

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

=====

Meeting Date: October 17, 2017	<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: Community Action Program

=====

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to:

A) receive and file:

1. Contract for Consulting/Professional Services with Business Loan Fund of the Palm Beaches, Inc., for the period June 6, 2017, through March 31, 2018, in an amount not to exceed \$20,000 to provide entrepreneurship training services to low-income participants;
2. Contract for Consulting/Professional Services with Credit Card Management Services, Inc., for the period May 1, 2017, through March 31, 2018, in an amount not to exceed \$50,000 to provide a variety of financial literacy trainings to low-income participants; and
3. Contract for Consulting/Professional Services with Community Caring Center of Greater Boynton Beach Inc. d/b/a The Secret Garden Café, A Culinary Incubator, for the period June 6, 2017, through March 31, 2018, in an amount not to exceed \$75,000 to provide entrepreneurship training to low-income participants.



B) approve Amendment No. 1 to Contract for Consulting/Professional Services with Christians Reaching Out to Society, Inc. (CROS) (R2017-0622), to amend contract dates, for the provision of gleaning services during peak season.

Summary: (On page 3)

Background and Justification: CSBG funds are used to provide various services, such as rental and utilities assistance, and training to low-income households. A portion of the funds are used to provide training to qualified Palm Beach County clients. These funds enable the Community Action Program to serve low-income households in an effort to become more self-sufficient.

Attachments:

1. Contract for Consulting/Professional Services with Business Loan Fund of the Palm Beaches, Inc. with Walkthrough Memo
  2. Contract for Consulting/Professional Services with Credit Card Management Services, Inc. with Walkthrough Memo
  3. Contract for Consulting/Professional Services with Community Caring Center of Greater Boynton Beach, Inc. with Walkthrough Memo
  4. Amendment No.1 with Christians Reaching Out to Society, Inc.
- =====

Recommended By: <u></u>	<u>9-29-17</u>
Department Director	Date
Approved By: <u></u>	<u>10/6/17</u>
Assistant County Administrator	Date

## II. FISCAL IMPACT ANALYSIS

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

Fiscal Years	2017	2018	2019	2020	2021
Capital Expenditures					
Operating Costs	60,727	84,273			
External Revenue	(60,727)	(84,273)			
Program Income (County)					
In-Kind Match (County)					
NET FISCAL IMPACT	-0-	-0-			

No. ADDITIONAL FTE POSITIONS (Cumulative)					
--	--	--	--	--	--

Is Item Included In Current Budget? Yes X No       


Budget Account No.:

Fund 1003 Dept 145 Unit 1455 Object 3421 Program Code C472 Program Period GY16

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

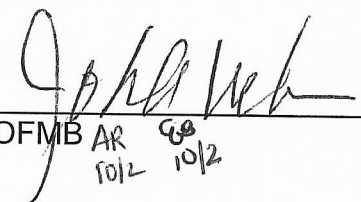
Funding source is Community Services Block Grant from the Department of Economic Opportunity. No County funds are required.


### C. Departmental Fiscal Review:

  
Julie Dowe, Director, Financial & Support Svcs.

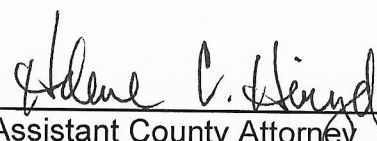
## III. REVIEW COMMENTS

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

 10/2/17  
OFMB AR <sup>68</sup> 10/2

 10/5/17  
Contract Development and Control

### B. Legal Sufficiency:

 10-5-17  
Assistant County Attorney

### C. Other Department Review:

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

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

**Summary:** On April 2, 2013, the BCC approved a list of pre-qualified public and non-profit agencies to provide various training services for the Community Services Department (Agenda Item 3E-6). Credit Card Management Services, Inc. is one (1) of the agencies selected as a qualified vendor. In addition, on February 7, 2017, the BCC approved a list of six (6) pre-qualified non-profit agencies to provide various training services. Both Community Caring Center of Greater Boynton Beach, Inc. and Business Loan Fund of the Palm Beaches, Inc. are agencies selected as qualified vendors (Agenda Item 3E-1). Michelle Davis, employee of Community Caring Center of Greater Boynton Beach Inc. is a member of the Community Action Advisory Board (CAAB). Both items delegated signature authority to the County Administrator, or designee, to execute contracts and amendments for this purpose. These contracts are being submitted in accordance with Countywide PPM No. CW-O-051 to allow the Clerk and Comptroller's Office to receive and file them. The CAAB provides no regulation, oversight, management, or policy setting recommendations regarding contracts. Disclosure of this contractual relationship at a duly noticed public meeting is being provided in accordance with the provisions of Section 2-443 of the Palm Beach County Code of Ethics. The amendment with CROS is necessary to amend the start date of the original contract. The Florida Department of Economic Opportunity changed the Community Services Block Grant period from 12 months to 18 months to accommodate a new grant cycle, beginning April 1, 2018. The extension of the prior year grant and the change in grant period resulted in a late execution of the 2017 Community Services Block Grant. A bridge agreement was executed to allow Community Services to continue to serve qualified clients. The delay in the grant being executed, as well as the grant period changes, resulted in an error in the contract dates. The amount of the contract remains the same. The training funds are provided by the Community Services Block Grant. **No County funds are required.** (Community Action Program) Countywide (HH)