

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA ITEM SUMMARY

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Meeting Date: September 14, 2010	<input checked="" type="checkbox"/> Consent	<input type="checkbox"/> Regular
	<input type="checkbox"/> Workshop	<input type="checkbox"/> Public Hearing

Department

Submitted By: Community Services

Submitted For: Community Action Program

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I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to ratify: the Chair's signature on the State of Florida, Department of Community Affairs FY 2010-2011 Community Services Block Grant (CSBG) application for the period of October 1, 2010, through September 30, 2011, in an amount not-to-exceed \$1,070,579.

Summary: The FY 2010-2011 CSBG will provide a range of services to low-income households in Palm Beach County that enables families to become self-sufficient. CSBG funds will help stabilize low income families through assistance with utility, shelter, transportation, and child care costs. In addition, the funding supports assistance to low-income persons seeking to gain or maintain employment. The emergency signature process was used to ensure timely submission to DCA. A 20% County required match of \$178,430 is included in the budget. County obligations under this agreement are subject to budget approval. (Community Action Program) Countywide (TKF)

Background and Justification: Palm Beach County has been the recipient of CSBG funds since 1974. These are Federal funds that are allocated by the State of Florida, Department of Community Affairs. The Board of County Commissioners (BCC) established a Community Action Council Administering Board by Ordinance No. 04-042. The Administering Board serves to assist the BCC in the development, planning, implementation and evaluation of the Community Action Program and to advise the BCC on matters pertaining to the Program. The Community Action Program Advisory Board reviewed this Grant Agreement and on July 20, 2010, passed a motion to recommend approval to the BCC.

Attachments: FY 2010-2011 Community Services Block Grant Agreement Application signed by Commissioner Aaronson

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Recommended by: 
Department Director

8/23/10
Date

Approved by: 
Assistant County Administrator

8/30/10
Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	<u>2011</u>	<u>2012</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	<u>1,070,579</u>	_____	_____	_____	_____
External Revenues	<u>(892,149)</u>	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
NET FISCAL IMPACT	<u>178,430</u>	_____	_____	_____	_____

ADDITIONAL FTE POSITIONS (Cumulative)

Is Item Included in Proposed Budget? Yes X No _____
Budget Account No.: Fund 1003 Dept. 145 Unit 1455 Obj. various
Program Code: various Program Period: GY10


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

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

C. Departmental Fiscal Review: Tauna Malhotra
8/23/10

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Administration Comments:


OFMB VA
8/24/10 8/25/10


Contract Dev. and Control

B. Legal Sufficiency:


8/30/10
Assistant County Attorney

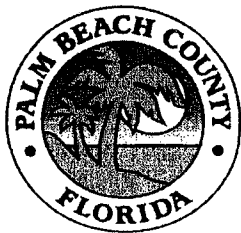
minute:

Commissioner Aronson
Signature is needed
on the documents.

C. Other Department Review:

Department Director

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



Department of
Community Services

810 Datura Street
West Palm Beach FL 33401
(561) 355-4700
FAX: (561) 355-3863
<http://www.pbcgov.com>

Palm Beach County
Board of County
Commissioners

Burt Aaronson, Chair

Karen T. Marcus, Vice-Chair

Shelley Vana

Steven L. Abrams

Jess R. Santamaria

Priscilla A. Taylor

County Administrator

Robert Weisman

"An Equal Opportunity
Affirmative Action Employer"

MEMORANDUM

TO: Burt Aaronson, Chair and the
Board of County Commissioners

FROM: Robert Weisman
County Administrator

DATE: August 5, 2010

RE: 2010-2011 CSBG Grant Application

Pursuant to PPM#CW-F-003 your signature is needed on the 2010-2011 CSBG Grant. This grant for the amount of \$1,070,579.00 (\$892,149 grant and \$178,430 county match 20%) will be used to provide emergency assistance and self-sufficiency services to low-income families throughout Palm Beach County.

The information was received on June 16, 2010 with instructions to return it by August 6, 2010. The emergency signature process is being utilized because there is not sufficient time to submit the application through the regular BOCC agenda process and meet the return deadline. Staff will submit this item at the Board's September 14, 2010 Commission Agenda.

If additional information is needed, please contact James Green at (561) 313-1146.

Assistant County Attorney
OFMB

Approved:

Community Services Director
Community Svc Fiscal Director 8/10
Assistant County Administrator



STATE OF FLORIDA


DEPARTMENT OF COMMUNITY AFFAIRS

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

CHARLIE CRIST
Governor

THOMAS G. PELHAM
Secretary

MEMORANDUM

TO: Community Services Block Grant Eligible Entities
FROM:  Paula Lemmo, Community Program Manager
DATE: June 14, 2010
RE: FY 2010-2011 Community Services Block Grant Award Agreement

Enclosed is the FY 2010-2011 Community Services Block Grant (CSBG) award agreement package. To ensure a timely contract routing and signature process, please complete the enclosed application and return it to the address listed below, as soon as possible, but no later than August 6, 2010. *The award agreement must be officially approved by your CSBG board.* Submit a minimum of **three (3)** copies of the complete application with original signatures on all three copies.

As in the past, the agreement amount given on page 8, Section (17) (a) of the contract is an estimate based on the past year's CSBG funds received from the U. S. Department of Health and Human Services. The final amount of the contract cannot be determined until the Federal Fiscal Year 2010-2011 budget is approved. Once the final federal award is received, the allocations will be revised and modifications made to the contracts. Develop your budget based on the total allocation which will be the larger of the two numbers given in section (17)(a).

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

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

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

If you have any questions, please contact your DCA financial specialist at (850) 488-7541.

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

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

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

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

FEDERALLY-FUNDED SUBGRANT AGREEMENT

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

THIS AGREEMENT IS ENTERED INTO BASED ON THE FOLLOWING REPRESENTATIONS:

A. The Recipient represents that it is fully qualified and eligible to receive these grant funds to provide the services identified herein; and

B. The Department has received these grant funds from the State of Florida, and has the authority to subgrant these funds to the Recipient upon the terms and conditions below; and

C. The Department has statutory authority to disburse the funds under this Agreement.

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

(1) SCOPE OF WORK

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

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

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

(3) PERIOD OF AGREEMENT

This Agreement shall begin upon execution by both parties or October 1, 2010, whichever is earlier, and shall end September 30, 2011, unless terminated earlier in accordance with the provisions of Paragraph (12) of this Agreement.

(4) MODIFICATION OF CONTRACT

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

(5) RECORDKEEPING

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

(b) The Recipient shall retain sufficient records to show its compliance with the terms of this Agreement, and the compliance of all subcontractors or consultants paid from funds under this Agreement, for a period of five years from the date the audit report is issued, and shall allow the

Department or its designee, the State Chief Financial Officer or the State Auditor General access to the records upon request. The Recipient shall ensure that audit working papers are available to them upon request for a period of five years from the date the audit report is issued, unless extended in writing by the Department. The five year period may be extended for the following exceptions:

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

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

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

(6) AUDIT REQUIREMENTS

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

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

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

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

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

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

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

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

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

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

and

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

Send the Single Audit reporting package and Form SF-SAC to the Federal Audit Clearinghouse by submission online at

<http://harvester.census.gov/fac/collect/ddeindex.html>

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

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

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

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

and

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

(g) By the date due, send any reports, management letter, or other information required to be submitted to the Department pursuant to this Agreement in accordance with OMB Circular A-133,

Florida Statutes, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as applicable.

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

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

(j) The Recipient shall have all audits completed by an independent certified public accountant (IPA), either a certified public accountant or a public accountant licensed under Chapter 473, Fla. Stat. The IPA shall state that the audit complied with the applicable provisions noted above. The audit must be received by the Department no later than nine months from the end of the Recipient's fiscal year.

(7) REPORTS

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

(b) Quarterly reports are due to the Department no later than 28 days after the end of each quarter of the program year and shall be sent each quarter until submission of the administrative close-out report. The ending dates for each quarter of the program year are December 31, March 31, June 30, and September 30.

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

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

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

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

(8) MONITORING

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

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

(9) LIABILITY

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

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

(10) DEFAULT

If any of the following events occur ("Events of Default"), all obligations on the part of the Department to make further payment of funds shall, if the Department elects, terminate and the Department has the option to exercise any of its remedies set forth in Paragraph (11). However, the Department may make payments or partial payments after any Events of Default without waiving the right to exercise such remedies, and without becoming liable to make any further payment:

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

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

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

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

(11) REMEDIES

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

- (a) Terminate this Agreement, provided that the Recipient is given at least thirty days prior written notice of such termination. The notice shall be effective when placed in the United States, first class mail, postage prepaid, by registered or certified mail-return receipt requested, to the address set forth in paragraph (13) herein;
- (b) Begin an appropriate legal or equitable action to enforce performance of this Agreement;
- (c) Withhold or suspend payment of all or any part of a request for payment;
- (d) Require that the Recipient refund to the Department any monies used for ineligible purposes under the laws, rules and regulations governing the use of these funds.
- (e) Exercise any corrective or remedial actions, to include but not be limited to:
 - 1. request additional information from the Recipient to determine the reasons for or the extent of non-compliance or lack of performance,
 - 2. issue a written warning to advise that more serious measures may be taken if the situation is not corrected,
 - 3. advise the Recipient to suspend, discontinue or refrain from incurring costs for any activities in question or
 - 4. require the Recipient to reimburse the Department for the amount of costs incurred for any items determined to be ineligible;
- (f) Exercise any other rights or remedies which may be otherwise available under law.
- (g) Pursuing any of the above remedies will not keep the Department from pursuing any other remedies in this Agreement or provided at law or in equity. If the Department waives any right or remedy in this Agreement or fails to insist on strict performance by the Recipient, it will not affect, extend or waive any other right or remedy of the Department, or affect the later exercise of the same right or remedy by the Department for any other default by the Recipient.

