

Agenda Item:

3B-1

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: August 30, 2011 [] Consent [X] Regular
[] Workshop [] Public Hearing

Department

Submitted By: Community Services

Submitted For: Community Action Program

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to A) receive and file: Modification 001 of the Community Services Block Grant (CSBG) Contract (R-2009-1396) with the State of Florida Department of Community Affairs for the period of October 1, 2010, to September 30, 2011, in an amount of \$139,159 for self-sufficiency services to low income families; and B) approve a budget amendment of \$135,567 in the Community Action Program Fund to reconcile the grant budget.

Summary: Modification 001 will incorporate base increase funds of \$22,758 and carryover funds of \$116,401 for a new CSBG total of \$1,031,308. These funds and County matching funds of \$206,261 bring the new total to \$1,237,569. The additional funding will enable PBC Community Action to provide self-sufficiency services to additional low income families. The County matching funds are included in the Department's FY 2011 budget. No additional County funds are required. (Community Action Program) Countywide (TKF)

Background and Justification: The FY 2010-2011 CSBG Contract enables PBC Community Action to serve approximately 12,000 low income households countywide. The CSBG Modification incorporates carry-forward funds from the 2009-2010 CSBG contract and additional CSBG funding. The fully executed document has been returned and in accordance with PPM CW-O-051 requires submission to the Clerk's office for filing.

Attachments:

1. Modification
2. Budget Amendment

Recommended by: [Signature]
Department Director

8-9-11
Date

Approved by: [Signature]
Assistant County Administrator

8/23/11
Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
Capital Expenditures	<u>135,567</u>	_____	_____	_____	_____
Operating Costs	_____	_____	_____	_____	_____
External Revenues	<u>(135,567)</u>	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
NET FISCAL IMPACT	<u>-0-</u>	_____	_____	_____	_____

ADDITIONAL FTE POSITIONS (Cumulative)

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

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

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

C. Departmental Fiscal Review: Taruna Mallhotra
8/9/11

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Administration Comments:

[Signature] 8/16/11
39 8/15/11 VA OFMB abv 8/12

[Signature] 8/19/11
Contract Dev. and Control
8-19-11 B. Wheeler

B. Legal Sufficiency:

[Signature] 8/23/11
Assistant County Attorney

C. Other Department Review:

Department Director

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

MODIFICATION OF AGREEMENT
BETWEEN
FLORIDA DEPARTMENT OF COMMUNITY AFFAIRS
AND
Palm Beach County Board of County Commissioners

This Modification is made and entered into by and between the State of Florida, Department of Community Affairs, ("the Department"), and the Palm Beach County Board of County Commissioners, ("Recipient") to modify DCA Contract Number 11SB-8G-10-60-01-021 ("the Agreement").

WHEREAS, the Department and the Recipient have entered into the Agreement, pursuant to which the Department has provided a sub-grant of \$892,149 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 \$1,031,308 subject to the availability of funds and appropriate budget authority. The Recipient is authorized to incur costs in an amount not to exceed \$622,631 until further notification is received by the Department. As funds and budget authority are available, changes to the costs the Recipient may incur will be accomplished by notice from the Department to the Recipient, in the form of certified mail, return receipt requested, to the Recipient's contact person identified in Attachment A, Recipient Information. The terms of the Agreement shall be considered to have been modified to allow the Recipient to incur additional costs upon the Recipient's receipt of the written notice from the Department.

This revised contract amount includes:

- | | |
|---------------------|---|
| A. \$ 892,149 | Current CSBG Allocation (FY 2010-2011) |
| B. \$ 116,401 | Carryover Funds (FY 2009-2010) |
| C. \$ <u>22,758</u> | Base Increase (FY 2011-2012) |
| D. \$ 1,031,308 | Total (Amended CSBG Allocation) |

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

3. All provisions of the Agreement being modified and any attachments thereto in conflict with this Modification shall be and are hereby changed to conform with this Modification, effective as of the date of the last execution of the 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
(Type Legal Name of Recipient)

By: _____

Karen T. Marcus, Chair
(Type Name and Title Here)

