



**II. FISCAL IMPACT ANALYSIS**

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

Fiscal Years	2013	2014	2015	2016	2017
Capital Expenditures					
Operating Costs	761,965				
External Revenue	(634,971)				
Program Income					
In-Kind Match (County)					
<b>NET FISCAL IMPACT</b>	<b>126,994</b>				

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

Budget Account No.:

Fund 1003 Dept 145 Unit 1455 Object Var. Program Code/Period Var./GY12

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

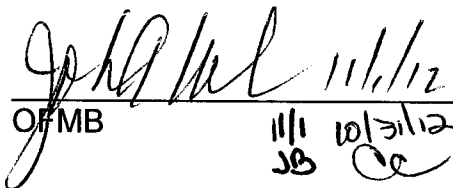

Funding sources are \$634,971 from the State of Florida Department of Economic Opportunity and \$126,994 from Palm Beach County. Sufficient funding is included in the current budget to meet County obligations.

**C. Departmental Fiscal Review:**

TM  
Taruna Malhotra, Director, Financial & Support Svcs.

**III. REVIEW COMMENTS**

**A. OFMB Fiscal and/or Contract Development and Control Comments:**

 11/1/12  
 OFMB  
 11/1 JB 10/31/12 10/30/12  
 11/5/12  
 Contract Development and Control

**B. Legal Sufficiency:**

 11/5/12  
 Chief Assistant County Attorney

**C. Other Department Review:**

\_\_\_\_\_  
Department Director

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

**BOARD OF COUNTY COMMISSIONERS  
PALM BEACH COUNTY, FLORIDA  
BUDGET AMENDMENT**

BGEX - 145 - 101012\*0074  
BGRV - 145 - 101012\*0016

**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 10/10/12	REMAINING BALANCE
<b>REVENUE</b>								
145 1455 3168	Fed Grant Indirect - Human Services	1,147,967	1,147,967	0	512,996	634,971		
<b>Total Revenue</b>		<b>1,372,886</b>	<b>1,372,886</b>	<b>0</b>	<b>512,996</b>	<b>859,890</b>		
<b>EXPENDITURE</b>								
145 1455 1201	Salaries & Wages-Regular	214,954	214,954	101,106	0	316,060	0	316,060
145 1455 2101	Fica-Taxes	1,000	1,000	5,861	0	6,861	0	6,861
145 1455 2105	Fica-Medicare	400	3,000	1,465	0	4,465	0	4,465
145 1455 2201	Retirement Contributions-Frs	5,890	5,890	5,861	0	11,751	0	11,751
145 1455 2301	Insurance-Life & Health	1,390	1,390	32,237	0	33,627	0	33,627
145 1455 3401	Other Contractual Services	111,327	111,327	0	62,327	49,000	0	49,000
145 1455 3404	Temp Serv/Contracted Salaries	42,654	42,654	62,327	0	104,981	0	104,981
145 1455 8301	Contributions for Individuals	758,966	758,966	0	659,526	99,440	0	99,440
<b>Total Expenditures</b>		<b>1,372,886</b>	<b>1,372,886</b>	<b>208,857</b>	<b>721,853</b>	<b>859,890</b>	<b>0</b>	

Signatures

Date

By Board of County Commissioners  
At Meeting of November 20, 2012

**COMMUNITY SERVICES**

**INITIATING DEPARTMENT/DIVISION** Channell Wilkins

**Administration/Budget Department Approval**

**OFMB Department - Posted**



\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Deputy Clerk to the  
Board of County Commissioners


Rick Scott  
GOVERNOR



Hunting F. Deutsch  
EXECUTIVE DIRECTOR

### MEMORANDUM

**TO:** Palm Beach County Board of County Commissioners

**FROM:**  Jean Amison, Planning Manager  
Community Assistance Section

**RE:** FY 2012-2013 Community Services Block Grant Award Agreement

**DATE:** October 1, 2012

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Enclosed is your executed FY 2012-2013 Community Services Block Grant (CSBG) Agreement. Please note the following:

- Opportunities for training and technical assistance will be provided throughout the year both directly by DEO and in coordination with the Florida Association for Community Action, Inc. (FACA). Agencies are expected to participate in this training.
- Quarterly reports on the CSBG funds are due to DEO no later than 21 days after the end of each quarter. Establish processes within your agency to comply with this time frame. Specific reporting forms will be provided to you by email. The first report will be due January 21, 2013.
- The CSBG contract starts October, 2012. You must complete Monthly Financial Status Reports for all months starting with October, 2012. If you have no expenditures during a month, file a report showing zero expenditures.
- If you receive an advance, see Attachment D Section E of the Agreement concerning interest from cash advances.

If you have any questions, please contact your contract manager at (850) 717-8450.

JA/fb

Enclosure



**STATE OF FLORIDA  
DEPARTMENT OF ECONOMIC OPPORTUNITY**

CFDA #: 93.569

Contract Number: 13SB-FZ-10-60-01-021

**FEDERALLY-FUNDED SUBGRANT AGREEMENT**

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

THIS AGREEMENT IS ENTERED INTO BASED ON THE FOLLOWING REPRESENTATIONS:

- A. The Recipient represents that it is fully qualified and eligible to receive these grant funds to provide the services identified herein; and
- B. The Department has received these grant funds from the State of Florida, and has the authority to subgrant these funds to the Recipient upon the terms and conditions below; and
- C. The Department has statutory authority to disburse the funds under this Agreement.

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

(1) SCOPE OF WORK

The Recipient shall perform the work in accordance with the Budget, (Attachments B1-B4) and Work Plan (Attachment C), of this Agreement.

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

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

(3) PERIOD OF AGREEMENT

This Agreement shall begin upon execution by both parties or October 1, 2012, whichever is earlier, and shall end September 30, 2013, unless terminated earlier in accordance with the provisions of Paragraph (12) of this Agreement.

(4) MODIFICATION OF CONTRACT

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

(5) RECORDKEEPING

(a) As applicable, Recipient's performance under this Agreement shall be subject to the federal "Common Rule: Uniform Administrative Requirements for State and Local Governments" (53 Federal Register 8034) or OMB Circular No. A-110 (now 2 CFR 215), "Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations," and either OMB Circular No. A-87 (now 2 CFR 225), "Cost Principles for State and Local Governments," OMB Circular No. A-21 (now 2 CFR 220), "Cost Principles for Educational Institutions," or OMB Circular No. A-

122 (now 2 CFR 230), "Cost Principles for Nonprofit Organizations." If this Agreement is made with a commercial (for-profit) organization on a cost-reimbursement basis, the Recipient shall be subject to Federal Acquisition Regulations 31.2 and 931.2.

(b) The Recipient shall retain sufficient records to show its compliance with the terms of this Agreement, and the compliance of all subcontractors or consultants paid from funds under this Agreement, for a period of five years from the date the audit report is issued, and shall allow the Department or its designee, the State Chief Financial Officer or the State Auditor General access to the records upon request. The Recipient shall ensure that audit working papers are available to them upon request for a period of five years from the date the audit report is issued, unless extended in writing by the Department. The five year period may be extended for the following exceptions:

1. If any litigation, claim or audit is started before the five year period expires, and extends beyond the five year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved.

2. Records for the disposition of non-expendable personal property valued at \$5,000 or more at the time it is acquired shall be retained for five years after final disposition.

3. Records relating to real property acquired shall be retained for five years after the closing on the transfer of title.

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

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

#### (6) AUDIT REQUIREMENTS

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

(b) These records shall be available at reasonable times for inspection, review, or audit by state personnel and other personnel authorized by the Department. "Reasonable" shall

ordinarily mean normal business hours of 8:00 a.m. to 5:00 p.m., local time, Monday through Friday.

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

(d) If the Recipient is a State or local government or a non-profit organization as defined in OMB Circular A-133, and in the event that the Recipient expends \$500,000 or more in Federal awards in its fiscal year, the Recipient must have a single or program-specific audit conducted in accordance with the provisions of OMB Circular A-133, Audits of States, Local Governments and Non-Profit Organizations and the Single Audit Act of 1984, as amended. EXHIBIT 1 to this Agreement shows the Federal resources awarded through the Department by this Agreement. In determining the Federal awards expended in its fiscal year, the Recipient shall consider all sources of Federal awards, including Federal resources received from the Department. The determination of amounts of Federal awards expended should be in accordance with the guidelines established by OMB Circular A-133. An audit of the Recipient conducted by the Auditor General in accordance with the provisions of OMB Circular A-133 will meet the requirements of this paragraph.