(12) TERMINATION

- (a) The Department may terminate this Agreement for cause with thirty days written notice. Cause can include misuse of funds, fraud, lack of compliance with applicable rules, laws and regulations, failure to perform in a timely manner, and refusal by the Recipient to permit public access to any document, paper, letter, or other material subject to disclosure under Chapter 119, Fla. Stat., as amended.
- (b) The Department may terminate this Agreement for convenience or when it determines, in its sole discretion, that continuing the Agreement would not produce beneficial results in line with the further expenditure of funds, by providing the Recipient with thirty calendar days prior written notice.
- (c) The parties may agree to terminate this Agreement for their mutual convenience through a written amendment of this Agreement. The amendment shall state the effective date of the termination and the procedures for proper closeout of the Agreement.

(d) In the event that this Agreement is terminated, the Recipient will not incur new obligations for the terminated portion of the Agreement after the Recipient has received the notification of termination. The Recipient will cancel as many outstanding obligations as possible. Costs incurred after receipt of the termination notice will be disallowed. The Recipient shall not be relieved of liability to the Department because of any breach of Agreement by the Recipient. The Department may, to the extent authorized by law, withhold payments to the Recipient for the purpose of set-off until the exact amount of damages due the Department from the Recipient is determined.

(13) NOTICE AND CONTACT

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

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

Ms. Paula Lemmo, Community Program Manager
2555 Shumard Oak Boulevard
Tallahassee, Florida 32399-2100
Telephone: (850) 488-7541
Fax: (850) 488-2488
Email: paula.lemmo@dca.state.fl.us

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

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

(14) SUBCONTRACTS

If the Recipient subcontracts any of the work required under this Agreement, a copy of the unsigned subcontract must be forwarded to the Department for review and approval before it is executed by the Recipient. The Recipient agrees to include in the subcontract that (i) the subcontractor is bound by the terms of this Agreement, (ii) the subcontractor is bound by all applicable state and federal laws and regulations, and (iii) the subcontractor shall hold the Department and Recipient harmless against all claims of whatever nature arising out of the subcontractor's performance of work under this Agreement, to the extent allowed and required by law. The Recipient shall document in the quarterly report the subcontractor's progress in performing its work under this Agreement.

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

(15) TERMS AND CONDITIONS

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

(16) ATTACHMENTS

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

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

(c) This Agreement has the following attachments:

Exhibit 1 - Funding Sources

Attachment A – Recipient Information

Attachment B – Budget

Attachment C – Work plan and Quarterly Report Form

Attachment D – Program Statutes and Regulations

Attachment E – Reports

Attachment F – Property Management and Procurement

Attachment G – Statement of Assurances

Attachment H – Special Conditions

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

Attachment J – Warranties and Representations

Attachment K – Justification of Advance Payment

(17) FUNDING/CONSIDERATION

(a) This is a cost-reimbursement Agreement. The Recipient shall be reimbursed for costs incurred in the satisfactory performance of work hereunder in an amount not to exceed \$892,149, subject to the availability of funds. The Recipient is authorized to incur costs in an amount not to exceed \$383,624 until further notification is received by the Department. As funds and budget authority are available, changes to the costs the Recipient may incur will be accomplished by notice from the Department to the Recipient, in the form of certified mail, return receipt requested, to the Recipient's contact person identified in Attachment A, Recipient Information. The terms of the Agreement shall be considered to have been modified to allow the Recipient to incur additional costs upon the Recipient's receipt of the written notice from the Department.

(b) Any advance payment under this Agreement is subject to Section 216.181(16), Fla.Stat., and is contingent upon the Recipient's acceptance of the rights of the Department under Paragraph (12)(b) of this Agreement. The amount which may be advanced may not exceed the expected cash needs of the Recipient within the first three (3) months of the contract term. For a federally funded contract, any advance payment is also subject to federal OMB Circulars A-87, A-110, A-122 and the Cash Management Improvement Act of 1990. If an advance payment is requested,

the budget data on which the request is based and a justification statement shall be included in this Agreement as Attachment K. Attachment K will specify the amount of advance payment needed and provide an explanation of the necessity for and proposed use of these funds.

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

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

(18) REPAYMENTS

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

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

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

(19) MANDATED CONDITIONS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(20) LOBBYING PROHIBITION

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

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

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

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member

of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the Recipient shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying."

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

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

(21) COPYRIGHT, PATENT AND TRADEMARK

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

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

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

(c) Within thirty days of execution of this Agreement, the Recipient shall disclose all intellectual properties relating to the performance of this Agreement which he or she knows or should know could give rise to a patent or copyright. The Recipient shall retain all rights and entitlements to any pre-existing intellectual property which is so disclosed. Failure to disclose will indicate that no such property exists. The Department shall then, under Paragraph (b), have the right to all patents and copyrights which accrue during performance of the Agreement.

(22) LEGAL AUTHORIZATION

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

(23) ASSURANCES

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

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

RECIPIENT:
PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
(Type Recipient's Legal Name)

STATE OF FLORIDA
DEPARTMENT OF COMMUNITY AFFAIRS

By: _____

BY: _____

Name and title: Burt Aaronson, Chair

Mike Richardson, Assistant Secretary and
Acting Division Director,
Housing and Community Development

Date: _____

Date: _____

59-60000785

(Federal Identification Number)

EXHIBIT – 1

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

Federal Program: Community Services Block Grant Program

Federal agency: United States Department of Health and Human Services

Catalog of Federal Domestic Assistance title and number: 93.569

Recipient: Palm Beach County Board of County Commissioners

Award amount: \$ 892,149

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

Federal Program: Community Services Block Grant Program

List applicable compliance requirements as follows:

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

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

(23) ASSURANCES

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

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

RECIPIENT:

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS**

(Type Recipient's Legal Name)

By: _____

Name and title: Burt Aaronson, Chair

Date: _____

59-60000785

(Federal Identification Number)

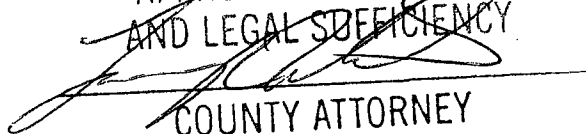
STATE OF FLORIDA

DEPARTMENT OF COMMUNITY AFFAIRS

BY:  _____

Mike Richardson, Assistant Secretary and
Acting Division Director,
Housing and Community Development

Date: _____

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

COUNTY ATTORNEY

**ATTACHMENT B-1
BUDGET SUMMARY**

Recipient: Palm Beach County Community Action Program 22Oct09

1-Oct-10

Contract: 11SB-8G-10-60-01-021

REVENUE SOURCES		PERCENT	MATCH	TOTAL	NOTES:	
1	CSBG Grant Funds			892,149.00	Round all figures UP to nearest dollar. Provide a minimum of: 2% Cash Match and 20% Total Match. Do not under match. 1.99% Cash Match is unacceptable.	
2	Cash Match	20.0%	178,430.00			
3	In-Kind Match	0.0%	0.00			
4	TOTAL MATCH (Line 2 + Line 3)	20.0%		178,430.00		
5	TOTAL FUNDS (Line 1 + Line 4)			1,070,579.00		
CSBG FUNDED PROGRAMS ONLY EXPENSE CATEGORY			(A)	(B)	(C)	(D)
			CSBG	Cash	In-Kind	TOTAL
			Funds	Match	Match	
ADMINISTRATIVE						
6	RECIPIENT (Salaries + Fringe, Rent, Utilities, Travel, Other)		118,714.00	23,744.00	0.00	142,458.00
7	SUB-RECIPIENT (Salaries + Fringe, Rent, Utilities, Travel, Other)		0.00	0.00	0.00	0.00
8	TOTAL ADMINISTRATIVE EXPENSES (Line 6 + Line 7)		118,714.00	23,744.00	0.00	142,458.00
9	ADMINISTRATIVE EXPENSE PERCENT (Line 8 divided by Line 1)		13%	CANNOT EXCEED 15% OF CSBG ALLOCATION GIVEN ON LINE 1		
PROGRAM						
10	RECIPIENT DIRECT CLIENT ASSISTANCE EXPENSES		706,322.00	141,264.00	0.00	847,586.00
11	RECIPIENT OTHER EXPENSE (Salaries + Fringe, Rent, Utilities, Travel, Other)		67,113.00	13,422.00	0.00	80,535.00
12	SUBTOTAL RECIPIENT PROGRAM EXPENSE (Line 10 + Line 11)		773,435.00	154,686.00	0.00	928,121.00
13	SUB-RECIPIENT DIRECT CLIENT ASSISTANCE EXPENSES		0.00	0.00	0.00	0.00
14	SUB-RECIPIENT OTHER PROGRAM EXPENSE (Salaries + Fringe, Rent, Utilities, Other)		0.00	0.00	0.00	0.00
15	SUBTOTAL SUB-RECIPIENT PROGRAM EXPENSE (Line 13 + Line 14)		0.00	0.00	0.00	0.00
16	TOTAL PROGRAM EXPENSE (Line 12 + Line 15)		773,435.00	154,686.00	0.00	928,121.00
17	SECONDARY ADMINISTRATIVE EXPENSE		0.00			0.00
18	GRAND TOTAL EXPENSE (Line 8 + Line 16 + Line 17)		892,149.00	178,430.00	0.00	1,070,579.00

AMENDED ATTACHMENT A - RECIPIENT INFORMATION

FEDERAL FISCAL YEAR: 2011 CONTRACT PERIOD: October 1, 2010 to September 30, 2011

1. RECIPIENT: Palm Beach County Community Action Program

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

3. GENERAL ADMINISTRATIVE INFORMATION

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

Name: Channell Wilkins Title: Director of PBC Community Svcs. Dept.
Street Address: 810 Datura Street County: Palm Beach County
City: West Palm Beach, FL Zip Code: 33401
Telephone (561) 355-4727 Fax (561) 242-7336 E-Mail: cwilkins@pbcgov.org
MAILING ADDRESS (IF DIFFERENT FROM ABOVE)

Address: _____
City: _____, FL Zip Code: _____

B. Chief Elected Official for Local Governments or President/Chair of Board for Nonprofits
(Home or business address other than agency address.)

