

PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: September 18, 2018 [X] Consent [] Regular [] Ordinance [] Public Hearing
Department
Submitted By: Community Services
Submitted For: Farmworker Career Development Program

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to receive and file:

- A) Amendment No. 1 to Project Award Notification No. 760-4058B-8CFJ1 from the Florida Department of Education, for the period July 1, 2017, through June 30, 2018, to transfer funds between budget categories in the Farmworker Career Development Program (FCDP); and
B) Amendment No. 3 to Project Award Notification No. 760-4058B-8CFJ1 from the Florida Department of Education, to extend the end date from June 30, 2018 to September 30, 2018 in the Farmworker Career Development Program.

Summary: Project Award Notifications were received from the Florida Department of Education. Amendment No. 1 was a technical amendment that transferred funds between budget categories. Amendment No. 3 extended the program period end date to September 30, 2018. Amendment No. 2 was cancelled by the grantor with no further action taken. These amendments did not affect the overall grant award of \$245,336. On January 23, 2018, the Board of County Commissioners approved the Florida Department of Education Project Award Notification. No. 760-4058B-8CFJ1. In accordance with County PPM CW-O-051, all delegated contracts, agreements, and grants must be submitted by the initiating Department as a receive and file agenda item. No County funds are required. (Farmworker Career Development Program) Countywide (HH)

Background and Justification: Funds are used to provide services to the farmworker population of Palm Beach County. The program is currently funded under the Workforce Innovation and Opportunity Act, Title I, Section 167 through the State of Florida, Department of Education.

Attachments: Project Award Notification Amendments (2)

Recommended By: [Signature] Department Director Date 8/31/18
Approved By: Nancy L. Bolin Assistant County Administrator Date 9/12/18

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

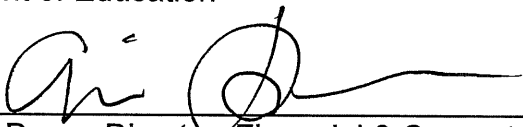
Fiscal Years	2018	2019	2020	2021	2022
Capital Expenditures					
Operating Costs					
External Revenue					
Program Income					
In-Kind Match (County)					
NET FISCAL IMPACT	-0-				

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

Is Item Included in Current Budget? Yes X No
 Does this item include the use of federal funds? Yes No X

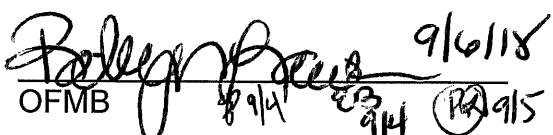
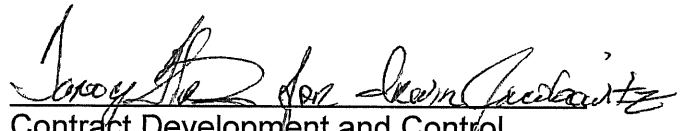
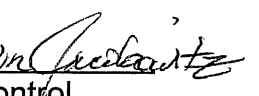
Budget Account No.:
 Fund 1004 Dept 142 Unit 1427 Object Var. Program Code Var. Program Period GY17

B. Recommended Sources of Funds/Summary of Fiscal Impact:
 Funding source is Florida Department of Education

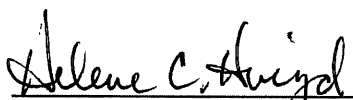
C. Departmental Fiscal Review: 
 Julie Dowe, Director, Financial & Support Svcs.