Date: 4-8-11

59-60000785
Federal Identification Number

**STATE OF FLORIDA
DEPARTMENT OF COMMUNITY AFFAIRS**

By: _____

Ken Reecy
Ken Reecy, Acting Director
Division of Housing and Community
Development

Date: 7-26-11

**APPROVED AS TO TERMS
AND CONDITIONS**

BY: _____

Chadwick
DEPARTMENT HEAD

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

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 Palm Beach County 2 _____

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: 301 N. Olive Ave.
City: West Palm Beach, FL Zip Code: 33401

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

Name: Karen T. Marcus 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) 355-2201 Fax () _____ E-Mail: kmarcus@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 & Comptroller, PBC
Address: P.O. Box 4036 (Street address)
City: West Palm Beach, FL Zip Code: 33402
Telephone (561) 355-2996 Fax (561) 355-6727 E-Mail: clerkweb@co.palm-beach.fl.us

F. FINANCIAL CONTACT PERSON

Name: Taruna Malhotra Title: Director 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 Financial and Support Services

2. Name: _____ Title: _____

4. SUB-RECIPIENT INFORMATION

These funds will be transferred to one or more Sub-Recipients: Yes _____ No X

For each Sub-Recipient, attach a copy of Attachment B-2, Sub-Recipient Information

5. AUDIT: Recipient Fiscal Year: October 1, 2010 to September 30, 2011

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

CSBG

**CSBG MODIFICATION
AMENDED ATTACHMENT B-1
BUDGET SUMMARY**

RECIPIENT: Palm Beach County Board of County Commissioners

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

REVENUE SOURCES				PERCENT	MATCH	TOTAL	NOTE:	
1	CSBG Grant Funds					1,031,308.00	- Round all figures UP to the nearest dollar.	
2	Cash Match			20%	206,261.00		- Provide a minimum of 2% Cash Match and 20% Total Match.	
3	In-Kind Match			0%	0.00		- Do not under match. 1.99% Cash Match is unacceptable.	
4	TOTAL MATCH (Line 2 + 3)			20%		206,261.00	- Match amounts must agree with the amended totals reflected on the Modification Cover Page.	
5	TOTAL FUNDS (Line 1 + Line 4)					1,237,569.00		
A				B	C	D	E	F
CSBG FUNDS ONLY BUDGET CATEGORY				Last Approved Budget	Proposed Budget ** (Include Base Increase)	Carryover from 2009-2010	TOTAL CSBG FUNDS (Col C+ D)	Cash and In-Kind Match
ADMINISTRATIVE								
6	RECIPIENT EXPENSES (Salaries + Fringe, Rent, Utilities, Other)			118,714.00	130,192.00	10,000.00	140,192.00	28,038.00
7	SUB-RECIPIENT EXPENSES (Salaries + Fringe, Rent, Utilities, Other)			0.00	0.00	0.00	0.00	0.00
8	TOTAL ADMINISTRATIVE EXPENSES (Line 6 + Line 7) *			118,714.00	130,192.00	10,000.00	140,192.00	28,038.00
9	ADMINISTRATIVE EXPENSE PERCENT ((Cell 8C divided by cell 18C) x 100)				14%	VALUE IN 8C MAY NOT EXCEED 15% OF CELL 18C		
PROGRAM								
10	RECIPIENT DIRECT CLIENT ASSISTANCE EXPENSES			706,322.00	717,877.00	106,401.00	824,278.00	164,856.00
11	RECIPIENT OTHER PROGRAM EXPENSE (Salaries + Fringe, Rent, Utilities, Other)			67,113.00	66,838.00	0.00	66,838.00	13,367.00
12	SUBTOTAL RECIPIENT PROGRAM EXPENSE (Line 10 + Line 11)			773,435.00	784,715.00	106,401.00	891,116.00	178,223.00
13	SUB-RECIPIENT DIRECT CLIENT ASSISTANCE EXPENSES			0.00	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	0.00
15	SUBTOTAL SUB-RECIPIENT PROGRAM EXPENSE (Line 13 + Line 14)			0.00	0.00	0.00	0.00	0.00
16	TOTAL PROGRAM (Line 12 + Line 15)			773,435.00	784,715.00	106,401.00	891,116.00	178,223.00
17	SECONDARY ADMINISTRATIVE EXPENSES			0.00			0.00	
18	GRAND TOTAL EXPENSE (Line 8 + Line 16 + Line 17)			892,149.00	914,907.00	116,401.00	1,031,308.00	206,261.00

*THE AMOUNT IN CELL 8D and 17D CANNOT EXCEED THE CORRESPONDING UNSPENT ADMINISTRATIVE BALANCE FROM YOUR FY 2009-2010 CONTRACT CLOSE-OUT.

