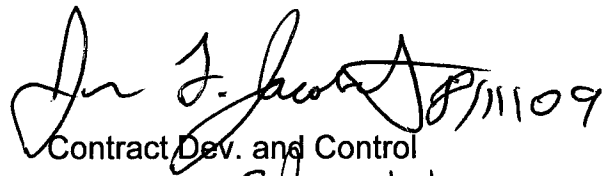
**C. Departmental Fiscal Review:**

**III. REVIEW COMMENTS**

**A. OFMB Fiscal and/or Contract Administration Comments:**

Community Services will return to the Board to amend the budget when the grant award is received.

  
 8/8/09 OFMB CN 7/23/09

  
 Contract Dev. and Control  
 E. Jones 7/11/09

**B. Legal Sufficiency:**

  
 8/12/09  
 Assistant County Attorney

This Modification complies with our review requirements.

**C. Other Department Review:**

Department Director

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

CONTRACT NO: 09SB-6V-11-60-01-023  
MODIFICATION NO: 001

MODIFICATION OF AGREEMENT  
BETWEEN  
FLORIDA DEPARTMENT OF COMMUNITY AFFAIRS  
AND  
PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS

This Modification is made and entered into by and between the State of Florida, Department of Community Affairs, ("the Department"), and the Palm Beach County Board of County Commissioners the ("Recipient") to modify DCA Contract Number 09SB-6V-11-60-01-023 ("the Agreement").

WHEREAS, the Department and the Recipient have entered into the Agreement, pursuant to which the Department has provided a sub-grant of \$890,777 to the Recipient; and

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

1. Paragraph (17)(a) Funding Consideration, is hereby modified to read as follows:

- (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 \$939,474, subject to the availability of funds. The Recipient is authorized to incur costs in an amount not to exceed \$271,862 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.

This revised contract amount includes:

A. \$ 890,777	Current CSBG Allocation	(FY 2008-2009)
B. \$ 46,403	Base Increase	(FY 2008-2009)
C. \$ <u>2,294</u>	Carryover Funds	(FY 2007-2008)
D. \$ 939,474	Total	(Amended CSBG Allocation)

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

3. All provisions of the Agreement being modified and any attachments thereto in conflict with this Modification shall be and are hereby changed to conform with this Modification, effective as of the date of the last execution of this Modification by both parties.

4. All provisions not in conflict with this Modification remain in full force and effect, and are to be performed at the level specified in the Agreement.

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

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

**STATE OF FLORIDA  
DEPARTMENT OF COMMUNITY AFFAIRS**

\_\_\_\_\_  
(Type Legal Name of Recipient)

By: \_\_\_\_\_

**John F. Koons, Chairman**

\_\_\_\_\_  
(Type Name and Title Here)

Development

Date: \_\_\_\_\_

By: \_\_\_\_\_

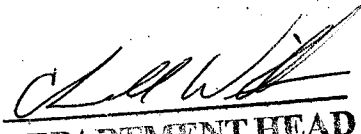
Janice Browning, Director  
Division of Housing and Community

Date: \_\_\_\_\_

**59-60000785**

\_\_\_\_\_  
Federal Identification Number

**APPROVED AS TO TERMS  
AND CONDITIONS**

BY:   
\_\_\_\_\_  
DEPARTMENT HEAD

ATTACHMENT A - RECIPIENT INFORMATION

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

- 1. RECIPIENT: Palm Beach County Board of County Community Commissioners
- 2. COUNTIES TO BE SERVED WITH THESE FUNDS: 1 Palm Beach 2 \_\_\_\_\_ 3 \_\_\_\_\_  
4 \_\_\_\_\_ 5 \_\_\_\_\_ 6 \_\_\_\_\_ 7 \_\_\_\_\_ 8 \_\_\_\_\_ 9 \_\_\_\_\_ 10 \_\_\_\_\_
- 3. **GENERAL ADMINISTRATIVE INFORMATION**

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

Name: Roland Williams Title: Interim Coordinator  
 Street Address: 810 Datura Street County: Palm Beach  
 City: West Palm Beach FI Zip Code: 33401  
 Telephone (561) 355-4727 Fax (561) 355-4192 E-mail: rowillia@pbcgov.org

**MAILING ADDRESS (IF DIFFERENT FROM ABOVE)**

Address: \_\_\_\_\_  
 City: \_\_\_\_\_, FI Zip Code: \_\_\_\_\_

**B. Chief Elected official for Local Government or President/Chair of board for Nonprofits (Home or business address other than agency address.)**

Name: John F. Koons Title: Chairperson, PBC BCC  
 Street Address: 301 N. Olive Avenue County: Palm Beach  
 City: West Palm Beach FI Zip Code: 33401  
 Telephone (561) 355-2202 Fax (561) 355-6277 E-mail: jkoons@pbcgov.org

**A. FOR PUBLIC AGENCIES: Chair of Community Action Board**

(Home or business address other than agency address.)  
 Name: Dr. Yvette Coursey Title: Board Chairperson  
 Street Address: 1600 Australian Ave. County: Palm Beach  
 City: West Palm Beach FI Zip Code: 33407  
 Telephone (561) 833-3113 Fax (561) 659-4505 E-mail: \_\_\_\_\_

