

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

=====

Meeting Date: October 19, 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

=====

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends to Receive and file: Community Services Block Grant ARRA Modification Agreement with the State of Florida Department of Community Affairs (DCA) for the period July 1, 2009, through September 30, 2010.

Summary: The fully executed document has been returned and requires submission to the Clerk's office for filing. This modification incorporates base increase funds of \$50,000 for a new total CSBG ARRA contract amount of \$1,511,906. (Community Action Program) Countywide (TKF).

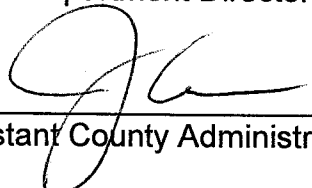
Background and Justification: The CSBG ARRA Contract Modification was ratified by the BOCC on September 14, 2010. This receive and file item is being submitted to allow the Clerk's Office to note and receive the fully executed document in accordance with PPM CW-O-051.

Attachments:

Signed CSBG-ARRA Modification Agreement

=====

Recommended by:  9/30/10
Department Director Date

Approved by:  10/15/10
Assistant County Administrator Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	_____	_____	_____	_____	_____
External Revenues	_____	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
NET FISCAL IMPACT	_____	_____	_____	_____	_____
# ADDITIONAL FTE POSITIONS (Cumulative)	<u>0</u>	<u>* see below</u>	_____	_____	_____

Is Item Included in Current Budget? Yes X No _____
 Budget Account No.: Fund: 1003 Agency: 145 Org. 1457 Object: Var
 Reporting Category _____

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
9/29/10

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Administration Comments:
There is no fiscal impact on this item.

[Signature]
 OFMB VA
 10/1/10 10/1/10 10/1/10

[Signature] 10/14/10
 Contract Dev. and Control
 E. Jones 10/14/10

B. Legal Sufficiency:
[Signature] 10/15/10
 Assistant County Attorney

C. Other Department Review:

Department Director

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



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: Palm Beach County Board of County Commissioners

FROM: Hilda Frazier, Planning Manager
Community Assistance Section *HF*

DATE: September 9, 2010

RE: Community Services Block Grant Contract (CSBG) ARRA Modification

Enclosed is your copy of the approved FY 2009-2010 Community Services Block Grant ARRA modification.

Should you need additional assistance or information, please contact your financial specialist at (850) 488-7541.

HF/fb

Enclosure

2555 SHUMARD OAK BOULEVARD TALLAHASSEE, FLORIDA 32399-2100
Phone: 850.488.8466/Suncom 278.8466 FAX: 850.921.0781/Suncom 291.0781
Internet address: <http://www.dca.state.fl.us>

CRITICAL STATE CONCERN FIELD OFFICE

COMMUNITY PLANNING

HOUSING & COMMUNITY DEVELOPMENT

MODIFICATION OF AGREEMENT
Community Services Block Grant – American Recovery and Reinvestment Act

This Modification is made and entered into by and between the State of Florida, Department of Community Affairs, (“the Department”), and the Palm Beach County Board of County Commissioners (“Recipient”) to modify Contract Number 10SB-8B-10-60-01-122 (the Agreement”).

WHEREAS, the Department and the Recipient have entered into the Agreement, pursuant to which the Department has provided a sub-grant of \$1,461,906 to the Recipient; and

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

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

(a) This is a cost-reimbursement Agreement. The Recipient shall be reimbursed for costs incurred in the satisfactory performance of work hereunder in an amount not to exceed \$1,511,906, subject to the availability of funds and appropriate budget authority.

This revised contract amount includes:

- A. \$ 1,461,906 Current CSBG-ARRA Allocation (FY 2009-2010)
- B. \$ 50,000 CSBG-ARRA Benefits Enrollment Allocation (FY 2009-2010)
- C. \$ 1,511,906 Total (Amended CSBG-ARRA Allocation)

2. The following sections of the contract are hereby deleted in their entirety and replaced with the amended version and incorporated herein by reference. (Check all sections that have been modified.)