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

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

(e) Send copies of reporting packages and any management letters issued by the auditor for audits conducted in accordance with OMB Circular A-133 and required by subparagraph (d) above, when required by Section .320 (d), OMB Circular A-133. Pursuant to Section .320 (f), OMB Circular A-133, the Recipient shall send a copy of the reporting package described in Section .320 (c), OMB Circular A-133, and any management letter issued by the auditor, by or on behalf of the Recipient to the Department of Economic Opportunity at the following addresses:

Department of Economic Opportunity  
Office of the Inspector General  
107 East Madison Street  
MSC 130, Caldwell Building  
Tallahassee, Florida 32399-4120

And

Department of Economic Opportunity  
Division of Community Development  
Bureau of Housing and Community Development  
Community Assistance Section  
107 East Madison Street  
MSC 400, Collins Building  
Tallahassee, Florida 32399-4120

(f) Send an electronic copy to Sherita.Keys-Addison@deo.myflorida.com

(g) Send the Single Audit reporting package and Form SF-SAC to the Federal Audit Clearinghouse by submission online at <http://harvester.census.gov/fac/collect/ddeindex.html> and to any other Federal agencies and pass-through entities in accordance with Sections .320 (e) and (f), OMB Circular A-133.

(h) By the date due, send any reports, management letter, or other information required to be submitted to the Department pursuant to this Agreement in accordance with OMB Circular A-133, Florida Statutes, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as applicable.

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

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

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

#### (7) REPORTS

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

(b) Quarterly reports are due to the Department no later than 21 days after the end of each quarter of the program year and shall be sent each quarter until submission of the administrative close-out



report. The ending dates for each quarter of the program year are March 31, June 30, September 30 and December 31.

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

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

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

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

(8) MONITORING

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

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

(9) LIABILITY

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

(b) Any Recipient which is a state agency or subdivision, as defined in Section 768.28, Fla. Stat., agrees to be fully responsible for its negligent or tortious acts or omissions which result in claims or suits against the Department, and agrees to be liable for any damages proximately caused by its acts or omissions to the extent set forth in Section 768.28, Fla. Stat. Nothing herein is intended to serve as a

waiver of sovereign immunity by any Recipient to which sovereign immunity applies. Nothing herein shall be construed as consent by a state agency or subdivision of the State of Florida to be sued by third parties in any matter arising out of any contract.

(10) DEFAULT

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

- (a) If any warranty or representation made by the Recipient in this Agreement or any previous agreement with the Department is or becomes false or misleading in any respect, or if the Recipient fails to keep or perform any of the obligations, terms or covenants in this Agreement or any previous agreement with the Department and has not cured them in timely fashion, or is unable or unwilling to meet its obligations under this Agreement;
- (b) If material adverse changes occur in the financial condition of the Recipient at any time during the term of this Agreement, and the Recipient fails to cure this adverse change within thirty days from the date written notice is sent by the Department.
- (c) If any reports required by this Agreement have not been submitted to the Department or have been submitted with incorrect, incomplete or insufficient information;
- (d) If the Recipient has failed to perform and complete in timely fashion any of its obligations under this Agreement.

(11) REMEDIES

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

- (a) Terminate this Agreement, provided that the Recipient is given at least thirty days prior written notice of such termination. The notice shall be effective when placed in the United States, first class mail, postage prepaid, by registered or certified mail-return receipt requested, to the address set forth in Paragraph (13) Notice and Contact herein;
- (b) Begin an appropriate legal or equitable action to enforce performance of this Agreement;
- (c) Withhold or suspend payment of all or any part of a request for payment;
- (d) Require that the Recipient refund to the Department any monies used for ineligible purposes under the laws, rules and regulations governing the use of these funds.
- (e) Exercise any corrective or remedial actions, to include but not be limited to:
  - 1. request additional information from the Recipient to determine the reasons for or the extent of non-compliance or lack of performance,

2. issue a written warning to advise that more serious measures may be taken if the situation is not corrected,

3. advise the Recipient to suspend, discontinue, or refrain from incurring costs for any activities in question, or

4. require the Recipient to reimburse the Department for the amount of costs incurred for any items determined to be ineligible.

(f) Exercise any other rights or remedies which may be otherwise available under law.

(g) Pursuing any of the above remedies will not keep the Department from pursuing any other remedies in this Agreement or provided at law or in equity. If the Department waives any right or remedy in this Agreement or fails to insist on strict performance by the Recipient, it will not affect, extend or waive any other right or remedy of the Department, or affect the later exercise of the same right or remedy by the Department for any other default by the Recipient.

(12) TERMINATION

(a) The Department shall terminate this Agreement for cause with thirty days written notice. Cause can include misuse of funds, fraud, lack of compliance with applicable rules, laws and regulations, failure to perform in a timely manner, and refusal by the Recipient to permit public access to any document, paper, letter, or other material subject to disclosure under Chapter 119, Fla. Stat., as amended.

(b) The Department shall terminate this Agreement for convenience or when it determines, in its sole discretion, that continuing the Agreement would not produce beneficial results in line with the further expenditure of funds, by providing the Recipient with thirty calendar days prior written notice.

(c) The parties shall agree to terminate this Agreement for their mutual convenience through a written amendment of this Agreement. The amendment shall state the effective date of the termination and the procedures for proper closeout of the Agreement.

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

(13) NOTICE AND CONTACT

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

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

Paula Lemmo, Community Program Manager  
Department of Economic Opportunity  
Division of Community Development  
Bureau of Housing and Community Development  
Community Assistance Section  
MSC 400 - 107 East Madison Street  
Tallahassee, Florida 32399-4120  
Email: paula.lemmo@deo.myflorida.com

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

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

(14) SUBCONTRACTS

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

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

(15) TERMS AND CONDITIONS

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

(16) ATTACHMENTS

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

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

(c) This Agreement has the following attachments (check all that are applicable):

- Exhibit 1            FUNDING RESOURCES
- Attachment A        RECIPIENT INFORMATION
- Attachment B-1      BUDGET SUMMARY
- Attachment B-2      SUB-RECIPIENT INFORMATION
- Attachment B-3      BUDGET DETAIL

Palm Beach County Board of County Commissioners

- Attachment B-4 SECONDARY ADMINISTRATIVE EXPENSES
- Attachment C 2012-2013 CSBG WORKPLAN
- Attachment D PROGRAM STATUTES AND REGULATIONS
- Attachment E REPORTS
- Attachment F PROPERTY MANAGEMENT AND PROCUREMENT
- Attachment G STATEMENT OF ASSURANCES
- Attachment H SPECIAL CONDITIONS
- Attachment I CERTIFICATION REGARDING DEBARMENT,  
SUSPENSION, INELIGIBILITY AND VOLUNTARY  
EXCLUSION
- Attachment J WARRANTIES AND REPRESENTATIONS
- Attachment K JUSTIFICATION OF ADVANCE PAYMENT

(17) FUNDING/CONSIDERATION

(a) This is a cost-reimbursement Agreement. The Recipient shall be reimbursed for costs incurred in the satisfactory performance of work hereunder in an amount not to exceed \$634,971, subject to the availability of funds and appropriate budget authority. The Recipient is authorized to incur costs in an amount not to exceed \$634,971 until further notification is received by the Department. As funds and budget authority are available, changes to the costs the Recipient may incur will be accomplished by notice from the Department to the Recipient, in the form of certified mail, return receipt requested, to the Recipient's contact person identified in Attachment A, Recipient Information. The terms of the Agreement shall be considered to have been modified to allow the Recipient to incur additional costs upon the Recipient's receipt of the written notice from the Department.

(b) Any advance payment under this Agreement is subject to Section 216.181(16), Fla.Stat., and is contingent upon the Recipient's acceptance of the rights of the Department under Paragraph (12)(b) of this Agreement. The amount which may be advanced may not exceed the expected cash needs of the Recipient within the first three (3) months of the contract term. Any advance payment is also subject to federal OMB Circulars A-87 (now 2 CFR 225), A-110 (now 2 CFR 215), A-122 (now 2 CFR 230) and the Cash Management Improvement Act of 1990. If an advance payment is requested below, the budget data on which the request is based and a justification statement shall be included in this Agreement as Attachment K. Attachment K will specify the amount of advance payment needed and provide an explanation of the necessity for and proposed use of these funds.

(c) After the initial advance, if any, payment shall be made on a reimbursement basis as needed. The Recipient agrees to expend funds in accordance with the Budget, (Attachment B1-B4) and Work Plan (Attachment C), of this Agreement.

If the necessary funds are not available to fund this Agreement as a result of action by the United States Congress, the federal Office of Management and Budgeting, the State Chief Financial

Officer, or under Subparagraph (19)(h) MANDATED CONDITIONS of this Agreement, all obligations on the part of the Department to make any further payment of funds shall terminate, and the Recipient shall submit its closeout report within thirty days of receiving notice from the Department.

(18) REPAYMENTS

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

Department of Economic Opportunity  
Division of Community Development  
Office of Housing and Community Development  
Community Assistance Section  
107 East Madison Street  
MSC 400  
Tallahassee, Florida 32399-4120

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

(19) MANDATED CONDITIONS

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

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

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

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

(e) The Recipient agrees to comply with the Americans With Disabilities Act (Public Law 101-336, 42 U.S.C. Section 12101 et seq.) and the Florida Civil Rights and Fair Housing Acts sections 760.01 – 760.37, Florida Statutes, which prohibit discrimination by public and private entities on the

basis of disability in employment, public accommodations, transportation, state and local government services, and telecommunications.