**D. RECIPIENT CONTACT PERSON/PROGRAM COORDINATOR**

Name: Roland Williams Title: Interim Coordinator  
 Street Address: 810 Datura Street County: Palm Beach  
 City: West Palm Beach FI Zip Code: 33401  
 Telephone (561) 355-4727 Fax (561) 355-4192 E-mail: rowillia@pbcgov.org

**E. WARRANT OFFICER (OFFICIAL TO RECEIVE STATE WARRANT)**

Name: Sharon R. Bock  
 Title: Clerk & Comptroller, PBC  
 Mailing Address: P.O. Box 4036  
 City: West Palm Beach, FL Zip Code: 33402

**F. FINANCIAL CONTACT PERSON:**

Fiscal Name: Rebecca Webb Title: Fiscal Manager III  
 Mailing Address: 810 Datura Street  
West Palm Beach, FL Zip Code: 33401  
 Telephone: (561) 355-4716  
 Fax: (561) 355-3863  
 E-Mail Address: 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 20, 2009  
 Audit is due nine months from the end of the recipient's fiscal year. June, 2010

**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			939,474	Provide a minimum of 2% - Cash Match 20% - Total Match  Do not under match. 1.99% Cash Match is unacceptable.
2. Cash Match	20%	187,895		
3. In-Kind Match	0%	0	0	
4. TOTAL MATCH (Line 2 + Line 3)	20%		187,895	
5. TOTAL FUNDS (Line 1 + Line 4)			1,127,369	
<b>CSBG FUNDED PROGRAMS ONLY EXPENSE CATEGORY</b>	<b>A. CSBG FUNDS</b>	<b>B. CASH MATCH</b>	<b>C. IN-KIND MATCH</b>	<b>D. TOTAL</b>
<b>ADMINISTRATIVE</b>				
6. RECIPIENT EXPENSES (Salaries + Fringe, Rent, Utilities, Travel Other)	32,927	6,585	0	39,514
7. SUB-ORECIPIENT EXPENSES Salaries + Fringe, Rent, Utilities, Travel Other)	0	0	-0-	0
8. TOTAL ADMINISTRATIVE EXPENSES (Line 6 + Line 7)	32,927	6,585	0	39,514
9. ADMINISTRATIVE EXPENSE PERCENT (Line 8 divided by Line 1)	4%	<b>CANNOT EXCEED 15% OF CSBG ALLOCATION GIVEN ON LINE 1.</b>		
<b>PROGRAM EXPENSES</b>				
10. RECIPIENT DIRECT CLIENT ASSISTANCE EXPENSES	614,479	122,896	0	737,375
11. RECIPIENT OTHER PROGRAM EXPENSES (Salaries+Fringe, Rent, Utilities, Travel, Other Salary)	292,068	58,413	0	350,481
12. SUBTOTAL RECIPIENT PROGRAM EXPENSES (LINE 10 + Line 11)	906,547	181,309	0	1,087,856
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)	906,547	181,309	0	1,087,856
17. SECONDARY ADMINISTRATIVE EXPENSES	-0-	-0-	-0-	-0-
18. GRAND TOTAL EXPENSE: (Line 8 + Line 16 + Line 17)	939,474	187,895	0	1,127,369

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

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
<b>SUB-RECIPIENT ADMINISTRATIVE EXPENSES:</b>				
7. SUB-RECIPIENT EXPENSES <i>(Salaries + Fringe, Rent, Utilities, Travel, Other)</i>				
<b>SUB-RECIPIENT PROGRAM EXPENSES:</b>				
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>				
<b>TOTAL EXPENSES: (Line 7 + Line 15)</b>				

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**

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) <b>FORMAT</b>	DOLLARS CHARGED TO CSBG		
			CSBG Funds	Cash Match	Total
6	N/A	<b>ADMINISTRATIVE EXPENSES</b>			
		Salaries Including Fringe			
		<u>Community Action Coordinator - Vacant</u> 25% PBC Ad Valorem 25% CSBG Admin. 50% CSBG Other Program			
		Salary @ 25%	15,634	3,127	18,761
		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	1,478	8,870
		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	6,585	39,512

**\*\*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	<b>Sr. CAS - C. Morrow</b> Salary @100% = 61,453 Direct Service salary @ 90% = 55,308 Other Program Salary @10% = 6,145							
	1.1 B								
	1.2 A								
	1.2 E								
	1.2 H								
	1.2 I								
	6.1 A								
	6.1 B					Salary @ 90%	46,088	9,218	55,306
	6.2 A					FICA 6.2%	2,857	571	3,428
	6.2 B					FICA/Med 1.45%	668	135	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	56	339
	6.3 B								
	1.1 A					<b>Sr. CAS - M. Silvas</b> Salary @100% = 54,948 Direct Service salary @ 90% = 49,453 Other Program Salary @10% = 5,495			
	1.1 B								
	1.2 A								
	1.2 E								
	1.2 H								
	1.2 I								
	1.3 A	Salary @ 90%	41,209	8,242	49,451				
	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	56	338				
	6.2 G								
	6.2 H								
	6.3 B								
	1.1 A	<b>CAS - Velma Garrett</b> Salary @100% = 46,716 Direct Service salary @ 90% =							
1.1 B									
1.2 A									
1.2 E									
1.2 H	Salary @ 90%					35,035	7,007	42,042	
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	56	338	
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	<b>Sr. CAS - S. Grimes</b> Salary @100% = 50,721 Direct Service salary @ 90% = 45,649 Other Program Salary @10% = 5,072				
	1.1 B					
	1.2 A					
	1.2 E					
	1.2 H					
	1.2 I					
	6.1 A		Salary @ 90%	38,039	7,608	45,647
	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	56	338	
	6.2 H					
	6.3 B					
	1.1A	<b>Sr. CAS - M. Allen</b> Salary @100% = 59,245 Direct Service salary @ 90% = 53,321 Other Program Salary @10% = 5,924				
	1.1B					
	1.2A					
	1.2D					
	1.2E					
	1.2H		Salary @ 90%	44,432	8,886	53,318
	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	56	338
	6.2C					
	6.2G					
	6.2I					
	6.3B					
	1.1A	<b>Clerk Typist - L. Patterson</b> Salary @100% = 25,492 Direct Service salary @ 5% = 1,260 Other Program Salary @95% = 24,232				
	1.1B					
	1.2A					
	1.2D					
1.2E						
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						

