

PALM BEACH COUNTY
 BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

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Meeting Date: September 11, 2012  [X]  Consent  [ ]  Regular
                                     [ ]  Ordinance [ ]  Public Hearing

Department
Submitted By:  Community Services
Submitted For:  Community Action Program
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I. EXECUTIVE BRIEF

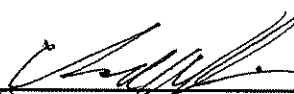
Motion and Title: Staff recommends motion to receive and file: Fully executed Modification 002 to the Community Services Block Grant (R2012-0931) with the State of Florida Department of Economic Opportunity for the period October 1, 2011, to September 30, 2012, increasing the grant by \$119,407 for a new amount not to exceed \$1,267,374, for self-sufficiency services to low income families.

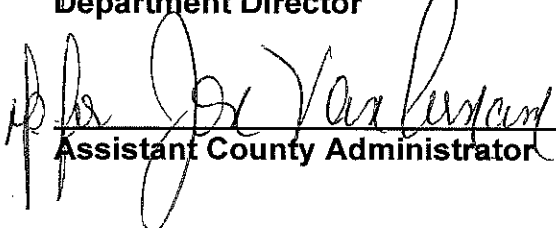
Summary: This fully executed Modification is being submitted as a Receive and File agenda item due to adjustments being made to the budget documents after Board approval on June 19, 2012. The Grantor made adjustments to Modified Attachment B-2, Modified Attachment B-4 and Modified Attachment C; however, these adjustments did not affect the overall grant award nor change the County match requirement. (Community Action Program) Countywide (TKF)

Background and Justification: The FY 2011-2012 Community Services Block Grant enables PBC Community Action to serve approximately 10,000 low income households countywide. 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. This receive and file item is being submitted in accordance with Countywide PPM CW-O-051 to allow the Clerk's Office to note and receive this fully executed Modification.

Attachments: CSBG Modification 002

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Recommended By: Taruna Malhotra  8/20
                  Department Director                           Date

Approved By:  8/30/12
              Assistant County Administrator                   Date
    
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II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2012	2013	2014	2015	2016
Capital Expenditures					
Operating Costs					
External Revenue					
Program Income					
In-Kind Match (County)					
NET FISCAL IMPACT	*				

# ADDITIONAL FTE POSITIONS (Cumulative)					
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Is Item Included In Current Budget? Yes _____ No _____

Budget Account No.:

Fund ___ Dept ___ Unit ___ Object ___ Program Code ___ Program Period ___

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

* No Fiscal Impact.

C. Departmental Fiscal Review: DM

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Administration Comments:




 OFMB _____ Contract Dev. and Control _____

B. Legal Sufficiency:



 Assistant County Attorney

C. Other Department Review:

Department Director

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

Rick Scott
GOVERNOR

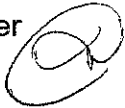


Hunting F. Deutsch
EXECUTIVE DIRECTOR

FLORIDA DEPARTMENT *of*
ECONOMIC OPPORTUNITY

MEMORANDUM

TO: Palm Beach County Community Action Program

FROM: Jean Amison, Planning Manager
Community Assistance Section 

DATE: July 27, 2012

RE: Community Services Block Grant (CSBG) Modification

Enclosed is your copy of the approved FY 2011-2012 Community Services Block Grant modification.

Should you need additional assistance or information, please contact your financial specialist at (850) 717-8450.

JA/fb

Enclosure

Florida Department of Economic Opportunity | The Caldwell Building | 107 E. Madison Street | Tallahassee, FL | 32399-4120
866.FLA.2345 | 850.245.7105 | 850.921.3223 Fax | www.FloridaJobs.org | www.twitter.com/FLDEO | www.facebook.com/FLDEO

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R20120931

MODIFICATION OF AGREEMENT
BETWEEN
FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY
AND

Palm Beach County Board of County Commissioners

This Modification is made and entered into by and between the State of Florida, Department of Economic Opportunity ("the Department"), and Palm Beach County Board of County Commissioners ("the Recipient") to modify DEO Contract Number 12SB-9Y-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 \$1,147,967 to the Recipient; and

WHEREAS, additional funds have become available to increase the amount of the funding granted to the Recipient; and

WHEREAS, the modified sub-grant is now \$ 1,267,374.

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 \$1,267,374 subject to the availability of funds and appropriate budget authority.