Name: Burt Aaronson Title: Chair PBC Board of County Commissioners
Street Address: 301 N. Olive Ave Ste. 1201 County: Palm Beach County
City: West Palm Beach, FL Zip Code: 33401
Telephone (561) 355-2205 Fax () _____ E-Mail: baaronso@pbcgov.org

C. FOR PUBLIC AGENCIES: Chair of Community Action Board
(Home or business address other than agency address.)

Name: Yvette Coursey Title: Chairman of PBC Community Action Advisory Board
Street Address: P.O. Box 3823 County: Palm Beach County
City: West Palm Beach, FL Zip Code: 33402
Telephone (561) 863-8569 Fax (561) 659-6421 E-mail cotomassociates@juno.com

D. RECIPIENT CONTACT PERSON/PROGRAM COORDINATOR

Name: James Green Title: Program Coordinator
Street Address: 810 Datura Street County: Palm Beach County
City: West Palm Beach, FL Zip Code: 33401
Telephone (561) 313-1146 Fax (561) 242-7336 E-mail jgreen1@pbcgov.org

E. WARRANT OFFICER (OFFICIAL TO RECEIVE STATE WARRANT)

Name: Sharon R. Bock Title: Clerk and Comptroller
Address: 205 N. Dixie Hwy (Street address)
City: West Palm Beach, FL Zip Code: 33401
Telephone (561) 355-2996 Fax (561) 355-6727 E-Mail: SBock@mypalmbeachclerk.com

F. FINANCIAL CONTACT PERSON

Name: Taruna Malhotra Title: Director of Financial and Support Services
Address: 810 Datura Street (Street address)
City: West Palm Beach, FL Zip Code: 33401
Telephone (561) 355-4716 Fax (561) 355-4192 E-Mail: Tmalholtr@pbcgov.org

G. PERSON(S) AUTHORIZED TO SIGN FISCAL REPORTS

1. Name: Taruna Malhotra Title: Director of Financial and Support Services
2. Name: Channell Wilkins Title: Director of Community Services

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: _____ to _____
Audit is due nine months from the end of the recipient's fiscal year:

COMMUNITY SERVICE BLOCK GRANT (CSBG)

ATTACHMENT C

2010-2011 CSBG Work Plan

CONTACT: James Green

PHONE: 561-355-4727

EMAIL: jgreen1@pbcgov.org

RECIPIENT: PBC Community Action Program

CONTRACT: 11SB-8G-10-60-01-021

A	B	C	
NPI	OUTCOME	Units Expected To Be Achieved	
1.1	Employment - The number and percentage 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:	# of Participants	
A.	Unemployed and obtained a job	5	
B.	Employed and maintained a job for at least 90 days	5	
C.	Employed and obtained an increase in employment income and/or benefits	0	
D.	Achieved "living wage" employment and / or benefits	0	
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 as measured by one or more of the following:	# of Participants	
A.	Obtained skills/competencies required for employment	25	
B.	Completed ABE/GED and received certification or diploma	25	
C.	Completed post-secondary education program and obtained certificate or diploma	0	
D.	Enrolled children in before or after school programs	30	
E.	Obtained care for child or other dependent	40	
F.	Obtain access to reliable transportation and/or driver's license	35	
G.	Obtained health care services for themselves or a family member	20	
H.	Obtained safe and affordable housing	10	
I.	Obtained food assistance	110	
J.	Obtained non-emergency LIHEAP energy assistance	10	
K.	Obtained non-emergency WX energy assistance	5	
L.	Obtained other non-emergency energy assistance (State/local/private energy programs. Do Not include LIHEAP or WX)	60	
M.	Obtained identification or work permit documentation for employment (social security card, work permit, etc.)	0	
1.3	Economic Asset Enhancement and Utilization - The number and percentage 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:	Participants	Dollars
Enhancement			
A.	1 Participants in tax preparation programs who qualified for any type of Federal or State tax credit.	350	0
	2 Participants obtaining court-ordered child support payments.	0	0
	3 Number enrolled in telephone lifeline and/or energy discounts with agency assistance.	100	0
Utilization			
	1 Participants demonstrating ability to complete and maintain a budget for over 90 days	15	
	2 Participants opening an Individual Development Account (IDA) or other savings account	15	
	3 Participants who increased their savings through IDA or other savings account	0	
B.	Of participants in a Community Action asset development program (IDA or other savings):		
	a) Number capitalizing a small business with accumulated savings	0	0
	b) Number pursuing post-secondary education with savings	0	0
	c) Number purchasing a home with accumulated savings	0	0
	d) Number purchasing other assets with accumulated savings	0	0
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:	# of Projects	# of Oppor
A.	Jobs created, or saved, from reduction or elimination in the community	0	0
B.	Accessible living wage jobs created, or saved from reduction or elimination in the community	0	0
C.	Safe and affordable housing units created in the community	0	0
D.	Safe, affordable housing units in the community preserved or improved through Community Action or advocacy	0	0
E.	Accessible, safe and affordable health care services/facilities for low-income people created or saved.	0	0
F.	Accessible, safe & affordable child care/child development placement opportunities created or saved.	0	0
G.	Accessible before/after school program placement opportunities for low-income families created or saved.	0	0
H.	Accessible new/preserved/expanded transportation resources available to low-income people (public/private)	0	0
I.	Accessible new/preserved/increased educational and training placement opportunities for low-income people	0	0

CSBG
ATTACHMENT B-3
BUDGET DETAIL

BUDGET LINE ITEM NUMBER	NATIONAL PERFORMANCE INDICATORS	EXPENDITURE DETAIL Round up line item totals to dollars. Do not use cents and decimals in totals.	BUDGETED EXPENDITURES		
			CSBG FUNDS	CASH MATCH**	IN-KIND MATCH **
6.	NA	ADMINISTRATIVE EXPENSES			
<div>Personnel costs set out below include salary, FICA at 6.2%, Medicare @ 1.45%, Retirement @ 10.85%, health insurance @\$9,700/year and Workers Compensation insurance @ \$377/year. Pay period costs were computed by dividing annual costs by 26. 80% of CSBG salaries are paid by the CSBG grant; 20% is paid from the County cash match. The balance of CAP employees' wages are paid from LIHEAP or County tax (non-match) dollars.</div>					
		Community Action Coordinator 100% CSBG	57,246	11,450	
		Program Secretary 100% CSBG	52,676	10,535	
		Travel			
		Travel and per diem for Prgm Coord to attend 6 FACA training meetings. Assumes registration, car travel to 3 meetings, plane travel for 3	2,500	500	
		Prgm Coord personal vehicle mileage reimbursement: 5,500 @ \$0.50	2,292	458	
		Postage \$50 per month	500	100	
		Rent/Office Equipment Copiers/fax @ \$225/month	693	139	
		Rent/Storage space Document storage @\$50	500	100	
		Casualty Self-Insurance County self-insurance pool	1,307	262	
		Office Supplies 12 months @\$100	1,000	200	
		Total Administration	118,714	23,744	

**EXPLAIN SOURCES OF CASH AND IN-KIND MATCH

Cash match comes from Palm Beach County tax funds.

**CSBG
ATTACHMENT B-3
BUDGET DETAIL**

BUDGET LINE ITEM NUMBER	NATIONAL PERFORMANCE INDICATORS	EXPENDITURE DETAIL Round up line item totals to dollars. Do not use cents and decimals in totals.	BUDGETED EXPENDITURES		
			CSBG FUNDS	CASH MATCH**	IN-KIND MATCH**
10		<u>PROGRAM EXPENSE – DIRECT CLIENT</u>			
	1.2 D,E,F, H,I,L; 1.3A; 1.3B; 2.3B; 3.1; 6.1; 6.2	Senior Community Action Specialists 1 persons, 10/1/10 through 9/30/2011 80% X \$2,207 X 26 pay periods	48,914	9,783	
	1.2 D,E,F,H,I,L; 1.3B; 2.3B; 3.1; 6.1; 6.2	Community Action Specialists 12 persons, 10/10 through 9/11 \$573,282 X 60% (CSBG)	322,842	64,568	
		Clerk Typist \$38,808 X 100%	32,715	6,543	
	6.2-B	Water bill assistance shut-off prevention	100,000	20,000	
	6.2-I	Bus passes 1 day passes on Palm Tran	16,667	3,333	
	6.2-C	Rent payment Eviction prevention	54,167	10,833	
	1.2-N	Removal of barriers to employment Low cost fixes to facilitate quick return to employment	54,167	10,833	
	6.2A, 6.5	Vendor- S.S. Program Contractual Services	76,850	15,371	
		Total Program Direct Client Cost	706,322	141,264	

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

CSBG
ATTACHMENT B-3
BUDGET DETAIL

BUDGET LINE ITEM NUMBER	NATIONAL PERFORMANCE INDICATORS	<u>EXPENDITURE DETAIL</u> Round up line item totals to dollars. Do not use cents and decimals in totals.	BUDGETED EXPENDITURES		
			CSBG FUNDS	CASH MATCH**	IN-KIND MATCH**
11		<u>OTHER PROGRAM EXPENSE</u>			
		Janitorial Services			
		810 Datura-12 months @ \$482	4,279	856	
		Travel and Per Diem			
		Family development training—3 persons; two days	2,500	500	
		Annual FACA conference—6 staff; 4 board; 3 days	5,833	1,167	
		Travel-Mileage			
		14 Comm Action Specialists, in-area: 6,000 miles @ 0.50	2,500	500	
		Communications Services (County)			
		Offices in County buildings: 12 months @ \$417	2,500	500	
		Florida Common Application	1,667	333	
		Postage			
		12 months @ \$83	1,000	200	

CSBG
ATTACHMENT B-3
BUDGET DETAIL

BUDGET LINE ITEM NUMBER	NATIONAL PERFORMANCE INDICATORS	<u>EXPENDITURE DETAIL</u> Round up line item totals to dollars. Do not use cents and decimals in totals.	BUDGETED EXPENDITURES		
			CSBG FUNDS	CASH MATCH**	IN-KIND MATCH**
		Utilities/Waste Disposal	8,333	1,667	
		Rent/Office Equipment Copiers, fax machines:	8,750	1,750	
		Maintenance/Grounds County properties	417	83	
		Repair/Maintenance-buildings County properties @ \$1250/month	12,500	2,500	
		Repair/Maintenance-vehicles Van in Glades offices @ \$667/month	6,667	1,333	
		Repair/Maintenance-data processing equipment 12 months @ \$15/month	150	30	
		Print Materials	1,667	333	