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

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

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

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

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

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

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

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

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

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

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

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

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

#### (20) LOBBYING PROHIBITION

(a) Federal grant funds provided under this Agreement may not be used by the Department or any Recipient or Sub-Recipient to support lobbying activities to influence proposed or pending Federal or State legislation or appropriations. This prohibition is related to the use of Federal grant funds and not intended to affect an individual's right or that of any organization, to petition Congress, or any other level of Government, through the use of other resources (See 45 CFT Part 93). No funds or other resources received from the Department under this Agreement may be used directly or indirectly to influence legislation or any other official action by the Florida Legislature or any state agency.

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

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the Recipient, to any person for influencing or attempting to influence an officer or employee of any agency,



a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the Recipient shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying."

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

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

(21) COPYRIGHT, PATENT AND TRADEMARK

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

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

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

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

property exists. The Department shall then, under Paragraph (b), have the right to all patents and copyrights which accrue during performance of the Agreement.

(22) LEGAL AUTHORIZATION

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

(23) ASSURANCES

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

STATE OF FLORIDA  
DEPARTMENT OF ECONOMIC OPPORTUNITY  
FEDERALLY FUNDED SUBGRANT AGREEMENT  
SIGNATURE PAGE

IN WITNESS WHEREOF, the parties have executed this Agreement by their duly authorized officers on the day, month and year set forth below.

**RECIPIENT**

PBC Board of County Commissioner

By: Shelley Vana  
(Shelley Vana, Chair)

Date: 9/5/12

59-60000785  
(Federal Identification Number)

100219570  
DUNS\* Number

\*Data Universal Numbering System

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY

[Signature]  
COUNTY ATTORNEY

**STATE OF FLORIDA**

**DEPARTMENT OF ECONOMIC OPPORTUNITY**

By: Ken Reecy  
Ken Reecy, Assistant Director

Division of Community Development

Date: 10-1-12

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: 9/27/12

**EXHIBIT - 1**

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

*Separately list the following information for each federal program from which the resources awarded to the Recipient originate:*

Federal Agency: U.S. Department of Health and Human Services

Catalog of Federal Domestic Assistance Title: Community Services Block Grant Program

Federal Award Identifier: G-12B2FLCOSR.

Catalog of Federal Domestic Assistance #: 93.569

Recipient: Palm Beach County Board of County Commissioners

Contract #: 13SB-FZ-10-60-01-021

Award Amount: \$634,971

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

Separately list each applicable compliance requirement (eligible activities, services, or commodities; eligible recipients; etc.) and specify to which federal program each requirement applies:

Compliance Requirements:

Program: Community Services Block Grant Program

1. *First applicable compliance requirement (e.g. eligible activities, services or commodities):*  
The Recipient will use the CSBG funds to provide a range of services and activities having a measurable and potentially major impact on poverty in the communities where poverty is a particularly acute problem. These funds will be expended in accordance with the Program Statutes and Regulations, Attachment D, Budget, Attachment B and Work Plan, Attachment C of this Agreement and applicable OMB Circulars.
2. *Second applicable compliance requirement (e.g. eligibility requirements for recipients of the federal resources):*  
Recipient will comply with applicable OMB Circulars and eligibility requirements as set forth in U.S. Department of Health and Human Services regulations codified in: Title 45 of the Code of Federal Regulations, Part 96 – Block Grants and Title 31 of the Code of Federal Regulations, Part 205 – Cash Management Improvement Act of 1990.
3. *None of these funds will be used for research purposes.*  
Note: Section .400(d) of OMB Circular A-133, as revised, and Section 215.97(5)(a), Florida Statutes, require that the information about Federal Programs and State Projects included in Exhibit 1 be provided to the Recipient.

AMENDED ATTACHMENT A - RECIPIENT INFORMATION

FEDERAL FISCAL YEAR: 2013 CONTRACT PERIOD: October 1, 2012 to September 30, 2013

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: Shelley Vana Title: Chair PBC Board of County Commissioners  
Street Address: 301 N. Olive Ave Ste. 1201 County: Palm Beach County  
City: West Palm Beach, Fl Zip Code: 33401  
Telephone (561 ) 355-2205 Fax (561) 355-2203 E-Mail: svana@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: Assistant Director  
Address: 810 Datura Street (Street address)  
City: West Palm Beach, Fl Zip Code: 33401  
Telephone (561 ) 355-4716 Fax (561 ) 355-4192 E-Mail: Tmalholtr@pbcgov.org

G. PERSON(S) AUTHORIZED TO SIGN FISCAL REPORTS

1. Name: Taruna Malhotra Title: Director of Finance & 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, 2012 to September 30, 2013

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

NOTE: ELECTRONIC COPIES OF THIS EXCEL FORM WILL BE E-MAILED TO ALL GRANTEES

ATTACHMENT B-1

BUDGET SUMMARY - FY 2012-2013

Recipient: PBC Board of County Commissioners

Contract: 13SB FZ-10-60-01-021

REVENUE SOURCES		PERCENT	MATCH	TOTAL	NOTES:	
1	CSBG Grant Funds			634,971.00	Round all figures UP to nearest dollar.	
2	Cash Match	20.0%	126,994.00		Required: 2% Cash Match, 20% Total Match	
3	In-Kind Match	0.0%			Do No Under Match. Ex. 1.99% Cash Match is not acceptable.	
4	TOTAL MATCH (Line 2 + Line 3)	20.0%		126,994.00		
5	TOTAL FUNDS (Line 1 + Line 4)			761,965.00		
			(A)	(B)	(C)	(D)
CSBG FUNDED PROGRAMS ONLY EXPENSE CATEGORY			CSBG Funds	Cash Match	In-Kind Match	TOTAL
<b>ADMINISTRATIVE</b>						
6	RECIPIENT (Salaries + Fringe, Rent, Utilities, Travel, Other)		78,934.00	15,786.00		94,720.00
7	SUB-RECIPIENT (Salaries + Fringe, Rent, Utilities, Travel, Other)					0.00
8	TOTAL ADMINISTRATIVE EXPENSES (Line 6 + Line 7)		78,934.00	15,786.00	0.00	94,720.00
9	ADMINISTRATIVE EXPENSE PERCENT (Line 8 divided by Line 1)		12%	CANNOT EXCEED 15% OF CSBG ALLOCATION GIVEN ON LINE 1		
<b>PROGRAM</b>						
10	RECIPIENT DIRECT CLIENT ASSISTANCE EXPENSES		503,004.00	100,601.00		603,605.00
11	RECIPIENT OTHER EXPENSE (Salaries + Fringe, Rent, Utilities, Travel, Other)		53,033.00	10,607.00		63,640.00
12	SUBTOTAL RECIPIENT PROGRAM EXPENSE (Line 10 + Line 11)		556,037.00	111,208.00	0.00	667,245.00
13	SUB-RECIPIENT DIRECT CLIENT ASSISTANCE EXPENSES					0.00
14	SUB-RECIPIENT OTHER PROGRAM EXPENSE (Salaries + Fringe, Rent, Utilities, Other)					0.00
15	SUBTOTAL SUB-RECIPIENT PROGRAM EXPENSE (Line 13 + Line 14)		0.00	0.00	0.00	0.00
16	TOTAL PROGRAM EXPENSE (Line 12 + Line 15)		556,037.00	111,208.00	0.00	667,245.00
17	SECONDARY ADMINISTRATIVE EXPENSE					0.00
18	GRAND TOTAL EXPENSE (Line 8 + Line 16 + Line 17)		634,971.00	126,994.00	0.00	761,965.00

N/A

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

RECIPIENT: BOCC Palm Beach County BOCC

SUB-RECIPIENT INFORMATION

SUB-RECIPIENT NAME: \_\_\_\_\_ N/A \_\_\_\_\_

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) FUNDS	(B) MATCH	(C) MATCH	(D) TOTAL
<b>SUB-RECIPIENT ADMINISTRATIVE EXPENSES:</b>				
7. SUB-RECIPIENT EXPENSES (Salaries + Fringe, Rent, Utilities, Travel, Other)	\$0.00	\$0.00		\$0.00
<b>SUB-RECIPIENT PROGRAM EXPENSES:</b>				
13. SUB-RECIPIENT DIRECT CLIENT ASSISTANCE EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00
14. SUB-RECIPIENT OTHER PROGRAM EXPENSES (Salaries + Fringe, Rent, Utilities, Travel, etc)	\$0.00	\$0.00		\$0.00
15. SUBTOTAL SUB-RECIPIENT PROGRAM EXPENSES (Line 13 + Line 14)				\$0.00
<b>TOTAL EXPENSES: (Line 7 + Line 15)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

