

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

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Meeting Date: November 17, 2015   [X]   Consent           [ ] Regular
                                   [ ]   Ordinance         [ ] 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) ratify signature of the Mayor on the revised Florida Department of Education (FDOE) Project Application, for the period July 1, 2015, through June 30, 2016, in an amount not to exceed \$245,519 for the Farmworker Career Development Program under Title I, Section 167 of the Workforce Innovation and Opportunity Act (WIOA); and

B) receive and file Project Award Notification No. 760-4056B-6CFJ1 from the Florida Department of Education, for the period July 1, 2015, through June 30, 2016, in an amount not to exceed \$245,519; and

C) approve Budget Amendment of \$76,879 in the Farmworker Career Development Program fund to reconcile the budget to the actual grant award.

Summary: A revised application was required by the grantor due to a decrease in funding from the initial application which was ratified on June 2, 2015 (R2015-0710). The emergency signature process was utilized because there was insufficient time to submit the revised FDOE application through the regular agenda process. A Project Award Notification was received on September 17, 2015 from FDOE issuing grant award of \$245,519 for the Farmworker Career Development Program. These funds will be utilized to provide education and vocational training to farm workers and their dependents to obtain permanent employment outside of farm work. No County funds are required. This receive and file item is being submitted in accordance with Countywide PPM No. CW-O-051 to allow the Clerk's Office to note and receive this item. The Budget Amendment is necessary to reconcile the budget to the actual grant award. (Farmworker Career Development Program) Countywide (HH)

Background and Justification: Farmworker Career Development Program provides services to the farm worker population of Palm Beach County. The program is currently funded through the Florida Department of Education under Title I, Section 167 of the WIOA.

Attachments:

- 1. Revised Project Application with Walk-through Memo
- 2. Project Award Notification No. 760-4056B-6CFJ1
- 3. Budget Amendment

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Recommended By: [Signature]           10/27/15
                  Department Director       Date

Approved By:    [Signature]           11-4-15
                  Deputy/County Administrator   Date

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II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2016	2017	2018	2019	2020
Capital Expenditures					
Operating Costs	245,519				
External Revenue	(245,519)				
Program Income					
In-Kind Match (County)					
NET FISCAL IMPACT	-0-	-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 GY15

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

Florida Department of Education

C. Departmental Fiscal Review:

TM
Taruna Malhotra, Director, Financial & Support Svcs.

III. REVIEW COMMENTS

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

Spencer
OFMB ^{AW} ^{SC} _{10/29} ²³ ₁₉₁₉

Angie J... _{11/3/15}
Contract Development and Control
B. Whelan 11-3-15

B. Legal Sufficiency:

Delene Colby
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**

BGEX - 148 - 0921150000000001806
BGRV - 148 - 0921150000000000633

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 09/21/2015	REMAINING BALANCE
REVENUE								
142 1427 3168	Fed Grnt Indirect-Human Servcs	224,853	246,771	76,879		323,650		
	Total Revenue	271,206	290,904	76,879	0	367,783		
EXPENDITURE								
142 1427 8301	Contributions For Individuals	16,912	6,000	76,879		82,879	0	82,879
	Total Expenditures	271,206	290,904	76,879	0	367,783		

Signatures

Date

By Board of County Commissioners
At Meeting on November 17, 2015

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



Deputy Clerk to the
Board of County Commissioners



MEMORANDUM

Department of Community Services
810 Datura Street
West Palm Beach, FL 33401
(561) 355-4700
FAX: (561) 355-3863
www.pbcgov.com

TO: Shelley Vana, Mayor
Board of County Commissioners
THRU: Verdenia C. Baker, County Administrator
Board of County Commissioners
THRU: Jon Van Arnam, Assistant County Administrator
Board of County Commissioners
FROM: Channell Wilkins, Director
Community Services Department
DATE: September 2, 2015
RE: 2015-2016 Farmworker Career Development Program (FCDP)
Revised Grant Application

Palm Beach County
Board of County
Commissioners

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

County Administrator

Verdenia C. Baker

Pursuant to Section 309 of the Administrative Code, your signature is needed on the Farmworker Career Development Program under Title I of the Workforce Innovation and Opportunity Act (WIOA) Grant Application (760-4055B-5CFJ1), in an amount not to exceed \$245,519. On June 2, 2015, the Board of County Commissioners ratified the Mayor's signature on the original Florida Department of Education Project Application (R2015-0710), for the period July 1, 2015, through June 30, 2016 in an amount not to exceed \$278,268. The revised application represents a decrease from the initial application. This is a continuation grant. No County funds are required.

Due to new Uniform Administrative and Audit Requirements for Federal Awards, a revised Department of Education (DOE) 100A form, with original signature is required in order to complete processing of the 2015-2016 grant award.

The Community Services Department does not have delegated authority to sign grant applications, therefore the emergency signature process is being utilized because there is not sufficient time to submit the application through the regular BCC agenda process. Staff will submit this item at the next BCC Commission meeting.