\*\*EXPLAIN SOURCES OF CASH AND IN-KIND MATCH 23-C

**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	<b>CAS - D. Cunningham</b>			
	1.1 B	Salary @100% = 46,716			
	1.2 A	Direct Service salary @ 90%			
	1.2 D				
	1.2 E	Salary @ 90%	35,035	7,007	42,042
	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	56	338
	6.2 B				
	6.2 C				
	6.2 G				
	6.2 H				
	6.3 B				
	1.1 A	<b>Clerk Typist - A. Smith</b>			
	1.1 B	Salary @100% = 28,274			
	1.2 A	Direct Service salary @ 90%			
	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	56	338
	6.2 B				
	6.2 C				
6.2 G					
6.2 H					
6.3 B					
1.1 A	<b>CAS - M. Powell</b>				
1.1 B	Salary @100% = 237,859				
1.2 A	Direct Service salary @ 90% =				
1.2 B	34,073				
1.2 D	Other Program Salary @10% =				
1.2 E	3,786				

\*\*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	<b>CAS - M. Powell (Cont'd)</b>				
	1.2 I	Salary @ 90%	28,393	5,678	34,071	
	6.1 A	FICA 6.2%	1,761	352	2,113	
	6.1 B	FICA/Med 1.45%	412	82	494	
	6.2 A	Ret. 10.85%	3,081	616	3,697	
	6.2 B	L & H 9,100	6,825	1,365	8,190	
	6.2 C	W. Comp. 377	282	56	338	
	6.2 G					
	6.2 I					
	6.3 B					
			<b>CAS - D. Schexnider</b>			
	1.1 A	Salary @100% = 42,373				
	1.1 B	Direct Service salary @ 90%				
	1.2 A					
	1.2 B	Salary @ 90%	31,779	6,357	38,136	
	1.2 D	FICA 6.2%	1,970	394	2,364	
	1.2 E	FICA/Med 1.45%	461	92	553	
	1.2 H	Ret. 10.85%	3,448	690	4,138	
	1.2 I	L & H 9,100	6,825	1,365	8,190	
	6.1 A	W. Comp. 377	282	56	338	
	6.1 B					
	6.2 A					
	6.2 B					
	6.2 C					
	6.2 G					
	6.2 I					
	6.3 B					
		<b>Driver - J. Scott</b>				
6.2 G	Salary @100% + OT= 64,893					
	Direct Service salary @ 90% = 58,404					
	Other Program Salary @10% = 6,489					
	Salary @ 90%	48,668	9,734	58,402		
	FICA 6.2%	3,020	601	3,621		
	FICA/Med 1.45%	706	141	847		
	Ret. 10.85%	5,280	1,057	6,337		
	L & H 9,100	6,825	1,365	8,190		
	W. Comp. 377	282	56	338		

\*\*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	<b>CAS - J. Frank</b> Salary @100% = 36,261 Direct Service salary @ 90% = 32,635 Other Program Salary @10% = 3,626  Salary @ 90% FICA 6.2% FICA/Med 1.45% Ret. 10.85% L & H 9,100 W. Comp. 377			
			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	56	338