**Make desired adjustments to last approved CSBG budget and include base increase amount in Column C.

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

RECIPIENT: _____ N/A _____

SUB-RECIPIENT INFORMATION:

NAME OF ENTITY: _____

MAILING ADDRESS: _____ FL ZIPCODE _____

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

CONTACT PERSON'S NAME AND TITLE: _____

TELEPHONE: () _____ FAX: () _____

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

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

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

CSBG
ATTACHMENT B-3
BUDGET DETAIL

BUDGET LINE ITEM NUMBER	NATIONAL PERFORMANCE INDICATORS	<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* *
6.	NA	ADMINISTRATIVE EXPENSES			
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.					
		Community Action Coordinator \$45, 880 80% CSBG 20% County Match	38,233	7,647	
		Program Secretary \$41, 407 80% CSBG 20% County Match	34,506	6,901	
		Data Processor \$25,987 80% CSBG 20% County Match	21,656	4,331	
		SUBTOTAL SALARY	94,395	18,879	
		Travel Travel and per diem for Prgm Coord to attend 4 FACA training meetings 2 NCAP Conf. Assumes regist., car travel to 6 meetings, plane travel for 6	2,500	500	
		Prgm Coord personal vehicle mileage reimbursement: 5,700 @ \$0.445/mile (site visits	2,114	423	
		for CSBG internal monitoring.)	500	100	
		Postage \$50 per month			
		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	261	
		Office Supplies (Paper, markers, pens, staples, paper clips) 12 months @\$100 Paper \$1100 markers, pens, staples, paperclips \$100)	1,000	200	
		TOTAL NON-PERSONNELL	8,614	1,721	
		SUBTOTAL FRINGE (FICA, Medicare, Retirement, Health Insurance, Workers comp)	37,183	7,438	
		TOTAL ADMINISTRATION	140,192	28,038	

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 person, 10/1/10 through 9/30/2011 \$77,669 LIHEAP 25% Remainder (58,251) split CSBG X 80% 20% County Match	48,541	9,708	
	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 James S. 36,352 40%CSBG X 6 mons County match 10% James S. \$53,454 X 40% CSBG X 6 mons County Match 10% LIHEAP 50% Gayle L. \$33,826 CSBG X 40% LIHEAP 50% County match 10%) Joyce F. \$35,754 CSBG X 40% LIHEAP 50% County match 10% Mary P. \$55,264 CSBG X 40% LIHEAP 50% County match 10% Diane P. \$39,208 CSBG X40% LIHEAP 50% County match 10% Donnie C.\$46,626 CSBG X 40% LIHEAP 50% County match 10% Cynthia H.\$45,536 CSBG X 40% LIHEAP 50% County match 10% Deneen S. \$42,104 CSBG X 40% LIHEAP 50% County match 10% Velma G. \$46,628 CSBG X40% LIHEAP 50% County match 10% Bettye D. \$29,778 CSBG X 40% LIHEAP 50% County match 10% Dorothy H.\$46,624 CSBG X 40% LIHEAP 50% County match 10% Data Processor 80% CSBG 20% county match	15,147 22,273 14,094 14,898 16,337 19,427 19,427 18,974 17,544 19,428 12,407 19,426 12,800	3,029 4,454 2,819 2,979 3,267 3,886 3,886 3,794 3,508 3,886 2,482 3,886 2,560	