- Attachment A-1, Budget Summary
- Attachment A-2, Sub-Recipient Information
- Attachment A-3, Budget Detail
- Attachment A-4, Secondary Administrative Expenses
- Attachment K, Recipient Information
- Attachment L, Workplan and Quarterly Report


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

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

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

RECIPIENT

**Palm Beach County
Board of County Commissioners**


By: 
Burt Aaronson, Chair

Date: 8-25-10

Federal Identification Number

**STATE OF FLORIDA
DEPARTMENT OF COMMUNITY AFFAIRS**

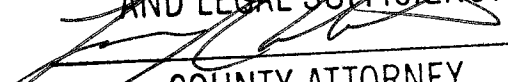
Paula Lemms for

By: 

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

Date: 9/9/10

**APPROVED AS TO FORM
AND LEGAL SUFFICIENCY**


COUNTY ATTORNEY

- 1) Complete the Detail worksheets first.
- 2) Enter the Recipient Name, Contract Number and the CSBG-ARRA Grant Funds information directly on this page.
- 3) All other fields should fill automatically once you have completed the Detail worksheets.
- 4) Be careful not to over-write the formulas.
- 5) Blocks that are grayed out should be left empty.
- 6) Do not change the formatting or location of any cells or add columns or rows on this chart.
- 7) See Budet Instructions for additional guidance.
- 8) Once completed, this page (without the instructions) should be printed and inserted into the CSBG-ARRA contract at Attachment A-1.

AMENDED CSBG-ARRA ATTACHMENT A-1

BUDGET SUMMARY

Recipient:		Palm Beach County Community Action Program 21Oct09	
Contract #:		10SB-8B-10-60-01-122	
BUDGET LINE ITEM	CSBG-ARRA FUNDS ONLY		ARRA BUDGETED AMOUNT
1	CSBG-ARRA Grant Funds		1,511,906.00
2	Cash Match		
3	In-Kind Match		
4	TOTAL MATCH (Line 2 + Line 3)		
5	TOTAL FUNDS (Line 1 + Line 4)		
ADMINISTRATIVE EXPENSES			
6	RECIPIENT (Salaries + Fringe, Rent, Utilities, Travel, Other)		51,215.00
7	SUB-RECIPIENT (Salaries + Fringe, Rent, Utilities, Travel, Other)		118,399.00
8	TOTAL ADMINISTRATIVE (Line 6 + Line 7)		169,614.00
9	ADMINISTRATIVE EXPENSE PERCENT (Line 8 divided by Line 1) Cannot exceed 15% of CSBG allocation on line 1.		11.2%
PROGRAM EXPENSES			
RECIPIENT DIRECT CLIENT ASSISTANCE EXPENSES			
	10a	Subtotal - Recipient Direct Client Assistance Expenses tied to National Goals 1 and 2. (Add together all Goal 1 and 2 related expenses.)	272,771.00
	10b	Subtotal - Recipient Direct Client Assistance Expenses tied to National Goals 6.	43,000.00
10	RECIPIENT DIRECT CLIENT ASSISTANCE EXPENSES (10a + 10b)		315,771.00
11	RECIPIENT OTHER EXPENSES (Salaries + Fringe, Rent, Utilities, Travel, Other)		16,195.00
12	SUBTOTAL RECIPIENT PROGRAM EXPENSES (Line 10 + 11)		331,966.00
SUB-RECIPIENT DIRECT CLIENT ASSISTANCE EXPENSES			
	13a	Subtotal - Sub-Recipient Direct Client Assistance Expenses tied to National Goals 1 and 2. (Add together all Goal 1 and 2 related expenses.)	921,326.00
	13b	Subtotal - Sub-Recipient Direct Client Assistance Expenses tied to National Goals 6.	0.00
13	SUB-RECIPIENT DIRECT CLIENT ASSISTANCE EXPENSES (13a + 13b)		921,326.00
14	SUB-RECIPIENT OTHER EXPENSES (Salaries + Fringe, Rent, Utilities, Travel, Other)		89,000.00
15	SUBTOTAL SUB-RECIPIENT PROGRAM EXPENSES (Line 13 + Line 14)		1,010,326.00
16	TOTAL PROGRAM EXPENSES (Line 12 + Line 15)		1,342,292.00
17	SECONDARY ADMINISTRATIVE EXPENSES		0.00
18	GRAND TOTAL EXPENSES (Line 8 + Line 16+ Line 17)		1,511,906.00
19	Total Recipient and Sub-recipient Direct Client Assistance Expenditures tied to National Goals 1 and 2. (Line 10a + 13a)		1,194,097.00
20	Percent of Funds Budgeted for Goal 1 and 2 Activities: Divide the Total Direct Client Assistance Expenses for Goal 1 and 2 by the CSBG-ARRA Grant Funds. (Line 19 divided by Line 1) This amount must be equal to or greater than 30%.		79.0%

- 1) This is a worksheet for CAAs to use in calculating and reporting planned expenditures.
- 2) You may add rows as needed to adequately describe and itemize budgeted expenditures.
- 3) To the right of the chart are helpful hints and instructions. Also see the Budget Instructions.
- 4) The numbers in the first column, "Budget Line Item," correspond to the line on the Budget Summary page.