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

CSBG  
ATTACHMENT B-3  
BUDGET DETAIL - FY 2012-2013

Recipient: PBC Board of County Commissioners Contract: 13SBFZ-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 ALL BUDGETED EXPENDITURES		
			CSBG FUNDS	CASH* MATCH	IN-KIND* MATCH
6	N/A	<b>Community Action Coordinator</b> \$49,516 50% LIHEAP 40%CSBG 10% County Match 23.806 x 2080hrs= 49,504 x .50 = 24,752	20,631	4,126	
		Data Processor, Clerical Specialist (x4) 13/hr x 1040 hours	45,067	9,013	
		<b>TOTAL SALARY</b>	<b>65,698</b>	<b>13,139</b>	
		<b>TOTAL FRINGE (FICA, Medicare, Retirement, Health Insurance, W</b>	<b>7,561</b>	<b>1,512</b>	
		Travel FACA Conference and NCAP Conference for Program Coordinator \$500 Airfair \$600 Lodge \$200 Per Diem <del>\$1300 X 1</del>	1,083	217	
		Supplies (paper, pens, folders, Inc)	612	122	
		Program Coord. Personal vehicle milage reimbursement 4,000 @ \$.445/mile for site visits and CSBG monitoring	1,483	297	
		Rent/Office equipment Copiers/fax @ \$69/month	690	138	
		Rent/storage space Document storage @\$50 x 12 months	500	100	
		Casualty Self-Insurance county self insurance pool	1,307	261	
		<b>Total Non Personnel</b>	<b>5,675</b>	<b>1,135</b>	
		<b>Total Administration</b>	<b>78,934</b>	<b>15,786</b>	
		<b>Direct Client Assistance</b>			
10		5 Community Outreach Specialist I (Case Mngt. With Self Suf. Program) Velma G. 1859 x 13pp 48,343 CSBG 30% County 20% LIHEAP 50% (Vita tax, eviction prevention, job plcmnt 50 HH in WPB)	20,139	4,028	
	1.1 A1.2 D-L; 1.3A;B 2.3B 3.1; 6.1	Cynthia H. 1818 x 13pp 47,288 CSBG 30% County 20% LIHEAP 50% (Vita tax, eviction prevention, job plcmnt, case mngt 50 HH in Lake Worth)	19,695	3,939	
	1.1A1.2 D-L; 1.3A;B 2.3B 3.1; 6.1	Diane P. 1859 x 13 pp 48,343 CSBG 30% County 20% LIHEAP 50% (Vita tax, eviction prevention, job plcmnt, case mngt 50 HH in Riv Bch)	20,139	4,028	
	1.1A1.2 D-L; 1.3A;B 2.3B 3.1; 6.1	Mary P. 1583 x 13 pp 41,149 CSBG 30% County 20% LIHEAP 50% (Trans,rental, job placement, case mngt 50 HH in Riv. Bch/Jupiter)	17,149	3,430	
	1.1A1.2 D-L; 1.3A;B 2.3B 3.1; 6.1	James S. 1904 x 13pp 49,504 CSBG 30 County 20% LIHEAP 50% (eviction prevention, job placement & case mngt 50 HH in Tri City Glades)	20,626	4,125	
	1.2 D-L; 1.3A;	<b>Sr. Community Action Specialists 80% CSBG 20% County</b> Supervise self sufficiency program in western PBC Tri City Glades area 1 person \$19.36 ppp x 26 pp 40,269	33,557	6,712	
	1.2 D-L 1.3AB	<b>COS I (Sonia G.) \$30574 CSBG 80% County 20%</b> (Work with self sufficiency clients, intake, follow-up, emergency services)	25,478	5,096	
	1.1A1.2 D-L; 1.3A;B 2.3B 3.1; 6.1	<b>COS II (Winston H.) \$30,844 CSBG 80% County Match 20%</b> (eviction prevention, job placement, case mngt in Delray Bch)	25,703	5,141	
	1.1A1.2 D-L; 1.3A;B 2.3B 3.1; 6.1	<b>Doris D. \$34,892 CSBG 80% County match 20%</b> Oversee Self Sufficiency program (case management) all PBC	28,253	5,651	
	1.1A,B 2.3B 3.1; 6.1	<b>Grant Compliance Specialist 40,269 80% CSBG 20% County</b> Works w/ S.S. Program inPBC and conduct monitoring of SS program work directly with vendors and self sufficiency clients	33,557	6,712	
	1.2 D-L; 1.3A;B	<b>Clerical Specialist \$1122 pp x 13 29,178 x 1 CSBG 30% County 20%</b> conducts intake and screening to triage Self Sufficiency clients	14,180	2,836	
	1.2 D-L; 1.3A;B 2.3B 3.1; 6.1	<b>6 receptionist(Temp) (13/hr x 413 hrs CSBG 80% County 20%)</b> conducts intake and screening triage of Self Sufficiency clients answers phnes at each center, referral and follow-up, emergency services	26,825	5,365	
		<b>SUBTOTAL SALARIES</b>	<b>285,301</b>	<b>57,063</b>	
		<b>FRINGE (FICA, Medicare, Retir., Health Ins., Workers Comp)</b>	<b>111,823</b>	<b>22,363</b>	



**CSBG  
ATTACHMENT B-3  
BUDGET DETAIL - FY 2012-2013**

Recipient: PBC Board of County Commissioners Contract: 13SBFZ-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 ALL BUDGETED EXPENDITURES		
			CSBG FUNDS	CASH* MATCH	IN-KIND* MATCH
6	1.2H	Rental Assistance (Eviction prevention for Self Sufficiency Clients) 20 households at \$1,000 each	16,667	3,333	
	1.2A	Childcare training, CNA, EKG, Phlebotomy, Facials, and other trainings that will lead to employment. 53 certifications @ \$1,500 each	16,667	3,333	
	6.2B	Utility assistance (shut off prevention for Self Sufficiency clients) 541 individuals at \$150/each	16,667	3,333	
	1.1AB	Job Development and Training for Self Sufficiency clients 90 HH at \$50 each	15,046	3,009	
	1.2I;6.2A ;6.5A 6.4F	Nutrition and Food Services (gleaning) Food Assistance for self Suff. Clients 400 HH @ 122.50/each	40,833	8,167	
		<b>DIRECT CLIENT ASSISTANCE</b>	<b>105,880</b>	<b>21,175</b>	
		<b>TOTAL PROGRAM DIRECT CLIENT COST</b>	<b>503,004</b>	<b>100,601</b>	
11	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	
		Tavel-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	500	
		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 12 months \$1250/month. Repair AC/Heating system, cleaning floors	12,500	2,500	
		Repair/maintenance-data processing equipment 12 months @\$15/month	150	30	

**CSBG  
ATTACHMENT B-3  
BUDGET DETAIL - FY 2012-2013**

Recipient: Board of County Commissioners

Contract: 13SBFZ-10-60-01-021

BUDGET SUMMARY LINE ITEM NUMBER	NATIONAL PERFORMANCE INDICATOR (Direct Client Assistance Only)	EXPENDITURE DETAIL  Round UP line item totals to dollars. Do NOT use cents and decimals in totals.	TOTAL ALL BUDGETED EXPENDITURES		
			CSBG FUNDS	CASH* MATCH	IN-KIND* MATCH
11		Print Materials(program materials for outreach)	2,083	417	
		Registration Fees:			
		FACA, NCAP Conferences 3 people @ FACA 3 @ NCAP	1,667	333	
		ROMA Certification, CCAP certification ( 2 staff)	1,667	333	
		Office Supplies			
		12 months @ \$250 month (toner, paper, pens, pencils etc...)	2,500	500	
		Office Furniture Equipment replacement as needed	1,269	255	
		<b>Total Recipient other Program Expense</b>	<b>53,033</b>	<b>10,607</b>	

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

Secondary Administrative Expense Requested: Yes  No

Recipient: Palm Beach Co BDC

Contract: 13SB-F2-10-60-01-021

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 (14) D and G for additional information.

BUDGET INFORMATION	Name of Secondary Program	Name of Secondary Program	Name of Secondary Program	Name of Secondary Program	Name of Secondary Program	Total of Programs
	Grant Dates Start: 06/06/12 End: 06/06/12	Grant Dates Start: _____ End: _____	Grant Dates Start: _____ End: _____	Grant Dates Start: _____ End: _____	Grant Dates Start: _____ End: _____	
1. Total cash budget for secondary program:	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$0.00
2. Maximum percent administrative expense including indirect cost allowed by secondary program.	0.00%	0.00%	0.00%	0.00%	0.00%	
3. Total administrative expense approved by secondary program funding source: (1)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
4. CSBG secondary administrative expense requested: (2)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
5. Total administrative expenses (Line 3 & 4)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
6. Percent of total administrative expense to total budget (Line 5 / Line 1). This total cannot exceed 15% of Line 1	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	
7. National Performance Indicator (NPI) supported by this secondary administrative funding. (From Attachment C, Work Plan)	NPI #	NPI #	NPI #	NPI #	NPI #	

(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.

