

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2014	2015	2016	2017	2018
Capital Expenditures					
Operating Costs	204,555				
External Revenue	(204,555)				
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 1345 Object 8301 Program Code Var. Program Period GY13

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

Funding source is Federal Emergency Food and Shelter National Board Program.

C. Departmental Fiscal Review:

mm
Taruna Malhotra, Director, Financial & Support Svcs

III. REVIEW COMMENTS

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

Susan Heary 11/26/13
OFMB NO SC 13
11/22 11/25

Dr. J. Jacobson 12/3/13
Contract Development and Control
12-3-13 Beckwith

B. Legal Sufficiency:

[Signature] 12/4/13
Chief Assistant County Attorney

C. Other Department Review:

Department Director

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

Emergency Food & Shelter Program
2600 Quantum Boulevard
Boynton Beach, FL 33426
561-375-6617

October 25, 2013

Claudia Tuck
PBC Division of Human and Veteran Services
810 Datura Street, Suite #350
West Palm Beach, FL 33401

Dear Ms. Tuck:

It gives me great pleasure to announce that the local board for the Emergency Food and Shelter Program (EFSP) has voted to allocate **\$204,555** to your organization for Phase 31. These funds are effective from April 1, 2013 through March 31, 2014. By accepting the award your organization agrees to accept referrals from other agencies. Remember, all Phase 31 allocated funds must be spent prior to March 31, 2014. The national EFSP office will release first payments to all Local Recipient Organizations (LRO) once all documentation for Phase 30 has been received. You have been awarded funds in the following categories:

Other Shelter	\$ 63,923
Rent/Mortgage	\$ 119,324
Utilities	\$ 21,308

RSVP for the Mandatory Orientation Breakfast

On behalf of the Palm Beach County's local EFSP Board, I am pleased to invite you to a working breakfast on Tuesday, November 19, 2013 from 8:30am to 11:00am. This breakfast will serve as the mandatory orientation for all Phase 31 recipients. The breakfast will be held at United Way of Palm Beach County's Kobacker Community Room, 2600 Quantum Boulevard, Boynton Beach, FL 33426.

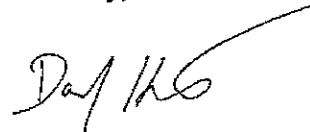
The National Board requires that each LRO send a staff person to this orientation. For those organizations with multiple service centers, the Board requires that a staff member from each service center attend. Please **RSVP** with the names of those attending the breakfast/orientation by e-mailing the names of the participants and the agency/service center to tamaraworley@unitedwaypbc.org.

Important Notices:

- All client services are to be **entered into CMIS prior to the distribution of funds**
- Confirm with your bank to ensure that the account previously provided to the National Board is open for receipt of funds for EFT

Thank you for your cooperation. If you have any questions, please do not hesitate to call either Tamara Worley (561) 375-6630, or Kasha Owers (561) 375-6617 at United Way of Palm Beach County.

Sincerely,



Daryl Houston, Community Foundation
Chair, EFSP Local Board
Palm Beach County



MEMORANDUM

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

TO: Steven L. Abrams, Mayor
THRU: Robert Weisman, County Administrator
FROM: Channell Wilkins, Director
Community Services Department
DATE: November 6, 2013
RE: Phase 31 Emergency Food and Shelter Grant Application

Pursuant to PPM#CW-F-003 your signature is needed on the Phase 31 Emergency Food and Shelter Grant Application (EFSP) revised forms: RECIPIENT ORGANIZATION CERTIFICATION and PHASE 31 CERTIFICATION REGARDING LOBBYING. These forms were part of the Phase 31 EFSP grant application signed by Mayor Abrams on September 9, 2013 and submitted to the Board on October 22, 2013 (R2013-1377). The forms were revised by Emergency Food and Shelter National Board Program after the application was submitted. There are no County match funds required for this grant.

The EFSP application was submitted on September 13, 2013. On October 25, 2013, the Division of Human Services was awarded \$204,555 for other shelter and rental and utility assistance. These funds are effective from April 1, 2013 through March 31, 2014. These funds will not be released until the revised forms have been submitted. Staff will submit this item at the Board's December 17, 2013 Commission Agenda.

If additional information is needed, please contact Maria Watson, (561)355-4779.

Approved by:

Director, Financial & Support Svcs.

Chief Assistant County Attorney

OFMB
Assistant County Administrator

Attachments: Phase 31 Emergency Food and Shelter Program Revised Forms

Palm Beach County Board of County Commissioners

- Steven L. Abrams, Mayor
Priscilla A. Taylor, Vice Mayor
Hal R. Valeche
Paulette Burdick
Shelley Vana
Mary Lou Berger
Jess R. Santamaria

County Administrator
Robert Weisman

**EMERGENCY FOOD AND SHELTER NATIONAL BOARD PROGRAM
PHASE 31 LOCAL RECIPIENT ORGANIZATION CERTIFICATION**

By signing this Local Recipient Organization (LRO) Certification Form, our agency certifies we have read and understand the Emergency Food and Shelter Program (EFSP) Phase 30 Responsibilities and Requirements Manual and Phase 31 Addendum, including the Grant Agreement Articles, Financial Terms and Conditions, and Other Terms and Conditions as well as the Eligible and Ineligible Costs and Documentation sections and agree to comply with all program requirements. Our agency understands that all parties will be held accountable for complying with the provisions of the grant as well as full compliance with applicable requirements of all other Federal laws, Executive Orders, regulations, and policies governing this program including those not specifically stated in the Manual and the accompanying Phase 31 Addendum. All appropriate staff and volunteers have been informed of EFSP requirements. The Local Board has been provided and we have retained a copy of this form for our records.