This revised contract amount includes:

- | | |
|----------------------|--|
| A. \$1,147,967 | Current CSBG Allocation (FY 2011-2012) |
| B. \$ <u>119,407</u> | Base Increase (February 2012) |
| C. \$1,267,374 | Total (Amended CSBG Allocation) |

2. If applicable, Attachment A, Recipient Information, Attachment B-1, Budget Summary, Attachment B-2, Sub-Recipient Information, Attachment B-3, Budget Detail, Attachment B-4, Secondary Administration and Attachment C, Scope of Work/Workplan are hereby deleted in their entirety and replaced with Amended Attachment A, Recipient Information, Amended Attachment B-1, Budget Summary, Amended Attachment B-2, Sub-Recipient Information, Amended Attachment B-3, Budget Detail, Amended Attachment B-4, Secondary Administration and Amended Attachment C, Scope of Work/Workplan are attached hereto and incorporated herein by reference.
3. All provisions of the Agreement being modified and any attachments thereto in conflict with this Modification shall be and are hereby changed to conform with this Modification, effective as of the date of the last execution of this Modification by both parties.

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

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

RECIPIENT

Shelley Vana

(Type Legal Name of Recipient)

Steven L. Abrams, Vice Chair

By: *[Signature]*

Vice Chair

(Type Name and Title Here)

Date: JUN 19 2012

F59-6000785

Federal Identification Number

STATE OF FLORIDA

DEPARTMENT OF ECONOMIC OPPORTUNITY

By: *[Signature]*

Ken Reecy, Assistant Director
Division of Community Development

Date: 7-26-12

Approved as to form and legal
sufficiency, subject only to full and
proper execution by the parties

Office of the General Counsel
Department of Economic Opportunity

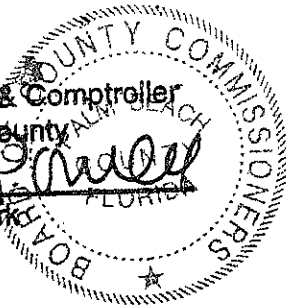
By: *[Signature]*

Approved Date: 7/23/12

Sharon R. Bock, Clerk & Comptroller
Palm Beach County

By: *[Signature]*

Deputy Clerk



**APPROVED AS TO TERMS
AND CONDITIONS**

BY: *[Signature]*

DEPARTMENT HEAD

**APPROVED AS TO FORM
AND LEGAL SUFFICIENCY**

[Signature]
COUNTY ATTORNEY

**FY 2011-2012 CSBG MODIFICATION
 AMENDED ATTACHMENT B-1
 BUDGET SUMMARY**

RECIPIENT: Palm Beach County Community Action Program

CONTRACT: 12SB-9Y-10-60-01-021

REVENUE SOURCES	PERCENT	MATCH	TOTAL	NOTE:	
1 MODIFIED CSBG Grant Funds			1,267,374.00	- Round all figures UP to the nearest dollar. - Provide a minimum of 2% Cash Match and 20% Total Match. - Do not under match. 1.99% Cash Match is unacceptable. - Match amounts must agree with the amended totals reflected on the Modification Cover Page.	
2 Cash Match	20%	253,475.00			
3 In-Kind Match	0%	0.00			
4 TOTAL MATCH (Line 2 + 3)	20%		253,475.00		
5 TOTAL FUNDS (Line 1 + Line 4)			1,520,849.00		
A	B	C	D	E	F
CSBG FUNDS ONLY BUDGET CATEGORY	Last Approved Budget	Proposed Budget ** (Include Base Increase)	Carryover from 2010-2011	TOTAL CSBG FUNDS (Col C+ D)	Cash and In-Kind Match
ADMINISTRATIVE					
6 RECIPIENT EXPENSES (Salaries + Fringe, Rent, Utilities, Other)	64,068.00	72,319.00	0.00	72,319.00	14,464.00
7 SUB-RECIPIENT EXPENSES (Salaries + Fringe, Rent, Utilities, Other)				0.00	
8 TOTAL ADMINISTRATIVE EXPENSES (Line 6 + Line 7) *	64,068.00	72,319.00	0.00	72,319.00	14,464.00
9 ADMINISTRATIVE EXPENSE PERCENT (Cell 8C divided by cell 18C) x 100)		6%	VALUE IN 8C MAY NOT EXCEED 15% OF CELL 18C		
PROGRAM					
10 RECIPIENT DIRECT CLIENT ASSISTANCE EXPENSES	1,030,866.00	1,127,522.00	0.00	1,127,522.00	225,504.00
11 RECIPIENT OTHER PROGRAM EXPENSE (Salaries + Fringe, Rent, Utilities, Other)	53,033.00	67,533.00	0.00	67,533.00	13,507.00
12 SUBTOTAL RECIPIENT PROGRAM EXPENSE (Line 10 + Line 11)	1,083,899.00	1,195,055.00	0.00	1,195,055.00	239,011.00
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	0.00
16 TOTAL PROGRAM (Line 12 + Line 15)	1,083,899.00	1,195,055.00	0.00	1,195,055.00	239,011.00
17 SECONDARY ADMINISTRATIVE EXPENSES	0.00	0.00	0.00	0.00	
18 GRAND TOTAL EXPENSE (Line 8 + Line 16 + Line 17)	1,147,967.00	1,267,374.00	0.00	1,267,374.00	253,475.00