		Clerk Typist		
		\$39,255 80% CSBG 20%County Match	32,715	6,543
		TOTAL SALARIES	254,897	50,979
		TOTAL FRINGE(FICA, Medicare, Retirement, Health Insurance, Workers comp)	85,907	17,181
6.2-B		Water bill assistance		
		shut-off prevention-water/gas (800 hh -\$150/bill)	99,992	19,998
6.2-I		Bus passes/Gas Vouchers		
		Passes on Palm Tran 250/Tri-Rail 50 (total 300 @ \$67/each)	16,667	3,333
6.2-C ; 6.4E		Rent payment		
		Eviction prevention 70 HH @ \$2145/each	125,171	25,034
1.1	1.2-N	Removal of barriers to employment		
	1.2A	Tuition, books work supplies, uniforms, Certifications(40 clients,-HHA,CNA, EKG, Facial & other training including Testing Board exams, Background screening, drug testing) \$1373.00/each For self sufficiency clients	45,752	9,152
	1.2B	GED training/testing 25 ind. \$200/each	4,166	833
	1.2D6.4A	Dependent/Childcare assistance, before/aftercare (25 youth before/aftercare @\$800 each) For self sufficiency clients	16,666	3,333
	1.2E	Childcare (40 youth @ \$1413/each) For self sufficiency clients	47,113	9,422
	1.2F	Gas vouchers, car repair, insurance premium payment, monthly payments (35 ind.@1329/each) For self sufficiency clients	38,780	7,756
	1.1;6.2;6.5	Physical Health screenings, and other health care services. (30 ind. @ 167/each) For self sufficiency clients	4,166	835
	6.3A1,3 6.3B2,4	School readiness, immunizations, tutoring, school supplies, uniforms (70 youth uniforms @ \$300/each Participate in leadership workshops/pro-social activities reduce delinquent bx 25 youth @500 each; 10 parents in parenting training @850/each) For self sufficiency clients	35,000	7,000
	6.2A6.4F 6.5D	Nutrition and food services (gleaning) Food assistance for \$250 ind./Emergency food \$1,500 @\$34each, food acquisition)	49,998	10000
		DIRECT CLIENT ASSISTANCE	483,474	96,696

		Total Program Direct Client Cost	824,278	164,856	
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**EXPLAIN SOURCES OF CASH AND IN-KIND MATC

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**
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 hotel stay,food and transportation	5,833	1,167	
		Travel-Mileage			
		14 Comm Action Specialists, in-area: 6,000 miles @ 0.445/mile. Drop off paperwork for CSBG from 6 TACs, attend in-service trainings at Administration building.	2,500	500	
		Communications Services (County)			
		Offices in County buildings: 12 months @ \$417	2,500	500	
		Florida Common Application(system that improves communication between all CS Departments)	1,667	333	
		Postage			
		12 months @ \$83	1,000	200	

CSBG
ATTACHMENT B-3
BUDGET DETAIL

BUDGET LINE ITEM NUMBER	NATIONAL PERFORMAN CE 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. Maintaining heating/cooling system, lighting, floors, doors, walls.	12,500	2,500	
		Repair/Maintenance-vehicles			
		Van in Glades offices @ \$667/month, repair heating/cooling system, change oil and fluids, replace tires, replace worn parts of motor.	6,667	1,333	
		Repair/Maintenance-data processing equipment			
		12 months @ \$15/month	150	30	
		Print Materials (Program materials used for outreach services)	1392	278	

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 (Toner, Paper,Pens, Pencils, paperclips, staples etc...)	2,500	500	
		Office Furniture and Equipment Replacement as needed	850	170	
		Total Recipient Other Program Expense	66,838	13,367	