(2) You are required to provide budget detail in Attachment B-3 for the amount on line 4 for each program.

**Comments**

**COMMUNITY SERVICES BLOCK GRANT (CSBG)**

**ATTACHMENT C**

**2012-2013 CSBG WORK PLAN**

CONTACT: James Green

PHONE: 561-313-1146

EMAIL: jgreen1@pbcgov.org

RECIPIENT: PBC Board of County Commissioners

CONTRACT: 13SBFZ-10-60-01-021

A	B	C
NPI	OUTCOME	Units Expected To Be Achieved
<b>1.1</b>	<b>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:</b>	<b># of Participants</b>
A.	Unemployed and obtained a job	40
B.	Employed and maintained a job for at least 90 days.	20
C.	Employed and obtained an increase in employment income and/or benefits	0
D.	Achieved "living wage" employment and / or benefits	0
<b>1.2</b>	<b>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:</b>	<b># of Participants</b>
A.	Obtained skills/competencies required for employment	53
B.	Completed ABE/GED and received certification or diploma	10
C.	Completed post-secondary education program and obtained certificate or diploma	0
D.	Enrolled children in before or after school programs	25
E.	Obtained care for child or other dependent	20
F.	Obtain access to reliable transportation and/or driver's license	15
G.	Obtained health care services for themselves or a family member	40
H.	Obtained safe and affordable housing	20
I.	Obtained food assistance	500
J.	Obtained non-emergency LIHEAP energy assistance	10,000
K.	Obtained non-emergency WX energy assistance	20
L.	Obtained other non-emergency energy assistance (State/local/private energy programs. Do Not include LIHEAP or WX)	60
M.	Obtained identification or work permit documentation for employment (social security card, work permit, etc.)	0
<b>1.3</b>	<b>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:</b>	<b>Participants      Dollars</b>
	<b>Enhancement</b>	
1	Participants in tax preparation programs who qualified for any type of Federal or State tax credit.	225      200,000
2	Participants obtaining court-ordered child support payments.	0      0
3	Number enrolled in telephone lifeline and/or energy discounts with agency assistance.	100      0
	<b>Utilization</b>	
1	Participants demonstrating ability to complete and maintain a budget for over 90 days	15      0
2	Participants opening an Individual Development Account (IDA) or other savings account	15      0
3	Participants who increased their savings through IDA or other savings account	0      0
	<b>Of participants in a Community Action asset development program (IDA or other savings):</b>	
a)	Number capitalizing a small business with accumulated savings	1      0
b)	Number pursuing post-secondary education with savings	0      0
c)	Number purchasing a home with accumulated savings	1      0
d)	Number purchasing other assets with accumulated savings	0      0
<b>2.1</b>	<b>Community Improvement and Revitalization -Increase in, or safeguarding of, threatened opportunities and community resources or services for low-income people in the community as a result of Community Action projects/initiatives or advocacy with other public and private agencies as measured by one or more of the following:</b>	<b># of Projects      # of Oppor</b>
A.	Jobs created, or saved, from reduction or elimination in the community	1      5
B.	Accessible living wage jobs created, or saved from reduction or elimination in the community	1      10
C.	Safe and affordable housing units created in the community	0      0
D.	Safe, affordable housing units in the community preserved or improved through Community Action or advocacy	0      0
E.	Accessible, safe and affordable health care services/facilities for low-income people created or saved.	0      0
F.	Accessible, safe & affordable child care/child development placement opportunities created or saved.	0      0
G.	Accessible before/after school program placement opportunities for low-income families created or saved.	0      0
H.	Accessible new/preserved/expanded transportation resources available to low-income people (public/private)	0      0
I.	Accessible new/preserved/increased educational and training placement opportunities for low-income people	0      0

A	B	C	
NPI	OUTCOME	Units Expected To Be Achieved	
2.2	Community Quality of Life and Assets - The quality of life and assets in low-income neighborhoods are improved by Community Action initiative or advocacy as measured by one or more of the following:	# of Programs	# of Services
A.	Increase in community assets due to a change in law/regulation/policy, resulting in better quality of life	0	0
B.	Increase availability/preservation of community facilities (schools libraries, community centers, etc.)	0	0
C.	Increase in the availability or preservation of community services to improve public health and safety	1	20
D.	Increase in the availability or preservation of commercial services within low-income neighborhoods	0	0
E.	Increase in or preservation of neighborhood quality-of-life resources	0	0
For each entry, provide a description of what asset, service, or facility is being reported on the EXPLANATION TAB			
2.3	Community Engagement - The number of community members working with Community Action to improve conditions in the community	# of Participants	
A.	Community members mobilized to participate in community revitalization and anti-poverty initiatives	100	
	Hours donated by low-income people	# of Hours	
a)	Serve on the CAA Board of Directors	10	
b)	Serve on Head Start Policy Councils	40	
c)	Serve on Family Center / Parent Councils	0	
d)	Serve on other CAA Advisory Boards, councils, or committees	45	
e)	Serve on other community advisory or governing boards or committees as a CAA representative	20	
f)	Assist with program activities and logistics	0	
g)	Participate in advocacy to meet agency and community goals	0	
h)	Participate in advocacy to influence policies/practices of government and/or private entities	100	
i)	Other CAA clients or low-income persons volunteer with the agency.	100	
	Total volunteer hours from low income people	315	
	Hours donated by non low-income people		
a)	General Public	2,500	
b)	CAA non-low-income board members	50	
c)	Other non-profit or government agencies	0	
d)	Business Community	0	
e)	Other	0	
	Total volunteer hours from non low-income people	2,550	
	TOTAL number of volunteer hours donated to the agency	2,865	
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	
A.	Jobs created, at least in part, by ARRA funds	0	
B.	Jobs saved, at least in part, by ARRA funds	0	
3.1	Community Enhancement through Maximum Feasible Participation -The number of volunteer hours donated to Community Action	# of Hours	
	Total number of volunteer hours donated by LOW-INCOME INDIVIDUALS (only) to Community Action	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 more of the following:	Number of Low income People	
A.	Low-income people in formal, decision-making, community organizations, government, boards or councils	10	
B.	Low-income people acquiring businesses in their community as a result of Community Action	5	
C.	Low-income people purchasing their own home in their community as a result of Community Action	5	
D.	Low-income people in non-governance community activities/groups created/supported by Community Action	30	
4.1	Expanding Opportunities Through Community-Wide Partnerships - The number of organizations, both public and private, that Community Action actively works with as a result of CSBG ARRA, to expand resources and opportunities in order to achieve family and community outcomes.	Number of Organizations	Number of Partnerships
A.	Non-Profit	12	12
B.	Faith Based	5	5
C.	Local Government	8	8
D.	State Government Entity	5	5
E.	Federal Government Entity	0	0
F.	For-Profit Business or Corporation	7	7
G.	Consortiums/Collaboration	5	5
H.	Housing Consortiums/Collaboration	1	1
I.	School Districts	1	1
J.	Institutions of post secondary education/training	1	1
K.	Financial/Banking Institutions	1	1
L.	Health Service Institutions	1	1
M.	State-wide associations or collaborations	1	1
	Others: Please identify:		
N.	1) 0		
	2) 0		
	Total unduplicated number of organizations CAA works with to promotes family and community outcomes	48	48

RECIPIENT: PBC Board of County Commissioners

CONTRACT: 13SBFZ-10-60-01-021

NPI	OUTCOME	Units Expected To Be Achieved
<b>5 Agencies Leverage External Resources to Increase Their Capacity to Serve</b>		Planned
<b>A. Community Services Block Grant (CSBG)</b>		761,965
<b>B. Federal Government Resources -- Other than CSBG</b>		
a)	Weatherization Assistance program funded by DOE through DCA	0
b)	LIHEAP - Fuel Assistance (HHS)	4,000,808
c)	LIHEAP - Weatherization (HHS)	0
d)	Head Start (HHS)	0
e)	Early Head Start (HHS)	0
f)	Older Americans Act (HHS)	0
g)	SSBG (HHS)	0
h)	Medicare/Medicaid (HHS)	0
i)	Temporary Assistance to Needy Families (TANF)	0
j)	Child Care Development Block Grant from (CCDBG)	0
k)	Other HHS Resources (List in order of size. Give the name of the source and the CFDA number. Do not use abbreviations. All HHS CFDA's start with "93.")	0
1)	0	0
2)	0	0
3)	0	0
4)	0	0
l)	Women, Infant and Children (WIC)(USDA)	0
m)	USDA non-food programs (e.g. rural development)	0
n)	All other USDA Food Programs	0
o)	CDBG federal, state or local	0
p)	Housing Programs funded by HUD	0
1)	Section 8	0
2)	Section 202	0
3)	Home tenant based assistance	0
4)	HOPE for Homeowners Program (H4H)	0
5)	Emergency Shelter Grant Program (ESGP)	0
6)	Continuum of Care (CofC)	0
q)	All other HUD programs including homeless programs	0
r)	Employment and Training Programs (US DOL)	0
s)	Other US DOL programs	0
t)	Corporation for National and Community Service (CNCS) programs	0
u)	FEMA	0
v)	Transportation (US DOT)	0
w)	Department of Education (EDU)	0
x)	Department of Justice (DOJ)	0
y)	Department of Treasury	0
z)	Other Federal Sources: List by name of funding source and the CFDA Number. Do not use abbreviations.	0
1)	0	0
2)	0	0
3)	0	0
4)	0	0
<b>TOTAL: NON-CSBG FEDERAL RESOURCES</b>		<b>4,000,808</b>
<b>C. State Resources (Non-federal, state-appropriated funds)</b>		
a)	State appropriated funds used for the same purpose as federal CSBG funds	0
b)	State Housing and Homeless Programs (including housing tax credits)	0
c)	State Nutrition Programs	0
d)	State Day Care and Early Childhood Programs	0
e)	State Energy Programs	0
f)	State Health Programs	0
g)	State Youth Development Programs	0
h)	State Employment and Training Programs	0
i)	State Head Start Programs	0
j)	State Senior Services	0
k)	State Transportation Programs	0
l)	State Education Programs	0
m)	State Community, Rural and Economic Development Programs	0
n)	State Family Development Programs	0