*THE AMOUNT IN CELL 8D and 17D CANNOT EXCEED THE CORRESPONDING UNSPENT ADMINISTRATIVE BALANCE FROM YOUR FY 2010-2011 CONTRACT CLOSE-OUT.

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

**FY 2011-2012 CSBG
MODIFIED ATTACHMENT B-2
SUB-RECIPIENT INFORMATION
(Complete this page for each sub-recipient)**

RECIPIENT:

Palm Beach County Board of County Commissioners

SUB-RECIPIENT INFORMATION

SUB-RECIPIENT NAME:

MAILING ADDRESS

STREET ADDRESS (IF DIFFERENT)

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, Budget Detail.

CSBG FUNDED PROGRAMS ONLY	(A) CSBG FUNDS	(B) CASH MATCH	(C) IN-KIND MATCH	(D) TOTAL
EXPENSE CATEGORY				
SUB-RECIPIENT ADMINISTRATIVE EXPENSES:				
7. SUB-RECIPIENT EXPENSES <i>(Salaries + Fringe, Rent, Utilities, Travel, Other)</i>				\$0.00
SUB-RECIPIENT PROGRAM EXPENSES:				
13. SUB-RECIPIENT DIRECT CLIENT ASSISTANCE EXPENSES				\$0.00
14. SUB-RECIPIENT OTHER PROGRAM EXPENSES <i>(Salaries + Fringe, Rent, Utilities, Travel, etc)</i>				\$0.00
15. SUBTOTAL SUB-RECIPIENT PROGRAM EXPENSES <i>(Line 13 + Line 14)</i>	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL EXPENSES: (Line 7 + Line 15)	\$0.00	\$0.00	\$0.00	\$0.00

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
MODIFIED ATTACHMENT B-3
BUDGET DETAIL - FY 2011-2012

Recipient: Palm Beach County Community Action Program Contract: 12SB-9Y-10-60-01-021