AMENDED CSBG-ARRA ATTACHMENT A-3

BUDGET DETAIL

CSBG-ARRA FUNDS ONLY			
RECIPIENT:		Palm Beach County Community Action Program 21Oct09	
CONTRACT #:		10SB-8B-10-60-01-122	
BUDGET LINE ITEM	NPI	EXPENSE DESCRIPTION	ARRA BUDGETED AMOUNT
ADMINISTRATIVE EXPENSES			
RECIPIENT ADMINISTRATIVE EXPENSES			
		Salaries + Fringe + Benefits	48,115.00
		Rent and utilities	
		Indirect cost	
		Audit	
		General Liability Insurance	2,100.00
		Other Forms of Agency Insurance - Specify	
		Office supplies	0.00
		Office equipment	
		Travel	1,000.00
		Other	
6		TOTAL RECIPIENT ADMINISTRATIVE EXPENSES	51,215.00

Provide separate list of positions with salaries, fringe and benefits itemized. Cost allocation worksheet should include all positions paid with this grant.

Cost allocation worksheet should include all shared costs paid with this grant.

Submit documentation of the approved indirect cost rate and how it is to be applied.

Include postage, copying, and other consumable supplies. Do not include equipment.

Provide explanation and description of any single item costing over \$500.

All travel must be directly related to this contract and related activities. All conference or training travel or out-of-state travel must be detailed and itemized.

Provide explanation and description of any other costs. Any single item costing over \$500 must be detailed.

BUDGET LINE ITEM	NPI	EXPENSE DESCRIPTION	ARRA BUDGETED AMOUNT	COMPLETE THIS WORKSHEET ONLY IF YOU HAVE SUB-RECIPIENTS. COMPLETE A WORKSHEET FOR EACH SUB-RECIPIENT.
		<i>SUB-RECIPIENT'S NAME: Gulfstream Goodwill Industries</i>		
		SUB-RECIPIENT ADMINISTRATIVE EXPENSES		
		Salaries + Fringe + Benefits		Provide a separate list of positions with salaries, fringe and benefits itemized. Cost allocation worksheet should include all positions paid with this grant.
		Rent and utilities		Cost allocation worksheet should include all shared costs paid with this grant.
		Indirect cost	118,399.00	Submit documentation of the approved indirect cost rate and how it is to be applied.
		Audit		
		General Liability Insurance		
		Other Forms of Agency Insurance - Specify		
		Office supplies		Include postage, copying, and other consumable supplies. Do not include equipment.
		Office equipment		Provide explanation and description of any single item costing over \$500.
		Travel		All travel must be directly related to this contract and related activities. All conference or training travel or out-of-state travel must be detailed and itemized.
		Other		Provide explanation and description of any other costs. Any single item costing over \$500 must be detailed.
7		TOTAL SUB-RECIPIENT ADMINISTRATIVE EXPENSES	118,399.00	

BUDGET LINE ITEM	NATIONAL PERFORMANCE INDICATOR (NPI) EXPENSE DESCRIPTION	ARRA BUDGETED AMOUNT
PROGRAM EXPENSES		
RECIPIENT DIRECT CLIENT ASSISTANCE EXPENSES		
10a	1.1 Employment	
	1.2 Employment Supports	
	Family Development Specialists and Outreach Specialist	112,708.00
	Eviction, foreclosure prevention	1,000.00
	Transportation assistance for Career Expo and Job Fair	12,000.00
	Client assistance for training, Career Expo and Job Fair	147,063.00
	1.3 Economic Asset Enhancement and Utilization	
	2.1 Community Improvement and Revitalization	
	2.2 Community of Life and Assets	
2.3 Community Engagement		
2.4 Employment Growth from ARRA Funds		
	Subtotal - Recipient Direct Client Assistance Expenses tied to National Goals 1 and 2. (Add together all Goal 1 and Goal 2 related expenses.)	272,771.00
<i>Do you have any sub-recipient direct client assistance expenses? If no, complete the check below. If yes, skip the following check.</i>		
<i>CHECK: Divide the Subtotal-Recipient Direct Client Assistance Expenses for Goal 1 and 2 by the total CSBG-ARRA Grant Funds. This amount must be equal to or greater than 30%.</i>		18.0%
10b	6.1 Independent Living	
	Enrollment in mainstream assistance and linkage to appropriate community resources	43,000.00
	6.2 Emergency Food	
	6.3 Child and Family Development	
	Linkage to appropriate community resources	0.00
	6.4 Family Support	
6.5 Service Counts		
	Subtotal - Recipient Direct Client Assistance Expenses tied to National Goals 6.	43,000.00
10	RECIPIENT DIRECT CLIENT ASSISTANCE EXPENSES (Add together the Subtotal for Goals 1, 2, and 6 Expenses.)	315,771.00