2010-2011 CSBG AMENDED ATTACHMENT C - SCOPE OF WORK / WORKPLAN

RECIPIENT: Palm Beach County Board Of County Commissioners

CONTACT: James Green

PHONE: 561-355-4727

FAX: 561-242-7336

EMAIL: jgreen1@pbcgov.org

Date: March 5, 2011

DCA CONTRACT No: 11SB-8G-10-60-01-021

A	B	C	D	E	F	G
NPI	OUTCOME	CURRENT 2010-2011 Contract Proposed Units Expected To Be Achieved	AMENDED 2010-2011 Contract 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)
11. Employment						
A	Unemployed and obtained a job	5	20	400.0%	Increased	Explanation Required
B	Maintained employment for at least 90 days	5	20	400.0%	Increased	Explanation Required
C	Employed and obtained an increase in employment income					
D	Achieved "living wage" employment and benefits					
12. Employment Supports						
A	Obtained pre-employment skills/competencies required for employment & received certificate/diploma	25	40	160.0%	Increased	Explanation Required
B	Completed ABE/GED and received certification or diploma	25	25	0%	No Change	
C	Completed post-secondary education program and obtained certificate or diploma					
D	Enrolled children in "before" or "after" school, program(s) in order to obtain or maintain employment	30	25	83.3%	Decreased	
E	Obtained care for child or dependent in order for parent/caregiver to acquire or maintain employment	40	40	0%	No Change	
F	Obtain access to reliable transportation or driver's license in order to acquire or maintain employment	35	35	0%	No Change	
G	Obtained health care services for themselves or a family member in support of employment stability	20	30	150.0%	Increased	Explanation Required
H	Obtained safe and affordable housing in support of employment stability	10	10	0%	No Change	
I	Obtained food assistance in support of employment stability	110	250	227.3%	Increased	Explanation Required
J	Obtained non-emergency LIHEAP energy assistance	10	10,000	100000.0%	Increased	Explanation Required
K	Obtained non-emergency WX energy assistance	5	20	400.0%	Increased	Explanation Required
L	Obtained other non-emergency energy assistance (State/local/private energy programs. Do Not include LIHEAP or WX)	60	60	0%	No Change	
M	Obtained identification or work permit documentation for employment (social security card, work permit, etc.)					
13. 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.	350	350	0%	No Change	
	2 Participants obtaining court-ordered child support & expected annual aggregate dollars.					
	3 Number enrolled in telephone lifeline and/or energy discounts with agency assistance.	100	100	0%	No Change	
Utilization						
1	Participants demonstrating ability to complete and maintain a budget for over 90 days	15	15	0%	No Change	
	2 Participants opening an Individual Development Account (IDA) or other savings account	15	15	0%	No Change	
	3 Participants who increased their savings through IDA or other savings account					
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	1		Increased	Explanation Required
	b) Number pursuing post-secondary education due to savings					
	c) Number purchasing a home due to accumulated savings	0	1		Increased	Explanation Required
	d) Number purchasing other assets with accumulated savings					
2. Community Improvement and Revitalization						
		Proj	Oppor	Proj	Oppor	% Proj
A	Jobs created, or saved, from reduction or elimination in the community	0	0	1	1	
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 and affordable housing units in the community preserved or improved through community action					
E	Accessible and affordable health care services/facilities for low-income people created/maintained					
F	Accessible safe & affordable child care/child development placement opportunities created/maintained					
G	Accessible before/after school program placement opportunities for low-income families created/maintained.					
H	Accessible new/preserved/expanded transportation resources available to low-income people					
I	Accessible new/preserved/increased educational & training placement opportunities for low-income people					