BUDGET SUMMARY LINE ITEM NUMBER	NATIONAL PERFORMANCE INDICATORS (Direct Client Assistance Only)	EXPENDITURE DETAIL Round UP line item totals to dollars. Do NOT use cents and decimals in totals.	TOTAL BUDGETED EXPENDITURES			
			CSBG FUNDS	CASH* MATCH	IN-KIND* MATCH	NET CHANGE (Plus or Minus)
6	N/A	Community Action Coordinator \$49,516 50% LIHEAP 40%CSBG 10% County Match 23.806 x 2080hrs= 49,504 x .50 = 24,752	20,632	4,126		
		Date Processor, Clerical Specialist (x2) 13/hr x 1040 hours	33,800	6,760		19,074
		TOTAL SALARY	54,432	10,886		
		TOTAL FRINGE (FICA, Medicare, Retirement, Health Insurance, Wo	8,173	1,634		-9,173
		Travel FACA Conference and NCAP Conference for Program Coordinator \$500 Airfare \$800 Lodge \$200 Per Diem				
		\$1300 X 2	2,167	433		
		Program Coord. Personal vehicle mileage reimbursement 4,000 @ \$0.445/mile for site visits and CSBG monitoring	1,483	297		
		Rent/Office equipment Copiers/fax @ \$69/month	680	138		
		Worker's Compensation	2,559	514		
		Rent/storage space Document storage @\$50 x 12 months	500	100		
		Casualty Self-Insurance county self insurance pool	1,307	261		
		Office Supplies (paper, markers, pens, staples, paperclips) 12 months @ \$100 Paper \$1,100 Other supplies \$100	1,000	200		
		Total Non Personnel	9,716	1,943		
		TOTAL ADMINISTRATION	72,321	14,463		
		<u>Direct Client Assistance</u>				
10	1.2 D-L; 1.3A; 3.1; 6.1 1.3B; 2.3B; 1.3B;2.3B 1.2 D-L	Sr. Community Action Specialists 1 person, 10/1/11-9/30/12 Total Salary \$77,669 LIHEAP 50% CSBG 40% County Match 10% 27,593 x 2080 x .50=28,697	23,914	4,783		
	1.1A,B 1.2 A-F	Winston H. \$35,000 CSBG 80% County Match 20% Work with Self Sufficiency program (case management) Doris D. (COS II) \$33,804 CSBG 80% County match 20% Work with Self Sufficiency program (case management)	25,703	5,141		
	1.2 D-L; 1.3A;	Sonia G. \$30574 CSBG 80% County Match 20% (Self Sufficiency work in Glades Area)	12,739	2,548		15287
	1.2 D-L; 1.3A	James S. \$49,504 LIHEAP 50% CSBG 30% County 20% (Self Sufficiency work in Glades Area)	20,626	4,125		24752
	1.1A,B	1 Vacant \$30,844 x .50 (6 mons) SS program CSBG 80% Cty Match 20%	12,862	2,570		-46266
	1.1A,B	Grant Compliance Specialist Supervise S.S. Program in East PBC and conduct monitoring of SS program work directly with vendors and self sufficiency clients	33,556	6,711		
		6 Temps (6 month position) 13/hr x 1040 hrs CSBG 80% County Match 20% Work with the Self Sufficiency program	67,600	13,520		67600
		SUBTOTAL SALARIES	225,243	45,049		
		FRINGE (FICA, Medicare, Retir., Health Ins., Workers Comp)	72,282	14,456		-7245
		** Explain all sources of Cash and In-Kind Match				
		18				

9,901

#VALUE!

CSBG
MODIFIED ATTACHMENT B-3
BUDGET DETAIL - FY 2011-2012

Recipient: Palm Beach County Community Action Program

Contract: 12SB-9Y-10-60-01-021

BUDGET SUMMARY LINE ITEM NUMBER	NATIONAL PERFORMANCE INDICATORS (Direct Client Assistance Only)	EXPENDITURE DETAIL Round UP line item totals to dollars. Do NOT use cents and decimals in totals.	TOTAL BUDGETED EXPENDITURES			
			CSBG FUNDS	CASH* MATCH	IN-KIND* MATCH	NET CHANGE (Plus or Minus)
6	1.2H;6.2C;6.4 E	Rental Assistance (Eviction prevention for Self Sufficiency Clients) 167 households at \$2,000 each	278,487	55,698		
	1.1AB 1.2A	Job Development support and training 50 people at \$759 each	33,132	6,627		39759
	1.1AB 1.2AB	Food Prep, CNA, EKG, Phlebotomy, Facials CDL, Security and other trainings that will lead to employment. 160 certifications @ \$1,000 each	133,333	26,667		
	1.1A	Youth Leadership, Education and Entrepreneurial Training 40ppl at \$500 each	16,667	3,333		20,000
	1.2B	GED training and testing computer training for Self Sufficiency clients 5 individuals @200 each	8,333	1,667		-15,000
	1.2D 6.4A	Dependent/Childcare assistance for before/aftercare Before/aftercare for 35 youth @ \$1000/each For self sufficiency families	29,167	5,833		
	1.1A	Small Business Development (5 businesses at \$4000 each-business plan, marketing material) catering equipment, laptops, lawn equipment, carwash equipment, camera)	16,667	3,333		20,000
	1.2F	Removal of Barriers for Self Sufficiency clients: Car repair 10 @ 1000 each Monthly payments 5 @ 350 each Insurance Premiums 6 @ 400 each Gas Vouchers 125 individuals @ 100 each	8,333 1,458 2,000 10,417	1,667 292 400 2,083		-20,000
	6.2A 6.4F 6.4D;1.2GI;1.2AB	Nutrition and Food Services (gleaning) Food Assistance for self Suff. Clients Health Screenings and trainings for 500 HH @ \$240 Financial Training and other health related trainings 100ppl @ \$200/each-Tri City Glades	100,000 16,667	20,000 3,333		20,000
	6.2B	Utility assistance (shut off prevention for Self Sufficiency clients) 541 individuals at \$150/each	177,752	35,550		
		DIRECT CLIENT ASSISTANCE	832,413	166,483		
		TOTAL PROGRAM DIRECT CLIENT COST	1,129,938	225,988		
	N/A	Other Program Expense Janitorial Services 810 Datura -12 months @ \$428/month	4,280	856		
		Travel and Per Diem FACA Conference 3 persons-two days 900 Airfare 1000 Lodging 500 Per Diem 200 Travel				
		\$2,600	2,167	433		
		Travel-mileage				
		2 Community Outreach Specialist 1 Grant Compliance Specialist Specialist 6742 miles @ .445/mile Drop off paperwork and attend in-services trainings from various sites	2,500	500		
		Communications Services (county) offices in county buildings 12 months at \$250 Florida Common Application (system that improves communication between all CS departments)	2,500 1,250	500 250		
		Postage 12 months @ \$100/month	1,000	200		
		Utilities/waste disposal	8,333	1,667		
		Rent/office equipment (lease for copiers/scanners other equipment)	8,750	1,750		
		Maintenance/Grounds (county properties)	417	83		
		Repair/Maintenance-buildings-county properties (Head Start moved out and cost increased) 12 months \$1250/month. Maintaining heating/cooling system, lightings, floors	20,833	4,167		10000
		Repair/maintenance-data processing equipment 12 months @ \$15/month	150	30		