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

Name of Applicant: Palm Beach County Community Action Program

Line Item No.	Obj. No (direct client Assistance lines only)	EXPENDITURE DETAIL Round up line item totals to dollars. Do not use cents and decimals in totals. (SEE INSTRUCTIONS FOR BUDGET DETAIL) FORMAT	DOLLARS CHARGED TO CSBG		
			CSBG Funds	Cash Match	Total
10		<b>PROGRAM EXPENSE - Direct Client</b>			
	1.2-H	Housing: 12 month lease/4 units 12 @2,325 = \$27,900	23,249	4,650	27,899
	6.2-1	Back to School Clothes and Supplies For 130 children @ \$50 ea.	5,833	1,167	7,000
	6.2-B	Water/Gas and Electric Bills Assistance 167 families at average of 147.389	23,895	4,779	28,674
	6.2-G	Bus Passes 150 clients @ \$22.50 per client 75 households/2 clients per HH 18 dialysis clients @ \$75.00/client	9,480	1,896	11,376
	6.2-B3	Rent/Mortgage Assistance for families. 2 families @ 1,000	1,666	333	1,999
		Direct Client Services	64,123	12,825	76,948
		Direct Services Salaries	550,356	110,071	660,427
10		<b>Total Direct Client</b>	<b>614,479</b>	<b>122,896</b>	<b>737,375</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
11	N/A	<p><b><u>OTHER PROGRAM EXPENSE</u></b></p> <p><b><u>M. Perrault - Coordinator</u></b>            Salary @ 50% 31,268 6,254 37,522            FICA 6.20% 1,938 388 2,326            FICA Med. 1.45% 453 91 544            Retirement 10.85% 3,392 678 4,070            Life &amp; Health \$9,100 3,792 758 4,550            Workers Comp. \$377 157 31 188</p> <p><b><u>J. Lucas - Secretary</u></b>            Salary @ 80% + O.T. 30,070 6,014 36,084            FICA 6.20% 1,868 369 2,237            FICA Med. 1.45% 436 87 523            Retirement 10.85% 3,259 652 3,911            Life &amp; Health \$9,100 6,066 1,213 7,279            Workers Comp. \$377 252 50 302</p> <p><b><u>Sr. CAS - C. Morrow</u></b>            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 &amp; Health \$9,100 758 152 910            Workers Comp. \$377 32 6 38</p> <p><b><u>Sr. CAS - M. Silvas</u></b>            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 &amp; 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	<b>VERSION B</b>			
		<b><u>CAS - D. Cunningham</u></b> Other Program Salary @ 10%			
		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
		<b><u>Clerk Typist - A. Smith</u></b> Other Program Salary @ 10%			
		Salary @10%	2,356	471	2,827
		FICA 6.20%	146	29	175
		FICA Med. 1.45%	34	7	41
		Retirement 10.85%	256	51	307
		Life & Health \$9,100	758	152	910
		Workers Comp. \$377	32	6	38
		<b><u>CAS - M. Powell</u></b> Other Program Salary @ 10% = 3,786			
		Salary @10%	3,155	631	3,786
		FICA 6.20%	196	39	235
		FICA Med. 1.45%	45	10	55
		Retirement 10.85%	341	69	410
		Life & Health \$9,100	758	152	910
		Workers Comp. \$377	32	6	38
		<b><u>CAS - D. Schexnider</u></b> Other Program Salary @ 10%			
		Salary @10% 42,373	3,531	706	4,237
FICA 6.20%	219	44	263		
FICA Med. 1.45%	51	10	61		
Retirement 10.85%	383	77	460		
Life & Health \$9,100	758	152	910		
Workers Comp. \$377	32	6	38		

\*\*EXPLAIN SOURCES OF CASH AND IN-KIND MATCH 23-J

**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  FICA 6.20%   335               67               402  FICA Med. 1.45%                                   78                16               94  Retirement 10.85%                           587              117              704  Life &amp; Health \$9,100                           758              152              910  Workers Comp. \$377                             32                6                38</p> <p><u>CAS - J. Frank</u></p> <p>Salary @10%                                   3,021           605           3,626  FICA 6.20%                                       187             38           225  FICA Med. 1.45%                               44              9           53  Retirement 10.85%                           327             66           393  Life &amp; Health \$9,100                           758             152           910  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		<b><u>Continued-Recipient Other Program Expense</u></b>			
		Graphics Business Cards, Posters, Fliers	1,667	333	2,000
		Registration Fees-Travel	2,350	470	2,820
		Materials and Supplies	7,925	1,585	9,510
		Training - Staff	4,000	800	4,800
		Dues and Memberships FACA and SEACAA	458	92	550
		Training - Board of Directors	4,000	800	4,800
		Repair and Maintenance-Vehicles	10,519	2,104	12,623
		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	2,099	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	3,665	21,991

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 - 7,867 miles @ .55	4,107	821	4,928
11		Total Recipient Other Program Exp. (Including Salaries)	292,068	58,413	350,481
16		TOTAL PROGRAM EXPENSE	857,850	171,569	1,029,419
		<u>GRAND TOTAL EXPENSE</u>	<u>890,777</u>	<u>178,156</u>	<u>1,068,933</u>

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

Secondary Administrative Expense requested: Yes \_\_\_\_\_ No \_\_\_\_\_ Name of Recipient: \_\_\_\_\_

**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: _____  GRANT START DATE: _____ END DATE: _____	NAME OF SECONDARY PROGRAM: _____  GRANT START DATE: _____ END DATE: _____	NAME OF SECONDARY PROGRAM: _____  GRANT START DATE: _____ END DATE: _____	TOTAL OF ALL PROGRAMS
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: <sup>1</sup>	\$ _____	\$ _____	\$ _____	
4. CSBG secondary administrative expense requested: <sup>2</sup>	\$ _____	\$ _____	\$ _____	\$
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: _____	

<sup>1</sup> 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.

<sup>2</sup> 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 Program

FOCAS Outcomes Catalog	2	3	4	5	6
<b>Goal 1: Low-Income People Become Self-Sufficient</b>	<b>WORKPLAN</b>				
National Performance Indicators: 1.1 Employment 1.2 Employment Supports 1.3 Economic Asset Enhancement and Utilization	Number of Participants Expected to Achieve Outcome	Number of Participants Enrolled in Program(s)	Number of Participants Achieving Outcome	Number of Participants Still Progressing Toward Outcome	Number of Participants Exited Program Prior to Achieving Outcome
<i>All agencies must report on at least one NPI in Goal 1.</i>					
<b>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:</b>					
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.	350				
<b>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:</b>					
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.					
C) Completed post-secondary education program and obtained certificate/diploma.					
D) Enrolled children in "before" or "after" school programs, in order for parent to gain or maintain employment.					
E) Obtain care for child or other dependent in order for parent or caregiver to gain or maintain employment.					
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.					