RECIPIENT: PBC Board of County Commissioners

CONTRACT: 13SBFZ-10-60-01-021

A	B	C	
NPI	OUTCOME	Units Expected To Be Achieved	
o) Other State Funded programs: List by name of funding source. Do not use abbreviations.		0	
1)	0	0	
2)	0	0	
3)	0	0	
4)	0	0	
<b>TOTAL: STATE RESOURCES</b>		<b>0</b>	
<b>D. Local Government Resources</b>			
a)	Amount of unrestricted funds appropriated by local government	50,000	
b)	Amount of restricted funds appropriated by local government	126,994	
c)	Value of Contract Services	20,000	
d)	Value of in-kind goods/services received from local government	0	
e) Other Local Government Resources: Give description or name of program. Do NOT abbreviate.			
1)	0	0	
2)	0	0	
3)	0	0	
4)	0	0	
<b>TOTAL: LOCAL GOVERNMENT RESOURCES</b>		<b>196,994</b>	
<b>E. Private Sector Resources</b>			
a)	Funds from Foundations, Corporations, United Way, other non-profits	5,000	
b)	Other donated funds	0	
c)	Value of donated items, food, clothing, furniture, etc.	2,500	
d)	Value of in-kind services received from businesses	5,000	
e)	Payments by clients for services	0	
f)	Payments by private entities for goods or services for low-income clients or communities	0	
g) Other Private Sector Resources		0	
1)	0	0	
2)	0	0	
3)	0	0	
4)	0	0	
<b>TOTAL: PRIVATE SECTOR RESOURCES</b>		<b>12,500</b>	
<b>TOTAL: NON-CSBG RESOURCES (Federal+State+Local Government+Private Sector)</b>		<b>210,302</b>	
<b>TOTAL: CSBG Funds</b>		<b>761,965</b>	
<b>TOTAL: AGENCY BUDGET</b>		<b>4,972,267</b>	
		<b>Staff</b>	<b>Hrs</b>
A.	Staff who work with customers in self-sufficiency program receive training specific to case management	5	20
B.	Staff who work with customers in self-sufficiency programs receive training specific to family development	5	20
C.	Staff who work with grants/contract management receive training to expand/update/upgrade their skills	0	0
D.	Fiscal staff attend training on OMB Circular or audit compliance	0	0
E.	Fiscal staff receive accounting, data collection or management training.	0	0
F.	Program staff receive data collection or management training.	15	40
G.	Staff or management receive ROMA training from a <i>certified</i> ROMA trainer.	2	50
H.	Other training received by staff or management.	25	85
<b>Total Staff and Management Training (Totals for A through H above.)</b>		<b>52</b>	<b>215</b>
J.	Board members receive training related to their roles and responsibilities.	15	90
K.	Board members receive ROMA training from a <i>certified</i> ROMA trainer.	15	30
L.	Other training received by CAA Board members.	15	30
<b>TOTAL BOARD MEMBER TRAINING (Total of J through L.)</b>		<b>45</b>	<b>150</b>
<b>TABLE 2: AGENCY DEVELOPMENT - Agency Initiatives to Increase Performance Through Training</b>			
The number of human capital resources available		Resources	
A.	Number of C-CAPs	1	
B.	Number of Certified ROMA Trainers	1	
C.	Number of certified Family Development Trainers	0	
D.	Number of Certified Child Development Trainers	0	
E. Agency staff obtained other credential that increase their capacity to achieve results (explain in narrative)		1	
F.	Number of staff and management attending trainings	20	
G.	Number of board members attending trainings	2	
H.	Hours of staff and management trainings	150	
I.	Hours of board members in training	70	
<b>TABLE 3: AGENCY DEVELOPMENT - Agency Initiatives to Increase Performance Through Training</b>			
Agency Initiatives to Increase Performance Through Training: Indicate whether the initiative will benefit the organization.			
Client Intake Process			
A.	1. A common in-take process and common ID# is used for <b>all</b> clients	X	
	2. A common in-take process and common ID# is used for <b>some</b> clients	0	
	3. A separate in-take process and/or separate ID# is used for <b>each</b> program administered	0	
Client/Customer Measure Progress toward Achievement of Self-Sufficiency			
B.	1. Agency utilizes a databases for <b>all</b> clients for use in intake and assessment and provision of services	X	
	2. Agency utilizes databases for <b>some</b> clients for use in intake and assessment and provision of services	0	
	3. Agency uses database for <b>all</b> client intake/assessment/provision of services & outcome measurement	0	
	4. Agency uses database for <b>some</b> client intake/assessment/service provision & outcome measurement	0	

RECIPIENT: PBC Board of County Commissioners

CONTRACT: 13SBFZ-10-60-01-021

A.	B.	C.
NPI	OUTCOME	Units Expected To Be Achieved
C.	Computer programs used to manage client information and track client progress	
	1. Powerbuilder Database	
	2. 0	
	3. 0	
	4. 0	
	5. 0	
A.	Agency has the capacity to report client/customer progress toward self-sufficiency	
	1. Agency can report outcomes that measure progress without use of an outcome scale.	Yes
	2. Agency utilizes outcome scales to measure client movement toward self-sufficiency	Yes
	3. Agency has capacity to derive unit cost statistics: cost/service delivered or cost of service per client	Yes
	4. Agency has capacity to derive unit cost statistics for effectiveness: cost per outcome delivered	Yes
B.	Agency has provided ROMA training within the past 2 years by a certified ROMA trainer	
	1. At least half of the Agency board has received ROMA training	No
	2. Agency management staff has received ROMA training	Yes
	3. Agency supervisory staff has received ROMA training	Yes
	4. Agency line staff has received ROMA training	Yes
C.	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	0
	2. Programs achieve other form of recognized accreditation.	0
D.	Agency is implementing ROMA tools and management practices	
	1. Agency has adopted and implemented logic models for key programs and activities	Yes
	2. Agency programs and activities are evaluated using ROMA principals	Yes
	3. FOCAS & IS Survey reports are provided to, reviewed & discussed with board members at least quarterly.	Yes
<b>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:</b>		<b># of Individuals Assisted</b>
A.	Senior Citizens (55 years old or older)	1,000
	Individuals with Disabilities	800
B.	1. Ages 0 - 17	0
	2. Ages 18 - 54	300
	3. Ages 55 and Over	500
NOTE: Seniors are also included within the "55 and Over" category		
<b>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:</b>		<b># of Individuals Achieving Outcome</b>
A.	Emergency Food	1,500
B.	Emergency Fuel or Utility payments (including LIHEAP or other public or private funding source)	15,000
C.	Emergency Rent or Mortgage Assistance	20
D.	Emergency Car or Home Repair (i.e. structural, appliance, heating system, etc.)	5
E.	Emergency Temporary Shelter	0
F.	Emergency Medical Care	0
G.	Emergency Protection from Violence	0
H.	Emergency Legal Assistance	0
I.	Emergency Transportation	100
J.	Emergency Disaster Relief	0
K.	Emergency Clothing	100
L.	Provide translation assistance in order for person to receive emergency services	1
<b>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:</b>		<b># of Individuals Achieving Outcome</b>
A.	1) Infants and children obtain age appropriate immunizations, medical and dental care	25
	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.	25
	4) Children participating in pre-school activities are developmentally ready for Kindergarten or 1st Grade	0
B.	1) Youth improve health and physical development	0
	2) Youth improve social/emotional development	15
	3) Youth avoid risk-taking behavior for a defined period of time	0
	4) Youth have reduced involvement with criminal justice system	20
	5) Youth increase academic, athletic or social skills by participating in before or after school programs	0
C.	1) Parents and other adults learn and exhibit improved parenting skills	30
	2) Parents and other adults learn and exhibit improved family functioning skills	30



