



**II. FISCAL IMPACT ANALYSIS**

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

Fiscal Years	2014	2015	2016	2017	2018
Capital Expenditures					
Operating Costs	1,190,074				
External Revenue	(1,190,074)				
Program Income					
In-Kind Match (County)					
<b>NET FISCAL IMPACT</b>					

# ADDITIONAL FTE POSITIONS (Cumulative)					
---	--	--	--	--	--

Is Item Included In Current Budget? Yes X No \_\_\_\_\_

Budget Account No.:

Fund 1003 Dept 145 Unit 1455 Object Var. Program Code/Period Var./GY13

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

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

**III. REVIEW COMMENTS**

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

*[Signature]* 5/15/2014  
 OFMB *kw* *sc* *as* *ce*  
 5/13 5/14 5/14

*[Signature]* 5/22/14  
 Contract Development and Control  
 5-22-14 *[Signature]*

**B. Legal Sufficiency:**

*[Signature]* 5/23/14  
 Chief Assistant County Attorney

**C. Other Department Review:**

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

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

MODIFICATION OF AGREEMENT  
BETWEEN  
FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY  
AND

Palm Beach County Board of County Commissioners

This Modification is made and entered into by and between the State of Florida, Department of Economic Opportunity ("the Department"), and Palm Beach County Board of County Commissioners ("the Recipient") to modify Department Contract Number 14SB-0D-10-60-01-021 ("the Agreement").

WHEREAS, the Department and the Recipient have entered into the Agreement, pursuant to which the Department has provided a sub-grant of \$647,764 to the Recipient; and

WHEREAS, FY 2013 carryover funds are available to increase the amount of the funding granted to the Recipient; and

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

WHEREAS, the modified sub-grant is now \$1,190,074.

NOW, THEREFORE, in consideration of the mutual promises of the parties contained herein, the parties agree as follows:

~~1. Paragraph (17)(a) Funding Consideration, is hereby modified to read as follows:~~

(a) This is a cost-reimbursement Agreement. The Recipient shall be reimbursed for costs incurred in the satisfactory performance of work hereunder in an amount not to exceed \$1,190,074, subject to the availability of funds and appropriate budget authority. The Recipient is authorized to incur costs in an amount not to exceed \$1,039,691 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's contact person identified in Attachment H, 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.

This revised contract amount includes:

- |                |  |
|----------------|--|
| A. \$ 647,764  | Current CSBG Allocation (FY 2013-2014) |
| B. \$ 245,664  | Carryover from FY 2013                 |
| C. \$ 296,646  | Base Increase (FY 2013-2014)           |
| D. \$1,190,074 | Total (Amended CSBG Allocation)        |

2. If applicable, Attachment H, Recipient Information, Attachment I, Budget Summary, Attachment J, Subrecipient Information, Attachment K, Budget Detail, Attachment L, Secondary Administrative Expenses and Attachment M, 2013-2014 CSBG Community Action Workplan are hereby deleted in their entirety and replaced with Amended Attachment H, Recipient Information, Amended Attachment I, Budget Summary, Amended Attachment J, Subrecipient Information, Amended Attachment K, Budget Detail, Amended Attachment L, Secondary Administrative Expenses, Amended Attachment M, 2013-2014 CSBG Community Action Workplan and attached hereto and incorporated by reference.

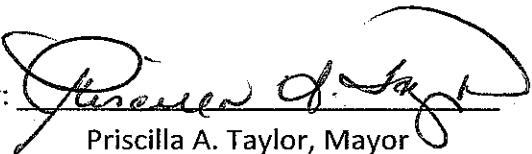
3. Exhibit 2, Special Audit Requirements is hereby deleted in its entirety and replaced with Amended Exhibit 2, Audit Requirements and attached hereto and incorporated by reference.
4. All provisions of the Agreement being modified and any attachments thereto in conflict with this Modification shall be and are hereby changed to conform with this Modification, effective as of the date of the last execution of this Modification by both parties.
5. All provisions not in conflict with this Modification remain in full force and effect, and are to be performed at the level specified in the Agreement.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

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

**RECIPIENT**

Palm Beach County Board of County Commissioners

By:   
Priscilla A. Taylor, Mayor

Date: \_\_\_\_\_

59-6000785  
Federal Identification Number

0-78470481  
DUNS\* Number  
\*Data Universal Numbering System

**ATTEST:**

~~SHARON R. BOCK~~ Clerk & Comptroller  
SHARON R. BOCK,

By: \_\_\_\_\_  
Deputy Clerk

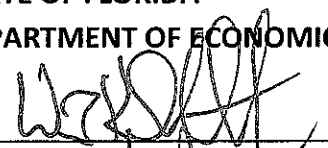
**APPROVED AS TO TERMS AND CONDITIONS**

BY:   
DEPARTMENT HEAD

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

  
COUNTY ATTORNEY


**STATE OF FLORIDA  
DEPARTMENT OF ECONOMIC OPPORTUNITY**

By:   
William B. Killingsworth, Director  
Division of Community Development

Date: 17 APR 14

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: 

Approved Date: 4/15/14

**FY 2014 CSBG AGREEMENT  
AMENDED EXHIBIT 2  
AUDIT REQUIREMENTS**

The administration of resources awarded by DEO to the recipient may be subject to audits and/or monitoring by DEO as described in this section.

**MONITORING**

In addition to reviews of audits conducted in accordance with OMB Circular A-133 and Section 215.97, Fla. Stat., as revised (see "AUDITS" below), monitoring procedures may include, but not be limited to, on-site visits by DEO staff, limited scope audits as defined by OMB Circular A-133, as revised, and/or other procedures. By entering into this agreement, the recipient agrees to comply and cooperate with any monitoring procedures/processes deemed appropriate by DEO. In the event DEO determines that a limited scope audit of the recipient is appropriate, the recipient agrees to comply with any additional instructions provided by DEO staff 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 Chief Financial Officer (CFO) or Auditor General.

**AUDITS**

**PART I: FEDERALLY FUNDED**

This part is applicable if the recipient is a State or local government or a non-profit organization as defined in OMB Circular A-133, as revised.

