

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

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Meeting Date: April 7, 2015	<input checked="" type="checkbox"/> [X]	Consent	<input type="checkbox"/> []	Regular
	<input type="checkbox"/> []	Ordinance	<input type="checkbox"/> []	Public Hearing

Department
Submitted By: Community Services
Submitted For: Farmworker Career Development Program

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I. EXECUTIVE BRIEF


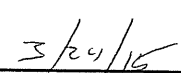

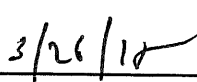
Motion and Title: Staff recommends motion to:

- A) receive and file** Amendment No. 1 to Project Award Notification No. 760-4055B-5CFJ1 from the Florida Department of Education, for the period July 1, 2014, through June 30, 2015, to add two new budget lines and transfer funds between budget line items; and
- B) receive and file** Amendment No. 2 to Project Award Notification No. 760-4055B-5CFJ1 from the Florida Department of Education, for the period July 1, 2014, through June 30, 2015, to transfer funds between budget line items; and
- C) ~~accept~~** Amendment No. 3 to Project Award Notification No. 760-4055B-5CFJ1 from the Florida Department of Education, for the period July 1, 2014, through June 30, 2015, to increase grant allocation by \$500 for a new amount not to exceed \$225,353; and
- D) approve** Budget Amendment of \$500 in the Farmworker Career Development Program fund to reconcile the budget to the actual grant award.

Summary: Project Award Notifications were received from the Florida Department of Education (FDOE). Amendment Nos. 1 and 2 were technical amendments that did not affect the overall grant award of \$224,853. Funds were transferred between budget line items to absorb expenses for background checks, medical services and staff travel. Amendment No. 3 is an increase to the overall grant allocation based on Palm Beach County exceeding performance benchmarks set by the grantor. These funds will be utilized to pay educational/vocational fees for participants enrolled in the program. The receive and file is being submitted in accordance with Countywide PPM No. CW-O-051 to allow the Clerk's Office to note and receive the technical amendments. The Budget Amendment is necessary to reconcile the budget to the actual grant award. No County funds are required. (Farmworker Career Development Program) Countywide (HH)

Background and Justification: Funds are used to provide services to the farm worker population of Palm Beach County. The program is currently funded under the Workforce Investment Act, Title I, Section 167, National Farmworker Jobs Program through the FDOE. Grant allocations are adjusted quarterly based on a review of actual performance.

- Attachments:**
- 1. Project Award Notification Amendments
 - 2. Budget Amendment
- =====

Recommended By:		
	Department Director	Date
Approved By:		
	Assistant County Administrator	Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2015	2016	2017	2018	2019
Capital Expenditures					
Operating Costs	500				
External Revenue	(500)				
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 1004 Dept 142 Unit 1427 Object Var. Program Code Var. Program Period GY14

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

Funding source is Florida Department of Education.

C. Departmental Fiscal Review:


Taruna Malhotra, Director, Financial & Support Svcs.

III. REVIEW COMMENTS

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

Sheng Bao
OFMB ¹⁰ ⁰⁷ ^{AK}
SC 3/12 3/12 3/12/12

D. J. Jacobson 3/24/18
Contract Development and Control
3-24-15 B. Keely

B. Legal Sufficiency:

Helene C. Herzog
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

Page 1 of 1

BGEX - 142 - 012615*646
BGRV - 142 - 012615*203

FUND (1004) - Farmworker Career Development Program (FCDP)

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 03/11/15	REMAINING BALANCE
REVENUE								
142 1427 3168	Fed Grnt Indirect-Human Servcs	224,853	246,271	500		246,771		
	Total Revenue	271,206	287,461	500	0	287,961		
EXPENDITURE								
142 1427 5411	*Educational/Vocational Fees	25,311	44,509	500		45,009	8,300	36,709
	Total Expenditures	271,206	287,461	500	0	287,961		