BUDGET LINE ITEM	NPI	EXPENSE DESCRIPTION	ARRA BUDGETED AMOUNT	
PROGRAM EXPENSES				
RECIPIENT OTHER PROGRAM EXPENSE				
		Salaries + Fringe + Benefits		Provide a separate list of positions with salaries, fringe and benefits itemized. Cost allocation worksheet should include all positions paid for with this grant.
		Rent	0.00	Cost allocation worksheet should include all shared costs paid for with this grant.
		Utilities	0.00	May include electricity, internet access, water, phone service, etc.
		Office supplies	400.00	Include postage, copying, and other consumable supplies. Do not include equipment.
		Office equipment	7,500.00	Provide explanation and description of any single item costing over \$500. May include purchases, leases, maintenance and repairs.
		Travel	3,795.00	All travel must be directly related to this contract and activities. All conference or training travel or out-of-state travel must be detailed and itemized.
		Other	4,500.00	Provide explanation and description of any other costs. Any single item costing over \$500 must be detailed.
11		TOTAL RECIPIENT OTHER PROGRAM EXPENSE	16,195.00	
If you have subrecipients, you must complete the subrecipient worksheets.				
If you claim secondary administration expenses, you must complete the Secondary Admin worksheet.				
If you have no subrecipients and you do not claim secondary administration expenses, you are finished with the worksheets and ready to review and finalize the Budget Summary.				

BUDGET LINE ITEM	NPI	EXPENSE DESCRIPTION	ARRA BUDGETED AMOUNT
PROGRAM EXPENSES			
		CHECK DIRECT CLIENT ASSISTANCE EXPENSES	
10a		Bring forward from earlier worksheet -- Recipient Direct Client Assistance Expenditures tied to National Goals 1 and 2.	272,771.00
13a		Bring forward from earlier worksheet -- Sub-Recipient Direct Client Assistance Expenses tied to National Goals 1 and 2.	921,326.00
13b		Bring forward from earlier worksheet -- Sub-Recipient Direct Client Assistance Expenses tied to National Goal 6.	0.00
19		Total Recipient and Sub-recipient Direct Client Assistance Expenditures tied to National Goals 1 and 2. (Line10a + 13a)	1,194,097.00
20		CHECK: Divide the Total Direct Client Assistance Expenses for Goal 1 and 2 by the total CSBG-ARRA Grant Funds. This amount must be equal to or greater than 30%.	0.79

This page will automatically fill once you have completed all the Recipient and Sub-recipient Direct Client Assistance Expenditures worksheets.

BUDGET LINE ITEM	NPI	EXPENSE DESCRIPTION	ARRA BUDGETED AMOUNT	COMPLETE THIS WORKSHEET ONLY IF YOU HAVE SUB-RECIPIENTS.
SUB-RECIPIENT OTHER PROGRAM EXPENSES				
SUB-RECIPIENT:				
		Salaries + Fringe + Benefits		Provide a separate list of positions with salaries, fringe and benefits itemized. Cost allocation worksheet should include all positions paid with this grant.
		Rent	18,000.00	Cost allocation worksheet should include all shared costs paid with this grant.
		Utilities	36,000.00	May include electricity, internet access, water, phone service, etc.
		Office supplies	4,800.00	Include postage, copying, and other consumable supplies. Do not include equipment.
		Office equipment	19,500.00	Provide explanation and description of any single item costing over \$500. May include purchases, leases, maintenance and repairs.
		Travel	10,700.00	All travel must be directly related to this contract and activities. All conference or training travel or out-of-state travel must be detailed and itemized.
		Other		Provide explanation and description of any other costs. Any single item costing over \$500 must be detailed.
14		SUB-RECIPIENT OTHER PROGRAM EXPENSE	89,000.00	

THIS SPREADSHEET IS FORMATTED AS LANDSCAPE; BE SURE TO PRINT IT THAT WAY

331,966
51,215

Recipient Administration

Personnel

Full-time ARRA Grants Manager

48,115

	Rate	Cost
Salary	1	32605
FICA @ 6.2%	0.062	2025
FICA Med @ 1.45%	0.0145	475
Retirement @10.85%	0.1085	3533
Life & Health @9,100	9100	9100
Workers Comp @ 377	377	377