1. In the event that the recipient expends \$300,000 (*\$500,000 for fiscal years ending after December 31, 2003*) 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, as revised. EXHIBIT 1 to this agreement indicates Federal resources awarded through DEO 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 DEO. The determination of amounts of Federal awards expended should be in accordance with the guidelines established by OMB Circular A-133, as revised. An audit of the recipient conducted by the Auditor General in accordance with the provisions of OMB Circular A-133, as revised, will meet the requirements of this part.
2. In connection with the audit requirements addressed in Part I, paragraph 1, the recipient shall fulfill the requirements relative to auditee responsibilities as provided in Subpart C of OMB Circular A-133, as revised.
3. If the recipient expends less than \$300,000 (*\$500,000 for fiscal years ending after December 31, 2003*) in Federal awards in its fiscal year, an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, is not required. In the event that the recipient expends less than \$300,000 (*\$500,000 for fiscal years ending after December 31, 2003*) in Federal awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, the cost of the audit must be paid from non-Federal resources (i.e., the cost of such an audit must be paid from the recipient resources obtained from other than Federal entities).

4. Although the audit provisions of OMB Circular A-133 ordinarily do not apply to for-profit sub recipients, in the case of Federal funding provided by the U.S. Department of Health and Human Services, Circular A-133 does apply. See 45 C.F.R. 74.26 for further details.
5. A web site that provides links to several Federal Single Audit Act resources can be found at:  
<http://harvester.census.gov/sac/sainfo.html>.

## **PART II: STATE FUNDED**

This part is applicable if the recipient is a non-state entity as defined by Section 215.97(2), Fla. Stat.

1. In the event that the recipient expends a total amount of state financial assistance equal to or in excess of \$500,000 in any fiscal year of such recipient (for fiscal years ending September 30, 2004 or thereafter), the recipient must have a State single or project-specific audit for such fiscal year in accordance with Section 215.97, Fla. Stat.; applicable rules of the Department of Financial Services; and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. EXHIBIT 1 to this agreement indicates state financial assistance awarded through DEO by this agreement. In determining the state financial assistance expended in its fiscal year, the recipient shall consider all sources of state financial assistance, including state financial assistance received from DEO, other state agencies, and other non-state entities. State financial assistance does not include Federal direct or pass-through awards and resources received by a non-state entity for Federal program matching requirements.
2. In connection with the audit requirements addressed in Part II, paragraph 1, the recipient shall ensure that the audit complies with the requirements of section 215.97(8), Fla. Stat. This includes submission of a financial reporting package as defined by section 215.97(2), Fla. Stat., and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.
3. If the recipient expends less than \$500,000 in state financial assistance in its fiscal year (for fiscal years ending September 30, 2004 or thereafter), an audit conducted in accordance with the provisions of section 215.97, Fla. Stat., is not required. In the event that the recipient expends less than \$500,000 in state financial assistance in its fiscal year and elects to have an audit conducted in accordance with the provisions of section 215.97, Fla. Stat., the cost of the audit must be paid from the non-state entity's resources (i.e., the cost of such an audit must be paid from the recipient's resources obtained from other than State entities).
4. Additional information regarding the Florida Single Audit Act can be found at:  
<http://www.myflorida.com/fsaa/statutes.html>.

## **PART III: OTHER AUDIT REQUIREMENTS**

*(NOTE: This part would be used to specify any additional audit requirements imposed by the State awarding entity that are solely a matter of that State awarding entity's policy (i.e., the audit is not required by Federal or State laws and is not in conflict with other Federal or State audit requirements). Pursuant to Section 215.97(8), Florida Statutes, State agencies may conduct or arrange for audits of state financial assistance that are in addition to audits conducted in accordance with Section 215.97, Florida Statutes. In such an event, the State awarding agency must arrange for funding the full cost of such additional audits.)*

N/A

#### PART IV: REPORT SUBMISSION

1. Copies of reporting packages for audits conducted in accordance with OMB Circular A-133, as revised, and required by Part I of this Exhibit shall be submitted, when required by Section .320 (d), OMB Circular A-133, as revised, by or on behalf of the recipient directly to each of the following at the address indicated:

A. DEO at each of the following addresses:

Electronic copies (preferred): [Audit@deo.myflorida.com](mailto:Audit@deo.myflorida.com)

or

Paper (hard copy):

Department of Economic Opportunity

MSC # 130, Caldwell Building

107 East Madison Street

Tallahassee, Fl. 32399-4126

- B. The Federal Audit Clearinghouse designated in OMB Circular A-133, as revised (the number of copies required by Sections .320 (d)(1) and (2), OMB Circular A-133, as revised, should be submitted to the Federal Audit Clearinghouse) at the following address:

<http://harvester.census.gov/fac/collect/ddeindex.html>

- C. Other Federal agencies and pass-through entities in accordance with Sections .320 (e) and (f), OMB Circular A-133, as revised.

2. Pursuant to Section .320 (f), OMB Circular A-133, as revised, the recipient shall submit a copy of the reporting package described in Section .320(c), OMB Circular A-133, as revised and any management letter issued by the auditor, to DEO at each of the following addresses:

Electronic copies (preferred): [Audit@deo.myflorida.com](mailto:Audit@deo.myflorida.com)

or

Paper (hard copy):

Department of Economic Opportunity

MSC # 130, Caldwell Building

107 East Madison Street

Tallahassee, Fl. 32399-4126

3. Copies of financial reporting packages required by PART II of this Exhibit shall be submitted by or on behalf of the recipient directly to each of the following:

A. DEO at each of the following addresses:



Electronic copies (preferred): [Audit@deo.myflorida.com](mailto:Audit@deo.myflorida.com)

or

Paper (hard copy):

Department of Economic Opportunity

MSC # 130, Caldwell Building

107 East Madison Street

Tallahassee, FL 32399-4126

B. The Auditor General's Office at the following address:

Auditor General

Local Government Audits/342

Claude Pepper Building, Room 401

111 West Madison Street

Tallahassee, FL 32399-1450

Email Address: [flaudgen\\_localgovt@aud.state.fl.us](mailto:flaudgen_localgovt@aud.state.fl.us)

4. Copies of reports or the management letter required by Part III of this Exhibit shall be submitted by or on behalf of the recipient directly to:

A. DEO at each of the following addresses:

N/A

5. Any reports, management letter, or other information required to be submitted to DEO pursuant to this Agreement shall be submitted timely 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.
6. Recipients, when submitting financial reporting packages to DEO for audits done in accordance with OMB Circular A-133 or Chapters 10.550 (local governmental entities) or 10.650 (non-profit and for-profit organizations), Rules of the Auditor General, should indicate the date that the reporting package was delivered to the recipient in correspondence accompanying the reporting package.