If additional information is needed, please contact Cynthia McMillan, Program Coordinator (561) 992-7419.

Approved:

Tarune
Director, Financial & Support Svcs.

OFMB

Jon Van Arnam
Assistant County Administrator

Verdenia C. Baker
Assistant County Attorney

"An Equal Opportunity
Affirmative Action Employer"

Attachments: 2015-2016 FCDP Revised Grant Application

**FLORIDA DEPARTMENT OF EDUCATION
PROJECT APPLICATION**

Please return to: Florida Department of Education Office of Grants Management Room 332 Turlington Building 325 West Gaines Street Tallahassee, Florida 32399-0400 Telephone: (850) 245-0496	A) Program Name: TAPS NUMBER:	DOE USE ONLY Date Received
B) Name and Address of Eligible Applicant:		Project Number (DOE Assigned)

C) Total Funds Requested: \$245,519 <hr/> DOE USE ONLY Total Approved Project: \$	D) Applicant Contact & Business Information	
	Contact Name: Cynthia R. McMillan Fiscal Contact Name: Victoria Jones	Telephone Numbers: Cynthia McMillan – 561-992-7406 Victoria Jones – 561-355-4768
	Mailing Address: 607 S. Main St., Suite 103 Belle Glade, FL 33430	E-mail Addresses: cmcmilla@pbcgov.org
	Physical/Facility Address: 607 S. Main St., Suite 103 Belle Glade, FL 33430	DUNS number: 078470481 FEIN number: 59-6000785

CERTIFICATION

I, Shelley Vana, Mayor, (Please Type Name) as the official who is authorized to legally bind the agency/organization, do hereby certify to the best of my knowledge and belief that all the information and attachments submitted in this application are true, complete and accurate, for the purposes, and objectives, set forth in the RFA or RFP and are consistent with the statement of general assurances and specific programmatic assurances for this project. I am aware that any false, fictitious or fraudulent information or the omission of any material fact may subject me to criminal, or administrative penalties for the false statement, false claims or otherwise. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.

Further, I understand that it is the responsibility of the agency head to obtain from its governing body the authorization for the submission of this application.

E) Shelley Vana 9/9/15
 Signature of Agency Head date
 Shelley Vana, Mayor

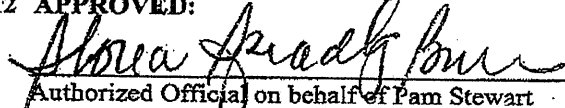


Approved As To Form and Legal Sufficiency
 By: Helene C. O'Grady
 Assistant County Attorney

Attest:
 Sharon R. Bock
 Clerk and Comptroller

By: _____
 Deputy Clerk



**Florida Department of Education
Project Award Notification**

1 PROJECT RECIPIENT Palm Beach County Board of County Commissioners	2 PROJECT NUMBER 760-4056B-6CFJ1
3 PROJECT/PROGRAM TITLE Farmworker Jobs and Education Programs TAPS 16B001	4 AUTHORITY 17.264 Migrant and Seasonal Farmworker Program Adult USDE or Appropriate Agency FAIN#: AC240081355A12
5 AMENDMENT INFORMATION Amendment Number: Type of Amendment: Effective Date:	6 PROJECT PERIODS Budget Period: 07/01/2015 - 06/30/2016 Program Period: 07/01/2015 - 06/30/2016
7 AUTHORIZED FUNDING Current Approved Budget: \$245,519.00 Amendment Amount: Estimated Roll Forward: Certified Roll Amount: Total Project Amount: \$245,519.00	8 REIMBURSEMENT OPTION Federal Cash Advance
9 TIMELINES <ul style="list-style-type: none"> • Last date for incurring expenditures and issuing purchase orders: <u>06/30/2016</u> • Date that all obligations are to be liquidated and final disbursement reports submitted: <u>08/20/2016</u> • Last date for receipt of proposed budget and program amendments: <u>06/30/2016</u> • 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: • Federal Award Date : <u>07/01/2015</u> 	
10 DOE CONTACTS Program: Mario Zuniga Phone: (813) 224-1920 Email: Mario.Zuniga@fldoe.org Grants Management: Unit B (850) 245-0496	Comptroller Office Phone: (850) 245-0411 Duns#: 078470481 FEIN#: F596000785027
11 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 (Green Book)</u> 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: See page 2, item 11 continued. <p>The following documents must be completed and returned to the Department of Education no later than September 30, 2015, as a condition for final approval of this award:</p> <ul style="list-style-type: none"> • General Assurances, Terms and Conditions for Participation in Federal and State Programs • DOE 610/620 (as applicable): Risk Analysis, Federal and State Grant Programs <p>Failure to submit these documents by September 30, 2015, may result in suspension or termination of this award.</p>	
12 APPROVED: <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;">  Authorized Official on behalf of Pam Stewart Commissioner of Education </div> <div style="text-align: center;">  Date of Signing </div> <div style="text-align: right;">  FLORIDA DEPARTMENT OF EDUCATION <small>fldoe.org</small> </div> </div>	