**EXPLAIN SOURCES OF CASH AND IN-KIND MATCH

CSBG
ATTACHMENT B-3
BUDGET DETAIL

BUDGET LINE ITEM NUMBER	NATIONAL PERFORMANCE INDICATORS	<u>EXPENDITURE DETAIL</u> Round up line item totals to dollars. Do not use cents and decimals in totals.	BUDGETED EXPENDITURES		
			CSBG FUNDS	CASH MATCH**	IN-KIND MATCH**
		Registration Fees FACA, CAP, CAPLAW conferences ROMA, family development training and FACA and CAP Certifications	5,000	1,000	
		Office Supplies 12 months @ \$375/month	2,500	500	
		Office Furniture and Equipment Replacement as needed	850	170	
		Total Recipient Other Program Expense	67,113	13,422	

**EXPLAIN SOURCES OF CASH AND IN-KIND MATCH

A.		B.	C.	
NPI		OUTCOME	Units Expected To Be Achieved	
2.2		Community Quality of Life and Assets - The quality of life and assets in low-income neighborhoods are improved by Community Action initiative or advocacy as measured by one or more of the following:	# of Programs	# of Services
A.		Increase in community assets due to a change in law/regulation/policy, resulting in better quality of life	0	0
B.		Increase availability/preservation of community facilities (schools libraries, community centers, etc.)	0	0
C.		Increase in the availability or preservation of community services to improve public health and safety	0	0
D.		Increase in the availability or preservation of commercial services within low-income neighborhoods	0	0
E.		Increase in or preservation of neighborhood quality-of-life resources	0	0
For each entry, provide a description of what asset, service, or facility is being reported on the EXPLANATION TAB				
2.3		Community Engagement - The number of community members working with Community Action to improve conditions in the community	# of Participants	
A.		Community members mobilized to participate in community revitalization and anti-poverty initiatives	40	
B.	1.	Hours donated by low-income people	# of Hours	
		a) Serve on the CAA Board of Directors	200	
		b) Serve on Head Start Policy Councils	0	
		c) Serve on Family Center / Parent Councils	50	
		d) Serve on other CAA Advisory Boards, vcouncils, or committees	25	
		e) Serve on other community advisory or governing boards or committees as a CAA representative	0	
		f) Assist with program activities and logistics	100	
		g) Participate in advocacy to meet agency and community goals	100	
		h) Participate in advocacy to influence policies/practices of government and/or private entities	0	
		i) Other CAA clients or low-income persons volunteer with the agency.	0	
		Total volunteer hours from low income people	475	
	2.	Hours donated by non low-income people	375	
		a) General Public	0	
		b) CAA non-low-income board membersw	0	
		c) Other non-profit or government agencies	0	
		d) Business Community	0	
		e) Other	0	
		Total volunteer hours from non low-income people	375	
		TOTAL number of volunteer hours donated to the agency	850	
		2.4		Employment Growth from ARRA Funds -The number of jobs created or saved atleast in part by ARRA funds, in the community
A.		Jobs created, at least in part, by ARRA funds	0	
B.		Jobs saved, at least in part, by ARRA funds	0	
3.1		Community Enhancement through Maximum Feasible Participation -The number of volunteer hours donated to Community Action	# of Hours	
		Total number of volunteer hours donated by LOW-INCOME INDIVIDUALS (only) to Community Action	475	
3.2		Community Empowerment Through Maximum Feasible Participation - The number 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:	Number of Low income People	
A.		Low-income people in formal, decision-making, community organizations, government, boards or councils	8	
B.		Low-income people acquiring businesses in their community as a result of Community Action	5	
C.		Low-income people purchasing their own home in their community as a result of Community Action	5	
D.		Low-income people in non-governance community activities/groups created/supported by Community Action	30	
4.1		Expanding Opportunities Through Community-Wide Partnerships - The number of organizations, both public and private, that Community Action actively works with as a result of CSBG ARRA, to expand resources and opportunities in order to achieve familv and community outcomes.	Number of Partnerships	
A.		Non-Profit	10	
B.		Faith Based	5	
C.		Local Government	8	
D.		State Government Entity	5	
E.		Federal Government Entity	0	
F.		For-Profit Business or Corporation	5	
G.		Consortiums/Collaboration	5	
H.		Housing Consortiums/Collaboration	0	
I.		School Districts	0	
J.		Institutions of post sescondary education/training	0	
K.		Financial/Banking Institutions	0	
L.		Health Service Institutions	0	
M.		State-wide associations or collaborations	0	
N.		Others: Please identify:		
		1) 0		
		2) 0		
		Total unduplicated number of organizations CAA works with to promotes family and community outcomes	0	

A.	B.	C.
NPI	OUTCOME	Units Expected To Be Achieved
5 Agencies Leverage External Resources to Increase Their Capacity to Serve		Planned
A. Community Services Block Grant (CSBG)		1,272,104
B. Federal Government Resources -- Other than CSBG		
a) Weatherization Assistance program funded by DOE through DCA		3,500,000
b) LIHEAP - Fuel Assistance (HHS)		0
c) LIHEAP - Weatherization (HHS)		0
d) Head Start (HHS)		0
e) Early Head Start (HHS)		0
f) Older Americans Act (HHS)		0
g) SSBG (HHS)		0
h) Medicare/Medicaid (HHS)		0
i) Temporary Assistance to Needy Families (TANF)		0
j) Child Care Development Block Grant from (CCDBG)		0
k) Other HHS Resources (List in order of size. Give the name of the source and the CFDA number. Do not use abbreviations. All HHS CFDA's start with "93.")		0
1) 0		0
2) 0		0
3) 0		0
4) 0		0
l) Women, Infant and Children (WIC)(USDA)		0
m) USDA non-food programs (e.g. rural development)		0
n) All other USDA Food Programs		0
o) CDBG federal, state or local		0
p) Housing Programs funded by HUD		0
1) Section 8		0
2) Section 202		0
3) Home tenant based assistance		0
4) HOPE for Homeowners Program (H4H)		0
5) Emergency Shelter Grant Program (ESGP)		0
6) Continuum of Care (CofC)		0
q) All other HUD programs including homeless programs		0
r) Employment and Training Programs (US DOL)		0
s) Other US DOL programs		0
t) Corporation for National and Community Service (CNCS) programs		0
u) FEMA		0
v) Transportation (US DOT)		0
w) Department of Education (EDU)		0
x) Department of Justice (DOJ)		0
y) Department of Treasury		0
z) Other Federal Sources: List by name of funding source and the CFDA Number. Do not use abbreviations.		0
1) 0		0
2) 0		0
3) 0		0
4) 0		0
TOTAL: NON-CSBG FEDERAL RESOURCES		3,500,000
C. State Resources (Non-federal, state-appropriated funds)		
a) State appropriated funds used for the same purpose as federal CSBG funds		0
b) State Housing and Homeless Programs (including housing tax credits)		0
c) State Nutrition Programs		0
d) State Day Care and Early Childhood Programs		0
e) State Energy Programs		0
f) State Health Programs		0
g) State Youth Development Programs		0
h) State Employment and Training Programs		0
i) State Head Start Programs		0
j) State Senior Services		0
k) State Transportation Programs		0
l) State Education Programs		0
m) State Community, Rural and Economic Development Programs		0
n) State Family Development Programs		0
o) Other State Funded programs: List by name of funding source. Do not use abbreviations.		0
1) 0		0
2) 0		0
3) 0		0
4) 0		0
TOTAL: STATE RESOURCES		0

A	B	C
NPI	OUTCOME	Units Expected To Be Achieved
D. Local Government Resources		
a)	Amount of unrestricted funds appropriated by local government	0
b)	Amount of restricted funds appropriated by local government	0
c)	Value of Contract Services	0
d)	Value of in-kind goods/services received from local government	0
e)	Other Local Government Resources: Give description or name of program. Do NOT abbreviate.	0
1)	0	0
2)	0	0
3)	0	0
4)	0	0
TOTAL: LOCAL GOVERNMENT RESOURCES		0
E. Private Sector Resources		
a)	Funds from Foundations, Corporations, United Way, other non-profits	0
b)	Other donated funds	0
c)	Value of donated items, food, clothing, furniture, etc.	0
d)	Value of in-kind services received from businesses	5,000
e)	Payments by clients for services	0
f)	Payments by private entities for goods or services for low-income clients or communities	0
g)	Other Private Sector Resources	0
1)	0	0
2)	0	0
3)	0	0
4)	0	0
TOTAL: PRIVATE SECTOR RESOURCES		5,000
TOTAL NON-CSBG RESOURCES (Federal+State+Local Government+Private Sector)		3,505,000
TOTAL CSBG Funds		1,272,104
TOTAL AGENCY BUDGET		4,777,104
		Staff Hrs
A.	Staff who work with customers in self-sufficiency program receive training specific to case management	5 20
B.	Staff who work with customers in self-sufficiency programs receive training specific to family development	5 20
C.	Staff who work with grants/contract management receive training to expand/update/upgrade their skills	0 0
D.	Fiscal staff attend training on OMB Circular or audit compliance	0 0
E.	Fiscal staff receive accounting, data collection or management training.	0 0
F.	Program staff receive data collection or management training.	5 10
G.	Staff or management receive ROMA training from a certified ROMA trainer.	1 40
H.	Other training received by staff or management.	20 80
Total Staff and Management Training (Totals for A through H above.)		36 170
J.	Board members receive training related to their roles and responsibilities.	15 90
K.	Board members receive ROMA training from a certified ROMA trainer.	15 15
L.	Other training received by CAA Board members.	15 15
TOTAL BOARD MEMBER TRAINING (Total of J through L.)		45 120
Table 3: Agency Staff Training		
The number of human capital resources available		
A.	Number of C-CAPs	1
B.	Number of Certified ROMA Trainers	1
C.	Number of certified Family Development Trainers	0
D.	Number of Certified Child Development Trainers	0
E.	Agency staff obtained other credential that increase their capacity to achieve results (explain in narrative)	1
F.	Number of staff and management attending trainings	25
G.	Number of board members attending trainings	15
H.	Hours of staff and management trainings	0
I.	Hours of board members in training	0
Table 4: Client Intake Process		
Client Intake Process		
A.	1. A common in-take process and common ID# is used for all clients	0
	2. A common in-take process and common ID# is used for some clients	0
	3. A separate in-take process and/or separate ID# is used for each program administered	0
Client/Customer Measure Progress toward Achievement of Self-Sufficiency		
B.	1. Agency utilizes a databases for all clients for use in intake and assessment and provision of services	X
	2. Agency utilizes databases for some clients for use in intake and assessment and provision of services	0
	3. Agency uses database for all client intake/assessment/provision of services & outcome measurement	0
	4. Agency uses database for some client intake/assessment/service provision & outcome measurement	0
Computer programs used to manage client information and track client progress		
C.	1. 0	
	2. 0	
	3. 0	
	4. 0	
	5. 0	