I certify that my public or private agency:

- Has the capability to provide emergency food and/or shelter services.
- Will use funds to supplement/extend existing resources and not to substitute or reimburse ongoing programs and services.
- Is nonprofit or an agency of government.
- Will not use EFSP funds as a cost-match for other Federal funds or programs.
- Has an accounting system, and will pay all vendors by an approved method of payment.
- Understands that **cash payments** (including petty cash) are **not eligible** under EFSP.
- Conducts an independent annual review if receiving \$25,000-\$49,999/an independent annual audit if receiving \$50,000 or more in EFSP funds, and an OMB Circular A-133 if receiving \$500,000 or more in Federal funding.
- **Has not received an adverse or no opinion audit.**
- Is not debarred or suspended from receiving Federal funds.
- Has provided a Federal Employer Identification Number (FEIN) to EFSP.
- Has provided a Data Universal Number System (DUNS) number issued by Dun & Bradstreet (D&B) and required associated information to EFSP.
- Practices non-discrimination (agencies with a religious affiliation, will not refuse service to an applicant based on religion, nor engage in religious proselytizing or religious counseling in any program receiving Federal funds).
- Will not charge a fee to clients for EFSP funded services.
- Has a voluntary board if private, not-for-profit.
- Will provide all required reports to the Local Board in a timely manner; (i.e., Second Payment/Interim Request and Final Reports).
- Will expend monies only on eligible costs and keep complete documentation (copies of canceled LRO checks -- front and back, other proof of payment, invoices, receipts, etc.) on all expenditures for a minimum of three years after end-of-program date, and for compliance issues until resolved.
- Will spend all funds and close-out the program by my jurisdiction's selected end-of-program date and return any unused funds (\$5.00 or more) to the National Board.
- Will provide complete, accurate documentation of expenses to the Local Board, if requested, following my jurisdiction's selected end-of-program date.
- Will not use EFSP funding for any lobbying activities and if receiving \$100,000 or more, will provide the "Certification Regarding Lobbying" and, if applicable, will complete Standard Form LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- Has no known EFSP compliance exceptions in this or any other jurisdiction.

Note: Check this box only if your Local Board has additional requirements beyond those of the National Board. The Local Board must attach a copy of those requirements to the Local Board Plan when submitted to the National Board.

This form must be completed in its entirety. Please do not alter this form; any questions regarding the form should be directed to EFSP staff.

LRO ID (9 digits): 168600-019 **FEIN#:** 59-6000785 **DUNS #:** 078470481

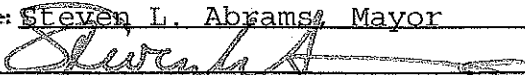
LRO Name: Palm Beach County Board of County Commissioners


Address: 810 Datura Street

City/State/Zip: West Palm Beach, Florida 33401

Phone #: 561-355-4775 **Fax #:** 561-355-4801 **Email:** ctuck@pbcgov.org

Print Name: Steven L. Abrams, Mayor

Signature:  **Date:** 11/15/13

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

COUNTY ATTORNEY

**EMERGENCY FOOD AND SHELTER NATIONAL BOARD PROGRAM
PHASE 31 CERTIFICATION REGARDING LOBBYING**

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid by or on the behalf of the undersigned, 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, contribution, 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 undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

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 Title 31 U.S.C. §1352. 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.

This form must be completed in its entirety. Please do not alter this form; any questions regarding the form should be directed to EFSP staff.

Palm Beach County Board of County Commissioners

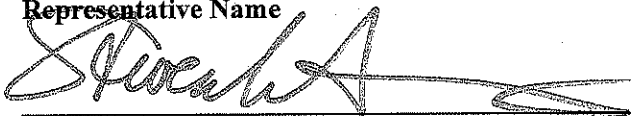
LRO Name

168600-019

LRO ID Number (9 digits)

Steven L. Abrams, Mayor

Representative Name



Representative Signature

11/15/13

Date (month/day/year)

NOTE: Standard Form LLL and instructions are available at www.grants.gov

**APPROVED AS TO FORM
AND LEGAL SUFFICIENCY**



COUNTY ATTORNEY

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

BGEX - 148 - 103013*239
BGRV - 148 - 103013*61

FUND (0001) - General Fund

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 11/8/13	REMAINING BALANCE
REVENUE								
148 1345 3168	Fed Grant Indirect-Human Services	150,000	150,000	54,555	0	204,555		
	Total Revenue	1,070,918,243	1,071,089,820	54,555	0	1,071,144,375		
EXPENDITURE								
148 1345 8301	Contributions For Individuals	150,000	150,000	54,555	0	204,555	0	204,555
	Total Expenditures	1,070,918,243	1,071,089,820	54,555	0	1,071,144,375		

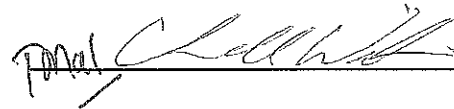
Signatures

Date

By Board of County Commissioners
At Meeting on December 17, 2013

COMMUNITY SERVICES

INITIATING DEPARTMENT/DIVISION Channell Wilkins
Administration/Budget Department Approval
OFMB Department - Posted



Deputy Clerk to the
Board of County Commissioners