III. REVIEW COMMENTS

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

 9/6/18
 OFMB 8/9/18 9/4/18 (PA) 9/15
 for 
 Contract Development and Control
 9/4/18 [unclear]

B. Legal Sufficiency:

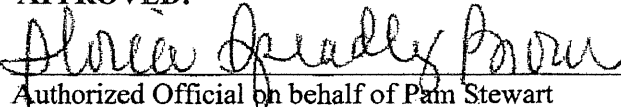


 Assistant County Attorney

C. Other Department Review:

 Department Director

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

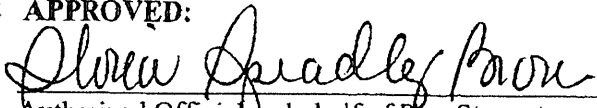

**Florida Department of Education
Project Award Notification**

1 PROJECT RECIPIENT Palm Beach County Board of County Commissioners	2 PROJECT NUMBER 760-4058B-8CFJ1	
3 PROJECT/PROGRAM TITLE Migrant and Seasonal Farmworkers (MSFW) Florida Farmworker Career Development Program (FCDP) <p align="right">TAPS 18B001</p>	4 AUTHORITY 17.264 National Farmworker Jobs Program (USDOL) USDE or Appropriate Agency FAIN#: AC303421760A12	
5 AMENDMENT INFORMATION Amendment Number: 3 Type of Amendment: No Cost Extension Effective Date: 06/28/2018	6 PROJECT PERIODS Budget Period: 07/01/2017 - 09/30/2018 Program Period: 07/01/2017 - 09/30/2018	
7 AUTHORIZED FUNDING Current Approved Budget: \$245,336.00 Amendment Amount: Estimated Roll Forward: Certified Roll Amount: Total Project Amount: \$245,336.00	8 REIMBURSEMENT OPTION Federal Cash Advance	
9 TIMELINES <ul style="list-style-type: none"> • Last date for incurring expenditures and issuing purchase orders: <u>09/30/2018</u> • Date that all obligations are to be liquidated and final disbursement reports submitted: <u>11/14/2018</u> • Last date for receipt of proposed budget and program amendments: <u>08/31/2018</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>07/01/2017</u> 		
10 DOE CONTACTS Program: James Haugli Phone: (813) 224-1920 Email: James.Haugli@fldoe.org Grants Management: Unit B (850) 245-0496	Comptroller Office Phone: (850) 245-0401 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</u> (Green Book) and the General Assurances for Participation in Federal and State Programs and the terms and requirements of the Request for Proposal or Request for Application, RFP/RFA, hereby incorporated by reference. • For federal cash advance projects, expenditures must be recorded in the Florida Grants System (FLAGS) as close as is administratively feasible to when actual disbursements are made for this project. Cash transaction requests must be limited to amounts needed and be timed with the actual, immediate cash requirements to carry out the purpose of the approved project. • All provisions not in conflict with any amendment(s) are still in full force and effect and are to be performed at the level specified in the project award notification. • Other: 		
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;"> <u>7/2/18</u> Date of Signing </div> <div style="text-align: right;">  FLORIDA DEPARTMENT OF EDUCATION <small>fldoe.org</small> </div> </div>		