Travel

In-area mileage for use of personal vehicle: ARRA Grant Manager

1,000

Qty	Unit	Rate	Cost
6365 miles @		0.55	3500.75

Casualty insurance

10%	annual	21000	2100
-----	--------	-------	------

2,100

Office supplies

75	month	12	900
----	-------	----	-----

Recipient-Direct

Case Management

Fam Devt
Specialists

155,708
315,771

Salary		100969
FICA @ 6.2%	0.062	5882
FICA Med @ 1.45%	0.0145	1379
Retirement @10.85%	0.1085	10872
Life & Health @9,100	9100	34721
Workers Comp @ 377	377	1885
		155708

	Qty	Unit	Rate	Cost
Eviction, foreclosure prevention	20	dwellings	1000	20000
transportation assistance	16	persons	500	8000
child care assistance	11	persons	500	5500

1,000

12,000

-

Career Expo & Job Fair

147,063

Recipient Other**16,195****Rent**

Boyton Beach Center Building Rent (Boynton)	Qty 12	Unit months @	Rate 2000	Cost @	0.1	0
--	-----------	------------------	--------------	-----------	-----	---

Utilities

Boyton Beach Center Utilities-Electric	12	months @	450	@	0.1	0
Utilities-water	12	months @	250	@	0.1	0
Utilities-waste disposal	12	months @	135	@	0.1	0

Travel

In-area POV mileage reimbursement						3795	3,795
-----------------------------------	--	--	--	--	--	------	--------------

	Qty 7590 miles	Unit @	Rate	Cost 0.5	3795		
Family Development Specialist training Lodging, per diem, air/ground transportation; 5 persons						0	

FACA annual conference attendance Lodging, per diem, air/ground transportation; 5 persons						0	
--	--	--	--	--	--	---	--

Office supplies

Office supplies	12	months @	1500 @		0.05	400	400
-----------------	----	----------	--------	--	------	-----	------------

Office equipment

Laptop computers	5	computers	1500 each		1	7500	7,500
------------------	---	-----------	-----------	--	---	------	--------------

Other

County Communications Services	12	months @	525 @		0.05	0	
Boynton Reach phone bill	12	months @	50 @		0.1	0	
Sprint wireless cards (5)	12	months @	400 @		1	0	
Equipment rental	12	months @	1500 @		0.1	1800	
Maintenance-grounds	12	months @	600 @		0.1	720	
Repair/Maint-buildings	12	months @	1000 @		0.1	1200	
Printing and Binding-outside	12	months @	25 @		0.2	60	
Graphics Charges	12	months @	200 @		0.3	720	

4,500**Sub-Recipient: Gulfstream Goodwill Industries**

	#	Unit	Rate	Cost	TOTAL
Administration					
Indirect				118399	118,399
Client Direct Assistance					921,326
Salaries + Fringe + Benefits					
Program director	1	FTE	70000	70000	
Job Developers	3	FTE	38000	114000	
Job Readiness Trainer	1	FTE	40000	40000	
IT Trainer	1	FTE	40000	40000	
Job Coaches	2	FTE	31000	62000	
					5,760
Vocational assessment	150	persons	300	30000	
Skills training courses	10	courses	12000	162500	
Apprenticeship/OJT wage	37	persons	5760	200400 18 weeks @ \$8/hr	
Business start-up expense	2	business contracts	62500	125000 To employe participants	
Professional services				77426 consultants	
Other Program					89,000
Office supplies	12	month	400	4800	
Computers	5	each	1500	7500	
Office equipment	8	persons	1500	12000 desks, chairs, file cabinets	
Travel, staff in-area	21250	miles	0.505	10700	
Rent-Satellite locations	12	months	1500	18000	
Utilities-Satellite locations	12	months	3000	36000	
					1,128,725
					(1,128,725)

2009-2010 CSBG-ARRA AMENDED ATTACHMENT L - SCOPE OF WORK/WORKPLAN

RECIPIENT: Palm Beach County - Community Action Program

CONTACT: Roland Williams
 PHONE: (561) 355-4665 FAX: (561) 355-3863
 EMAIL: rowillia@pbcgov.org