87510

** Explain all sources of Cash and In-Kind Match

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

Secondary Administrative Expense requested: Yes _____

No: X

Recipient: Palm Beach County Board of County Commission

INSTRUCTIONS: If requesting Secondary Administrative Expenses, you must supply the following information for each secondary program for which administrative expenses are being requested. A "secondary program source" is the non-CSBG program that will receive administrative support from the use of CSBG funds. See Attachment G, Section (13) and G for additional information.

BUDGET INFORMATION	Name of Secondary Program	Name of Secondary Program	Name of Secondary Program	TOTAL OF ALL PROGRAMS
	GRANT START DATE: _____ END DATE: _____	GRANT START DATE: _____ END DATE: _____	GRANT START DATE: _____ END DATE: _____	
1. Total cash budget for secondary program	\$ _____	\$ _____	\$ _____	
2. Maximum percent administrative expense including indirect cost allowed by secondary program.	_____ %	_____ %	_____ %	
3. Total administrative expense approved by secondary program funding source: 1	\$ _____	\$ _____	\$ _____	
4. CSBG secondary administrative expense requested: 2	\$ _____	\$ _____	\$ _____	\$ _____
5. Total Administrative Expenses (Line 3 + Line 4)	\$ _____	\$ _____	\$ _____	
6. Percent of total administrative expense to total budget (Line 5 divided by Line 1). This total cannot exceed 15% of Line 1.	_____ %	_____ %	_____ %	
7. National Performance Indicator (NPI) supported by this secondary administrative funding. (From Attachment C, Work Plan)	NPI: _____	NPI: _____	NPI: _____	
<p>¹ The Recipient must take full advantage of all administrative and indirect dollars allowed by the secondary program's funding source before CSBG secondary administrative expenses are requested. For each secondary administrative program, provide documentation of the maximum administrative limits of the secondary program and a copy of the contract budget detailing the amount of the contract and the administrative funds provided by the secondary source.</p> <p>² You are required to provide budget detail in Attachment B-3 for the amount on Line 4 for each program above.</p>				

COMMUNITY SERVICE BLOCK GRANT (CSBG)