A	B	C		D		E		F		G
NPI	OUTCOME	CURRENT 2010-2011 Contract Proposed Units Expected To Be Achieved		AMENDED 2010-2011 Contract 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)
2.2	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									
B	Increase availability/preservation of community facilities (schools libraries, community centers, 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 or preservation of neighborhood quality-of-life resources									
2.3	Community Engagement									
A.	Community members mobilized to participate in community revitalization and anti-poverty initiatives	40		50		125.0%				
B.	Hours donated by low-income people									
	a) Serve on the CAA Board of Directors	200		10		5.0%		Decreased		Explanation Required
	b) Serve on Head Start Policy Councils	0		47				Increased		Explanation Required
	c) Serve on Family Center / Parent Councils									
	d) Serve on other CAA Advisory Boards, councils, or committees	50		50		0%		No Change		
	e) Serve on other community advisory or governing boards or committees as a CAA representative	25		20		80.0%		Decreased		
	f) Assist with program activities and logistics									
	g) Participate in advocacy to meet agency and community goals									
	h) Participate in advocacy to influence policies/practices of government and/or private entities	100		100		0%		No Change		
	i) Other CAA clients or low-income persons volunteer with the agency.	100		100		0%		No Change		
	Total volunteer hours from low income people	475		327		68.8%		Decreased		Explanation Required
	Hours donated by non low-income people									
	a) General Public	375		400		106.7%		Increased		
	b) CAA non-low-income board members									
	2.	c) Other non-profit or government agencies								
d) Business Community										
e) Other										
Total volunteer hours from non low-income people	375		400		106.7%		Increased			
TOTAL number of volunteer hours donated to the agency		850		727		85.5%		Decreased		
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	Civic Investment: The Number of Volunteer Hours Donated to Community Action									
Total number of volunteer hours donated by low-income individuals to Community Action		475		327		68.8%		Decreased		Explanation Required
3.2	Community Empowerment Through Maximum Feasible Participation									
A	Low-income people in formal, decision-making, community organizations, government, boards or councils	8		8		0%		No Change		
B	Number of low-income people acquiring businesses in their community as a result of community action	5		5		0%		No Change		
C	Number of low-income people purchasing homes in their community as a result of community action	5		5		0%		No Change		
D	Low-income people in non-governance community activities/groups created/supported by Comm Action	30		30		0%		No Change		
4.1	Expanding Opportunities Through Community-Wide Partnerships									
A	Non-Profit	10		10		0%		No Change		
B	Faith Based	5		5		0%		No Change		
C	Local Government	8		8		0%		No Change		
D	State Government Entity	5		5		0%		No Change		
E	Federal Government Entity									
F	For-Profit Business or Corporation	5		5		0%		No Change		
G	Consortiums/Collaboration	5		5		0%		No Change		
H	Housing Consortiums/Collaboration									
I	School Districts									
J	Institutions of post sescondary education/training									
K	Financial/Banking Institutions									
L	Health Service Institutions									
M	State-wide associations or collaborations	0		1				Increased		Explanation Required
N	Others: Please identify:									
a)										
b)										
Total unduplicated number of organizations agency actively works with to expand resources/opportunities		38								Explanation Required