Signatures

Date

By Board of County Commissioners
At Meeting of April 7, 2015

COMMUNITY SERVICES

INITIATING DEPARTMENT/DIVISION Channell Wilkins

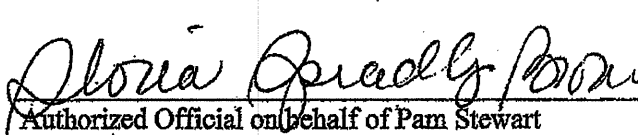

Administration/Budget Department Approval

OFMB Department - Posted

Mal Chell... 3/11/15

Deputy Clerk to the
Board of County Commissioners

**Florida Department of Education
Project Award Notification**

1 PROJECT RECIPIENT Palm Beach County Board of County Commissioners	2 PROJECT NUMBER 760-4055B-5CFJ1
3 PROJECT/PROGRAM TITLE National Farmworkers Jobs Program (WIA) Title 1 Section 167-15 TAPS 15B036	4 AUTHORITY 17.264 Migrant and Seasonal Farmworker Program Adult
5 AMENDMENT INFORMATION Amendment Number: 1 Type of Amendment: Budget: Changes Effective Date: 09/29/2014	6 PROJECT PERIODS Budget Period: 07/01/2014 - 06/30/2015 Program Period: 07/01/2014 - 06/30/2015
7 AUTHORIZED FUNDING Current Approved Budget: \$ 224,853.00 Amendment Amount: Estimated Roll Forward: Certified Roll Amount: Total Project Amount: \$ 224,853.00	8 REIMBURSEMENT OPTION Federal Cash Advance
9 TIMELINES <ul style="list-style-type: none"> Last date for incurring expenditures and issuing purchase orders: 06/30/2015 Date that all obligations are to be liquidated and final disbursement reports submitted: 08/20/2015 Last date for receipt of proposed budget and program amendments: 06/30/2015 Refund date of unexpended funds; mail to DOE Comptroller, 325 W. Gaines Street, 944 Turlington Building, Tallahassee, Florida 32399-0400: Date(s) for program reports: 	
10 DOE CONTACTS Program: Mario Zuniga Phone: (813) 224 - 1920 Email: mario.zuniga@fldoe.org Grants Management: Unit B (850) 245-0496	11 DOE FISCAL DATA DBS: 55 90 00 EO: 40 Object: 811015
12 TERMS AND SPECIAL CONDITIONS <ul style="list-style-type: none"> This project and any amendments are subject to the procedures outlined in the <u>Project Application and Amendment Procedures for Federal and State Programs</u> (Green Book) and the General Assurances for Participation in Federal and State Programs. For federal cash advance projects, monthly expenditures must be submitted to the Comptroller's Office by the 20th of each month for the preceding month's disbursements utilizing the On-Line Disbursement Reporting System. Other: 	
13 APPROVED: <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  Authorized Official on behalf of Pam Stewart Commissioner of Education </div> <div style="text-align: center;"> 11/3/14 Date of Signing </div> <div style="text-align: center;">  </div> </div>	

FLORIDA DEPARTMENT OF EDUCATION

PROJECT AMENDMENT REQUEST

Please return to: Florida Department of Education Office of Grants Management Room 332 Turlington Building 325 West Gaines Street Tallahassee, Florida 32399-0400 (850) 245-0496	DOE USE ONLY Date Received: A) Agency Name <u>Palm Beach County Board of County Commissioners</u> C) Amendment Type <input type="checkbox"/> Program <input checked="" type="checkbox"/> Budget
B) Amendment Number <p style="text-align: center;"><u>01</u></p>	D) Program Name: <u>Palm Beach County Farmworker Career Development Program</u> Project Number: <u>760 - 4055B - 5CFJ1</u> TAPS Number: <u>15B036</u>

E) Amendment Request Contact Information	
Name: Minerva J. Acosta Telephone: 561 992-7405 Fax: 561 992-7516	Address: 607 S. Main Street, Suite 103 Belle Glade, FL 33430 E-mail: macosta@pbcgov.org

F) Required Signature
Superintendent/Agency Head

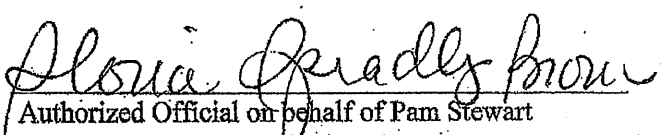

G) Narrative
<p>Palm Beach County Farmworker Career Development Program is in need of adding two budget line items to PY 14-15 budget narrative. These changes will require transferring funds in between budget line items. This action will not decrease or increase the total dollar amount allocated to Palm Beach County for PY 14-15. Due to job placement requirements in the Child Care and Health Care industries. This program recognized the need to add the following budget lines to cover expenses to pay for physical exams and Background Checks for participants.</p> <p>New Accounts to be add FW24 3128 Background Check FW38 3103 Medical Care Services</p> <p>The transfer will be as follow: Decreased FW15 by \$640.00 to Increased FW24 by \$640.00 (8 participants @ \$80.00 each) Decreased FW15 by \$320.00 to Increased FW38 by \$320.00 (8 participants @\$40.00 each)</p>



RECEIVED

2014 SEP 23 PM 1:10
 CA 1531
 LC
 COMMENT

**Florida Department of Education
Project Award Notification**

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10 DOE CONTACTS Program: Mario Zuniga Phone: (813) 224 - 1920 Email: mario.zuniga@fldoe.org Grants Management: Unit B (850) 245-0496	<div align="center">Comptroller's Office (850) 245-0401</div> <div align="right"> 11 DOE FISCAL DATA DBS: 55 90 00 EO: 40 Object: 811015 </div>
12 TERMS AND SPECIAL CONDITIONS <ul style="list-style-type: none"> • This project and any amendments are subject to the procedures outlined in the <u>Project Application and Amendment Procedures for Federal and State Programs</u> (Green Book) and the General Assurances for Participation in Federal and State Programs. • For federal cash advance projects, monthly expenditures must be submitted to the Comptroller's Office by the 20th of each month for the preceding month's disbursements utilizing the On-Line Disbursement Reporting System. • Other: 	
13 APPROVED: <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="width: 45%;">  Authorized Official on behalf of Pam Stewart Commissioner of Education </div> <div style="width: 45%; text-align: right;"> <div style="font-size: 2em; margin-bottom: 5px;">11/3/14</div> Date of Signing </div> </div> <div align="right" style="margin-top: 20px;">  </div>	