MODIFIED ATTACHMENT C

2011-2012 CSBG MODIFIED WORK PLAN

CONTACT: James Green

PHONE: 561-313-1146

EMAIL: jgreen1@pbcgov.org

RECIPIENT: Palm Beach County Community Action Program

CONTRACT: 12SB-9Y-10-60-01-021

A	B	C		D	
NPI	OUTCOME	Original Expected to Be Achieved		Modified 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		# of Participants	
A.	Unemployed and obtained a job	85		90	
B.	Employed and maintained a job for at least 90 days.	50		60	
C.	Employed and obtained an increase in employment income and/or benefits				
D.	Achieved "living wage" employment and / or benefits				
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		# of Participants	
A.	Obtained skills/competencies required for employment	160		200	
B.	Completed ABE/GED and received certification or diploma	125		125	
C.	Completed post-secondary education program and obtained certificate or diploma			5	
D.	Enrolled children in before or after school programs	35		45	
E.	Obtained care for child or other dependent	20		30	
F.	Obtain access to reliable transportation and/or driver's license	166		166	
G.	Obtained health care services for themselves or a family member	40		40	
H.	Obtained safe and affordable housing	5		5	
I.	Obtained food assistance	250		250	
J.	Obtained non-emergency LIHEAP energy assistance	10,000		10,000	
K.	Obtained non-emergency WX energy assistance	20		0	
L.	Obtained other non-emergency energy assistance (State/local/private energy programs. Do Not include LIHEAP or W	60		60	
M.	Obtained identification or work permit documentation for employment (social security card, work permit,			5	
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		Participants Dollars	
Enhancement					
A.	1 Participants in tax preparation programs who qualified for any type of Federal or State tax credit.	250	200,000	250	200,000
	2 Participants obtaining court-ordered child support payments.				
	3 Number enrolled in telephone lifeline and/or energy discounts with agency assistance.	100		100	
Utilization					
	1 Participants demonstrating ability to complete and maintain a budget for over 90 days	15		30	
	2 Participants opening an Individual Development Account (IDA) or other savings account	15		30	
	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 with accumulated savings	1	1,000	5	20,000
	b) Number pursuing post-secondary education with savings				
	c) Number purchasing a home with accumulated savings	1	3,000	1	3,000
	d) Number purchasing other assets with accumulated savings				
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	# of Projects	# of Oppor
A.	Jobs created, or saved, from reduction or elimination in the community	1	1	5	5
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 - The quality of life and assets in low-income neighborhoods are improved by Community Action initiative or advocacy as measured by one		# of Programs	# of Services	# of Programs	# of Services
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 in or preservation of neighborhood quality-of-life resources				
For each entry, provide a description of what asset, service, or facility is being reported on the EXPLANATION TAB					

A.	B.	C.	D.
NPI	OUTCOME	Original Expected to Be Achieved	Modified Expected to Be Achieved
2.3	Community Engagement - The number of community members working with Community Action to improve conditions in the community	# of Participants	# of Participants
A.	Community members mobilized to participate in community revitalization and anti-poverty initiatives	50	50
	Hours donated by <i>low-income</i> people	# of Hours	# of Hours
	a) Serve on the CAA Board of Directors	10	10
	b) Serve on Head Start Policy Councils	40	40
	c) Serve on Family Center / Parent Councils		
	d) Serve on other CAA Advisory Boards, councils, or committees	45	45
1.	e) Serve on other community advisory or governing boards or committees as a CAA representative	20	20
	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
B.	i) Other CAA clients or low-income persons volunteer with the agency.	100	100
	Total volunteer hours from low income people	315	315
	Hours donated by <i>non low-income</i> people		
	a) General Public	400	400
	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	400	400
	TOTAL number of volunteer hours donated to the agency	715	715
2.4	Employment Growth from ARRA Funds -The number of jobs created or saved at least in part by ARRA funds, in the community	Number of Jobs	Number of Jobs
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 -The number of volunteer hours donated to Community Action	# of Hours	# of Hours
	Total number of volunteer hours donated by LOW-INCOME INDIVIDUALS (only) to Community Action	315	315
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	Number of Low income People	Number of Low income People
A.	Low-income people in formal, decision-making, community organizations, government, boards or councils	8	8
B.	Low-income people acquiring businesses in their community as a result of Community Action	5	5
C.	Low-income people purchasing their own home in their community as a result of Community Action	5	5
D.	Low-income people in non-governance community activities/groups created/supported by Community Action	30	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 family and community	Number of Partnerships	Number of Partnerships
A.	Non-Profit	10	10
B.	Faith Based	5	5
C.	Local Government	8	8
D.	State Government Entity	5	5
E.	Federal Government Entity		
F.	For-Profit Business or Corporation	5	7
G.	Consortiums/Collaboration	5	5
H.	Housing Consortiums/Collaboration		1
I.	School Districts		1
J.	Institutions of post secondary education/training		1
K.	Financial/Banking Institutions		1
L.	Health Service Institutions		1
M.	State-wide associations or collaborations	1	1
N.	Others: Please identify:		
	1)		
	2)		
	Total <i>unduplicated</i> number of organizations CAA works with to promote family and community outcomes	39	46