A	B	C		D		E		F		G	
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5. Agencies Leverage External Resources to Increase Their Capacity to Serve											
Table 1 Broadening the Resource Base											
A	Community Services Block Grant	892,149		1,031,308		115.6%		Increased			
B	Federal Government Resources other than CSBG	3,500,000		8,056,235		173.0%		Increased		Explanation Required	
C	State Resources (Non-federal, state-appropriated funds)										
D	Local Government Resources	134,000		139,000		103.7%		Increased			
E	Private Sector Resources	5,000		5,000		0%		No Change			
TOTAL NON-CSBG RESOURCES (Federal+State+Local Government+Private Sector)		3,639,000		6,200,235		170.4%		Increased		Explanation Required	
TOTAL CSBG Funds		892,149		1,031,308		115.6%		Increased			
TOTAL AGENCY BUDGET		4,531,149		7,231,543		159.6%		Increased		Explanation Required	
Table 2 Agency Increase Staff Capacity to Achieve Results Through Training											
		Staff	Trainers	Staff	Trainers			Staff	Trainers	Staff	Trainers
A	Staff who work with customers in self-sufficiency program receive training specific to case management	5	20	5	20	0%	0%	No Change	No Change		
B	Staff who work with self-sufficiency customer programs receive training specific to family development	5	20	5	20	0%	0%	No Change	No Change		
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 or data collection or management training.										
F	Program staff receive data collection or management training	5	10	10	20	200.0%	200.0%	Increased	Increased	Required	Required
G	Staff or management receive ROMA training from a <i>certified</i> TOMA trainer.	1	40	2	50	200.0%	125.0%	Increased	Increased	Required	Required
H	Other training received by staff or management	20	80	25	85	125.0%	106.3%	Increased	Increased	Required	
Total Staff and Management Training (Totals for A through H above.)		36	170	47	195	130.6%	114.7%	Increased	Increased	Required	
J	Board members receive training related to their roles and responsibilities.	15	90	17	95	113.3%	105.6%	Increased	Increased		
K	Board members receive ROMA training from a <i>certified</i> ROMA trainer.	15	15	15	30	0%	200.0%	No Change	Increased		Required
L	Other training received by CAA Board members.	15	15	15	30	0%	200.0%	No Change	Increased		Required
TOTAL BOARD MEMBER TRAINING (Total of J through L.)		45	120	47	155	104.4%	129.2%	Increased	Increased		Required
Table 3 5.1 AGENCY DEVELOPMENT - Agency Increases Its Capacity to Achieve Results Through Training											
A	Number of C-CAPs	1		1		0%		No Change			
B	Number of Certified ROMA Trainers	1		1		0%		No Change			
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		0%		No Change			
The numbers below will automatically fill once you have completed Goal 5 table 2											
F	Number of staff and management attending trainings	24		47		195.8%		Increased		Required	
G	Number of board members attending trainings	15		47		313.3%		Increased		Required	
H	Hours of staff and management trainings	100		195		195.0%		Increased		Required	
I	Hours of board members in training	80		155		193.8%		Increased		Required	
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 <u>all</u> clients	X		X		0%		No Change			
	2. A common in-take process and common ID# is used for <u>some</u> clients										
	3. A separate in-take process and/or separate ID# is used for <u>each</u> program administered										
Client/Customer Measure Progress toward Achievement of Self-Sufficiency											
B	1. Agency utilizes a databases for <u>all</u> clients for use in intake and assessment and provision of services	X		X		0%		No Change			
	2. Agency utilizes databases for <u>some</u> clients for use in intake and assessment and provision of services										
	3. Agency uses database for <u>all</u> client intake/assessment/provision of services & outcome measurement										
	4. Agency uses database for <u>some</u> client intake/assessment/service provision & outcome measurement										
Computer programs used to manage client information and track client progress											
C	1. PBC ISS-Custom designed workplan system and enhanced database	X		X		0%		No Change			
	2.										
	3.										
	4.										
	5.										

A	B	C	D	E	F	G
NPI	OUTCOME	CURRENT 2010-2011 Contract Proposed Units Expected To Be Achieved	AMENDED 2010-2011 Contract 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 6: Agency Organizes & Operates 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	Yes	Yes	0%	No Change	
	1. Agency can report outcomes that measure progress without use of an outcome scale.	Yes	Yes	0%	No Change	
	2. Agency utilizes outcome scales to measure client movement toward self-sufficiency	Yes	Yes	0%	No Change	
	3. Agency has capacity to derive unit cost statistics: cost/service delivered or cost of service per client	Yes	Yes	0%	No Change	
B.	4. Agency has capacity to derive unit cost statistics for effectiveness: cost per outcome delivered	Yes	Yes	0%	No Change	
	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	No	0%	No Change	
	2. Agency management staff has received ROMA training	Yes	Yes	0%	No Change	
C.	3. Agency supervisory staff has received ROMA training	Yes	Yes	#VALUE!	Decreased	#VALUE!
	4. Agency line staff has received ROMA training	No	No	0%	No Change	
	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	NA	0%	No Change	
D.	2. Programs achieve other form of recognized accreditation.	NA	NA	0%	No Change	
	Agency is implementing ROMA tools and management practices					
	1. Agency has adopted and implemented logic models for key programs and activities	Yes	Yes	0%	No Change	
	2. Agency programs and activities are evaluated using ROMA principals	Yes	Yes	0%	No Change	
	3. FOCAS & IS Survey reports are provided to, reviewed & discussed with board members at least quarterly.	Yes	Yes	0%	No Change	
6.1 Independent Living						
A.	Senior Citizens (55 years old or older)	1,000	1,000	0%	No Change	
	Total Individuals with Disabilities	760	860	113.3%	Increased	
B.	1. Ages 0-17					
	2. Ages 18 - 54	250	300	120.0%	Increased	
	3. Ages 55 and Over	500	550	110.0%	Increased	
6.2 Emergency Assistance						
A.	Emergency Food	1,200	1,500	125.0%	Increased	Explanation Required
B.	Emergency Fuel or Utility payments (including LIHEAP or other public or private funding source)	15,000	20,000	133.3%	Increased	Explanation Required
C.	Emergency Rent or Mortgage Assistance	20	70	350.0%	Increased	Explanation Required
D.	Emergency Car or Home Repair (i.e. structural, appliance, heating system, etc.)	25	5	20.0%	Decreased	Explanation Required
E.	Emergency Temporary Shelter					
F.	Emergency Medical Care	5	5	0%	No Change	
G.	Emergency Protection from Violence					
H.	Emergency Legal Assistance					
I.	Emergency Transportation	300	300	0%	No Change	
J.	Emergency Disaster Relief					
K.	Emergency Clothing	500	500	0%	No Change	
L.	Provide translation assistance in order for person to receive emergency services	0	1		Increased	Explanation Required
6.3 Child and Family Development						
Infant and Child						
A.	1) Infants and children obtain age appropriate immunizations, medical and dental care	0	25		Increased	Explanation Required
	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.	0	25		Increased	Explanation Required
	4) Children participating in pre-school activities are developmentally ready for Kindergarten or 1st Grade					
Youth						
B.	1) Youth improve physical health and development					
	2) Youth improve social/emotional development	0	15		Increased	Explanation Required
	3) Youth avoid risk-taking behavior for a defined period of time					
	4) Youth have reduced involvement with criminal justice system	15	20	133.3%	Increased	Explanation Required
	5) Youth increase academic, athletic or social skills by participating in before or after school programs					
Adult						
C.	1) Parents and other adults learn and exhibit improved parenting skills	15	5	33.3%	Decreased	Explanation Required
	2) Parents and other adults learn and exhibit improved family functioning skills	5	5	0%	No Change	