FLORIDA DEPARTMENT OF EDUCATION

PROJECT AMENDMENT REQUEST

Please return to: Florida Department of Education Office of Grants Management Room 332 Turlington Building 325 West Gaines Street Tallahassee, Florida 32399-0400 (850) 245-0496	<div style="text-align: right; font-weight: bold;">DOE USE ONLY</div> Date Received: <div style="text-align: right;">2014 SEP 29 PM 1:22</div> <div style="text-align: right; border: 1px solid black; padding: 2px;">RECEIVED</div>
B) Amendment Number <div style="text-align: center;">02</div>	A) Agency Name <div style="text-align: center;">Palm Beach County Board of County Commissioners</div> C) Amendment Type <div style="display: flex; justify-content: space-around;"> <input type="checkbox"/> Program <input checked="" type="checkbox"/> Budget </div>
D) Program Name: <u>Palm Beach County Farmworker Career Development Program</u> Project Number: <u>760 – 4055B – 5CFJ1</u> TAPS Number: <u>15B036</u>	

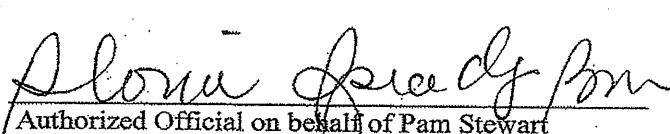

E) Amendment Request Contact Information	
Name: Minerva J. Acosta	Address: 607 S. Main Street, Suite 103 Belle Glade, FL 33430
Telephone: 561 992-7405	E-mail: macosta@pbccgov.org
Fax: 561 992-7516	

F) Required Signature	
Superintendent/Agency Head	

G) Narrative
<p>Due to insufficient funds allocated in line item FW14 (Out of County Travel-Staff), Palm Beach County Farmworker Career Development Program is in need of transferring funds in between budget line items to cover total Out-Of-County Travel Expenses that will incur for three (3) staff members traveling to Bradenton, FL to attend the FCDP 2014 Annual Staff Development Conference.</p> <p><u>The transfer will be as follow:</u> Decreased FW58 by \$1,000 to Increased FW14 by \$1,000.00 Decreased FW59 by \$250.00 to Increased FW14 by \$250.00</p>



**Florida Department of Education
Project Award Notification**

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5 AMENDMENT INFORMATION Amendment Number: 3 Type of Amendment: Budget: Increase Effective Date: 12/04/2014	6 PROJECT PERIODS Budget Period: 07/01/2014 - 06/30/2015 Program Period: 07/01/2014 - 06/30/2015
7 AUTHORIZED FUNDING Current Approved Budget: \$ 224,853.00 Amendment Amount: \$ 500.00 Estimated Roll Forward: Certified Roll Amount: Total Project Amount: \$ 225,353.00	8 REIMBURSEMENT OPTION Federal Cash Advance
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FLORIDA DEPARTMENT OF EDUCATION

PROJECT AMENDMENT REQUEST

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	Date Received:
	A) Agency Name <u>Palm Beach County Board of County Commissioners</u>
B) Amendment Number <u>03</u>	C) Amendment Type <input type="checkbox"/> Program <input checked="" type="checkbox"/> Budget
D) Program Name: <u>Palm Beach County Farmworker Career Development Program</u> Project Number: <u>760 - 4055B - 5CFJ1</u> TAPS Number: <u>15B036</u>	

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Telephone: 561 992-7405	
Fax: 561 992-7516	E-mail: macosta@pbcgov.org

F) Required Signature
Superintendent/Agency Head

G) Narrative
<p>Palm Beach County Farmworker Career Development Program (FCDP) is requesting a budget amendment for an increase in grant allocation. This increase of \$500.00 is based on the fact that Palm Beach County have exceeded performance incentive benchmarks in the area Average Earnings (AE), which is one of the goals of WIA, Section 167, National Farmworker Jobs Program (NFJP) through the NFJP grant provided to FDOE by the US Department of Labor (US DOL). The first PY14-15 FCDP grantee allocations are being adjusted every quarter and this allocation is based on a review of actual performance through the end of the most recent US DOL reporting quarter (Jul-Sep 2014). The funds will be utilized to pay educational/vocational fees for participants enrolled in the program.</p>