**INSTRUCTIONS
PROJECT AWARD NOTIFICATION**

- 1 Project Recipient: Agency, Institution or Non-Governmental entity to which the project is awarded.
- 2 Project Number: This is the agency number, grant number, and project code that must be used in all communication. (Projects with multiple project numbers will have a separate DOE-200 for each project number).
- 3 Project Description: Title of program and/or project. TAPS #: Departmental tracking number.
- 4 Authority: Federal Grants - Public Law or authority and CFDA number. State Grants - Appropriation Line Item Number and/or applicable statute and state identifier number.
- 5 Amendment Information: Amendment number (consecutively numbered), type (programmatic, budgeting, time extension or others) in accordance with the Project Application and Amendment Procedures for Federal and State Programs (Green Book), and effective date.
- 6 Project Periods: The periods for which the project budget and program are in effect.
- 7 Authorized Funding: Current Approved Project (total dollars available prior to any amendments); Amendment Amount (total amount of increase or decrease in project funding); Estimated Roll Forward (roll forward funds which have been estimated into this project); and Total Project Amount (total dollars awarded for this project).
- 8 Reimbursement Options:
 - Federal Cash Advance –On-Line Reporting required monthly to record expenditures.
 - Advance Payment – Upon receipt of the Project Award Notification, up to 25% of the total award may be advanced for the first payment period. To receive subsequent payments, 90% of previous expenditures must be documented and approved by the Department.
 - Quarterly Advance to Public Entity – For quarterly advances of non-federal funding to state agencies and LEAs made in accordance within the authority of the General Appropriations Act. Expenditures must be documented and reported to DOE at the end of the project period. If audited, the recipient must have expenditure detail documentation supporting the requested advances.
 - Reimbursement with Performance - Payment made upon submission of documented allowable expenditures, plus documentation of completion of specified performance objectives.
- 9 Timelines: Date requirements for financial and program reporting/requests to the Department of Education.
- 10 DOE Contacts: Program contact for program issues, Grants Management Unit for processing issues, and Comptroller's Office number for payment information.
- 11 Terms and Special Conditions: Listed items apply to this project. (Additional space provided on Page 2 of 2 if needed.)
- 12 Approved: Approval signature from the Florida Department of Education and the date signature was affixed.

**Florida Department of Education
Project Award Notification**

1 PROJECT RECIPIENT Palm Beach County Board of County Commissioners	2 PROJECT NUMBER 760-4058B-8CFJ1	
3 PROJECT/PROGRAM TITLE Migrant and Seasonal Farmworkers (MSFW) Florida Farmworker Career Development Program (FCDP) <p align="right">TAPS 18B001</p>	4 AUTHORITY 17.264 National Farmworker Jobs Program (USDOL) USDE or Appropriate Agency FAIN#: AC303421760A12	
5 AMENDMENT INFORMATION Amendment Number: 1 Type of Amendment: Budgetary Effective Date: 04/04/2018	6 PROJECT PERIODS Budget Period: 07/01/2017- 06/30/2018 Program Period: 07/01/2017 - 06/30/2018	
7 AUTHORIZED FUNDING Current Approved Budget: \$245,336.00 Amendment Amount: Estimated Roll Forward: Certified Roll Amount: Total Project Amount: \$245,336.00	8 REIMBURSEMENT OPTION Federal Cash Advance	
9 TIMELINES <ul style="list-style-type: none"> Last date for incurring expenditures and issuing purchase orders: <u>06/30/2018</u> Date that all obligations are to be liquidated and final disbursement reports submitted: <u>08/20/2018</u> Last date for receipt of proposed budget and program amendments: <u>05/31/2018</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>07/01/2017</u> 		
10 DOE CONTACTS Program: James Haugli Phone: (813) 224-1920 Email: James.Haugli@fldoe.org Grants Management: Unit B (850) 245-0496	Comptroller Office Phone: (850) 245-0401	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</u> (Green Book) and the General Assurances for Participation in Federal and State Programs and the terms and requirements of the Request for Proposal or Request for Application, RFP/RFA, hereby incorporated by reference. For federal cash advance projects, expenditures must be recorded in the Florida Grants System (FLAGS) as close as is administratively feasible to when actual disbursements are made for this project. Cash transaction requests must be limited to amounts needed and be timed with the actual, immediate cash requirements to carry out the purpose of the approved project. All provisions not in conflict with any amendment(s) are still in full force and effect and are to be performed at the level specified in the project award notification. Other: 		
12 APPROVED: <div style="display: flex; justify-content: space-between; align-items: center;"> <div data-bbox="105 1787 698 1948">  Authorized Official on behalf of Pam Stewart Commissioner of Education </div> <div data-bbox="787 1787 1015 1921"> <u>4/10/18</u> Date of Signing </div> <div data-bbox="1128 1787 1453 1895" style="text-align: right;">  FLORIDA DEPARTMENT OF EDUCATION <small>fldoe.org</small> </div> </div>		