#### **PART V: RECORD RETENTION**

1. The recipient shall retain sufficient records demonstrating its compliance with the terms of this Exhibit for a period of five (5) years from the date the audit report is issued, or five (5) state fiscal years after all reporting requirements are satisfied and final payments have been received, whichever period is longer, and shall allow DEO, or its designee, CFO, or Auditor General access to such records upon request. In addition, if any litigation, claim, negotiation, audit, or other action involving the records has been started prior to the expiration of the controlling period as identified above, the records shall be retained until completion of the action and resolution of all issues which arise from it, or until the end of the controlling period as identified above, whichever is longer. The recipient shall ensure that audit working papers are made available to DEO, or its designee, CFO, or Auditor General upon request for a period of five (5) years from the date the audit report is issued, unless extended in writing by DEO.

**FY2014 CSBG AGREEMENT  
AMENDED ATTACHMENT H  
RECIPIENT INFORMATION**

FEDERAL FISCAL YEAR: 2014 CONTRACT PERIOD: October 1, 2013 through September 30, 2014

Instructions: Complete the blanks highlighted in yellow. For item II, put an "X" in whichever highlighted box applies to your agency.

I. RECIPIENT: Palm Beach County Board of County Commissioners CONTRACT #: 14SB-0D-10-60-01-021

II. RECIPIENT CATEGORY:  Non-Profit  Local Government

III. COUNTY(IES) TO BE SERVED WITH THESE FUNDS: Palm Beach County  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IV. GENERAL ADMINISTRATIVE INFORMATION**

a. Executive Director or Chief Administrator: Mr. Channell Wilkins  
Address: 810 Datura Street City: West Palm Beach, FL Zipcode: 33401  
Telephone: 561-355-4702 Fax: 561-355-3863  
Cell: 561-310-8944 Email: cwilkins@pbcgov.org

*Mailing address if different from above*

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_, FL Zipcode: \_\_\_\_\_

b. Chief Elected Official for Local Governments or President/Chair of the Board for Nonprofits:  
Name: Priscilla A. Taylor Title: Mayor  
Address\*: 301 N Olive Ave City: West Palm Beach, FL Zipcode: 33401  
Telephone: 561-355-2207 Fax: 561-355-6332 Email: ptaylor@pbcgov.org

*\*Enter home or business address, telephone numbers and email other than the Recipient's*

c. For Public Agencies: Chair of Community Action Board  
Name: Retha Lowe Title: Chair  
Address\*: 1301 12th Avenue S City: Lake Worth, FL Zipcode: 33460  
Telephone: 561-586-7276 Fax: \_\_\_\_\_ Email: loweretha@yahoo.com

*\*Enter home or business address, telephone numbers and email other than the Recipient's*

d. Official to Receive State Warrant:  
Name: Sharon R. Bock Title: Clerk and Comptroller, Palm Beach County  
Address: P.O. Box 4036 City: West Palm Beach, FL Zipcode: 33401

**e. Recipient Contacts**

1. Program: Name: James Green Title: Program Coordinator  
Address: 810 Datura Street City: West Palm Beach, FL Zipcode: 33401  
Telephone: 561-355-4208 Fax: 561-242-7336  
Cell: 561-313-1146 Email: jgreen1@pbcgov.org

2. Fiscal: Name: Taruna Malhotra Title: Director of Finance & Support Services  
Address: 810 Datura Street City: West Palm Beach, FL Zipcode: 33401  
Telephone: 561-355-4716 Fax: 561-355-3863  
Cell: NA Email: tmalhotr@pbcgov.org

f. Person(s) authorized to sign reports:  
Name: Taruna Malhotra Title: Director of Finance & Support Services  
Name: Channell Wilkins Title: Director of Community Services Department  
Name: James Green Title: Program Coordinator

g. Agency's FEID Number: 59-6000785 h. Agency's DUNS Number: 0-78470481

V. AUDIT DUE DATE: Audit(s) are due by the end of the Ninth month following the end of the agency's fiscal year.  
Recipient Fiscal Year: October 1, 2013 thru September 30, 2014 Audit Due to DBO: June 30, 2015

FY2014 CSBG AGREEMENT  
 AMENDED ATTACHMENT I  
 BUDGET SUMMARY

RECIPIENT: Palm Beach County Board of County Commissioners

CONTRACT: 14SB-0D-10-60-01-021

NOTE: Use only whole dollar amounts; no cents. Round all figures up to nearest whole dollar.

A	B	C	D	E
CSBG FUNDS ONLY BUDGET CATEGORY	Last Approved Budget	Amended Budget** (includes current allocation plus base increase)	Carryover Amount from 2012-2013	TOTAL CSBG FUNDS (Col C + D)
1 MODIFIED CSBG Grant Funds (Totals)	647,764.00	944,410.00	245,664.00	1,190,074.00
<b>ADMINISTRATIVE</b>				
2 RECIPIENT EXPENSES (Salaries + Fringe, Rent, Utilities, Other)	70,800.00	78,901.00	0.00	78,901.00
3 SUBRECIPIENT EXPENSES (Salaries + Fringe, Rent, Utilities, Other)				0.00
4 TOTAL ADMINISTRATIVE EXPENSES (Line 2 + Line 3)*	70,800.00	78,901.00	0.00	78,901.00
5 ADMINISTRATIVE EXPENSE PERCENT (Cell 4C divided by cell 14C) x 100		8%	VALUE IN 4C MAY NOT EXCEED 15% OF CELL 14C	
<b>PROGRAM</b>				
6 RECIPIENT DIRECT CLIENT ASSISTANCE EXPENSES	488,444.00	776,989.00	245,664.00	1,022,653.00
7 RECIPIENT OTHER PROGRAM EXPENSE (Salaries + Fringe, Rent, Utilities, Other)	88,520.00	88,520.00		88,520.00
8 SUBTOTAL RECIPIENT PROGRAM EXPENSE (Line 6 + Line 7)	576,964.00	865,509.00	245,664.00	1,111,173.00
9 SUBRECIPIENT DIRECT CLIENT ASSISTANCE EXPENSES				0.00
10 SUBRECIPIENT OTHER PROGRAM EXPENSE (Salaries + Fringe, Rent, Utilities, Other)				0.00
11 SUBTOTAL SUBRECIPIENT PROGRAM EXPENSE (Line 9 + Line 10)	0.00	0.00	0.00	0.00
12 TOTAL PROGRAM (Line 8 + Line 11)	576,964.00	865,509.00	245,664.00	1,111,173.00
13 SECONDARY ADMINISTRATIVE EXPENSES*				0.00
14 GRAND TOTAL EXPENSE (Line 4 + Line 8 + Line 11)	647,764.00	944,410.00	245,664.00	1,190,074.00

\*The amounts in Cells 4D and 13D CANNOT EXCEED the corresponding unspent administrative balance from your FY 2012-2013 Contract closeout.