[illegible]



STATE OF FLORIDA

DEPARTMENT OF COMMUNITY AFFAIRS


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

RICK SCOTT
Governor

BILLY BUZZETT
Secretary

MEMORANDUM

TO: Palm Beach County Board of County Commissioners

FROM: Hilda Frazier, Planning Manager
Community Assistance Section 

DATE: July 27, 2011

RE: Community Services Block Grant Contract (CSBG) Modification

Enclosed is your copy of the approved FY 2010-2011 Community Services Block Grant 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, FL 32399-2100
850-488-8466 (p) ♦ 850-921-0781 (f) ♦ Website: www.dca.state.fl.us
♦ COMMUNITY PLANNING 850-488-2356 (p) 850-488-3309 (f) ♦ FLORIDA COMMUNITIES TRUST 850-922-2207 (p) 850-921-1747 (f) ♦
♦ HOUSING AND COMMUNITY DEVELOPMENT 850-488-7956 (p) 850-922-5623 (f) ♦

BOARD OF COUNTY COMMISSIONERS
PALM BEACH COUNTY, FLORIDA
BUDGET AMENDMENT

Page 1 of 1

BGEX - 145 - 041911*1395
BGRV - 145 - 041911*0512

FUND (1003) - COMMUNITY ACTION PROGRAM

Use this form to provide budget for items not anticipated in the budget.

ACCT.NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED AS OF 08/04/11	REMAINING BALANCE
REVENUE								
145 1455 3168	Fed Grant Indirect - Human Services	895,741	895,741	135,567		1,031,308		
	Total Revenue	1,312,978	1,312,978	135,567	0	1,448,545		
EXPENDITURE								
1455 3404	Temp Serv/Contracted Salaries	137,210	137,210	0	3,592	133,618	0	133,618
1455 8301	Contributions to Individuals	270,000	270,000	139,159	0	409,159	178,487	230,672
	Total Expenditures	1,312,978	1,312,978	139,159	3,592	1,448,545	178,487	1,270,058

BUD_BLNK.xl

Signatures

Date

By Board of County Commissioners
At Meeting of _____

COMMUNITY SERVICES

INITIATING DEPARTMENT/DIVISION Channell Wilkins

Administration/Budget Department Approval

OFMB Department - Posted

Garima Mahota *Channell Wilkins* 8-9-11

Deputy Clerk to the
Board of County Commissioners

Attachment #