A.	B.	C.
NPI	OUTCOME	Units Expected To Be Achieved
Table 6: Agency Performance Indicators - Progress toward self-sufficiency, family, and community outcomes		
A.	Agency has the capacity to report client/customer progress toward self-sufficiency	
	1. Agency can report outcomes that measure progress without use of an outcome scale.	YES
	2. Agency utilizes outcome scales to measure client movement toward self-sufficiency	YES
	3. Agency has capacity to derive unit cost statistics: cost/service delivered or cost of service per client	YES
B.	4. Agency has capacity to derive unit cost statistics for effectiveness: cost per outcome delivered	YES
	Agency has provided ROMA training within the past 2 years by a certified ROMA trainer	
	1. At least half of the Agency board has received ROMA training	NO
	2. Agency management staff has received ROMA training	YES
C.	3. Agency supervisory staff has received ROMA training	YES
	4. Agency line staff has received ROMA training	NO
	Agency programs achieved accreditation demonstrating they meet or exceed nationally recognized standards	
	1. Early childhood care and education sites receive NAEYC or other recognized forms of accreditation	NA
D.	2. Programs achieve other form of recognized accreditation.	NA
	Agency is implementing ROMA tools and management practices	
	1. Agency has adopted and implemented logic models for key programs and activities	YES
	2. Agency programs and activities are evaluated using ROMA principals	YES
	3. FOCAS & IS Survey reports are provided to, reviewed & discussed with board members at least quarterly.	YES
6.1 Independent Living -The number of vulnerable individuals receiving services from Community Action who maintain an independent living situation as a result of those services:		
		# of Individuals Assisted
A.	Senior Citizens (55 years old or older)	1,000
B.	Individuals with Disabilities	750
	1. Ages 0 - 17	0
	2. Ages 18 - 54	250
	3. Ages 55 and Over	500
NOTE: Seniors are also included within the "55 and Over" category		
6.2 Emergency Assistance - The number of low-income individuals served by Community Action, who sought emergency assistance and the number of those individuals for whom assistance was provided, including such services as:		# of Individuals Achieving Outcome
A.	Emergency Food	1,200
B.	Emergency Fuel or Utility payments (including LIHEAP or other public or private funding source)	15,000
C.	Emergency Rent or Mortgage Assistance	20
D.	Emergency Car or Home Repair (i.e. structural, appliance, heating system, etc.)	0
E.	Emergency Temporary Shelter	0
F.	Emergency Medical Care	5
G.	Emergency Protection from Violence	0
H.	Emergency Legal Assistance	0
I.	Emergency Transportation	300
J.	Emergency Disaster Relief	0
K.	Emergency Clothing	0
L.	Provide translation assistance in order for person to receive emergency services	0
6.3 Child and Family Development - The number and percentage of all infants, children, youth, parents, and other adults participating in developmental or enrichment programs who achieve program goals, as measured by one or more of the following:		# of Individuals Achieving Outcome
A.	Infant and Child	
	1) Infants and children obtain age appropriate immunizations, medical and dental care	0
	2) Infants and children health and physical development are improved as a result of adequate nutrition	0
	3) Children participate in pre-school activities to develop school readiness skills.	0
B.	4) Children participating in pre-school activities are developmentally ready for Kindergarten or 1st Grade	0
	Youth	
	1) Youth improve health and physical development	0
	2) Youth improve social/emotional development	0
C.	3) Youth avoid risk-taking behavior for a defined period of time	0
	4) Youth have reduced involvement with criminal justice system	15
	5) Youth increase academic, athletic or social skills by participating in before or after school programs	0
	Adult	
	1) Parents and other adults learn and exhibit improved parenting skills	0
	2) Parents and other adults learn and exhibit improved family functioning skills	5
6.4 Family Supports - Low-income people who are unable to work, especially seniors, adults with disabilities, and caregivers, for whom barriers to family stability are reduced or eliminated as measured by one or more of the following:		# of Individuals Enrolled
A.	Enrolled children in before or after school programs	0
B.	Obtained care for child or other dependent	0
C.	Obtained access to reliable transportation and/or driver's license	0
D.	Obtained health care services for themselves or a family member	0
E.	Obtained safe and affordable housing	0
F.	Obtained food assistance	0
G.	Obtained non-emergency LIHEAP energy assistance	0
H.	Obtained non-emergency WX energy assistance	0
I.	Obtained other non-emergency energy assistance (State/local/private energy program. Do NOT include LIHEAP or WX.	0

A.	B.	C.
NPI	OUTCOME	Units Expected To Be Achieved
6.5	Service Counts - The number of services provided to low-income individuals and/or families as measured by one or more of the following	# of Services
A.	Food Boxes	12,000
B.	Pounds of Food	300
C.	Units of Clothing	0
D.	Rides Provided	50
E.	Information and Referral Calls	25,000

2010-2011 CSBG Work Plan Worksheet

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RECIPIENT: PBC Community Action Program

CONTRACT: 11SB-BG-10-60-01-021

Date: August 4, 2010

A	B	C	D	E	F	G	H
NPI	OUTCOME	2010-2011 Contract Proposed Units To Be Achieved	Current 2009-2010 Workplan Expected to Achieve	2009-2010 Contract Actual Units Achieved as of THIRD QUARTER	Percent of Deviation between 2010 Projected Achievements (Col D) and 2011 Proposed Achievements (Col C)	Requires Explanation	Units Achieved, Completed, Accomplished, Finished, etc. IS Survey 2009
1.1 Employment							
A.	Unemployed and obtained a job	5	5	3	60%		
B.	Employed and maintained a job for at least 90 days	5	5	3	60%		
C.	Employed and obtained an increase in employment income and/or benefits						
D.	Achieved "living wage" employment and benefits						
1.2 Employment Supports							
A.	Obtained skills/competencies required for employment	25	35	20	57%		
B.	Completed ABE/GED and received certification or diploma	25	1	1	100%		
C.	Completed post-secondary education program and obtained certificate or diploma						
D.	Enrolled children in before or after school programs	30	25	18	72%		
E.	Obtained care for child or other dependent	40	35	10	29%	Explanation Required	
F.	Obtain access to reliable transportation and/or driver's license	35	30	20	67%		
G.	Obtained health care services for themselves or a family member	20	15	13	87%		
H.	Obtained safe and affordable housing	10	5	5	100%		
I.	Obtained food assistance	110	100	85	85%		
J.	Obtained non-emergency LIHEAP energy assistance	10	10,000	8965	90%		
K.	Obtained non-emergency WX energy assistance	5	5	3	60%		
L.	Obtained other non-emergency energy assistance (State/local/private energy programs. Do Not include LIHEAP or WX)	60	55	33	60%		
M.	Obtained identification or work permit documentation for employment (social security card, work permit, etc.)						
1.3 Economic Asset Enhancement and Utilization							
		Proj	Oppor	Proj	Oppor	%Proj	%Oppor
1	Participants in tax preparation programs who qualified for any type of Federal or State tax credit	350		329		329	100%
2	Participants obtaining court-ordered child support payments	100		100		85	85%
3	Number enrolled in telephone lifeline and/or energy discounts with agency assistance						
1	Participants demonstrating ability to complete and maintain a budget for over 90 days	15		15		10	67%
2	Participants opening an individual Development Account (IDA) or other savings account	15		15		8	53%
3	Participants who increased their savings through IDA or other savings account						
4	Of participants in a Community Action asset development program (IDA or other savings):						
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						
d)	Number purchasing other assets with accumulated savings						
2.1 Community Improvement and Revitalization							
		Proj	Oppor	Proj	Oppor	%Proj	%Oppor
A.	Jobs created, or saved, from reduction or elimination in the community						
B.	Accessible living wage jobs created, or saved from reduction or elimination in the community						
C.	Safe and affordable housing units created in the community						
D.	Safe, affordable housing units in the community preserved or improved through Community Action or advocacy						
E.	Accessible, safe and affordable health care services/facilities for low-income people created or saved.						
F.	Accessible, safe & affordable child care/child development placement opportunities created or saved.						
G.	Accessible before/after school program placement opportunities for low-income families created or saved.						
H.	Accessible new/preserved/expanded transportation resources available to low-income people (public/private)						
I.	Accessible new/preserved/increased educational and training placement opportunities for low-income people						
2.2 Community Quality of Life and Assets							
		Proj	Oppor	Proj	Oppor	%Proj	%Oppor
A.	Increase in community assets due to a change in law/regulation/policy, resulting in better quality of life						
B.	Increase availability/preservation of community facilities (schools libraries, community srecers, etc.)						
C.	Increase in the availability or preservation of community services to improve public health and safety						
D.	Increase in the availability or preservation of commercial services within low-income neighborhoods						
E.	Increase in or preservation of neighborhood quality-of-life resources						