**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 Program

FOCAS Outcomes Catalog	2	3	4	5	6
<b>Goal 1: Low-Income People Become Self-Sufficient</b>  National Performance Indicators: 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>	<b>WORKPLAN</b>  Number of Participants Expected to Achieve Outcome	Number of Participants Enrolled in Program(s)	Number of Participants Achieving Outcome	Number of Participants Still Progressing Toward Outcome	Number of Participants Exited Program Prior to Achieving Outcome
H) Obtained safe and affordable housing in support of family stability needed to gain or retain employment.	0				
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 license, etc.)	0				

**Narrative Comments:**

**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 Program

FOCAS Outcomes Catalog	2	3	4	5	
<b>Goal 1: Low-Income People Become Self-Sufficient</b>	<b>WORKPLAN</b>				
National Performance Indicators: 1.1 Employment 1.2 Employment Supports 1.3 Economic Asset Enhancement and Utilization	Number of Participants Expected to Achieve Outcome	Number of Participants Enrolled in Program(s)	Number of Participants Achieving Outcome	Number of Participants Still Progressing Toward Outcome	Number of Participants Exited Program Prior to Achieving Outcome
<i>All agencies must report on at least one NPI in Goal 1.</i>					
<b>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.</b>					
<b>A) Enhancement</b>					
(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.	50				
(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>B) Utilization</b>					
(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.					

**Narrative Comments:**



**ATTACHMENT C - Workplan and Quarterly Report Form**  
**FY 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 Program

FOCAS Outcomes Catalog	2	3	4	5
<b>Goal 2: The Conditions in Which Low-Income People Live are Improved</b>	<b>Number of Projects or Initiatives</b>		<b>Number of Opportunities and/or Community Resources Preserved or Increased</b>	
<b>National Performance Indicators:</b>				
2.1 Community Improvement and Revitalization				
2.2 Community Quality of Life and Assists				
<b>All agencies must report on at least one NPI in Goal 2.</b>				
<b>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:</b>				
A) Accessible "living wage" jobs created or saved from reduction or elimination in the community. (See footnote)				
B) Safe and affordable housing units created in the community.	4		4	
C) Safe & affordable housing units in the community preserved or improved through construction, weatherization or rehabilitation achieved by community action activity or advocacy.				
D) Accessible and affordable health care services/facilities for low-income people created or maintained.				
E) Accessible safe and affordable childcare or child development placement opportunities for low-income families created or maintained.				
F) Accessible "before" school and "after" school program placement opportunities for low-income families created or maintained.				
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.	*18			
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.				
<sup>1</sup> "Living wage" must be a locally adopted rate as identified by a local government or formal coalition.				

**Narrative Comments:** \* Dialysis

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

Agency Name: Palm Beach County Community Action Program

FOCAS Outcomes Catalog	2	3
<b>Goal 3: Low-Income People Own a Stake in their Community</b>	<b>WORKPLAN</b>	
<b>National Performance Indicators:</b>	<b>Number of Volunteer Hours Expected to Achieve</b>	<b>Number of Volunteer Hours Achieved</b>
3.1 Civic Investment		
3.2 Community Empowerment through Maximum Feasible Participation		
<i>All agencies must report on at least one NPI 3.1.</i>		
<b>NPI 3.1: Civic Investment -- The number of volunteer hours donated to Community Action.</b>		
<b>A) Low-income people take part in one or more of the following:</b>		
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>B) Volunteer hours donated in your agency or agency supported activities by one of the following groups:</b>		
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 Narrative Comments below.)		
<b>TOTAL NUMBER OF HOURS VOLUNTEERED TO COMMUNITY ACTION</b>	<b>1,000</b>	

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

Agency Name: Palm Beach County Community Action Program

FOCAS Outcomes Catalog	2	3
<b>Goal 3: Low-Income People Own a Stake in their Community</b>		
<b>National Performance Indicators:</b>	<b>WORKPLAN</b>	<b>ACTUAL</b>
3.1 Civic Investment	Number of Low-Income	Number of Low-Income
3.2 Community Empowerment through Maximum Feasible Participation	People Expected to Participate	People who Participated
<i>All agencies must report on at least one NPI 3.2.</i>		
<b>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:</b>		
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.	7	
B) Number of low-income people acquiring businesses in their community as a result of community action assistance.	0	
C) Number of low-income people purchasing their own homes in their community as a result of community action assistance.	0	
D) Number of low-income people engaged in non-governance community activities or groups created or supported by community action.		