A. NPI	B. OUTCOME	C. Original Expected to Be Achieved	D. Modified Expected to Be Achieved
5 Agencies Leverage External Resources to Increase Their Capacity to Serve		Planned	Planned
Table 1: Broadening the Resource Base			
A.	Community Services Block Grant (CSBG)	1,147,967	1,267,374
B.	5568796		
	a) Weatherization Assistance program funded by DOE through DCA		
	b) LIHEAP - Fuel Assistance (HHS)	5,568,796	5,568,796
	c) LIHEAP - Weatherization (HHS)		
	d) Head Start (HHS)		
	e) Early Head Start (HHS)		
	f) Older Americans Act (HHS)		
	g) SSBG (HHS)		
	h) Medicare/Medicaid (HHS)		
	i) Temporary Assistance to Needy Families (TANF)		
	j) Child Care Development Block Grant from (CCDBG)		
	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.")		
	1)		
	2)		
	3)		
	4)		
	l) Women, Infant and Children (WIC)(USDA)		
	m) USDA non-food programs (e.g. rural development)		
	n) All other USDA Food Programs		
	o) CDBG federal, state or local		
	p) Housing Programs funded by HUD		
	1) Section 8		
	2) Section 202		
	3) Home tenant based assistance		
	4) HOPE for Homeowners Program (H4H)		
	5) Emergency Shelter Grant Program (ESGP)		
	6) Continuum of Care (CofC)		
	q) All other HUD programs including homeless programs		
	r) Employment and Training Programs (US DOL)		
	s) Other US DOL programs		
	t) Corporation for National and Community Service (CNCS) programs		
	u) FEMA		
	v) Transportation (US DOT)		
	w) Department of Education (EDU)		
	x) Department of Justice (DOJ)		
	y) Department of Treasury		
	z) Other Federal Sources: List by name of funding source and the CFDA Number. Do not use abbreviations.		
	1)		
	2)		
	3)		
	4)		
TOTAL: NON-CSBG FEDERAL RESOURCES		5,568,796	5,568,796
C.	State Resources (Non-federal, state-appropriated funds)		
	a) State appropriated funds used for the same purpose as federal CSBG funds		
	b) State Housing and Homeless Programs (including housing tax credits)		
	c) State Nutrition Programs		
	d) State Day Care and Early Childhood Programs		
	e) State Energy Programs		
	f) State Health Programs		
	g) State Youth Development Programs		
	h) State Employment and Training Programs		
	i) State Head Start Programs		
	j) State Senior Services		
	k) State Transportation Programs		
	l) State Education Programs		
	m) State Community, Rural and Economic Development Programs		
	n) State Family Development Programs		
	o) Other State Funded programs: List by name of funding source. Do not use abbreviations.		
	1)		
	2)		
	3)		
	4)		
TOTAL: STATE RESOURCES		0	0

A.	B.	C.	D.		
NPI	OUTCOME	Original Expected to Be Achieved	Modified Expected to Be Achieved		
D. Local Government Resources					
a)	Amount of unrestricted funds appropriated by local government	229,593	253,475		
b)	Amount of restricted funds appropriated by local government				
c)	Value of Contract Services				
d)	Value of in-kind goods/services received from local government				
e)	Other Local Government Resources: Give description or name of program. Do NOT abbreviate.				
1)					
2)					
3)					
4)					
TOTAL: LOCAL GOVERNMENT RESOURCES		229,593	253,475		
E. Private Sector Resources					
a)	Funds from Foundations, Corporations, United Way, other non-profits	1,000	1,000		
b)	Other donated funds				
c)	Value of donated items, food, clothing, furniture, etc.	5,000	5,000		
d)	Value of in-kind services received from businesses	5,000	5,000		
e)	Payments by clients for services	5,000	5,000		
f)	Payments by private entities for goods or services for low-income clients or communities				
g)	Other Private Sector Resources				
1)					
2)					
3)					
4)					
TOTAL: PRIVATE SECTOR RESOURCES		16,000	16,000		
TOTAL NON-CSBG RESOURCES (Federal+State+Local Government+Private Sector)		5,814,389	5,838,271		
TOTAL CSBG Funds		1,147,967	1,267,374		
TOTAL AGENCY BUDGET		6,962,356	7,105,645		
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	5	20	5	20
B.	Staff who work with customers in self-sufficiency programs receive training specific to family development	5	20	5	20
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.	10	20	15	40
G.	Staff or management receive ROMA training from a <i>certified</i> ROMA trainer.	2	50	2	50
H.	Other training received by staff or management.	25	85	25	85
Total Staff and Management Training (Totals for A through H above.)		47	195	52	215
J.	Board members receive training related to their roles and responsibilities.	15	90	15	90
K.	Board members receive ROMA training from a <i>certified</i> ROMA trainer.	15	30	15	30
L.	Other training received by CAA Board members.	15	30	15	30
TOTAL BOARD MEMBER TRAINING (Total of J through L.)		45	150	45	150
Table 3 5.1 AGENCY DEVELOPMENT - Agency Increases Its Capacity to Achieve Results Through Training					
		Resources	Resources		
The number of human capital resources available					
A.	Number of C-CAPs	1	1		
B.	Number of Certified ROMA Trainers	1	1		
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		
F.	Number of staff and management attending trainings	20	20		
G.	Number of board members attending trainings	2	2		
H.	Hours of staff and management trainings	150	150		
I.	Hours of board members in training	70	70		
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		X
	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
	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.				
	2.				
	3.				