A	B	C	D	E	F	G	H
NPI	OUTCOME	2010-2011 Contract Proposed Units To Be Achieved	Current 2009-2010 Workplan Expected to Achieve	2009-2010 Contract Actual Units Achieved as of THIRD QUARTER	Percent of Deviation between 2010 Projected Achievements (Col D) and 2011 Proposed Achievements (Col C)	Requires Explanation	Units Achieved, Completed, Accomplished, Finished, etc. IS Survey 2009
2.3 Community Engagement							
A.	Community members mobilized to participate in community revitalization and anti-poverty initiatives	40	32	32	100%		
B.	Hours donated by low-income people						
	a) Serve on the CAA Board of Directors	200	150	140	93%		
	b) Serve on Head Start Policy Councils						
	c) Serve on Family Center / Parent Councils	50	50	50	100%		
	d) Serve on other CAA Advisory Boards, councils, or committees	25	20	16	80%		
	e) Serve on other community advisory or governing boards or committees as a CAA representative						
	f) Assist with program activities and logistics	100	100	70	70%		
	g) Participate in advocacy to meet agency and community goals	100	100	95	95%		
	h) Participate in advocacy to influence policies/practices of government and/or private entities						
	i) Other CAA clients or low-income persons volunteer with the agency.						
	Total volunteer hours from low income people	475	420	371	88%		0
	Hours donated by non low-income people						
	a) General Public	375	360	350	97%		
	b) CAA non-low-income board membersw						
	c) Other non-profit or government agencies						
	d) Business Community						
	e) Other						
	Total volunteer hours from non low-income people	375	360	350	97%		0
TOTAL number of volunteer hours donated to the agency		850	780	721	92%		0
2.4 Employment Growth from ARRA Funds							
A.	Jobs created, at least in part, by ARRA funds						
B.	Jobs saved, at least in part, by ARRA funds						
3.1 Community Enhancement through Maximum Feasible Participation							
Total number of volunteer hours donated by LOW-INCOME INDIVIDUALS (only) to Community Action		475	420	371	88%		0
3.2 Community Empowerment Through Maximum Feasible Participation							
A.	Low-income people in formal, decision-making, community organizations, government, boards or councils	8	6	6	100%		
B.	Number of low-income people acquiring businesses in their community as a result of Community Action	5	3	2	67%		
C.	Number of low-income people purchasing their own home in their community as a result of Community Action	5	3	1	33%	Explanation Required	
D.	Low-income people in non-governance community activities/groups created/supported by Community Action	30	30	7	23%	Explanation Required	
4.1 Expanding Opportunities Through Community-Wide Partnerships							
A.	Non-Profit	10	8	7	88%		
B.	Faith Based	5	5	5	100%		
C.	Local Government	8	7	5	71%		
D.	State Government Entity	5	3	2	67%		
E.	Federal Government Entity						
F.	For-Profit Business or Corporation	5	3	3	100%		
G.	Consortiums/Collaboration	5	1	1	100%		
H.	Housing Consortiums/Collaboration						
I.	School Districts						
J.	Institutions of post secondary education/training						
K.	Financial/Banking Institutions						
L.	Health Service Institutions						
M.	State-wide associations or collaborations						
Others: Please identify:							
N.	1)						
	2)						
Total unduplicated number of organizations agency actively works with to expand resources & opportunities							0

A	B	C	D	E	F	G	H
NPI	OUTCOME	2010-2011 Contract Proposed Units To Be Achieved	Current 2009-2010 Workplan Expected to Achieve	2009-2010 Contract Actual Units Achieved as of THIRD QUARTER	Percent of Deviation between 2010 Projected Achievements (Col D) and 2011 Proposed Achievements (Col C)	Requires Explanation	Units Achieved, Completed, Accomplished, Finished, etc. IS Survey 2009
5. Agencies Leverage External Resources to Increase Their Capacity to Serve							
A. Community Services Block Grant (CSBG)		1272104	794,302				
B. Federal Government Resources -- Other than CSBG							
	a) Weatherization Assistance program funded by DOE through DCA	3,500,000	4,394,090			Explanation Required	
	b) LIHEAP - Fuel Assistance (HHS)	0	0				
	c) LIHEAP - Weatherization (HHS)	0	0	0			
	d) Head Start (HHS)	0	0	0			
	e) Early Head Start (HHS)	0	0	0			
	f) Older Americans Act (HHS)	0	0	0			
	g) SSBG (HHS)	0	0	0			
	h) Medicare/Medicaid (HHS)	0	0	0			
	i) Temporary Assistance to Needy Families (TANF)	0	0	0			
	j) Child Care Development Block Grant from (CCDBG)	0	0	0			
	k) Other HHS Resources (List in order of size. Give the name of the source and the CFDA number. Do not use abbreviations. All HHS CFDA's start with "93.")	0	0	0			
	1)						
	2)						
	3)						
	4)						
	l) Women, Infant and Children (WIC)(USDA)	0	0	0			
	m) USDA non-food programs (e.g. rural development)	0	0	0			
	n) All other USDA Food Programs	0	0	0			
	o) CDBG federal, state or local	0	0	0			
	p) Housing Programs funded by HUD	0	0	0			
	1) Section 8	0	0	0			
	2) Section 202	0	0	0			
	3) Home tenant based assistance	0	0	0			
	4) HOPE for Homeowners Program (H4H)	0	0	0			
	5) Emergency Shelter Grant Program (ESGP)	0	0	0			
	6) Continuum of Care (CoC)	0	0	0			
	q) All other HUD programs including homeless programs	0	0	0			
	r) Employment and Training Programs (US DOL)	0	0	0			
	s) Other US DOL programs	0	0	0			
	t) Corporation for National and Community Service (CNCS) programs	0	0	0			
	u) FEMA	0	0	0			
	v) Transportation (US DOT)	0	0	0			
	w) Department of Education (EDU)	0	0	0			
	x) Department of Justice (DOJ)	0	0	0			
	y) Department of Treasury	0	0	0			
	z) Other Federal Sources: List by name of funding source and the CFDA Number. Do not use abbreviations.	0	0	0			
	1)						
	2)						
	3)						
	4)						
TOTAL: NON-CSBG FEDERAL RESOURCES		3,500,000	4,394,090	0		Explanation Required	0

RECIPIENT: PBC Community Action Program

CONTRACT: 11SB-8G-10-60-01-021

Date: August 4, 2010

A	B	C	D	E	F	G	H
NPI	OUTCOME	2010-2011 Contract Proposed Units To Be Achieved	Current 2009-2010 Workplan Expected to Achieve	2009-2010 Contract Actual Units Achieved as of THIRD QUARTER	Percent of Deviation between 2010 Projected Achievements (Col D) and 2011 Proposed Achievements (Col C)	Requires Explanation	Units Achieved, Completed, Accomplished, Finished, etc. IS Survey 2009
C. State Resources (Non-federal, state-appropriated funds)							
a)	State appropriated funds used for the same purpose as federal CSBG funds	0	0	0			
b)	State Housing and Homeless Programs (including housing tax credits)	0	0	0			
c)	State Nutrition Programs	0	0	0			
d)	State Day Care and Early Childhood Programs	0	0	0			
e)	State Energy Programs	0	0	0			
f)	State Health Programs	0	0	0			
g)	State Youth Development Programs	0	0	0			
h)	State Employment and Training Programs	0	0	0			
i)	State Head Start Programs	0	0	0			
j)	State Senior Services	0	0	0			
k)	State Transportation Programs	0	0	0			
l)	State Education Programs	0	0	0			
m)	State Community, Rural and Economic Development Programs	0	0	0			
n)	State Family Development Programs	0	0	0			
o)	Other State Funded programs: List by name of funding source. Do not use abbreviations.	0	0	0			
1)							
2)							
3)							
4)							0
TOTAL: STATE RESOURCES		0	0	0			0
D. Local Government Resources							
a)	Amount of unrestricted funds appropriated by local government	0	0	0			
b)	Amount of restricted funds appropriated by local government	0	0	0			
c)	Value of Contract Services	0	0	0			
d)	Value of in-kind goods/services received from local government	0	0	0			
e)	Other Local Government Resources: Give description or name of program. Do NOT abbreviate.	0	0	0			
1)							
2)							
3)							
4)							0
TOTAL: LOCAL GOVERNMENT RESOURCES		0	0	0			0
E. Private Sector Resources							
a)	Funds from Foundations, Corporations, United Way, other non-profits	0	0	0			
b)	Other donated funds	0	0	0			
c)	Value of donated items, food, clothing, furniture, etc.	0	0	0			
d)	Value of in-kind services received from businesses	5,000	5,000	4,100	82%		
e)	Payments by clients for services	0	0	0			
f)	Payments by private entities for goods or services for low-income clients or communities	0	0	0			
g)	Other Private Sector Resources	0	0	0			
1)							
2)							
3)							
4)							
TOTAL: PRIVATE SECTOR RESOURCES		5,000	5,000	4,100	82%		0
TOTAL: NON-CSBG RESOURCES (Federal+State+Local Government+Private Sector)		3,505,000	4,399,090	4,100	0%	Explanation Required	0
TOTAL: CSBG Funds		1,074,889	794,302	477,801	60%		0
TOTAL: AGENCY BUDGET		4,579,889	5,193,392	481,901	9%	Explanation Required	0

