### PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS

#### AGENDA ITEM SUMMARY

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Meeting Date:	July 2, 2013	[X] Consent [ ] Ordinance	 [ ]	] Regular ] Public Hearing		
Department						
Submitted By:	<b>Community Ser</b>	vices				
Submitted For:	Division of Human Services					
	د که کا کته خطه نقت اخت سن که سه بعد سه سه سه د	ی سے جو سے شند بنند سے سر سر ہور ہور ہو ہے ہے کے دو من کو کے ک			÷	

#### **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) <u>Countywide</u> (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	icah.	6/6/13		
	Department Director	Date		
Approved By:	Assistant County Administrator	6/13/13 Date		
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# **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				ατο του του του του του του του του του τ
# ADDITIONAL FTE POSITIONS (Cumulative)					

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:

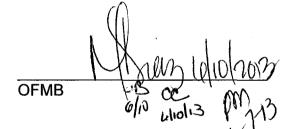
Funding source is the Florida Department of Agriculture and Consumer Services (DACS). Actual reimbursement varies based on number of sites that participate, number of operating days for each site and the number of children fed daily. No County funds are required.

C. Departmental Fiscal Review: \_\_\_\_\_\_

Taruna Malhotra, Director, Financial & Support Svcs.

# **III. REVIEW COMMENTS**

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



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B. Legal Sufficiency:

Chief Assistant County Attorney

C. Other Department Review:

**Department Director** 

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



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

**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

## **MEMORANDUM**

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Steven L. Abrams, Mayor Board of County Commissioners

FROM: Robert Weisman County Administrato

**DATE:** May 3, 2013

**RE:** 2013 Summer Food Application

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

NIA **OFMB** 

Approved:

**Community Services Director** 

Director of Finance & Support Srvs

County Administrator Assistant

"An Equal Opportunity Affirmative Action Employer"

printed on recycled paper



## 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.

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

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

14/13

Date signed

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Steven L. Abrams, Mayor

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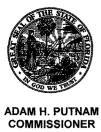
Type or Print Name & Title of Authorized Representative

Signature of Authorized Representative

APPROVED AS TO FORM AND LEGAL SUFFICIENCY 1 1

Tapany K. Fields, Chief Assistant County Attorney

DACS-01741 01/12



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

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

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

									·
Agreement Nu	umber: <u>04-0781</u>						of the form is requi		
Name and Add	ress of Sponsor:				parti	cipate	the U.S. Departme in the Summer F	Food Service Pr	ogram for
Palm Beach C 810 Datura Str West Palm Be	ounty BCC reet ach, FL 33401				Chil	dren. Fa	ilure to complete th ner Food Service Pr	is form will result	in a denial
	· · · · · · · · · · · · · · · · · · ·		Please A	nswer the F	Follow	ing Que	stions.		
I. Estimate	ed Daily Meal P	articipation					percentages):		
Hispanic or	Not Hispanic		White	Black or		Asian	-	Native Hawaiian	RACE
Latino	or Latino	ETHNIC TOTAL		African America			or Alaskan Native	or Other Pacific Islander	TOTAL
570	2989	3559	1588	1971					3559
Advertise	the SFSP in mir	nority comm	unities by p	osting the no	otices i	n recreat	al opportunity to partic tion centers, churches ovided to the local 21	s, local stores, scho	<u>ols, Health</u>
<u>o open mi</u>							<u> </u>		
III. Describe	efforts to be use	d to contac	t minority ar	nd grassroots	s orgar	nizations	about the opportunity	to participate:	
Distribute	e information thro	ough the Be	acon Cente	rs, Prosperity	/ Cente	ers and o	churches located in m	inority areas. Also,	information
<u>is distribu</u>	uted through min	ority organi	zations that	participate in	the D	ivision's	Summer Camp Schol	larship Program.	
·									
IV. List fede	ral agencies othe	er than the L	J.S. Departn	nent of Agricu	ulture	that prov	ide financial support f	to your organization	:
US Depa	artment of Housin	g and Urba	n Developm	ent					
Workford	ce Alliance								
Federal I	Emergency Mana	igement							
	St.	1.1				· · · · · · · · · · · · · · · · · · ·	· · · · · · · · · · · · · · · · · · ·		
Signature of S	ponsor Represen	tative Steve	en L. Abram	s. Mavor		AI	PROVED AS TO FO LEGAL SUF		
•	5/14						-1 -1	$\overline{\mathcal{A}}$	
Date Signed							ammy K. Fields, Chief		
Places return a	omploted complian		d cumporting (			$\bigcirc$	ammy . Fleids, Chief	Assistant County Att	Smey
Food, Nutrition	nent of Agriculture a	and Consum		Tallahassee,		399			
DACS-01712 -01							• •		·
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