

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: June 4, 2019 Consent Regular
 Ordinance Public Hearing

Department
Submitted By: Community Services
Submitted For: Community Action Program

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to:

A) approve the list of pre-qualified nonprofit agencies to provide various training services for the Community Action Program (CAP) on an as-needed basis selected in accordance with the Request for Proposals (RFP) completed on April 2, 2019; and

B) delegate signature authority to the County Administrator, or designee, to sign contracts, amendments or other required documents for employment and self-sufficiency training services provided by the pre-qualified nonprofit agencies for amounts not to exceed \$100,000.

Summary: The CAP issued an RFP for the categories of skill set building and vocational/employment training on March 18, 2019. Several proposals were submitted and a selection committee reviewed and scored each one. The skill set building and vocational/employment training funds are provided by the Community Service Block Grant (CSBG), and are allocated according to the amount of funding received every grant year. The Agencies selected will provide skill set building and vocational/employment training to low-income individuals who reside within Palm Beach County. The skill set building category will include various training services in computer training, life skills, work readiness, and financial budgeting. The vocational/employment training category will include training services in the fields of plumbing, welding, security, childcare and various other vocational trades. In Grant Year (GY) 2016, 234 clients were enrolled in the Family Self Sufficiency Program (FSSP) with 88 clients completing vocational training. In GY 2017, 275 clients were enrolled in the FSSP with 127 completing the training. In GY 2018, 193 clients were enrolled in the FSSP with 83 completing the training. The annual job success rate percentage was 38.4% in GY 2016, 51.2% in GY 2017 and 46.6% in GY 2018. Job success rates are determined by the percentage of clients who enrolled in the FSSP and obtained a job/better job (increased wages) and kept it for 90 days. These clients also received skillset building training such as resume writing, soft skills training, and financial management training, that would enable them to not only gain employment, but also maintain employment. Clients enrolled in the FSSP also obtain support services such as utility assistance, rental assistance, bus passes, and referrals to support them during their stay in the program. The CSBG total budget for GY 2019 is \$998,000 and will serve approximately 125 clients in all programs, which represents a reduction over GY 2018 due to reduction of funding and changes in the demand of vocational training categories. The number of clients served is based on the grant allocation, cost of training and the need of clients. **No County funds are required.** (Community Action Program) Countywide (HH)

Background and Justification: CAP provides skill set building and vocational/employment training through nonprofit entities throughout Palm Beach County for low-income residents. Nonprofit entities that provide skill set building and vocational/employment training are exempt from the purchasing code. In order to maximize participation, CAP posted a public notice in various locations encouraging agencies to participate in the RFP. Responses were received from the agencies listed in Attachment "A".

Attachments: Attachment "A" – List of Prequalified Vendors

Recommended By: James E. Shum 5/21/19
 Department Director Date

Approved By: Nancy L. Bolton 5/30/19
 Assistant County Administrator Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

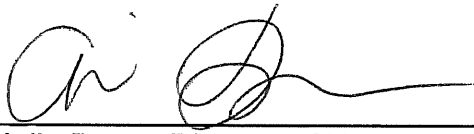
Fiscal Years	2019	2020	2021	2022	2023
Capital Expenditures					
Operating Costs	50,000	50,000			
External Revenue	(50,000)	(50,000)			
Program Income (County)					
In-Kind Match (County)					
NET FISCAL IMPACT	0	0			

No. ADDITIONAL FTE POSITIONS (Cumulative)	0	0			
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Is Item Included In Current Budget? Yes X No
 Does this item include the use of federal funds? Yes X No

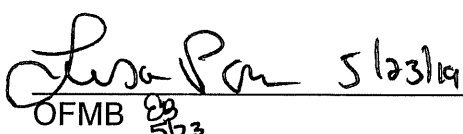
Budget Account No.:
 Fund 1003 Dept 145 Unit 1455 Object VAR Program Code VAR Program Period VAR

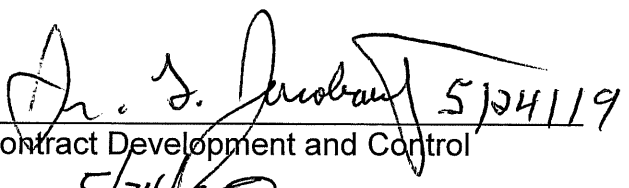
B. Recommended Sources of Funds/Summary of Fiscal Impact:
 Funding source is Community Services Block Grant from the Florida Department of Economic Opportunity. These are estimated expenditures.

C. Departmental Fiscal Review: 
 Julie Dowe, Director of Finance & Support Services

III. REVIEW COMMENTS

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

 5/23/19
 OFMB 88 5/23

 5/24/19
 8/6/11 Contract Development and Control
 5/24/19 JD

B. Legal Sufficiency:


 Assistant County Attorney

C. Other Department Review:

 Department Director

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



**PALM BEACH COUNTY
COMMUNITY SERVICES DEPARTMENT
COMMUNITY ACTION PROGRAM
LIST OF PREQUALIFIED VENDORS**

Palm Beach County, Community Services Department (CSD), Community Action Program (CAP) posted a request for proposals (RFP) for the Grant Year 2019 (April 1, 2019 – March 30, 2022). Results are listed below.

Agency	Training Category
ANHO Academy for Nursing and Health Occupations	Home Health Aide Patient Care Technician
Career Source PBC	Electrician Welding Plumbing Forklift Operator Commercial Driver License (CDL) Carpentry HVAC
Community Caring Center of Palm Beach County, Inc.	Entrepreneurship Food Preparation
Credit Card Management Services dba Debt Helper.com	Financial Management Budgeting Life Skills Work Readiness-(Credit-Ready)
GGI Gulf Stream Goodwill Industries	Microsoft/Office Computer Training Work Readiness Financial Management/Budgeting