A	B	C		D		E		F		G		H	
NPI	OUTCOME	2010-2011 Contract Proposed Units To Be Achieved		Current 2009-2010 Workplan Expected to Achieve		2009-2010 Contract Actual Units Achieved as of THIRD QUARTER		Percent of Deviation between 2010 Projected Achievements (Col D) and 2011 Proposed Achievements (Col C)		Requires Explanation		Units Achieved, Completed, Accomplished, Finished, etc. IS Survey 2009	
		Staff	Hours	Staff	Hours	Staff	Hours	Staff	Hours	Staff	Hours	Staff	Hours
Table 2: Agency Increases Staff Capacity To Achieve Results Through Training													
A.	Staff who work with customers in self-sufficiency program receive training specific to case management	5	20	0	0	0	0	1%	175%	Explain	Explain		
B.	Staff who work with customers in self-sufficiency programs receive training specific to family development	5	20	1	4	2	7						
C.	Staff who work with grants/contract management receive training to expand/update/upgrade their skills												
D.	Fiscal staff attend training on OMB Circular or audit compliance												
E.	Fiscal staff receive accounting, data collection or management training												
F.	Program staff receive data collection or management training	5	10	15	90	21	68	140%	76%	Explain			
G.	Staff or management receive ROMA training from a certified ROMA trainer	1	40	23	70	10	25	43%	36%	Explain	Explain		
H.	Other training received by staff or management	20	80	23	92	35	95	152%	103%	Explain			
Total Staff and Management Training (Totals for A through H above.)		36	170	62	256	68	195	110%	76%			0	0
J.	Board members receive training related to their roles and responsibilities.	15	90	15	120	32	99	213%	83%	Explain			
K.	Board members receive ROMA training from a certified ROMA trainer	15	15	15	45	15	45	100%	100%				
L.	Other training received by CAA Board members	15	15	15	30	15	55	100%	183%		Explain		
TOTAL BOARD MEMBER TRAINING (Total of J through L.)		45	120	45	195	62	199	138%	102%	Explain		0	0
Table 3: AGENCY DEVELOPMENT: Agency Increases Its Capacity to Achieve Results Through Training													
A.	Number of C-CAPs	1		1	1	1	1	100%	100%				
B.	Number of Certified ROMA Trainers	1		1	1	1	1	100%	100%				
C.	Number of certified Family Development Trainers												
D.	Number of Certified Child Development Trainers												
E.	Agency staff obtained other credential that increase their capacity to achieve results (explain in narrative)	1		1	1	1	1	100%	100%				
F.	Number of staff and management attending trainings	25		24	116	24	100	100%	86%				
G.	Number of board members attending trainings	15		15	96	15	80	100%	83%				
H.	Hours of staff and management trainings												
I.	Hours of board members in training												
Table 4: Agency Measures and Tracks Client Progress Toward Self-Sufficiency. Indicate with an "X" the ONE statement that BEST describes:													
Client Intake Process													
A.	1. A common in-take process and common ID# is used for all clients												
	2. A common in-take process and common ID# is used for some clients												
	3. A separate in-take process and/or separate ID# is used for each program administered												
Client/Customer Measure Progress toward Achievement of Self-Sufficiency													
B.	1. Agency utilizes a databases for all clients for use in intake and assessment and provision of services	X		X		X							
	2. Agency utilizes databases for some clients for use in intake and assessment and provision of services												
	3. Agency uses database for all client intake/assessment/provision of services & outcome measurement												
	4. Agency uses database for some client intake/assessment/service provision & outcome measurement												
Computer programs used to manage client information and track client progress													
C.	1.	X		X		X							
	2.												
	3.												
	4.												
	5.												
Table 5: Agency Operates & Operates Programs, Services and Activities Toward accomplishing Family and Community Outcomes													
Agency has the capacity to report client/customer progress toward self-sufficiency													
A.	1. Agency can report outcomes that measure progress without use of an outcome scale.	YES		NO		NO							
	2. Agency utilizes outcome scales to measure client movement toward self-sufficiency	YES		YES		YES							
	3. Agency has capacity to derive unit cost statistics: cost/service delivered or cost of service per client	YES		NO		NO							
	4. Agency has capacity to derive unit cost statistics for effectiveness: cost per outcome delivered	YES		NO		NO							
Agency has provided ROMA training within the past 2 years by a certified ROMA trainer													
B.	1. At least half of the Agency board has received ROMA training	NO		NO		NO							
	2. Agency management staff has received ROMA training	YES		YES		YES							
	3. Agency supervisory staff has received ROMA training	YES		NO		NO							
	4. Agency line staff has received ROMA training	NO		NO		NO							
Agency programs achieved accreditation demonstrating they meet or exceed nationally recognized standards													
C.	1. Early childhood care and education sites receive NAEYC or other recognized forms of accreditation	NA		NA		NA							
	2. Programs achieve other form of recognized accreditation	NA		NA		NA							
Agency is implementing ROMA tools and management practices													
D.	1. Agency has adopted and implemented logic models for key programs and activities	YES		YES		YES							
	2. Agency programs and activities are evaluated using ROMA principals	YES		YES		YES							
	3. FOCAS & IS Survey reports are provided to, reviewed & discussed with board members at least quarterly.	YES		YES		YES							

A	B	C	D	E	F	G	H
NPI	OUTCOME	2010-2011 Contract Proposed Units To Be Achieved	Current 2009-2010 Workplan Expected to Achieve	2009-2010 Contract Actual Units Achieved as of THIRD QUARTER	Percent of Deviation between 2010 Projected Achievements (Col D) and 2011 Proposed Achievements (Col C)	Requires Explanation	Units Achieved, Completed, Accomplished, Finished, etc. IS Survey 2009
6.1 Independent Living							
A.	Senior Citizens (55 years old or older)	1,000	1,000	1000	100%		
	Individuals with Disabilities	750	750	750	100%		0
B.	1. Ages 0 - 17	250	250	468	187%	Explanation Required	
	2. Ages 18 - 54	500	500	352	70%		
	3. Ages 55 and Over						
6.2 Emergency Assistance							
A.	Emergency Food	1,200	1,200	869	72%		
B.	Emergency Fuel or Utility payments (including LIHEAP or other public or private funding source)	15,000	15,000	7301	49%	Explanation Required	
C.	Emergency Rent or Mortgage Assistance	20	25	5	20%	Explanation Required	
D.	Emergency Car or Home Repair (i.e. structural, appliance, heating system, etc.)						
E.	Emergency Temporary Shelter						
F.	Emergency Medical Care	5	1	1	100%		
G.	Emergency Protection from Violence						
H.	Emergency Legal Assistance						
I.	Emergency Transportation	300	300	80	27%	Explanation Required	
J.	Emergency Disaster Relief						
K.	Emergency Clothing	0	1,000	640	64%		
L.	Provide translation assistance in order for person to receive emergency services						
6.3 Child and Family Development							
	1) Infants and children obtain age appropriate immunizations, medical and dental care						
	2) Infants and children health and physical development are improved as a result of adequate nutrition						
	3) Children participate in pre-school activities to develop school readiness skills						
	4) Children participating in pre-school activities are developmentally ready for Kindergarten or 1st Grade						
Youth							
	1) Youth improve health and physical 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	15	15	2	13%	Explanation Required	
	5) Youth increase academic, athletic or social skills by participating in before or after school programs						
Parents							
	1) Parents and other adults learn and exhibit improved parenting skills						
	2) Parents and other adults learn and exhibit improved family functioning skills	5	5	0		Explanation Required	
6.4 Family Supports							
A.	Enrolled children in before or after school programs						
B.	Obtained care for child or other dependent						
C.	Obtained access to reliable transportation and/or driver's license						
D.	Obtained health care services for themselves or a family member						
E.	Obtained safe and affordable housing						
F.	Obtained food assistance						
G.	Obtained non-emergency LIHEAP energy assistance						
H.	Obtained non-emergency WX energy assistance						
I.	Obtained other non-emergency energy assistance (State/local/private energy program. Do NOT include LIHEAP or WX.						
6.5 Service Counts							
A.	Food Boxes	12,000	12,225	12555	103%		
B.	Pounds of Food	300	250	0		Explanation Required	
C.	Units of Clothing	0	715	740	103%		
D.	Rides Provided	50	100	95	95%		
E.	Information and Referral Calls	25,000	58,000	58000	100%		

COMMUNITY SERVICE REPORT (CSR)	
2010 REPORTING PERIOD	
FUNDING YEAR	
RECIPIENT: <u>PBC Community Action Program</u>	CONTACT: <u>James Green</u>
CONTRACT: <u>11SB-8G-10-60-01-021</u>	PHONE: <u>561-355-4727</u>
NPI	NARRATIVE

- 1.2E The agency will be increasing the number of childcare placements during the month of August when school resumes. The agency will also increase this number by enrolling self-sufficiency clients into childcare programs.
- 3.2C The agency will be working with at least two additional self-sufficiency clients to help them purchase their own homes.
- 3.2D The agency has partnered with other non-profit community based programs to allow clients to become actively involved in community activities and groups. The self-sufficiency clients are a part of this initiative.
- 5 E total1 We have approximately 4.3 million dollars allocated for LIHEAP
- 5 E total2 Our LIHEAP grant year is different from CSBG, therefore the money will be spend at a later date.
- 5 Table 2B One staff have attended training on case management and family development to facilitate the self sufficiency program. Training with other staff members is scheduled for the month of August.
- 5 Table 2F Staff receive training and refresher in-service training on the newly automated work plan system.
- 5 Table 2G Case Managers received training on the workplan and how to accomplish and document the goals
- 5 Table 2J Board members received many hours of training on their roles and responsibilities. They have also recived training on information presented from state and national conferences.
- 5 Table 2L Board members have receive extensive training on other functions like community assessments and the new automated workplan tracking system.
- 6.1B2 This number was higher than expected. Adjustments will be made during the next grant to accomadate difference.
- 6.2B This number is expected to increase within the next few months due to the increase of applicants during the summer.
- 6.2C Adjustments were made in the PPM. This number will increase during the months of August and September.
- 6.2I The agency is seeking to reconcile bus passes to determine if another purchase is needed. This number is expected to increase in August and September.
- 6.3B4 The program will be working closely with the youth of families who are enrolled in the self sufficiency program. Youth will receive a variety of training and activities designed to reduce Juvenile Justice involvement.
- 6.3C2 Parents who are enrolled in the self sufficiency program will receive family counseling designed to improve their parenting skills. This training will take place in August and September.
- 6.5B The agency began recording by the boxes and not pounds. A new initiative with CROS ministries will record information by the pounds moving forward.