**Narrative Comments:**

ATTACHMENT C - Workplan and Quarterly Report Form  
 FY 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 Program

FOCAS Outcomes Catalog	2	3
<b>Goal 4: Partnerships Among Supporters and Providers of Services to Low-Income People are Achieved</b> <b>National Performance Indicators:</b>  4.1 Expanding Opportunities Through Community-Wide Partnerships  <b>All agencies must report on NPI 4.</b>  <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 final agreement, informal working relationships or alliances between the CAP and one or more public or private organizations to foster CSBG goals.)</i>	<b>WORKPLAN</b>  <b>Number of Organizational Partnerships</b>	<b>ACTUAL</b>  <b>Number of Organizational Partnerships</b>
<b>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.</b>		
1) Non-Profit	20	
2) Faith Based	20	
3) Local Government	10	
4) State Government Entity	1	
5) Federal Government Entity	1	
6) For-Profit Business or Corporation		
7) Coalition or collaborative (3 or more groups)		
8) Others: Please identify.		
a)		
b)		
<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 <i>UNDUPLICATED</i> count of the above organizations.</b>	52	

Narrative Comments:

**ATTACHMENT C - Workplan and Quarterly Report Form**  
**FY 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**

<b>Table 1 – Agencies Leverage External Resources to Increase Their Capacity to Serve Low-Income People</b>				
<b>FOCAS Outcomes Catalog</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Community Action Goal 5: Agencies Increase Their Capacity to Achieve Results</b>				
<b>National Performance Indicators:</b>	<b>Funding</b>	<b>Anticipated</b>	<b>Anticipated</b>	<b>Actual</b>
5.1 Broadening the Resource Base – The number of dollars mobilized by community action.	<b>Received by</b>	<b>Funding by</b>	<b>Increase or</b>	<b>Funding by</b>
(All agencies must complete all Tables under Goal 5. Complete entire chart for Workplan. For further instructions, see Information System Survey Instructions, Part I: Section F.)	<b>Source in</b>	<b>Source in</b>	<b>Decrease in</b>	<b>Source in</b>
	<b>2007-2008</b>	<b>2008-2009</b>	<b>Dollars</b>	<b>2008-2009</b>
<b>Funding Sources</b>				
<b>A) Community Services Block Grant (CSBG)</b>	937,762.00	890,777.00	(46,985.00)	
<b>B) Federal Government Resources -- Other than CSBG</b>				
a) Weatherization Assistance program funded by DOE through DCA				
b) Low-Income Home Energy Assistance Program (through DCA) funded by HHS	1,317,864.00	1,151,961.00	(165,623.00)	
c) LIHEAP - Weatherization Assistance program (through DCA) funded by LIHEAP				
d) Head Start (HHS)				
e) Early Head Start (HHS)				
f) Older Americans Act (HHS)				
g) SSBG funded by HHS				
h) Medicare/Medicaid funded by HHS				
i) Community Food and Nutrition (HHS. This program no longer exist.)				
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) All USDA non-food programs (e.g. rural development)				
o) All other USDA Food Programs				
Community Development Block Grant funded by HUD directly or indirectly through Federal,				
p) State or Local agencies.				
q) Housing Programs funded by HUD				
1) Section 8				
2) Section 202				
r) All other HUD programs including homeless programs				
Employment and Training Programs funded by the US Department of Labor (DOL) JPTA				
s) whether funded through state agencies, or Workforce Investment Boards.				
t) Other DOL programs				
Corporation for National and Community Service Programs such as AmeriCorps*Vista,				
AmeriCorps*NCCC; SeniorCorps programs (Foster Grandparent; RSVP; Senior				
u) 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)				
3)				
<b>TOTAL: NON-CSBG FEDERAL RESOURCES</b>	<b>1,317,864.00</b>	<b>1,151,961.00</b>	<b>(165,623.00)</b>	

**ATTACHMENT C - Workplan and Quarterly Report Form**  
**FY 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

<b>Table 1 -- Agencies Leverage External Resources to Increase Their Capacity to Serve Low-Income People</b>				
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
<b>National Performance Indicators:</b>				
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. For further instructions, see Information System Survey Instructions, Part 1, Section F.)</i>				
<b>Funding Sources</b>				
<b>C) State Resources (Non-federal, state-appropriated funds)</b>				
a) State appropriated funds used for the same purpose as federal CSBG funds				
b) State Housing and Homeless Programs (include housing tax credits)				
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 Services				
k) State Transportation Programs				
l) State Education Programs				
m) State Community, Rural and/or Economic Development Programs				
n) State Rural Development Programs				
o) State Family Development Programs				
p) Other State Funded programs: List by name of funding source. Do not use abbreviations.				
1)				
2)				
<b>TOTAL: STATE RESOURCES</b>				
<b>D) Local Government Resources</b>	1,086,917.00	1,022,275.00	(64,642.00)	
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)				
<b>TOTAL: LOCAL GOVERNMENT RESOURCES</b>	1,086,917.00	1,022,275.00	(64,642.00)	
<b>E) Private Sector Resources</b>				
a) Funds from Foundations, Corporations, United Way, other non-profits				
b) Other donated funds				
c) Value of donated items, food, clothing, furniture, etc.	16,000.00	15,000.00	(1,000.00)	
d) Value of in-kind services received from businesses				
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	16,000.00	15,000.00	(1,000.00)	
<b>TOTAL: PRIVATE SECTOR RESOURCES</b>				

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**Agency Name:** Palm Beach County Community Action Program

