

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: July 2, 2013 Consent Regular
 Ordinance Public Hearing

Department
Submitted By: Community Services
Submitted For: Division of Human Services

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to ratify: The signature of the Mayor on the Pre-Award Nondiscrimination Compliance Review and Authorized Signature forms for the Summer Food Service Program Permanent Agreement No. 04-0781 with the Florida Department of Agriculture and Consumer Services (DACs).

Summary: Summer Food Service Program (SFSP) Permanent Agreement No. 04-0781 was approved by the BCC on August, 14, 2012 (R2012-1089) to ensure that all children, age 18 years and younger, could receive nutritious meals during school vacations that are comparable to those served under the National School Lunch and School Breakfast Programs. Meals are provided, at no charge, at approved SFSP sites located within five (5) miles of a school in which one-half or more of the children are from households with incomes at or below the eligibility level for free and/or reduced price school meals. The Pre-Award Nondiscrimination Compliance Review form and the Authorized Signature form are additional documents required to participate in this year’s SFSP. The 2013 SFSP will operate for the period June 10, 2013, through August 16, 2013. The emergency signature process was utilized because there was not sufficient time to submit these forms through the regular agenda item process and meet the May 14, 2013 submission deadline. No County funds are required. (Human Services) Countywide (TKF)

Background and Justification: The Division of Human Services is a sponsor of the SFSP, operating under the authority of the United States Department of Agriculture and DACs, and has participated in the program for the past 22 years. The types of sites vary from municipal camps, faith-based camps as well as private not-for-profit and for-profit summer day camps. Additionally, several sites are operated through Public Housing complexes. There are approximately 76 sites identified across the County. In 2012, sites provided a total of 183,382 breakfasts, lunches and snacks during the summer months; averaging 2,034 children fed per day. It is anticipated that the same or more meals will be served this summer.

Attachments: Summer Food Service Program Walk Through Memo with Attachments

Recommended By: _____
Department Director Date

Approved By: _____
Assistant County Administrator Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2013	2014	2015	2016	2017
Capital Expenditures					
Operating Costs	405,295				
External Revenue	(405,295)				
Program Income					
In-Kind Match (County)					
NET FISCAL IMPACT	0				

# ADDITIONAL FTE POSITIONS (Cumulative)					
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Is Item Included In Current Budget: Yes X No _____
 Budget Account No.: Fund 0001 Dept. 148 Unit 1335 Obj. various
 Program Code various Program Period: _____

B. Recommended Sources of Funds/Summary of Fiscal Impact:
 Funding source is the Florida Department of Agriculture and Consumer Services (DACs). Actual reimbursement varies based on number of sites that participate, number of operating days for each site and the number of children fed daily. No County funds are required.

C. Departmental Fiscal Review: Mal
 Taruna Malhotra, Director, Financial & Support Svcs.

III. REVIEW COMMENTS

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

[Signature] 6/10/13
 OFMB
 6/10/13
 PM 7/13
 6/30

[Signature] 6/11/13
 Contract Development and Control
 6-11-13

B. Legal Sufficiency:

[Signature] 6/12/13
 Chief Assistant County Attorney

C. Other Department Review:

 Department Director

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



MEMORANDUM

TO: Steven L. Abrams, Mayor
Board of County Commissioners

FROM: Robert Weisman
County Administrator

DATE: May 3, 2013

RE: 2013 Summer Food Application

Department of Community Services
Division of Human
and Veteran Services
810 Datura Street, Suite 350
West Palm Beach, FL 33401-5211
(561) 355-4775
FAX: (561) 355-4801
www.pbcgov.com

Pursuant to PPM # CW-F-003, Grant Administration Policy, I, B3, this memo is written to request your approval prior to Board review and action.

Pursuant to PPM#CW-F-003 your signature is needed on the 2013 Florida Department of Agriculture and Consumer Services (DACS) for the Summer Food Service Program (SFSP) Agreement No. 04-0781. The Division of Human Services is a Sponsor of the program operating under the authority of the United States Department of Agriculture (USDA) and the DACS. The Division of Human Services has participated in the SFSP for the past twenty-two years. The Division is applying for funds to provide nutritious meals to children 18 years and younger for a period of June 10, 2013 through August 16, 2013. There are approximately 76 sites identified across the County. In 2012, those sites provided a total of 183,382 breakfasts, lunches, and snacks during the summer months; averaging 2034 children fed per day.

The Division will monitor the sites for quality and compliance with regulations using up to nine temporary positions. No County funds are required. The application is due on May 14, 2013. Revenue for the FY2012 summer was \$405,295 and it is anticipated this year's revenue will meet or exceed this amount. The emergency signature process is being utilized because there is not sufficient time to submit the application through the regular BOCC agenda process. Staff will submit this item at the Board's July 2, 2013 Commission Agenda.