Date: September 1, 2010

DCA CONTRACT No: 10SB-8B-10-60-01-122

A	B	C	D	E	F	G				
NPI	OUTCOME	CURRENT 2009-2010 Contract Workplan Proposed Units Expected To Be Achieved	AMENDED 2009-2010 Contract Workplan Proposed Units Expected To Be Achieved	Percent of Deviation based on Modification (D / C = E) (Do not Alter Formulas)	Results of Modification (Do not Alter Formulas)	Based on the "Under 80% and Over 120%" (Do not Alter Formulas)				
1.1 Employment										
A	Unemployed and obtained a job	150	150	0%	No Change					
B	Maintained employment for at least 90 days	150	150	0%	No Change					
C	Employed and obtained an increase in employment income	0								
D	Achieved "living wage" employment and benefits	0								
1.2 Employment Supports										
A	Obtained pre-employment skills/competencies required for employment & received certificate/diploma	230	230	0%	No Change					
B	Completed ABE/GED and received certification or diploma	0								
C	Completed post-secondary education program and obtained certificate or diploma	40	40	0%	No Change					
D	Enrolled children in "before" or "after" school, program(s) in order to obtain or maintain employment	0	30		Increased	Explanation Required				
E	Obtained care for child or dependent in order for parent/caregiver to acquire or maintain employment	0	30		Increased	Explanation Required				
F	Obtain access to reliable transportation or driver's license in order to acquire or maintain employment	25	25	0%	No Change					
G	Obtained health care services for themselves or a family member in support of employment stability	40	40	0%	No Change					
H	Obtained safe and affordable housing in support of employment stability	5	45	900.0%	Increased	Explanation Required				
I	Obtained food assistance in support of employment stability	35	35	0%	No Change					
J	Obtained non-emergency LIHEAP energy assistance	0								
K	Obtained non-emergency WX energy assistance	0								
L	Obtained other non-emergency energy assistance (State/local/private energy programs. Do Not include LIHEAP or WX)	0								
M	Obtained identification or work permit documentation for employment (social security card, work permit, etc.)	0								
1.3 Economic Asset Enhancement and Utilization										
Enhancement		Proposed	Proposed	Percent	Change	Explanation				
A	1 Number in tax preparation programs who identify any type of Federal or State tax credit.	0								
	2 Participants obtaining court-ordered child support & expected annual aggregate dollars.	0	0		No Change					
	3 Number enrolled in telephone lifeline and/or energy discounts with agency assistance.	0								
Utilization										
	1 Participants demonstrating ability to complete and maintain a budget for over 90 days	125	125	0%	No Change					
	2 Participants opening an Individual Development Account (IDA) or other savings account	0								
	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 due to accumulated savings	0								
	b) Number pursuing post-secondary education due to savings	0								
	c) Number purchasing a home due to accumulated savings	0								
	d) Number purchasing other assets with accumulated savings	0								
2.1 Community Improvement and Revitalization										
		Proj	Oppor	Proj	Oppor	% Proj	% Oppor	Status	Status	Explanation
A	Jobs created, or saved, from reduction or elimination in the community	3	56	3		0%		No Change		Required
B	Accessible living wage jobs created or retained in the community	0								
C	Safe and affordable housing units created in the community	0								
D	Safe, affordable housing units in the community preserved or improved through community action	0								
E	Accessible and affordable health care services/facilities for low-income people created/maintained	0								
F	Accessible safe & affordable child care/child development placement opportunities created/maintained	0								
G	Accessible before/after school program placement opportunities for low-income families created/maintained	0								
H	Accessible new/preserved/expanded transportation resources available to low-income people	0								
I	Accessible new/preserved/increased educational & training placement opportunities for low-income people	0								
2.2 Community Quality of Life and Assets										
		Proj	Oppor	Proj	Oppor	% Proj	% Oppor	Status	Status	Explanation
A	Increase in community assets due to a change in law/regulation/policy, resulting in better quality of life	0								
B	Increase availability/preservation of community facilities (schools libraries, community centers, etc.)	0								
C	Increase in the availability or preservation of community services to improve public health and safety	0								
D	Increase in the availability or preservation of commercial services within low-income neighborhoods	0								
E	Increase or preservation of neighborhood quality-of-life resources	0								