CSBG
ATTACHMENT D
PROGRAM STATUTES AND REGULATIONS

A. INCORPORATION OF LAWS, RULES, REGULATIONS AND POLICIES

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

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

Subpart F. Drug-Free Workplace

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

B. FUNDING AVAILABILITY FOR EXPENDITURE

Funds are available for expenditure in accordance with Title VI of Public Law 97-35 as amended by P.L. 105-277, 45 CFR Part 96. For States, local governments and Indian Tribes follow OMB Circular A-87 for cost principles (Relocated to 2 CFR, Part 225), OMB Circular 102 for administrative requirements and OMB Circular A-133 for audit requirements and the laws and procedures applicable to the Community Services Block Grant Program. For Non-profit organizations follow OMB Circular 1-122 for cost principles (Relocated to 2 CFR, Part 230), OMB Circular A-110 for administrative requirements, (Relocated to 2 CFR, Part 215) and OMB Circular A-133 for audit requirements and the laws and procedures applicable to the Community Services Block Grant Program. The Community Services Block Grant program is authorized and funded through the United States Department of Health and Human Services.

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

The Recipient assures, as stated in Section 508 of Public Law 103-333, statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in

CSBG
ATTACHMENT D
PROGRAM STATUTES AND REGULATIONS

whole or in part with Federal money, all grantees receiving Federal funds, including but not limited to State and local governments and recipients of Federal research grants, shall clearly state:

- (1) the percentage of the total costs of the program or project which will be financed with Federal money,
- (2) the dollar amount of Federal funds for the project or program, and
- (3) percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

D. PROGRAM INCOME

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

E. INTEREST FROM CASH ADVANCES

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

(1) NON-PROFITS ONLY:

- (a) The Recipient receives less than \$120,000 total from all federal awards per year.
- (b) The best reasonably available interest bearing account would not be expected to earn interest in excess of \$250 per year on Federal cash balances from all Federal awards received each year.
- (c) The depository would require an average or minimum balance so high that it would not be feasible within the expected Federal and non-Federal cash resource. Interest earned off cash advances shall be reflected on the monthly financial status report and the close-out reports.

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ATTACHMENT D
PROGRAM STATUTES AND REGULATIONS**

(2) LOCAL GOVERNMENTS

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

F. MODIFICATIONS

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

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

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

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

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ATTACHMENT D
PROGRAM STATUTES AND REGULATIONS**

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

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

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

G. MATCH REQUIREMENTS

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

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

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

H. CSBG CLIENT ELIGIBILITY AND CLIENT RECORDS

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

**CSBG
ATTACHMENT D
PROGRAM STATUTES AND REGULATIONS**

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

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

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

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

I. MONITORING

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

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

J. BONDING

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

**CSBG
ATTACHMENT D
PROGRAM STATUTES AND REGULATIONS**

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

**CSBG
ATTACHMENT E
REPORTS**

A. Annual reports

- (1) Within 45 days after the end of the Agreement, the Recipient shall submit the CSBG Close-out Report, including the CSBG Final Financial Report, a refund check for any unspent funds, and the CSBG Final Program Report.
- (2) Recipients will complete and submit the CSBG Information System Survey. The Recipient will be notified in writing of the due date.
- (3) Agencies that are below the \$500,000 threshold of all Federal awards in its fiscal year and thus are exempt from the federal single audit act requirements, shall submit with their contract proposal a copy of their most recent IRS Form 990.

B. Quarterly Reports

The CSBG Quarterly Reports must be provided to the Department no later than twenty eight days following of the end of the quarter. For the purposes of this contract, the ending date of the quarters shall be December 31, March 31, June 30 and September 30.

C. Monthly reports

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

D. Board Minutes

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

**CSBG
ATTACHMENT E
REPORTS**

E. Monitoring Report Responses

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

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

- Name of Board Member
- Mailing Address separate from agency address (No post office box numbers)
- E-Mail Address
- Telephone Numbers (Home, Cell, Fax)
- Entity Represented (for public or private sectors)
- Low Income Sector Representation: List Neighborhood represented)
- Date when originally seated on Board
- Date when seated for current term
- Total number of years on board
- Ending date of current term

G. Cost Allocation Plans - 2 CFR Part 215, Subpart C, Section 215.21(6) requires that recipients financial systems provide for a written procedures for determining the reasonableness, allocability, and allowability of costs in accordance with the provisions of the applicable federal cost principles and terms and conditions of the award. To document this, Recipients must submit with copies of the written cost allocation plans to the Department with their contracts.

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

I. The reports shall be submitted to:

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

CSBG
ATTACHMENT F
PROPERTY MANAGEMENT AND PROCUREMENT

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

**CSBG
ATTACHMENT G
STATEMENT OF ASSURANCES**

A. Interest of Certain Federal Officials

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

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

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

C. Nepotism

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

D. CSBG Assurances

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

**CSBG
ATTACHMENT G
STATEMENT OF ASSURANCES**

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

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

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

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

(5) The Recipient assures that all board of directors meetings are timely noticed at least seven (7) days but not more than thirty (30) days prior to the date on which the meeting is scheduled. Such notices must be given by publishing meeting information in local media (newspapers, radio, etc.) or other methods acceptable under the Florida Sunshine Law (Section 286.011, Fla. Stat.) If immediate danger to the public health, safety or welfare occurs requiring emergency action by the board, a board meeting may be scheduled by any procedure that is fair under the circumstances and necessary to protect the public interest.

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

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

**CSBG
ATTACHMENT G
STATEMENT OF ASSURANCES**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(25) The Recipient agrees to adhere to a provision of section 675C(a)(3) of Public Law 97-35, as amended and the FFY 2011 and FFY 2012 CSBG State Plan regarding the recapture of unobligated funds. Funds allocated in this contract and not obligated by the Recipient during the contract period, will be returned to the Department at the time of close out. Unobligated funds in excess of 20 percent of the amount allocated to the Recipient will be surrendered to the Department. The balance of unobligated funds up to 20 percent will be re-contracted to the Recipient during the next contracting cycle.

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

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

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

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

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

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

**CSBG
ATTACHMENT H
SPECIAL CONDITIONS**

- A. The Recipient and its sub-recipients shall comply with the following special conditions:
- None.
- B. Failure of the Recipient or its sub-recipients to comply with the special conditions under this Agreement shall be cause for the immediate suspension of payments, and may be cause for the immediate termination of this Agreement.

CSBG BOARD ROSTER FORMAT

GRANTEE: Palm Beach County Board of County Commissioners

DATE OF LAST REVISION: 6/27/10

PUBLIC SECTOR							
Name	Entity Represented	Mailing Address & E-Mail Address	Telephone Number(s) Home, Office, Cell & Fax:	Date when originally seated on Board	Date when seated for current term	Total # of Years Served on Board	Expiration date of current term
Dr. Yvette Coursey	PBC BCC At-Large	P.O. Box 3823 West Palm Beach, FL 33402 cotomassociates@juno.com	(561) 863-8569 (H) (561) 833-3113 (W) (561) 659-4505 (fax)	10/1/09	09/15/09		09/30/12
Vincent Goodman	PBC BCC At-Large	450 W. 36 th Street Riviera Beach, FL 33404	(561) 842-6421 (H) (561) 313-4576 (C)	10/1/09	09/15/09		09/30/10
Pamela Williams	PBC BCC At-Large	1572 W. 33 rd Street Riviera Beach, FL 33404 leoongo@yahoo.com	(561) 844-4854 (H) (561) 506-1370 (C)	10/1/09	09/15/09		09/30/11
Deirdre M. Jacobs	City of WPB	200 2 nd Street West Palm Beach, FL 33402 djacobs@wpb.org	(561) 822-1256 (561) 822-1268 (fax)	10/1/09	01/12/10		09/30/11
Mary R. Wilkerson	City of Belle Glade City Commissioner	110 Dr. MLK, Jr. Blvd. W. Belle Glade, FL 33430	(561) 248-4026 (Cell) (561) 996-0100 ext. 113	10/1/09	6/29/10		09/30/12
PRIVATE SECTOR:							
Name	Entity Represented	Mailing Address & E-Mail Address	Telephone Number(s) Home, Office, Cell & Fax:	Date when originally seated on Board	Date when seated for current term	Total # of Years Served on Board	Expiration date of current term
Vacant							09/30/10
Candace S. Walker	Healthcare	291 Moccasin Trail West Jupiter, FL 33458 candyfinland@yahoo.com	(561) 252-0627	10/1/09	01/12/10		09/30/11
Gary Hawkins	Employment	1500 N. Congress Ave. A-15 West Palm Beach, FL 33401 ghawkins@pbcalliance.com	(561) 758-4885 (C) (561) 615-8867 (H)	10/1/09	01/12/10		09/30/10
Teresa Johnson	Urban League of PBC	1700 N. Australian Avenue West Palm Beach, FL 33401 tjohnson@ulpbc.org	(561) 833-1461 x3004 (561) 833-6050 (fax)	10/1/09	01/12/10		09/30/11

Gina Horn	Sam's Club	4295 45 th Street West Palm Beach, FL 33409	(561) 531-7661 (C) (561) 687-0098	10/1/09	6/29/10		09/30/12
LOW INCOME SECTOR:							
Name	Entity Represented	Mailing Address & E-Mail Address	Telephone Number(s) Home, Office, Cell & Fax:	Date when originally seated on Board	Date when seated for current term	Total # of Years Served on Board	Expiration date of current term
Vacant							09/30/12
Theresa Jackson	Delray/Boynton TAC	805 South B Street Lake Worth, FL 33460 bizztheresa1@aol.com	(561) 588-0155 (H) (561) 364-9501 (W)	10/1/09	01/12/10		09/30/11
Elaine Gulley	Belle Glade TAC	2360 E. Main Street Pahokee, FL 33476 elainegulley@att.net	(561) 985-4066 (C) (561) 924-2397 (H)	10/1/09	01/12/10		09/30/10
David Rolling, Esq.	Riviera Beach TAC	1201 W. 1 st Street Riviera Beach, FL 33404 darolling@bellsouth.net	(561) 254-0353 (C)	10/1/09	01/12/10		09/30/12
Valerie Mays	West Palm Beach TAC	617 41 st Street West Palm Beach, FL 33407	(561) 429-3654 (H) (561) 856-8310 (C)				09/30/10

BOARD OFFICERS

Name	Office
Dr. Yvette Coursey	Chair
Vincent Goodman	Vice-Chair
Teresa Johnson	Secretary/Treasurer