<b>Table 1 -- Agencies Leverage External Resources to Increase Their Capacity to Serve Low-Income People</b>				
<b>FOCAS Outcomes Catalog</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Community Action Goal 5: Agencies Increase Their Capacity to Achieve Results National Performance Indicators:	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
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 Sources				
<b>TOTAL: ALL NON-CSBG RESOURCES (Non-CSBG Federal Resources + State Resources + Local Government Resources + Private Sector Resources)</b>	<b>2,404,781.00</b>	<b>2,174,236.00</b>	<b>(230,545.00)</b>	<b>0.00</b>
<b>CSBG FUNDS FROM LINE 1</b>	<b>937,762.00</b>	<b>890,777.00</b>	<b>(46,985.00)</b>	<b>0.00</b>
<b>Total Agency Budget (If different from the sum of All Non-CSBG Resources plus CSBG Funds, provide an explanation below.)</b>	<b>3,342,543.00</b>	<b>3,065,013.00</b>	<b>(277,530.00)</b>	<b>0.00</b>

**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.*

**Narrative Comments:**

**ATTACHMENT C - Workplan and Quarterly Report Form**  
**FY 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

<b>Table 2 -- Agencies Increase Staff Capacity to Achieve Results Through Training</b>				
<b>FOCAS Outcomes Catalog</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Community Action Goal 5: Agencies Increase Their Capacity to Achieve Results</b>				
<b>Agency Staff Improves Their Capacity to Achieve Results</b>	<b>Number of Staff Who Will Receive Training During this Year</b>	<b>Total Number of Classroom Hours of Training Planned (Number of staff MULTIPLIED BY hours in class)</b>	<b>Number of Staff Who Received Training During this Contract to Date</b>	<b>Total Number of Classroom Hours of Training Completed This Period (Number of staff MULTIPLIED BY hours in class)</b>
(All agencies must complete all Tables under Goal 5. Complete Columns 2 and 3 for Workplan)				
<b>Funding Sources</b>				
A. Staff who work with customers in self-sufficiency program receive training specific to case management	20	480		
B. Staff who work with customers in self-sufficiency program receive training specific to family development.				
C. Staff who work with grants or contract management receive training specific to expand, update or upgrade their skills.	2	20		
D. Fiscal staff attending training on OMB Circulars or audit compliance.				
E. Board members receive training related to their roles and responsibilities.	23	80		
F. Fiscal staff receive accounting, data collection or management training.				
G. Program staff receive data collection or management training.	20	100		
H. Other training not reported above or in Goal 5, Tables 4 or 5. Describe below.				
1) ROMA (6)	20	120		
2) Customer Service (6)	20	120		
3) Strategic Planning (6)	20	120		
4) Ethics Training	20	80		
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.

**Narrative Comments:**



ATTACHMENT C - Workplan and Quarterly Report Form  
 FY 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 3 -- Agency Organizes and Operates its Programs, Services, and Activities Toward Accomplishing Family and Community Outcomes			
FOCAS Outcomes Catalog	2	3	4
<b>Community Action Goal 5: Agencies Increase Their Capacity to Achieve Results</b> Agency has the Capacity to Measure Client Progress toward Self-Sufficiency. (All agencies must complete all Tables under Goal 5. Complete Columns 2 and 3 for Workplan.)	Agency's Staus as of 9/30/2008	Workplan Agency's Status at the End of this Contract	Agency's Current Status
<b>A) Agency has the Capacity to Measure Client/Customer Progress Towards Self-Sufficiency.</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 BEST 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.	X	X	
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>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 BEST describes how your CAA manages client information and tracks client progress:</b>			
1) Agency utilizes a database for <u>all</u> clients of the agency for use in in-take, assessment, and provision of services.	X	X	
2) Agency utilizes a database for <u>some</u> clients of the agency for use in in-take, assessment, and provision of services.			
3) Agency utilizes a databalse for <u>all</u> clients of the agency for use in in-take, assessment, provision of services and measurement of outcomes.			
4) Agency utilizes a databalse for <u>some</u> clients of the agency for use in in-take, assessment, provision of services and measurement of outcomes.			
<b>C) What computer program(s) is used to manage client information and track client progress?</b>			
1)	X	X	
2)			
3)			

Narrative Comments:

**ATTACHMENT C - Workplan and Quarterly Report Form  
 FY 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

<b>Table 4 -- Agency Organizes and Operates its Programs, Services, and Activities Toward Accomplishing Family and Community Outcomes</b>			
FOCAS Outcomes Catalog	2	3	4
<b>Community Action Goal 5: Agencies Increase Their Capacity to Achieve Results</b>			
A. Agency has the Capacity to Report Client Progress Toward Self-Sufficiency.	Agency's Status as of 9/30/2008	Workplan Agency's Status at the End of this Contract	Agency's Current Status
B. Agency has Provided Results-Oriented Management and Accountability Training.			
C. Agency Programs Achieved Accreditation Demonstrating Program Meets or Exceeds Nationally Recognized Standards.			
D. Agency is Implementing ROMA tools and management practices.			
<i>(All agencies must complete all Tables under Goal 5. Complete Columns 2 and 3 for Workplan.)</i>			
<b>A) Agency has the Capacity to Report Client/Customer Progress Toward Self-Sufficiency. (Answer Yes or No for each.)</b>			
1) Agency can report outcomes that measure progress towards self-sufficiency without use of an outcome scale. (Explain method used in the Narrative Comments section below.)	Y		Y
2) Agency utilizes outcome scales to measure client movement toward self-sufficiency. (If yes, attach a copy of the scale with the Workplan submission.)	Y		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.			
<b>B) Agency has Provided Results-Oriented Management and Accountability Training within the past 2 years. (Answer Yes or No for each.)</b>			
1) At least half of the Agency board has received ROMA training.	N		Y
2) Agency management staff has received ROMA training	N		Y
3) Agency supervisory staff has received ROMA training.	N		Y
4) Agency line staff has received ROMA training.	N		Y
<b>C) Agency Programs Achieved Accreditation Demonstrating that Program Meets or Exceeds Nationally Recognized Standards. (Answer Yes or No for each.)</b>			
1) Early childhood care and education sites receive NAEYC or other recognized form of accreditation.	N		N
3) Programs achieve other form of recognized accreditation. (Please describe in the Narrative Comments below.)	N		N
<b>D) Agency is Implementing ROMA tools and management practices. (Answer Yes or No for each.)</b>			
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) FOCAS and Information System Survey Reports are provided to, reviewed and discussed with CSBG board members at least quarterly.	N		Y