RECIPIENT: PBC Board of County Commissioners

CONTRACT: 13SBFZ-10-60-01-021

NPI	OUTCOME	Units Expected To Be Achieved
<b>Family Supports - Low-income people who are unable to work, especially seniors, adults with disabilities, and 6.4 caregivers, for whom barriers to family stability are reduced or eliminated as measured by one or more of the following:</b>		<b># of Individuals Enrolled</b>
A.	Enrolled children in before or after school programs	10
B.	Obtained care for child or other dependent	0
C.	Obtained access to reliable transportation and/or driver's license	0
D.	Obtained health care services for themselves or a family member	0
E.	Obtained safe and affordable housing	5
F.	Obtained food assistance	25
G.	Obtained non-emergency LIHEAP energy assistance	0
H.	Obtained non-emergency WX energy assistance	0
I.	Obtained other non-emergency energy assistance (State/local/private energy program. Do NOT include LIHEAP or WX)	0
<b>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</b>		<b># of Services</b>
A.	Food Boxes	10,000
B.	Pounds of Food	0
C.	Units of Clothing	0
D.	Rides Provided	50
E.	Information and Referral Calls	8,500

**COMMUNITY SERVICE BLOCK GRANT (CSBG)  
2012-2013 CSBG Workplan  
EXPLANATIONS**

RECIPIENT: PBC Board of County Commissioners

CONTACT: James Green

CONTRACT: 13SBFZ-10-60-01-021

PHONE: 561-313-1146

NPI	NARRATIVE
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- 1.1A Reduced amount of CSBG funds provided to the agency
- 1.1B Reduced amount of CSBG funds provided to the agency
- 1.2A-I Reduced amount of CSBG funds provided to the agency
- 1.2J Reduced amount of LIHEAP funding provided to the agency
- 1.2L Program does not have weatherization grant. Services referred to nonprofit housing.
- 1.2M Agency will refer clients to another organization for this service
- 1.3A Reduced amount of staff providing this service
- 1.3B4A&C Reduced amount of CSBG funds provided to the agency
- 2.1AB Agency will focus on creating employment opportunities for HH
- 2.1C Agency will focus on health initiative in Western Palm Beach county
- 2.3B2A Agency will partner with community to glean fruits and vegetables for pantries that serve low income community
- 5A Reduced CSBG funding
- 5Bb Reduced LIHEAP funding
- 5Da Overmatch funds (ad valorum) provided to the agency
- 5Dc Partnership with AARP and Experience Works and Urban League
- 5Ec Projecting less funds will be provided to the agency
- 6.2B Less LIHEAP funding available
- 6.2C Reduced CSBG funding
- 6.2F New Affordable Care Act should cover services
- 6.3A3 Reduced CSBG funding
- 6.3B2&4 Reduced CSBG funding
- 6.3C1&2 Reduced CSBG funding

**CSBG  
ATTACHMENT D  
PROGRAM STATUTES AND REGULATIONS**

**A. INCORPORATION OF LAWS, RULES, REGULATIONS AND POLICIES**

Both the Recipient and the Department shall be governed by applicable laws and local rules, including, but not limited to: (1) The Omnibus Budget Reconciliation Act of 1981, (Public Law 97-35, as amended), Administrative Rule Chapter 73C-21, Florida Administrative Code, and Title 45 C.F. R. Part 96; (2) The provisions of Public Law 105-285, Title II – Community Services Block Grant Program, Subtitle B – Community Services Block Grant Program of the Community Services Block Grant Act, the provisions of the current approved Community Services Block Grant State Plan, including all approved amendments or revisions; (3) Department of Health and Human Services regulations codified in Title 45 of the Code of Federal Regulations are applicable:

1. Part 16, Procedures of the Departmental Grant Appeals Board;
2. Part 30, Claims Collection;
3. Part 73b, Debarment and Suspension from Eligibility for Financial Assistance (Non-procurement);
4. Part 80, Nondiscrimination Under Programs Receiving Federal Assistance through the Department of Health and Human Services, Effectuation of Title VI of the Civil Rights Act of 1964;
5. Part 8, Practice and Procedure for Hearings under Part 80 of this Title;
6. Part 84, Non-discrimination on the Basis of Handicap in Programs and Activities Receiving Federal Financial Assistance;
7. Part 86, Non-discrimination on the Basis of Sex in Education Programs and Activities Receiving or Benefiting from Federal Financial Assistance;
8. Part 87, Equal Treatment for Faith-Based Organizations;
9. Part 91, Non-discrimination on the Basis of Age in HHS Programs or Activities Receiving Federal Financial Assistance;
10. Part 93, New Restrictions on Lobbying;
11. Part 96, Block Grants;
12. Part 97, Consolidation of Grants to the Insular Areas;
13. Part 100, Intergovernmental Review of Department of Health and Human Services Programs and Activities.

**CSBG  
ATTACHMENT D  
PROGRAM STATUTES AND REGULATIONS**

**B. FUNDING AVAILABILITY FOR EXPENDITURE**

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

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

The Recipient assures, as stated in Section 508 of Public Law 103-333, "when issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all grantees receiving Federal funds, including but not limited to State and local governments and recipients of Federal research grants, shall clearly state:

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

**D. PROGRAM INCOME**

Program income is gross income received that is directly generated by the federally-funded project during the grant period. The recipient may apply program income, excluding interest income, to meet matching requirements, or may reprogram it for eligible program activities. The amount of program

CSBG  
ATTACHMENT D  
PROGRAM STATUTES AND REGULATIONS

income and its disposition must be reported to the Department on the monthly financial status reports and at the time of submission of the final close-out report.

E. INTEREST FROM CASH ADVANCES

Non-profit Recipients shall invest cash advances in compliance with section .22 of CFR 215 (previously OMB Circular A-110). Local Governments shall invest cash advances in compliance with section .21 (h) (2) (i) of the Common Rule. All Recipients shall maintain advances of Federal funds in interest-bearing accounts, unless the following applies:

(1) NON-PROFITS ONLY:

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

(2) LOCAL GOVERNMENTS

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

F. MODIFICATIONS

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

**ATTACHMENT D**  
**PROGRAM STATUTES AND REGULATIONS**

- (2) The following conditions will govern modifications to this agreement:
- (1) The Department shall not be obligated to reimburse the Recipient for outlays in excess of the funded amount of this Agreement unless and until the Department officially approves such expenditures by executing a written modification to the original Agreement.
  - (2) Budget changes must not result in over expenditure of the amounts stated in section (17)(a) of this agreement, nor the limits set for administrative or secondary administrative expenses.
  - (3) The line item budget, as given in Attachment B-1 of this Agreement and reported on the monthly financial status reports, may not be altered without a written budget modification submitted in accordance with the terms below:
    - (a) The Recipient must use a Department approved Modification package.
    - (b) Only unobligated funds may be transferred from one line item to another line item.
    - (c) The Recipient may transfer unobligated budgeted line items within a budget category as long as the budget category subtotal remains the same. For the purpose of transferring funds, the following are considered budget categories:  
Administrative Expenses, Program Expenses and Secondary Administrative Expenses.
    - (d) Each modified line item must meet all contractual minimum and maximum percentage budget requirements.
    - (e) All requests for modifications to increase or decrease any line item must be submitted to the Department for approval thirty (30) days prior to the anticipated implementation date. Failure to meet this time frame may result in reimbursement delays.
    - (f) A letter of explanation and a completed modification package (Budget Summary, Sub-Recipient Information (if applicable), Budget Detail, Secondary Administrative Expenses (if applicable) and Workplan, must be signed by the Recipient and submitted to the Department and approved prior to the submission of a financial status report in which the changes are implemented.
    - (g) Upon approval, the Recipient's budget detail will be revised in the Department's electronic payment system.
    - (h) None of the budget transfers may violate this Agreement or 2 CFR 215 (previously OMB Circular A-110), 2 CFR 225 (previously OMB Circular A-87), 2 CFR 220, (previously OMB Circular A-21) and 2 CFR 230 (previously OMB Circular A-122). The budget revision(s) will be reviewed by the Department for compliance with these circulars.

**CSBG  
ATTACHMENT D  
PROGRAM STATUTES AND REGULATIONS**

**G. MATCH REQUIREMENTS**

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

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

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

**H. CSBG CLIENT ELIGIBILITY AND CLIENT RECORDS**

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

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

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ATTACHMENT D  
PROGRAM STATUTES AND REGULATIONS

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

(4) the agency must explain what specific documents are required in order for the applicant to reapply for services.