If additional information is needed, please contact Georgiana Devine, (561)355-4778.

Chief Assistant County Attorney

N/A

OFMB

Approved:

Community Services Director

Director of Finance & Support Svcs

Assistant County Administrator

- Palm Beach County
Board of County
Commissioners**
- Steven L. Abrams, Chairman
 - Priscilla A. Taylor, Vice Chair
 - Hal R. Valeche
 - Paulette Burdick
 - Shelley Vana
 - Mary Lou Berger
 - Jess R. Santamaria

County Administrator
Robert Weisman

"An Equal Opportunity
Affirmative Action Employer"





ADAM H. PUTNAM
COMMISSIONER

Florida Department of Agriculture and Consumer Services
Food, Nutrition and Wellness

**SUMMER FOOD SERVICE PROGRAM FOR CHILDREN
AUTHORIZED SIGNATURE FORM**

Sponsor Name: Palm Beach County Board of County Commissioners

Agreement Number: 04-0781

Please type or print the names, titles, and signatures of persons authorized to sign the application, agreements, documents, forms and claim for reimbursement. All authorized signers, authorized representatives, and program contacts must be legal employees of the institution. These individuals cannot be FSMC employees.

AUTHORIZED SIGNERS:		
<u>Georgiana Devine</u> Type of Print Name	<u>Program & Contract Manager</u> Type or Print Title	<u><i>G Devine</i></u> Signature
<u>Thomas Eaton</u> Type of Print Name	<u>Financial Analyst III</u> Type or Print Title	<u><i>T. Eaton</i></u> Signature
<u>Taruna Malhotra</u> Type of Print Name	<u>Director of Finance & Support</u> Type or Print Title	<u><i>Tmal</i></u> Signature
<u>Claudia Tuck</u> Type of Print Name	<u>Human Services Director</u> Type or Print Title	<u><i>Claudia Tuck</i></u> Signature

I certify that the person(s) above are authorized to operate the program and/or sign the claim for reimbursement.

AUTHORIZED REPRESENTATIVE:

<u>Steven L. Abrams, Mayor</u>	<u><i>Steven L. Abrams</i></u>
Type or Print Name & Title of Authorized Representative	Signature of Authorized Representative
<u>5/14/13</u>	
Date signed	

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY

Tammy K. Fields
Tammy K. Fields, Chief Assistant County Attorney



Florida Department of Agriculture and Consumer Services
Division of Food, Nutrition and Wellness

ADAM H. PUTNAM
COMMISSIONER

**SUMMER FOOD SERVICE PROGRAM FOR CHILDREN
PRE-AWARD NONDISCRIMINATION COMPLIANCE REVIEW FORM**

Section 570.98 & 570.982 F.S
Rule 5P-1003 FAC

Agreement Number: <u>04-0781</u> Name and Address of Sponsor: <u>Palm Beach County BCC</u> <u>810 Datura Street</u> <u>West Palm Beach, FL 33401</u>	Completion of the form is required by FNS Instruction 113-8 issued by the U.S. Department of Agriculture in order to participate in the Summer Food Service Program for Children. Failure to complete this form will result in a denial of the Summer Food Service Program application.
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Please Answer the Following Questions:

I. Estimated Daily Meal Participation by Ethnic/Race Group (Do not list percentages):

Hispanic or Latino	Not Hispanic or Latino	ETHNIC TOTAL	White	Black or African American	Asian	American Indian or Alaskan Native	Native Hawaiian or Other Pacific Islander	RACE TOTAL
570	2989	3559	1588	1971				3559

II. Describe efforts to be used to assure that minority populations have an equal opportunity to participate:

Advertise the SFSP in minority communities by posting the notices in recreation centers, churches, local stores, schools, Health Departments and Beacon Centers. Also, a complete list of SFSP sites is provided to the local 211 Program.

III. Describe efforts to be used to contact minority and grassroots organizations about the opportunity to participate:

Distribute information through the Beacon Centers, Prosperity Centers and churches located in minority areas. Also, information is distributed through minority organizations that participate in the Division's Summer Camp Scholarship Program.

IV. List federal agencies other than the U.S. Department of Agriculture that provide financial support to your organization:

US Department of Housing and Urban Development
Workforce Alliance
Federal Emergency Management

Signature of Sponsor Representative Steven L. Abrams, Mayor

5/14/13

Date Signed

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY

Tammy K. Fields, Chief Assistant County Attorney

Please return completed compliance review and supporting documents to:

Food, Nutrition and Wellness
Florida Department of Agriculture and Consumer Services Tallahassee, FL 32399
600 S. Calhoun St., Suite 120 Fax: (850) 617-7402