**Narrative Comments:**

**ATTACHMENT C - Workplan and Quarterly Report Form**  
**FY 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

<b>Table 5 -- Agency Staff Obtains Credentials that Improve Their Capacity to Achieve Results</b>			
<b>FOCAS Outcomes Catalog</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>Community Action Goal 5: Agencies Increase Their Capacity to Achieve Results</b>			
Agency Staff obtains Credentials That Improve Their Capacity to Achieve Results.  (All agencies must complete all Tables under Goal 5. Complete columns 2 and 3 for Workplan.)	<b>Number of Staff Who Have Credentials as of 09/30/08</b>	<b>Number of Staff Who Will Receive Credentials During the Contract Year</b>	<b>Number of Staff Who Received Credentials During this Contract to Date</b>
<b>Agency Staff Obtained Credentials That Improve Their Capacity to Achieve Results.</b>			
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 receive CCAP credentials.*			
E. Staff who received Associates Degree.			
F. Staff who received Bachelors Degree.	7		
G. Staff who received Masters Degree.	1		
H. Staff who received Doctorate Degree.	1		
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 Program

FOCAS Outcomes Catalog	2	3	4
<b>Community Action Goal 6: Low-income People, Especially Volunerable Populations, Achieve Their Potential by Strengthening Family and Other Supportive Systems</b> National Performance Indicators: 6.1 Independent Living 6.2 Emergency Assistance 6.3 Child and Family Development <b>All agencies must report on at least one NPI in Goal 6.</b>	<b>WORKPLAN</b>	<b>Number of People</b>	
		Total Number of Participants Expected to Achieve Outcome	Received Services
<b>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.</b>			
A. Senior Citizens (55 or older)	1,500		
B. Individuals with Disabilities	700		
<b>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:</b>			
<b>Community Action Goal 6: Low-income People, Especially Volunerable Populations, Achieve Their Potential by Strengthening Family and Other Supportive Systems</b> 6.1 Independent Living 6.2 Emergency Assistance 6.3 Child and Family Development	<b>WORKPLAN</b>	<b>Number of Households</b>	
		Total Number of Households Expected to Achieve Outcome	Seeking Assistance
A. Food (Unduplicated Number of Households from services below.)	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			
5) Other -- Name of Program:			

**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:** \_\_\_\_\_

FOCAS Outcomes Catalog	2	3	4
<b>Community Action Goal 6: Low-Income People, Especially Vulnerable Populations, Achieve Their Potential by Strengthening Family and Other Supportive Systems</b> National Performance Indicators: 6.1 Independent Living 6.2 Emergency Assistance 6.3 Child and Family Development	<b>WORKPLAN</b> <b>Total Number of Households Expected to Achieve Outcome</b>	<b>Number of Households</b>	
		<b>Seeking Assistance</b>	<b>Received Assistance</b>
<b>B. Emergency Vendor Payments (Unduplicated Number of Households from services below.)</b>	<b>4,038</b>		
1) Home Energy Assistance funded by Low-Income Home Energy Assistance			
2) Home Energy Assistance funded by public or private funds other than LIHEAP or CSBG.			
3) Home Energy Assistance payed for with CSBG funds			
3) Water Bill Assistance			
4) Rent or Mortgage Assistance			
<b>C. Temporary Shelter (motel, shelter placement, etc.)</b>	<b>6</b>		
<b>D. Emergency Medical Care</b>			
<b>E. Protection from Violence</b>			
<b>F. Legal Assistance</b>	<b>5</b>		
<b>G. Transportation</b>	<b>18</b>		
<b>H. Disaster Relief</b>			
<b>I. Clothing</b>	<b>300</b>		
<b>J. Provide translation assistance in order for person to receive emergency services.</b>			

**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: \_\_\_\_\_

FOCAS Outcomes Catalog		2	3	4
<b>Community Action Goal 6: Low-Income People, Especially Vulnerable Populations, Achieve Their Potential by Strengthening Family and Other Supportive Systems</b> 6.1 Independent Living 6.2 Emergency Assistance 6.3 Child and Family Development		<b>WORKPLAN Total Number of People Expected to Achieve Outcome</b>	<b>Number of People</b>	
			<b>People Enrolled in Program(s)</b>	<b>People Achieving Outcome</b>
<b>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:</b>				
<b>A. Infant and Child</b>				
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 1st Grade.				
<b>B. 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.				
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.				
<b>C. Adult</b>				
1) Parents and other adults learn and exhibit improved parenting skills.				
2) Parents and other adults learn and exhibit improved family functioning skills.				

Narrative Comments: