

**PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS**

## AGENDA ITEM SUMMARY

**Meeting Date: December 15, 2015**      ☒ **Consent**      ☐ **Regular**  
    ☐ **Ordinance**      ☐ **Public Hearing**

Department

**Submitted By: Youth Services Department**

**Submitted For: Residential Treatment & Family Counseling Division**

## **I. EXECUTIVE BRIEF**

**Motion and Title: Staff recommends motion to approve:**

- A)** grant award from the American Psychological Association (APA) in the amount of \$14,900 to fund the cost of accreditation fees and intern stipends for health insurance for the period October 1, 2015 to April 30, 2018; and
- B)** budget amendment of \$14,900 in the General Fund to establish revenue and appropriation budget for approved grant funding.

**Summary:** The APA Grants for Internship Program is a competitive grant program designed to expand the number of accredited internship positions and promote quality training for professional practice. The Residential Treatment & Family Counseling Division of the Youth Services Department would like to have its internship programs APA accredited by the end of calendar year 2016. The cost of accreditation is an eligible expense under this grant program. Also eligible are stipends for intern health insurance costs and consultation services to aid in the successful navigation of the accreditation process. On July 21, 2015, the Board approved a grant application (R2015-0934) to the APA and was notified of the award on October 1, 2015. Youth Services will use the award to fund the following eligible costs: application fee for accreditation, annual accreditation fee, accreditation site visit fee, consultation services and stipends to existing interns for health insurance. No County local match is required. Countywide (HH)

**Background and Policy Issues:** The Department's goal is to submit a self-study and have its Education and Training Internship Program within the Residential Treatment and Family Counseling Division become fully accredited by the APA during the 2016 calendar year. The grant funding will cover the cost of applying for accreditation, the annual fee and fees for a site visit. Two (2) interns will also receive stipends for health insurance.

**Attachments:**

- 1) Grant Award from the American Psychological Association (APA)
- 2) Budget Amendment

**Recommended by:**

**Department Director**

11/19/15  
Date

**Approved By:**

**Deputy County Administrator**

12-1-15  
Date

I. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact

Fiscal Years	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
Capital Expenditures					
Operating Costs	14,900				
External Revenues	(14,900)				
Program Income (County)					
In-Kind Match (County)					
Net Fiscal Impact	0				
# ADDITIONAL FTE POSITIONS (Cumulative)	0	0	0	0	0

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

Budget Account Exp No: Fund 0001 Department 152    Unit 3000 Object 3140

Rev No: Fund 0001 Department 152    Unit 3000 Object 6694

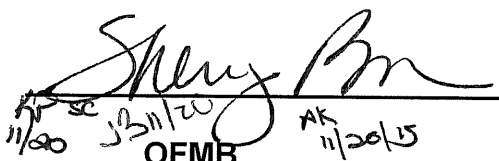
B. Recommended Sources of Funds/Summary of Fiscal Impact:

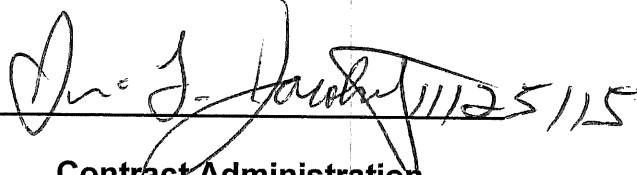
This grant program will be entirely funded by the American Psychological Association (APA) Grants for Internship Program.

Departmental Fiscal Review: Michelle Danna M. Danna 11/19/15

III. REVIEW COMMENTS

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

  
AP SC 11/20/15  
OFMB  
AK 11/20/15

  
Contract Administration  
B. Wheeler 11-25-15

B. Legal Sufficiency:

Helene C. Hargis  
Assistant County Attorney

C. Other Department Review:

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



AMERICAN  
PSYCHOLOGICAL  
ASSOCIATION

October 1, 2015

Education Directorate

Shayna Ginsburg, PsyD  
Chief of Clinical Services: Education & Training  
Youth Services Department  
Palm Beach County  
100 Australian Avenue, Suite 210  
West Palm Beach, FL 33406

Dear Dr. Ginsburg:

The APA Board of Educational Affairs (BEA) is pleased to inform you that the Youth Services Department, Palm Beach County has been awarded \$14,900 for seed funding to pursue APA-accreditation for your internship program. The dual purposes of this grant program are to expand the number of accredited internship positions and to promote quality training for psychologists. An evaluation of your organization's efforts and demonstrated commitment to quality training of psychologists made it a logical choice for funding.

This grant award period will run from October 1, 2015 to April 30, 2018. This grant is awarded pursuant to the grant criteria based on the application submitted by your organization. Grant funds are for the sole purpose of assisting with expenditures required in meeting the criteria for APA accreditation. Such expenditures include APA-accreditation application and site visit fees, program consultation expenses, administrative, supervisor and intern support, and other specifically identified direct costs to be incurred in seeking accreditation. Receipt of this grant does not guarantee or otherwise ensure a positive accreditation decision.

This grant is contingent upon your compliance with the grant reporting requirements outlined here:

1. Provide an annual report on progress with seeking APA accreditation including:
  - a) Status of self-study (date submitted or plan to submit)
  - b) Accreditation status
  - c) Number of internship positions
2. Use grant funds only as specified in the approved grant application.
3. Meet terms and conditions specified in the addendum to this letter.

APA has many resources to assist programs seeking accreditation and we encourage you to use the enclosed list of resources as you implement your grant. We also encourage you to visit the APA Commission on Accreditation's (CoA) web site for information on the APA Accreditation Process. The CoA holds self-study workshops several times a year in conjunction with training conferences, meetings, and other events. For dates on self-study workshops please use this link: <http://www.apa.org/ed/accreditation/visits/visitors/workshops.aspx>. Self-study workshops are free and open to anyone interested in learning more about the standards and criteria to become APA -accredited and how to apply them in being responsive to the self-study instructions.

Once again, congratulations on your grant award. We are excited to support your efforts to provide quality training for future psychologists. Please contact Jackie Tyson at [jtyson@apa.org](mailto:jtyson@apa.org) or 202-336-5966 if you have any questions.

Sincerely,

Jackie Tyson  
Associate Executive Director, Administration and Governance

750 First Street, NE  
Washington, DC 20002-4242  
(202) 336-5970  
(202) 336-6123 TDD  
(202) 336-5991 (Continuing Ed)  
(202) 336-5979 (Accreditation)

E-mail: [education@apa.org](mailto:education@apa.org)  
Web: [www.apa.org](http://www.apa.org)



recycled paper

Addendum to Grant Award Letter

Internship Program Name: **Youth Services Department, Palm Beach County**

Grant identification number: **186363**

Please refer to this number in all communications regarding this grant.

Grant award period

This grant award period will run from October 1, 2015 to April 30, 2018.

Payment schedule

A check for \$14,900 which represents the full amount of the grant will be mailed to you. The grant funds must be used within 30 months following receipt of the grant. If funds remain at the end of the grant period, you must request an extension in writing before the end of the grant period. If an extension is not requested or granted, all unused funds must be returned to APA upon expiration of the grant.

Reporting schedule

Annual reports must be provided by October 30<sup>th</sup> of each year for the previous year and within 30 days after the completion of the grant period as scheduled below. Prior to each report due date, you will receive an electronic form to use when submitting your report.

Beginning date	End date	Reports due
October 1, 2015	April 30, 2018	October 30, 2016
		October 30, 2017
		May 30, 2018

Acknowledgement of grant

You agree to acknowledge the support of the APA Board of Educational Affairs in any publicity materials regarding receipt of this grant.

Other conditions

1. Provide written acknowledgement of receipt of payment of grant funds
2. Maintain your records to show and account for grant funds
3. Allow APA access to verify grant expenditures and activities
4. Refrain from using funds for any purpose prohibited by law
5. Cooperate with efforts of APA to publicize the grant award
6. Comply with request for information about your internship program activities

I hereby certify that the Youth Services Department, Palm Beach County accepts the terms and conditions outlined in this award letter.

By Mary Lou Berger, Mayor

Title :

Date

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

**FUND 0001 General Fund**

ACCT.NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	EXPENDED/ ADJUSTED BUDGET AS OF 11/09/2015	ENCUMBERED	REMAINING BALANCE
<b><u>REVENUES</u></b>								
0001-152-3000-6694	Grant From Oth Non-Govt	0	0	14,900	0	14,900		
<b>Total Receipts and Balances</b>		<b>1,175,064,887</b>	<b>1,175,064,887</b>	<b>14,900</b>	<b>0</b>	<b>1,175,079,787</b>		
<b><u>EXPENDITURES</u></b>								
0001-152-3000-3140	Consultant Services	0	0	14,900	0	14,900	0	14,900
<b>Total Appropriations &amp; Expenditures</b>		<b>1,175,064,887</b>	<b>1,175,064,887</b>	<b>14,900</b>	<b>0</b>	<b>1,175,079,787</b>		

Signatures & Dates

By Board of County Commissioners  
At Meeting of 12/15/2015

**YOUTH SERVICES DEPARTMENT**

**INITIATING DEPARTMENT/DIVISION**

**Administration/Budget Department Approval**

**OFMB Department - Posted**

*Monica D. Silva*

**Deputy Clerk to the**

**Board of County Commissioners**