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

FY2014 CSBG AGREEMENT  
 AMENDED ATTACHMENT J  
 SUBRECIPIENT INFORMATION AND BUDGET SUMMARY

(Complete this page for each subrecipient by providing information in the yellow-highlighted fields.)

RECIPIENT:  
 Palm Beach County Board of County Commissioners

CONTRACT:  
 14SB-0D-10-60-01-021

**SUBRECIPIENT INFORMATION**

SUBRECIPIENT NAME: NA

MAILING ADDRESS:

STREET ADDRESS (IF DIFFERENT):

CONTACT PERSON'S NAME AND TITLE:

PHONE:

FAX:

**SUBRECIPIENT BUDGET SUMMARY**

*Instructions: The following line items (3, 9, 10 and 11) must correspond to Amended Attachment I, Budget Summary. If there is more than one subrecipient, it is the Recipient's responsibility to ensure that the total of all subrecipient budgets add correctly. Expenditures must be detailed in Amended Attachment K.*

CSBG FUNDED PROGRAMS ONLY EXPENSE CATEGORY	CSBG FUNDS
<b>SUBRECIPIENT ADMINISTRATIVE EXPENSES:</b>	
3. SUBRECIPIENT <i>(Salaries/Fringe, Rent, Utilities, Travel, Other)</i>	\$0.00
<b>SUBRECIPIENT PROGRAM EXPENSES:</b>	
9. SUBRECIPIENT DIRECT CLIENT ASSISTANCE EXPENSES	\$0.00
10. SUBRECIPIENT OTHER PROGRAM EXPENSE <i>(Salaries/Fringe, Rent, Utilities, Travel, Other)</i>	\$0.00
11. SUBTOTAL SUBRECIPIENT PROGRAM EXPENSES (Line 9 + Line 10)	\$0.00
<b>TOTAL SUBRECIPIENT EXPENSES: (Line 3 + Line 11)</b>	<b>\$0.00</b>

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

FY2014 CSBG AGREEMENT  
 AMENDED ATTACHMENT K  
 BUDGET DETAIL

RECIPIENT: Palm Beach County Board of County Commissioners

CONTRACT: 14SB-0D-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.	AMOUNT OF CSBG FUNDS BUDGETED
6	N/A	Community Action Coordinator 51001 50% LIHEAP 50% CSBG	25,501
		Clerical Specialist 12.795 hour x 1040= 25838 x .50 x 2 (6 months) 50% CSBG 50% LIHEAP	13,307
		<b>Total Salary</b>	<b>38,808</b>
		<b>Total Fringe (FICA, Medicare, Retirement, Health Insurance, Workers Comp)</b>	<b>17,173</b>
		Travel FACA Conference and NCAP & NCAF Conference for Program Coordinator	
		\$1000 Airfare	
		\$1200 Lodge	
		\$400 Per diem	
		\$2600 Registration	5,200
		Supplies (paper, pens, folders, etc.)	2,500
		Program Coordinator Personal vehicle mileage reimbursement 4,000 @ \$0.445/mile for site visits and CSBG Monitoring	1,780
		Rent/Office equipment Copiers/fax @\$70/month	840
		Rent/ Storage space Document Storage @ \$50 x 12 months	600
		Casualty Self-Insurance and WC County Self Insurance Pool	12,000
		<b>Total Non Personnel</b>	<b>22,920</b>
		<b>Total Administration</b>	<b>78,901</b>
		<u>Direct Client Assistance</u>	
		<u>5 Community Outreach Specialist I (Case Management with Self Sufficiency Program):</u>	
		<b>Gayle L. 13.978/hr or 1118.23 x 13pp 29,074 CSBG 50% LIHEAP 50%</b> (Will provide case management, Visa Tax, eviction prevention, job placement 30 HH in WPB)	14,537
	1.1 A1.2 D-L; 1.3A; B 2.3B 3.1; 6.1	<b>Cynthia H. 23.407/hr or 1873 x 13pp 48,686 CSBG 50% LIHEAP 50%</b> (Will provide case management, Visa Tax, eviction prevention, job placement 30 HH in Lake Worth)	24,343
	1.1 A1.2 D-L; 1.3A; B 2.3B 3.1; 6.1	<b>Diane P. 23.939 or 1915 x 13pp 49,793 CSBG 50% LIHEAP 50%</b> (Will provide case management, Visa Tax, eviction prevention, job placement 30 HH in Riviera Beach)	24,897
	1.1 A1.2 D-L; 1.3A; B 2.3B 3.1; 6.1	<b>Anita M. 20.383/hr or 1630 x 13pp 42,396 CSBG 50% LIHEAP 50%</b> (Will provide case management, Trans. rental, job placement, case management 30 HH in Rv Bch/Jupiter)	21,198
	1.1 A1.2 D-L; 1.3A; B 2.3B 3.1; 6.1	<b>James S. 24.514/hr or 1961 x 13pp 50,990 CSBG 50% LIHEAP 50%</b> (Will provide case management, eviction prevention, and job placement 50 HH in Tr City Glades)	25,495
	1.2 D-L; 1.3A	<b>Yrinea D. Senior Community Action Specialist 100% CSBG</b> (Will provide case management and supervise self sufficiency program in western PBC Tr City Glades area 1 Person \$20,831/hr x 2080= \$43,328)	43,328
		<u>1 Community Outreach Specialist I (Case Management with Self Sufficiency Program)</u>	
	1.1 A1.2 D-L; 1.3A; B 2.3B 3.1; 6.1	<b>Vacant 13.978/hr or 1118.23 x 13pp 29,074 CSBG 50% LIHEAP 50%</b> (Will provide case management, Visa Tax, eviction prevention, job placement 30 HH in WPB)	14,537
	1.2 D-L 1.3AB	<b>COS I (Sonia G.) 15.299/hr or \$1223pp x 26pp \$31,822 CSBG 100%</b> (Work with self sufficiency clients, intake, follow up, emergency services)	31,822
	1.1A 1.2 D-L; 1.3A; B 2.3B 3.1; 6.1	<b>COS II (Winston H.) 15.429 \$32092 CSBG 100%</b> (eviction prevention, job placement, case management, in Delray Beach)	32,092
	1.1A, B 2.3B 3.1; 6.1	<b>Grant Compliance Specialist I (Natalie D.) 19.959/hr or \$1596pp x 26pp \$41,515 100% CSBG</b> Works w/ S.S. Program in PBC and conduct monitoring of SS Program Works directly with vendors and SS clients.	41,515
	1.2 D-L; 1.3A; B	<b>Clerical Specialist (Barbara W.) 14.628/hr or \$1170 pp x 13 30426 x 1 CSBG 50% LIHEAP 50%</b> Conducts intake and screening to triage Self Sufficiency clients	15,213
	1.2 D-L 1.3AB	<b>Recep. (Temp) (\$1080/pp x 26 x 2) 2 persons @ 100% CSBG</b> (Work with self sufficiency clients, intake, follow up, emergency services)	56160
		<b>SUBTOTAL SALARIES</b>	<b>345,137</b>
		<b>FRINGE (FICA, Medicare, Retir., Health Ins., Workers Comp)</b>	<b>137,644</b>
		<b>Total SALARIES and FRINGE</b>	<b>482,781</b>