A.	B.	C.	D.
NPI	OUTCOME	Original Expected to Be Achieved	Modified Expected to Be Achieved
4.			
5.			
Table 5: Agency Organizes & Operates Programs, Services and Activities Toward accomplishing Family and Community			
	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	Yes
	2. Agency utilizes outcome scales to measure client movement toward self-sufficiency	Yes	Yes
	3. Agency has capacity to derive unit cost statistics: cost/service delivered or cost of service per client	Yes	Yes
	4. Agency has capacity to derive unit cost statistics for effectiveness: cost per outcome delivered	Yes	Yes
	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
	2. Agency management staff has received ROMA training	Yes	Yes
	3. Agency supervisory staff has received ROMA training	Yes	Yes
	4. Agency line staff has received ROMA training	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
	2. Programs achieve other form of recognized accreditation.	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
	2. Agency programs and activities are evaluated using ROMA principals	Yes	Yes
	3. FOCAS & IS Survey reports are provided to, reviewed & discussed with board members at least quarterly	Yes	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	# of Individuals Assisted
A.	Senior Citizens (55 years old or older)	1,000	1,000
	Individuals with Disabilities	850	850
B.	1. Ages 0 - 17	0	0
	2. Ages 18 - 54	300	300
	3. Ages 55 and Over	550	550
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	# of Individuals Achieving Outcome
A.	Emergency Food	1,800	1,800
B.	Emergency Fuel or Utility payments (including LIHEAP or other public or private funding source)	19,731	19,731
C.	Emergency Rent or Mortgage Assistance	167	167
D.	Emergency Car or Home Repair (i.e. structural, appliance, heating system, etc.)	5	5
E.	Emergency Temporary Shelter		
F.	Emergency Medical Care	5	5
G.	Emergency Protection from Violence		
H.	Emergency Legal Assistance	0	0
I.	Emergency Transportation	100	100
J.	Emergency Disaster Relief	0	0
K.	Emergency Clothing	100	100
L.	Provide translation assistance in order for person to receive emergency services	0	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	# of Individuals Achieving Outcome
	Infant and Child		
A.	1) Infants and children obtain age appropriate immunizations, medical and dental care	25	25
	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.	25	40
	4) Children participating in pre-school activities are developmentally ready for Kindergarten or 1st Grade		
	Youth		
B.	1) Youth improve health and physical development	0	0
	2) Youth improve social/emotional development	15	30
	3) Youth avoid risk-taking behavior for a defined period of time	0	0
	4) Youth have reduced involvement with criminal justice system	20	40
	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	20	40
	2) Parents and other adults learn and exhibit improved family functioning skills	20	40
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	# of Individuals Enrolled
A.	Enrolled children in before or after school programs	10	50
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	5	5
F.	Obtained food assistance		

A.	B.	C.	D.
NPI	OUTCOME	Original Expected to Be Achieved	Modified Expected to Be Achieved
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 V		
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	# of Services
A.	Food Boxes	12,000	12,000
B.	Pounds of Food	0	
C.	Units of Clothing		
D.	Rides Provided	50	50
E.	Information and Referral Calls	10,000	10,000