A	B	C	D	E	F	G
NPI	OUTCOME	CURRENT 2009-2010 Contract Workplan Proposed Units Expected To Be Achieved	AMENDED 2009-2010 Contract Workplan Proposed Units Expected To Be Achieved	Percent of Deviation based on Modification (D / C = E) (Do not Alter Formulas)	Results of Modification (Do not Alter Formulas)	Based on the "Under 80% and Over 120%" (Do not Alter Formulas)
2.3 Community Engagement						
A.	Community members mobilized to participate in community revitalization and anti-poverty initiatives	0				
	Hours donated by low-income people					
	a) Serve on the CAA Board of Directors	0				
	b) Serve on Head Start Policy Councils	0				
	c) Serve on Family Center / Parent Councils	0				
	d) Serve on other CAA Advisory Boards, councils, or committees	0				
1.	e) Serve on other community advisory or governing boards or committees as a CAA representative	0				
	f) Assist with program activities and logistics	0				
	g) Participate in advocacy to meet agency and community goals	0				
B.	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.					
	Total volunteer hours from low income people	0	0		No Change	
	Hours donated by non low-income people					
	a) General Public	0				
	b) CAA non-low-income board members	0				
2.	c) Other non-profit or government agencies	0				
	d) Business Community	0				
	e) Other	0				
	Total volunteer hours from non low-income people	0	0		No Change	
	TOTAL number of volunteer hours donated to the agency	0	0		No Change	
2.4 Employment Growth from ARRA Funds						
A.	Jobs created, at least in part, by ARRA funds	150	150	0%	No Change	
B.	Jobs saved, at least in part, by ARRA funds	40	40	0%	No Change	
3.1 Civic Investment-The Number of Volunteer Hours Donated to Community Action						
	Total number of volunteer hours donated by low-income individuals to Community Action	0	0		No Change	
3.2 Community Empowerment Through Maximum Feasible Participation						
A	Low-income people in formal, decision-making, community organizations, government, boards or councils	0				
B	Number of low-income people acquiring businesses in their community as a result of community action	0				
C	Number of low-income people purchasing homes in their community as a result of community action	0				
D	Low-income people in non-governance community activities/groups created/supported by Comm Action	0				
4.1 Expanding Opportunities Through Community-Wide Partnerships						
A	Non-Profit	17	17	0%	No Change	
B	Faith Based	4	4	0%	No Change	
C	Local Government	6	6	0%	No Change	
D	State Government Entity	3	3	0%	No Change	
E	Federal Government Entity	0	0		No Change	
F	For-Profit Business or Corporation	29	29	0%	No Change	
G	Consortiums/Collaboration	0	0		No Change	
H	Housing Consortiums/Collaboration	0	0		No Change	
I	School Districts	0	0		No Change	
J	Institutions of post sescondary education/training	5	5	0%	No Change	
K	Financial/Banking Institutions	0	0		No Change	
L	Health Service Institutions	0	0		No Change	
M	State-wide associations or collaborations	0	0		No Change	
	Others: Please identify:					
N	a)	0	0		No Change	
	b)	0	0		No Change	
	Total unduplicated number of organizations agency actively works with to expand resources/opportunities	57	57	0%	No Change	

A	B	C		D		E		F		G
NPI	OUTCOME	CURRENT 2009-2010 Contract Workplan Proposed Units Expected To Be Achieved		AMENDED 2009-2010 Contract Workplan Proposed Units Expected To Be Achieved		Percent of Deviation based on Modification (D / C = E) (Do not Alter Formulas)		Results of Modification (Do not Alter Formulas)		Based on the "Under 80% and Over 120%" (Do not Alter Formulas)
5. Agencies Leverage External Resources to Increase Their Capacity to Serve.										
Table 1 Broadening the Resource Base										
A	Community Services Block Grant		1,461,906		1,461,906		0%		No Change	
B	Federal Government Resources other than CSBG									
C	State Resources (Non-federal, state-appropriated funds)									
D	Local Government Resources									
E	Private Sector Resources									
TOTAL	NON-CSBG RESOURCES (Federal+State+Local Government+Private Sector)		0		0				No Change	
TOTAL	CSBG Funds		1,461,906		1,461,906		0%		No Change	
TOTAL	AGENCY BUDGET		1,461,906		1,461,906		0%		No Change	
Table 2 Agency Increase Staff Capacity to Achieve Results Through Training										
A	Staff who work with customers in self-sufficiency program receive training specific to case management	3	0	3	0	0%		No Change	No Change	
B	Staff who work with self-sufficiency customer programs receive training specific to family development	3	0	3	0	0%		No Change	No Change	
C	Staff who work with grants/contract management receive training to expand/update/upgrade their skills	1	0	1	0	0%		No Change	No Change	
D	Fiscal staff attend training on OMB Circular or audit compliance	0	0							
E	Board members receive training related to their roles and responsibilities	0	0							
F	Fiscal staff receive accounting or data collection or management training.	6	0	6	0	0%		No Change	No Change	
G	Program staff receive data collection or management training	0	0							
H	Other training not reported in Goal 5, Tables 4 or 5. Describe below.	4	8	4	8	0%	0%	No Change	No Change	
Total Staff and Management Training (Totals for A through H above.)		17	8	17	8	0%	0%	No Change	No Change	
J	Board members receive training related to their roles and responsibilities.	0	0							
K	Board members receive ROMA training from a <i>certified</i> ROMA trainer.	0	0							
L	Other training received by CAA Board members.	0	0							
TOTAL BOARD MEMBER TRAINING (Total of J through L.)		0	0	0	0			No Change	No Change	
Table 3 5.1 AGENCY DEVELOPMENT - Agency Increases Its Capacity to Achieve Results Through Training										
A	Number of C-CAPs	0								
B	Number of Certified ROMA Trainers	0								
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)	0								
<i>The numbers below will automatically fill once you have completed Goal 5 table 2</i>										
F	Number of staff and management attending trainings	17		17		0%		No Change		
G	Number of board members attending trainings	0		0				No Change		
H	Hours of staff and management trainings		8		8		0%	No Change		
I	Hours of board members in training		0		0			No Change		
Table 4 Agency Increases Ability to Measure and Track Clients' Progress Toward Self-Sufficiency. Indicate with an "X" the ONE statement in A and B that BEST describes your organization.										
Client Intake Process										
A.	1. A common in-take process and common ID# is used for all clients		X							Explanation Required
	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							Explanation Required
	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. A County database used by Community Action and Human Services		X							Explanation Required
	2.									
	3.									
	4.									
	5.									