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

I. MONITORING

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

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

J. BONDING

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

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



**CSBG  
ATTACHMENT E  
REPORTS**

A. Annual reports

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

B. Quarterly Reports

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

C. Monthly reports

The CSBG Monthly Financial Status Reports must be provided to the Department no later than the twenty-first (21st) day of each month following the end of the reporting period regardless of whether or not funds were expended. Reimbursement of expenditures shall be based on this report. Only with prior approval by the Department will more than one reimbursement be processed for any calendar month.

D. Board Minutes

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

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ATTACHMENT E  
REPORTS

E. Monitoring Report Responses

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

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

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

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

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

**CSBG  
ATTACHMENT E  
REPORTS**

I. The reports shall be submitted to:

Ms. Paula Lemmo, Community Program Manager  
Department of Economic Opportunity  
Division of Community Development  
Office of Housing and Community Development  
Community Assistance Section  
107 East Madison Street  
MSC 400  
Tallahassee, Florida 32399-4120

**CSBG**  
**ATTACHMENT F**  
**PROPERTY MANAGEMENT AND PROCUREMENT**

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

**CSBG  
ATTACHMENT G  
STATEMENT OF ASSURANCES**

A. Interest of Certain Federal Officials

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

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

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

C. Nepotism

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

D. CSBG Assurances

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

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

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

**CSBG  
ATTACHMENT G  
STATEMENT OF ASSURANCES**

(3) The recipient assures and provides documentation that the Community Services Block Grant board is administered through a tri-partite board that meets the requirements of 73C-21.011, F.A.C. and 42 U.S.C.9910, Section 676B. The board of directors will fully participate in the development, planning, implementation, and evaluation of the CSBG program to serve low-income communities.

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

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

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

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

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

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

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

**CSBG  
ATTACHMENT G  
STATEMENT OF ASSURANCES**

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

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

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

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

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

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

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

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

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

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

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

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

**CSBG  
ATTACHMENT G  
STATEMENT OF ASSURANCES**

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

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

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

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

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

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

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



**CSBG  
ATTACHMENT G  
STATEMENT OF ASSURANCES**

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

(23) The Recipient assures that the above language contained in Section (22) of Attachment G of this Agreement will be included in any sub-contracts which contain provisions for children's services and that all sub-recipients shall certify compliance accordingly. Failure to comply with the provisions of this law may result in the imposition of a civil monetary penalty of up to \$1000 per day.

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

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

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

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

**CSBG  
ATTACHMENT G  
STATEMENT OF ASSURANCES**

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

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

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

(31) Direct Federal grants, sub-awards, or contracts under CSBG shall not be used to support inherently religious activities such as religious instruction, worship, or proselytization. Organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under the CSBG program. Regulations pertaining to the prohibition of Federal funds for inherently religious activities can be found on the HHS website at: <http://www.os.dhhs.gov/fbc/waisgate21.pdf>.

(32) This award is subject to the requirements of Section 106(g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104). The use of Federal funds from this agreement constitutes the Grantee's acceptance of these terms and conditions.

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

**CSBG  
ATTACHMENT H  
SPECIAL CONDITIONS**

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

CSBG  
ATTACHMENT I

**Certification Regarding  
Debarment, Suspension, Ineligibility  
And Voluntary Exclusion**

NOTE: Prior to issuing subawards or contracts under this Agreement, the Recipient must consult the Excluded Parties List System (EPLS) to ensure that organizations under funding consideration are not ineligible. The list is available on the Web at <http://www.epls.gov>.

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the lower tier participant is unable to certify to the above statements in this certification such prospective participant shall attach an explanation to this form.

N/A  
Participant's Name

N/A  
Recipient's Name

By \_\_\_\_\_  
Signature

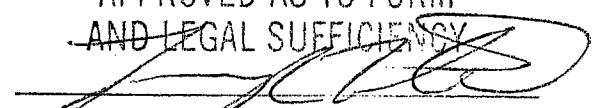
\_\_\_\_\_  
Name & Title

\_\_\_\_\_  
DEO Contract Number

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Date

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY  
  
COUNTY ATTORNEY

**ATTACHMENT J**  
**WARRANTIES AND REPRESENTATIONS**

Financial Management

Recipient's financial management system shall provide for the following:

- (1) Accurate, current and complete disclosure of the financial results of this project or program.
- (2) Records that identify adequately the source and application of funds for all activities. These records shall contain information pertaining to grant awards, authorizations, obligations, unobligated balances, assets, outlays, income and interest.
- (3) Effective control over and accountability for all funds, property and other assets. Recipient shall adequately safeguard all such assets and assure that they are used solely for authorized purposes.
- (4) Comparison of expenditures with budget amounts for each Request For Payment. Whenever appropriate, financial information should be related to performance and unit cost data.
- (5) Written procedures for determining the reasonableness, allocability and allowability of costs in accordance with the provisions of the applicable cost principles and the terms and conditions of this grant.
- (6) Accounting records, including cost accounting records that are supported by source documentation.

Competition

All procurement transactions shall be conducted in a manner to provide, to the maximum extent practical, open and free competition. The Recipient shall be alert to conflicts of interest as well as noncompetitive practices among contractors that may restrict or eliminate competition or otherwise restrain trade. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, invitations for bids and/or requests for proposals shall be excluded from competing for such procurements. Awards shall be made to the bidder or offeror whose bid or offer is responsive to the solicitation and is most advantageous to the Recipient, price, quality and other factors considered. Solicitations shall clearly set forth all requirements that the bidder or offeror

CSBG  
ATTACHMENT J  
WARRANTIES AND REPRESENTATIONS

shall fulfill in order for the bid or offer to be evaluated by the Recipient. Any and all bids or offers may be rejected when it is in the Recipient's interest to do so.

Codes of Conduct

The Recipient shall maintain written standards of conduct governing the performance of its employees engaged in the award and administration of contracts. No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by public grant funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award. The officers, employees, and agents of the Recipient shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to subcontracts. The standards of conduct shall provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the recipient.

Business Hours

The Recipient shall have its offices open for business, with the entrance door open to the public, and at least one employee on site, from at least 8 a.m. to 5 p.m. (weekdays).

Licensing and Permitting

All subcontractors or employees hired by the Recipient or any subrecipient shall have all current licenses and permits required for all of the particular work for which they are hired by the Recipient.

ATTACHMENT K  
JUSTIFICATION OF ADVANCE PAYMENT

RECIPIENT NAME: Palm Beach Co BCC CONTRACT NUMBER: 135B-F2-10-60-01-021

Indicate by checking one of the boxes below, if you are requesting an advance. Any advance payment under this Agreement is subject to s. 216.181(16)(a)(b), Florida Statutes. *The amount of the advance shall not exceed the expected cash needs of the recipient within the initial three months.*

<input checked="" type="checkbox"/> <b>NO ADVANCE REQUESTED</b> No advance payment is requested. Payment will be solely on a reimbursement basis. No additional information is required.
<input type="checkbox"/> <b>ADVANCE REQUESTED (SEE BELOW)</b> Advance payment of \$ _____ is requested. Balance of payments will be made on a reimbursement basis. These funds are needed to pay staff, award benefits to clients, duplicate forms and purchase start-up supplies and equipment. We would not be able to operate the program without this advance.

**ADVANCE REQUEST WORKSHEET:** If you are requesting an advance, complete the following worksheet.

	DESCRIPTION	(A) FFY 2010	(B) FFY 2011	(C) FFY 2012	(D) Total
1	INITIAL CONTRACT ALLOCATION				
2	FIRST THREE MONTHS CONTRACT EXPENDITURES <sup>1</sup>				
3	AVERAGE PERCENT EXPENDED IN FIRST THREE MONTHS (Divide line 2 by line 1.)				

<sup>1</sup> Start with the month in which any contract funds were expended. If you do not have this information, call your financial specialist and they will assist you.

**MAXIMUM ADVANCE ALLOWED CALULATION**

$$\text{Cell D3} \times \$ \text{CSBG AWARD (Do not include match)} = \text{MAXIMUM ADVANCE}$$

*If your advance request exceeds 25 percent of the contract allocation, complete the Budget and Justification section below.*

$$\text{CSBG AWARD} \times .25 = 25\% \text{ of ALLOCATION}$$

**REQUEST FOR WAIVER OF CALCULATED MAXIMUM**

- Recipient has no previous CSBG contract history. Complete Estimated Expense chart below.
- Recipient has exceptional circumstances that require an advance greater than 25% of the contract allocation or the Maximum Advance calculated above. Complete Estimated Expense chart below. Attach additional pages if needed.

**ESTIMATED EXPENSE BUDGET JUSTIFICATON**

BUDGET CATEGORY	2012-2013 Anticipated Expenditures for First Three Months of Contract
ADMINISTRATIVE COSTS (Include Secondary Administration)	
PROGRAM EXPENSES – Direct Client Assistance Expenses (Include recipient and sub-recipient expenses.)	
PROGRAM EXPENSES – Other Program Expenses (Include recipient and sub-recipient expenses.)	
TOTAL EXPENSES	

**Explanation of Circumstances:**