FY2014 CSBG AGREEMENT  
MODIFICATION  
AMENDED ATTACHMENT K - BUDGET DETAIL

RECIPIENT: Board of County Commissioners

CONTRACT: 14SB-0D-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.	AMENDED AMOUNT OF CSBG FUNDS BUDGETED
6		18	
	1.1AB	Job Development and Training for Self Sufficiency clients 50 HH at \$100 each	5,000
	1.2H;6.2C	Rental Assistance (Eviction prevention for Self Sufficiency Clients) 110 HH at \$1500.26667 each	179,972
	1.2AC	Early Childcare training (C.N.A., EKG, Phlebotomy, Facials, and other trainings that will lead to employment. 160 certifications @ \$1031.25 each	165,000
	6.2B	Utility Assistance (shut off prevention for Self Sufficiency clients) 200 individuals at \$250/each	50,000
	1.3D	Financial Management Training and Budgeting 50 individuals at \$98/each	4,900
	1.2I; 6.2A; 6.5A	Nutrition and Food Services (gleaning) Food Assistance for self suff. Clients 500HH \$100 each	50,000
	1.2G; 6.4D; 6.4F	Health Education, Physical fitness and other Health Related trainings for PASS 100 individuals at \$350 each	35,000
	3.2B	Small Business Startup 25 people at \$1000 each	25,000
	1.2D; 6.3A1&A3; 6.3B1-5; 6.3C1&2	Youth Leadership and Entrepreneur training and Education	20,000
	1.2B	GED training and testing computer training for self sufficiency clients 25 individuals enrolled and/or completing @200 each	5,000
		<b>DIRECT CLIENT ASSISTANCE</b>	<b>539,872</b>
		<b>TOTAL PROGRAM DIRECT CLIENT COST</b>	<b>1,022,653</b>
11	N/A	Other Program Expense Janitorial Services 810 Datura - 12 months @ \$416.66/month	5,000
		Travel and Per Diem FACA Conference 3 persons- two days 900 Airfare 1000 Lodging 500 Per diem <u>200 Travel</u> \$2,600	2,600
		Travel-mileage 2 Community Outreach Specialists 1 Grant Compliance Specialist 6742 miles @ .445/mile Drop off paperwork and attend in-service trainings from various sites	3,000
		Communications Services (county cell phones for case management) Phones in Offices of County Buildings for all sites 12 months at \$416.66	5,000
		Florida Common Application (system that improves communication between all CS departments)	2,500
		Postage 12 months @\$100/month	1,200

**FY2014 CSBG AGREEMENT  
MODIFICATION  
AMENDED ATTACHMENT K - BUDGET DETAIL**

RECIPIENT: Board of County Commissioners

CONTRACT: 14SB-0D-10-60-01-021

BUDGET SUMMARY LINE ITEM NUMBER	NATIONAL PERFORMANCE INDICATORS (Direct Client Assistance Only)	<u>EXPENDITURE DETAIL</u>  Round UP line item totals to dollars. Do NOT use cents and decimals in totals.	AMENDED AMOUNT OF CSBG FUNDS BUDGETED
all sources of Cash and In-Kind Match          11		Utilities/waste disposal at all 6 sites 1583.33/mon for 12 months	19,000
		Rent/office equipment (lease for copiers/scanners other equipment) \$441.66/months for 12 months	5,300
		Lease for new site in Belle Glade	10,500
		Maintenance Grounds \$850/month for 12 months	
		Repair/Maintenance-buildings-county properties 12 months \$1687/month. Repair AC/Heating system, cleaning floors	20,240
		Repair/maintenance-data processing equipment 12 months@ \$15/month	180
		Print Materials (program materials for outreach)	2,500
		Registration Fees: FACA \$1000, NCAP \$900, NCAP \$600 Conferences 3 people ROMA Certification \$1000, CCAP \$500 certification (2 staff)	4,000
		Office Supplies 12 months @ \$500 month (toner, paper, pens, pencils, etc. for six satellite sites)	6,000
		Office Furniture Equipment replacement as needed \$125/month x 12 Months	1,500
<b>Total Recipient other Program Expense</b>	<b>88,520</b>		

**FY2014 CSBG AGREEMENT  
MODIFICATION**

**AMENDED ATTACHMENT L - SECONDARY ADMINISTRATIVE EXPENSES**

Secondary Administrative Expense Requested: Yes  No

RECIPIENT: Palm Beach County Board of County Commissioner

CONTRACT: 14SB-0D-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 A, Section (6), and Attachment E, Section D(10) 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
		Grant Dates Start: _____ End: _____	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
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	Total of Programs
5. Total administrative expenses (Line 3 & 4)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6. Percent of total administrative expense to total budget (Line 5 / Line 1). <u>This total cannot exceed 15% of Line 1</u>	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	
7. National Performance Indicator (NPI) supported by this secondary administrative funding. (From Attachment M, CSBG Community Action Workplan	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 I, Line 13 for the amount(s) on Line 4 above for each program.