A	B	C	D	E	F	G
NPI	OUTCOME	CURRENT 2009-2010 Contract Workplan Proposed Units Expected To Be Achieved	AMENDED 2009-2010 Contract Workplan Proposed Units Expected To Be Achieved	Percent of Deviation based on Modification (D / C = E) (Do not Alter Formulas)	Results of Modification (Do not Alter Formulas)	Based on the "Under 80% and Over 120%" (Do not Alter Formulas)
Table 1: Agency Organization, Operations, Programs, Services, and Activities Toward Accomplishing Family and Community Outcomes. (Answer Yes or No for each.)						
A	Agency has the capacity to report client/customer progress toward self-sufficiency	No				Explanation Required
	1. Agency can report outcomes that measure progress without use of an outcome scale.	No				Explanation Required
	2. Agency utilizes outcome scales to measure client movement toward self-sufficiency	No				Explanation Required
	3. Agency has capacity to derive unit cost statistics: cost/service delivered or cost of service per client	No				Explanation Required
B	4. Agency has capacity to derive unit cost statistics for effectiveness: cost per outcome delivered	No				Explanation Required
	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				Explanation Required
	2. Agency management staff has received ROMA training	No				Explanation Required
C	3. Agency supervisory staff has received ROMA training	Yes				Explanation Required
	4. Agency line staff has received ROMA training	No				Explanation Required
	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	N/A				Explanation Required
D	2. Programs achieve other form of recognized accreditation.	N/A				Explanation Required
	Agency is implementing ROMA tools and management practices					
	1. Agency has adopted and implemented logic models for key programs and activities	No				Explanation Required
	2. Agency programs and activities are evaluated using ROMA principals	No				Explanation Required
	3. FOCAS & IS Survey reports are provided to, reviewed & discussed with board members at least quarterly.	No				Explanation Required
6.1 Independent Living						
A	Senior Citizens (55 years old or older)					
B	Total Individuals with Disabilities	2	2	0%	No Change	
	1. Ages 0-17	0				
	2. Ages 18 - 54	2	2	0%	No Change	
	3. Ages 55 and Over	0				
6.2 Emergency Assistance						
A.	Emergency Food	200	200	0%	No Change	
B.	Emergency Fuel or Utility payments (including LIHEAP or other public or private funding source)	150	150	0%	No Change	
C.	Emergency Rent or Mortgage Assistance	5	0	Decreased		Explanation Required
D.	Emergency Car or Home Repair (i.e. structural, appliance, heating system, etc.)	15	15	0%	No Change	
E.	Emergency Temporary Shelter	0				
F.	Emergency Medical Care	45	45	0%	No Change	
G.	Emergency Protection from Violence	0				
H.	Emergency Legal Assistance	0				
I.	Emergency Transportation	100	100	0%	No Change	
J.	Emergency Disaster Relief	0				
K.	Emergency Clothing	50	50	0%	No Change	
L.	Provide translation assistance in order for person to receive emergency services	0				
6.3 Child and Family Development						
A	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				
	4) Children participating in pre-school activities are developmentally ready for Kindergarten or 1st Grade	0				
B	1) Youth improve physical health and development	0				
	2) Youth improve social/emotional development	0				
	3) Youth avoid risk-taking behavior for a defined period of time	0				
	4) Youth have reduced involvement with criminal justice system	0				
	5) Youth increase academic, athletic or social skills by participating in before or after school programs	0				
C	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	0				

9/3/2010

Benefits Enrollment Funds for Palm Beach County:

- 1) Training sub-grantee staff to fully understand benefits that are available for clients
- 2) Pay for sub-grantee staff availability to inform/enroll clients during the Future Careers Expo
- 3) Pay for Sub-grantee staff travel to remote (Bell Glade once per week) locations to inform clients about available benefits and enroll those eligible clients

Roland Williams, CSBG-ARRA Grant Manager