

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>
Capital Expenditures	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Operating Costs	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
External Revenues	<u>(36,400)</u>	<u>(45,500)</u>	<u>(45,500)</u>	<u>(45,500)</u>	<u>(45,500)</u>
Program Income (County)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
In-Kind Match (County)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
NET FISCAL IMPACT	<u>(36,400)</u>	<u>(45,500)</u>	<u>(45,500)</u>	<u>(45,500)</u>	<u>(45,500)</u>
# ADDITIONAL FTE POSITIONS (Cumulative)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Is Item Included in Current Budget?			Yes <u>X</u>	No	
Budget Account No.:	Fund <u>1180</u>	Dept <u>320</u>	Unit <u>3200</u>	Object <u>2900</u>	
Does this item include the use of federal funds?			Yes <u> </u>	No <u>X</u>	

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

Source:

Impact: This is the potential revenue and was reflected in the FY 2021 budget submission.

C. Departmental Fiscal Review:

Alicia Lanow
(Director, Library Finance and Facilities)

III. REVIEW COMMENTS:

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

[Signature] 9/23/2020
OFMB BR 9/23

[Signature] 9/24/2020
Contract Dev. And Control
9/24/20 TW

B. Legal Sufficiency:

[Signature] 9/29/2020
Assistant County Attorney

C. Other Department Review:

N/A
Department Director



United States Department of State
Washington, D.C. 20520
Bureau of Consular Affairs
Passport Services
Office of Program Management
and Operational Support
Customer Service Division

February 21, 2020

Karen Nicosia
Palm Beach County Library System-Main Library
3650 Summit Blvd
West Palm Beach, FL 33406

Dear Ms. Nicosia:

Passport Services is pleased to welcome Palm Beach County Library to the U.S Department of State Passport Application Acceptance Program. The enclosed Certificate of Designation has been issued to your office and authorizes the individuals endorsed by you to accept applications on behalf of Passport Services. Your Acceptance Facility identification number is **876006**.

Ivette Rodriguez and Keisha Williams, the Miami Regional Passport Agency's Customer Service Managers (CSMs), will help ensure your successful participation in the Program. They may be reached at CA-PPT-MM-CS@state.gov (This contact information is for Acceptance Agent use only).

Should your office require additional staff to accept passport applications, you will need to submit (1) your endorsement verifying that each individual is qualified and 2) each individual's signature sample, directing both to your Regional CSM to request approval in advance. (See *Qualifications and Requirements for Public Sector Employees* as reference).

We encourage you – and our mutual customers - to visit our website at travel.state.gov. This is the only official site for U.S. passport information. If your facility has its own website, the enclosed *How to Include U.S. Passport Acceptance Facility Information on Your Website* recommends linking to travel.state.gov as the one way to ensure customers always get current passport information. And, please feel free to announce your designation to local media; a sample release is enclosed.

Thank you for providing U.S. citizens with convenient, complete, customer-friendly service. While decisions on actual passport issuance are the exclusive responsibility of Passport Services, your contribution is vital to the issuance process. We look forward to a successful and long partnership with your office.

Sincerely,

Nancy L. Pace
National Customer Service Manager
Passport Services

3N1

October 6, 2020
Attachment 1

BUREAU OF CONSULAR AFFAIRS
PASSPORT SERVICES

Department of State

Washington, D.C.



Certificate of Designation

PASSPORT ACCEPTANCE FACILITY

Palm Beach County Library System-Main Library

West Palm Beach, FL



is hereby designated as an Acceptance Facility of the Department of State for the purpose of accepting applications for passports and administering oaths in connection therewith. This designation will remain in effect only while acting in accordance with the rules set forth that granted status as a passport application Acceptance Facility,

Date February 21, 2020

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DEPUTY ASSISTANT SECRETARY
FOR PASSPORT SERVICES