**FY2014 CSBG AGREEMENT  
MODIFIED ATTACHMENT M  
CSBG COMMUNITY ACTION WORKPLAN**

CONTACT: James Green

PHONE: 561-313-1146

EMAIL: Jgreen1@pbccgov.org

RECIPIENT: Palm Beach County Board of County Commissioners

CONTRACT: 14SB-0D-10-60-01-021

A	B	C		D	
NPI	OUTCOME	Original Expected To Be Achieved		Modified Expected To Be Achieved	
1.1	Employment - The number and percentage of low-income participants in Community Action employment initiatives who get a job or become self-employed, as measured by one or more of the following:	# of Participants		# of Participants	
A.	Unemployed and obtained a job	50		80	
B.	Employed and maintained a job for at least 90 days	30		50	
C.	Employed and obtained an increase in employment income and/or benefits	5		15	
D.	Achieved "living wage" employment and / or benefits	0		10	
1.2	Employment Supports - The number of low-income participants for whom barriers to initial or continuous employment are reduced or eliminated through assistance from Community Action as measured by one or more of the following:	# of Participants		# of Participants	
A.	Obtained skills/competencies required for employment	85		110	
B.	Completed ABE/GED and received certification or diploma	25		25	
C.	Completed post-secondary education program and obtained certificate or diploma	0		50	
D.	Enrolled children in before or after school programs	40		50	
E.	Obtained care for child or other dependent	35		40	
F.	Obtain access to reliable transportation and/or driver's license	15		15	
G.	Obtained health care services for themselves or a family member	40		50	
H.	Obtained safe and affordable housing	20		80	
I.	Obtained food assistance	460		500	
J.	Obtained non-emergency LIHEAP energy assistance	10,000		7,000	
K.	Obtained non-emergency WX energy assistance	0		0	
L.	Obtained other non-emergency energy assistance (State/local/private energy programs. Do Not include LIHEAP or WX)	50		50	
M.	Obtained identification or work permit documentation for employment (social security card, work permit, etc.)	0		0	
1.3	Economic Asset Enhancement and Utilization - The number and percentage of low-income households that achieve an increase in financial assets and/or financial skills as a result of Community Action assistance and the aggregated amount of those assets and resources for all participants achieving the outcome, as measured by one or more of the following:	Participants	Dollars	Participants	Dollars
A.	Participants in tax preparation programs who qualified for any type of Federal or State tax credit.	120	100,000	120	100,000
B.	Participants obtaining court-ordered child support payments.	0	0	0	0
C.	Number enrolled in telephone lifeline and/or energy discounts with agency assistance.	100	18,500	100	18,500
D.	Participants demonstrating ability to complete and maintain a budget for over 90 days	30		50	
E.	Participants opening an Individual Development Account (IDA) or other savings account	20		20	
F.	Participants who increased their savings through IDA or other savings account	5	0	5	0
G.	Number capitalizing a small business with accumulated savings	10	20,000	10	20,000
H.	Number pursuing post-secondary education with savings	0	0	0	0
I.	Number purchasing a home with accumulated savings	2	4,000	2	4,000
J.	Number purchasing other assets with accumulated savings	0	0	0	0
2.1	Community Improvement and Revitalization - Increase in, or safeguarding of, threatened opportunities and community resources or services for low-income people in the community as a result of Community Action projects/initiatives or advocacy with other public and private agencies as measured by one or more of the following:	# of Projects	# of Oppor	# of Projects	# of Oppor
A.	Jobs created, or saved, from reduction or elimination in the community	1	10	1	10
B.	Accessible living wage jobs created, or saved from reduction or elimination in the community	1	10	1	10
C.	Safe and affordable housing units created in the community	0	0	0	0
D.	Safe, affordable housing units in the community preserved or improved through Community Action or advocacy	0	0	0	0
E.	Accessible, safe and affordable health care services/facilities for low-income people created or saved.	0	0	0	0
F.	Accessible, safe & affordable child care/child development placement opportunities created or saved.	0	0	0	0
G.	Accessible before/after school program placement opportunities for low-income families created or saved.	1	1	1	1
H.	Accessible new/preserved/expanded transportation resources available to low-income people (public/private)	0	0	0	0
I.	Accessible new/preserved/increased educational and training placement opportunities for low-income people	0	0	0	0
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 Initiatives	# of Assets	# of Initiatives	# of Assets
A.	Increase in community assets due to a change in law/regulation/policy, resulting in better quality of life	1	1	1	1
B.	Increase availability/preservation of community facilities (schools libraries, community centers, etc.)	0	0	0	0
C.	Increase in the availability or preservation of community services to improve public health and safety	1	20	1	20
D.	Increase in the availability or preservation of commercial services within low-income neighborhoods	0	0	0	0
E.	Increase in or preservation of neighborhood quality-of-life resources	1	10	1	10
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		# of Participants	
A.	Community members mobilized to participate in community revitalization and anti-poverty initiatives	200		200	
Hours donated by low-income people:		# of Hours		# of Hours	
B.	a) Serve on the CAA Board of Directors	10		10	
	b) Serve on Head Start Policy Councils	35		35	
	c) Serve on Family Center / Parent Councils	5		5	
	d) Serve on other CAA Advisory Boards, councils, or committees	40		40	
	e) Serve on other community advisory or governing boards or committees as a CAA representative	18		18	
	f) Assist with program activities and logistics	0		0	
	g) Participate in advocacy to meet agency and community goals	0		0	
	h) Participate in advocacy to influence policies/practices of government and/or private entities	100		100	
	i) Other CAA clients or low-income persons volunteer with the agency.	100		100	
	Total volunteer hours from low income people	308		308	
Hours donated by non low-income people:		# of Hours		# of Hours	
B.	a) General Public	2,400		2,400	
	b) CAA non-low-income board members	100		100	
	c) Other non-profit or government agencies	0		0	
	d) Business Community	0		0	
	e) Other	0		0	
	Total volunteer hours from non low-income people	2,500		2,500	
Total number of volunteer hours donated to the agency		2,808		2,808	

2.4 Employment Growth from ARRA Funds - The number of jobs created or saved at least in part by ARRA funds, in the community		Number of Jobs	Number of Jobs
A. Jobs created, at least in part, by ARRA funds		0	0
B. Jobs saved, at least in part, by ARRA funds		0	0
<b>3.1 Community Enhancement through Maximum Feasible Participation - The number of volunteer hours donated to Community Action</b>			
		# of Hours	# of Hours
Total number of volunteer hours donated by low-income individuals (only) to Community Action		308	308
<b>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:</b>		Number of Low Income People	Number of Low Income People
A. Low-income people in formal, decision-making, community organizations, government, boards or councils		10	10
B. Low-income people acquiring businesses in their community as a result of Community Action		20	25
C. Low-income people purchasing their own home in their community as a result of Community Action		5	5
D. Low-income people in non-governance community activities/groups created/supported by Community Action		30	30
<b>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</b>		Number of Organizations	Number of Partnerships
		Number of Organizations	Number of Partnerships
A. Non-Profit		20	20
B. Faith Based		7	7
C. Local Government		8	8
D. State Government Entity		5	5
E. Federal Government Entity		1	1
F. For-Profit Business or Corporation		7	7
G. Consortiums/Collaboration		5	5
H. Housing Consortiums/Collaboration		3	3
I. School Districts		1	1
J. Institutions of post secondary education/training		3	3
K. Financial/Banking Institutions		2	2
L. Health Service Institutions		2	2
M. State-wide associations or collaborations		1	1
N. Others: Please identify:			
1)			
2)			
Total unduplicated number of organizations CAA works with to promote family and community outcomes		65	65
<b>5.1 Agencies Leverage External Resources to Increase Their Capacity to Serve</b>		Planned	Planned
<b>Table 3: Broadening the Resource Base</b>			
<b>A. Community Services Block Grant (CSBG)</b>		647,764	1,190,074
<b>B. Federal Government Resources - Other than CSBG</b>			
a) Weatherization Assistance program funded by DOE through DCA		0	0
b) LIHEAP - Fuel Assistance (HHS)		3,935,514	3,935,514
c) LIHEAP - Weatherization (HHS)		0	0
d) Head Start (HHS)		0	0
e) Early Head Start (HHS)		0	0
f) Older Americans Act (HHS)		0	0
g) SSBG (HHS)		0	0
h) Medicare/Medicaid (HHS)		0	0
i) Temporary Assistance to Needy Families (TANF)		0	0
j) Child Care Development Block Grant from (CCDBG)		0	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.")			
1) 0		0	0
2) 0		0	0
3) 0		0	0
4) 0		0	0
l) Women, Infant and Children (WIC)(USDA)		0	0
m) USDA non-food programs (e.g. rural development)		0	0
n) All other USDA Food Programs		0	0
o) CDBG federal, state or local		0	0
p) Housing Programs funded by HUD		0	0
1) Section 8		0	0
2) Section 202		0	0
3) Home tenant based assistance		0	0
4) HOPE for Homeowners Program (H4H)		0	0
5) Emergency Shelter Grant Program (ESGP)		0	0
6) Continuum of Care (CoC)		0	0
q) All other HUD programs including homeless programs		0	0
r) Employment and Training Programs (US DOL)		0	0
s) Other US DOL programs		0	0
t) Corporation for National and Community Service (CNCS) programs		0	0
u) FEMA		0	0
v) Transportation (US DOT)		0	0
w) Department of Education (EDU)		0	0
x) Department of Justice (DOJ)		0	0
y) Department of Treasury		0	0
z) Other Federal Sources: List by name of funding source and the CFDA Number. Do not use abbreviations.		0	0
1) 0		0	0
2) 0		0	0
3) 0		0	0
4) 0		0	0
<b>TOTAL: NON-CSBG FEDERAL RESOURCES</b>		<b>3,935,514</b>	<b>3,935,514</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	0
b) State Housing and Homeless Programs (including housing tax credits)		0	0
c) State Nutrition Programs		0	0
d) State Day Care and Early Childhood Programs		0	0
e) State Energy Programs		0	0
f) State Health Programs		0	0
g) State Youth Development Programs		0	0
h) State Employment and Training Programs		0	0
i) State Head Start Programs		0	0
j) State Senior Services		0	0

k) State Transportation Programs	0	0		
l) State Education Programs	0	0		
m) State Community, Rural and Economic Development Programs	0	0		
n) State Family Development Programs	0	0		
o) Other State Funded programs: List by name of funding source. Do not use abbreviations.	0	0		
1) 0	0	0		
2) 0	0	0		
3) 0	0	0		
4) 0	0	0		
<b>TOTAL: STATE RESOURCES</b>	<b>0</b>	<b>0</b>		
<b>D. Local Government Resources</b>				
a) Amount of unrestricted funds appropriated by local government	50,000	50,000		
b) Amount of restricted funds appropriated by local government	129,553	129,553		
c) Value of Contract Services	20,000	20,000		
d) Value of in-kind goods/services received from local government	0	0		
e) Other Local Government Resources: Give description or name of program. Do NOT abbreviate.	0	0		
1) 0	0	0		
2) 0	0	0		
3) 0	0	0		
4) 0	0	0		
<b>TOTAL: LOCAL GOVERNMENT RESOURCES</b>	<b>199,553</b>	<b>199,553</b>		
<b>E. Private Sector Resources</b>				
a) Funds from Foundations, Corporations, United Way, other non-profits	0	0		
b) Other donated funds	5,000	5,000		
c) Value of donated items, food, clothing, furniture, etc.	2,500	2,500		
d) Value of in-kind services received from businesses	5,000	5,000		
e) Payments by clients for services	0	0		
f) Payments by private entities for goods or services for low-income clients or communities	0	0		
g) Other Private Sector Resources	0	0		
1) 0	0	0		
2) 0	0	0		
3) 0	0	0		
4) 0	0	0		
<b>TOTAL: PRIVATE SECTOR RESOURCES</b>	<b>12,500</b>	<b>12,500</b>		
<b>TOTAL: NON-CSBG RESOURCES (Federal+State+Local Government+Private Sector)</b>	<b>4,147,567</b>	<b>4,147,567</b>		
<b>TOTAL CSBG Funds</b>	<b>647,764</b>	<b>1,190,074</b>		
<b>TOTAL AGENCY BUDGET</b>	<b>4,795,331</b>	<b>5,337,641</b>		
<b>Table 2: Agency Increase Staff Capacity to Achieve Results Through Training</b>				
A. Staff who work with customers in self-sufficiency program receive training specific to case management	5	20	5	20
B. Staff who work with customers in self-sufficiency programs receive training specific to family development	5	20	5	20
C. Staff who work with grants/contract management receive training to expand/update/upgrade their skills	0	0	0	0
D. Fiscal staff attend training on OMB Circular or audit compliance	0	0	0	0
E. Fiscal staff receive accounting, data collection or management training.	0	0	0	0
F. Program staff receive data collection or management training.	15	40	15	40
G. Staff or management receive ROMA training from a certified ROMA trainer.	2	50	2	50
H. Other training received by staff or management.	25	85	25	85
<b>Total Staff and Management Training (Totals for A through H above.)</b>	<b>52</b>	<b>215</b>	<b>52</b>	<b>215</b>
J. Board members receive training related to their roles and responsibilities.	15	90	15	90
K. Board members receive ROMA training from a certified ROMA trainer.	15	30	15	30
L. Other training received by CAA Board members.	15	30	15	30
<b>Total Board Member Training (Total of J through L)</b>	<b>45</b>	<b>150</b>	<b>45</b>	<b>150</b>
<b>Table 3: AGENCY DEVELOPMENT: Agency Increases its Capacity to Achieve Results Through Training</b>				
The number of human capital resources available		Resources	Resources	
A. Number of C-CAPs				
B. Number of Certified ROMA Trainers	1	1		
C. Number of certified Family Development Trainers	1	1		
D. Number of Certified Child Development Trainers	0	0		
E. Agency staff obtained other credential that increase their capacity to achieve results (explain in narrative)	0	0		
F. Number of staff and management attending trainings	1	1		
G. Number of board members attending trainings	20	20		
H. Hours of staff and management trainings	12	12		
I. Hours of board members in training	150	150		
	70	70		
<b>Table 4: Agency Increases Ability to Measure and Track Clients' Progress Toward Self-Sufficiency. Indicate with an "X" the ONE statement in A and B that BEST describes your organization.</b>				
<b>Client Intake Process</b>				
A. 1. A common in-take process and common ID# is used for all clients.	X			
2. A common in-take process and common ID# is used for some clients.		X		
3. A separate in-take process and/or separate ID# is used for each program administered.	0	0	0	
<b>Client/Customer Measure Progress toward Achievement of Self-Sufficiency</b>				
B. 1. Agency utilizes a databases for all clients for use in intake and assessment and provision of services	X		X	
2. Agency utilizes databases for some clients for use in intake and assessment and provision of services	0	0	0	
3. Agency uses database for all client intake/assessment/provision of services & outcome measurement	0	0	0	
4. Agency uses database for some client intake/assessment/service provision & outcome measurement	0	0	0	
<b>Computer programs used to manage client information and track client progress</b>				
C. 1.				
2.				
3.				
4.				
5.				
<b>Table 5: Agency Organizes &amp; Operates Programs, Services and Activities Toward accomplishing Family and Community Outcomes. (Answer Yes or No for each.)</b>				
<b>Agency has the capacity to report client/customer progress toward self-sufficiency</b>				
A. 1. Agency can report outcomes that measure progress without use of an outcome scale.	Yes	Yes		
2. Agency utilizes outcome scales to measure client movement toward self-sufficiency	Yes	Yes		
3. Agency has capacity to derive unit cost statistics: cost/service delivered or cost of service per client	Yes	Yes		
4. Agency has capacity to derive unit cost statistics for effectiveness: cost per outcome delivered	Yes	Yes		
<b>Agency has provided ROMA training within the past 2 years by a certified ROMA trainer</b>				
B. 1. At least half of the Agency board has received ROMA training	No	No		
2. Agency management staff has received ROMA training	Yes	Yes		
3. Agency supervisory staff has received ROMA training	Yes	Yes		
4. Agency line staff has received ROMA training	Yes	Yes		

<b>Agency programs achieved accreditation demonstrating they meet or exceed nationally recognized standards</b>		
C. 1. Early childhood care and education sites receive NAEYC or other recognized forms of accreditation	0	0
2. Programs achieve other form of recognized accreditation.	0	0
<b>Agency is implementing ROMA tools and management practices</b>		
D. 1. Agency has adopted and implemented logic models for key programs and activities	Yes	Yes
2. Agency programs and activities are evaluated using ROMA principals	Yes	Yes
3. FOCAS & IS Survey reports are provided to, reviewed & discussed with board members at least quarterly.	Yes	Yes
<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>		
	# of Individuals Assisted	# of Individuals Assisted
A. Senior Citizens (55 years old or older)	1,000	1,000
<b>Individuals with Disabilities</b>		
1. Ages 0 - 17	1,200	1,200
B. 2. Ages 18 - 54	0	0
3. Ages 55 and Over	500	500
4. Age Unknown	700	700
	0	0
<b>NOTE: Seniors are also included within the "55 and Over" category</b>		
<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>		
	# of Individuals Achieving Outcome	# of Individuals Achieving Outcome
A. Emergency Food	1,500	1,500
B. Emergency Fuel or Utility payments (including LIHEAP or other public or private funding source)	15,000	18,200
C. Emergency Rent or Mortgage Assistance	20	30
D. Emergency Car or Home Repair (i.e. structural, appliance, heating system, etc.)	5	5
E. Emergency Temporary Shelter	0	0
F. Emergency Medical Care	0	0
G. Emergency Protection from Violence	0	0
H. Emergency Legal Assistance	0	0
I. Emergency Transportation	0	0
J. Emergency Disaster Relief	100	100
K. Emergency Clothing	0	0
L. Provide translation assistance in order for person to receive emergency services	100	100
	1	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>		
	# of Individuals Achieving Outcome	# of Individuals Achieving Outcome
<b>Infant and Child</b>		
A. 1) Infants and children obtain age appropriate immunizations, medical and dental care	25	25
2) Infants and children health and physical development are improved as a result of adequate nutrition	0	0
3) Children participate in pre-school activities to develop school readiness skills.	25	25
4) Children participating in pre-school activities are developmentally ready for Kindergarten or 1st Grade	0	0
<b>Youth</b>		
B. 1) Youth improve health and physical development	20	30
2) Youth improve social/emotional development	40	45
3) Youth avoid risk-taking behavior for a defined period of time	20	30
4) Youth have reduced involvement with criminal justice system	25	30
5) Youth increase academic, athletic or social skills by participating in before or after school programs	25	30
<b>Adult</b>		
C. 1) Parents and other adults learn and exhibit improved parenting skills	35	40
2) Parents and other adults learn and exhibit improved family functioning skills	35	40
<b>6.4 Family Supports - Low-income people who are unable to work, especially seniors, adults with disabilities, and caregivers, for whom barriers to family stability are reduced or eliminated as measured by one or more of the following:</b>		
	# of Individuals Enrolled	# of Individuals Enrolled
A. Enrolled children in before or after school programs	20	20
B. Obtained care for child or other dependent	0	0
C. Obtained access to reliable transportation and/or driver's license	0	0
D. Obtained health care services for themselves or a family member	0	10
E. Obtained safe and affordable housing	10	10
F. Obtained food assistance	60	60
G. Obtained non-emergency LIHEAP energy assistance	0	0
H. Obtained non-emergency WX energy assistance	0	0
I. Obtained other non-emergency energy assistance (State/local/private energy program. Do NOT include LIHEAP or WX.	0	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>		
	# of Services	# of Services
A. Food Boxes	10,000	10,000
B. Pounds of Food	0	0
C. Units of Clothing	0	0
D. Rides Provided	50	50
E. Information and Referral Calls	8,500	8,500

