

**SEMINOLE COUNTY GOVERNMENT
AGENDA MEMORANDUM**

SUBJECT: 2007-2008 Community Services Block Grant Award Agreement

DEPARTMENT: Community Services

DIVISION: Community Assistance

AUTHORIZED BY: David Medley

CONTACT: Kelly Metcalf

EXT: 2319

MOTION/RECOMMENDATION:

Approve and authorize the Chairman to execute the Community Service Block Grant (CSBG) application in the amount of \$230,401, a cash match of \$20,431 and an In-Kind Match of \$25,648 to total \$276,480.

County-wide

Kelly Metcalf

BACKGROUND:

Since 1987, Seminole County Government has annually recieved funding from the Community Services Block Grant. On July 2, 2007, the Division of Community Assistance was notified by the Department of Community Affairs of the availability of a CSBG award in the amount of \$230,401, which will be appropriated to assist County residents to become truly independent through their efforts in collaboration with CSBG funding. The funding will provide the County's most indigent residents with job training and rental assistance to sustain them in housing while they work towards securing employment and educational goals; this will ultimately enhance their quality of life in Seminole County. The CSBG grant will begin October 1, 2007 and shall end September 30, 2008.

The award plus \$20,431 cash match has been anticipated in the 2007/2008 budget preparation.

STAFF RECOMMENDATION:

Staff reccomends to approve and authorize the Chairman to execute the CSBG application in the amount of \$230,401, a cash match of \$20,431 and an in-Kind match of \$25,648 to total \$276,480. The \$230,401 is awarded from The Department of Community Affairs beginning October 1, 2007 and shall end September 30, 2008.

ATTACHMENTS:

- 1. Agreement

Additionally Reviewed By:	
<input checked="" type="checkbox"/>	Budget Review (Betty Segal, Lisa Spriggs)
<input checked="" type="checkbox"/>	County Attorney Review (Susan Dietrich)

FEDERALLY-FUNDED SUBGRANT AGREEMENT

THIS AGREEMENT is entered into by and between the State of Florida, Department of Community Affairs, with headquarters in Tallahassee, Florida (hereinafter referred to as the "Department"), and Seminole County, (hereinafter referred to as the "Recipient").

THIS AGREEMENT IS ENTERED INTO BASED ON THE FOLLOWING REPRESENTATIONS:

A. WHEREAS, the Recipient represents that it is fully qualified and eligible to receive these grant funds to provide the services identified herein, and

B. WHEREAS, the Department has received these grant funds from the State of Florida, and has the authority to subgrant these funds to the Recipient upon the terms and conditions hereinafter set forth; and

C. WHEREAS, the Department has authority pursuant to Florida law to disburse the funds under this Agreement.

NOW, THEREFORE, the Department and the Recipient do mutually agree as follows:

(1) SCOPE OF WORK

The Recipient shall fully perform the obligations in accordance with the Budget, Attachment B of this Agreement and Scope of Work/Workplan, Attachment C of this Agreement.

(2) INCORPORATION OF LAWS, RULES, REGULATIONS AND POLICIES

Both the Recipient and the Department shall be governed by applicable State and Federal laws, rules and regulations, including but not limited to those identified in Attachment B.

(3) PERIOD OF AGREEMENT

This Agreement shall begin October 1, 2007 and shall end September 30, 2008, unless terminated earlier in accordance with the provisions of Paragraph (12) of this Agreement.

(4) MODIFICATION OF CONTRACT

Either party may request modification of the provisions of this Agreement. Changes which are mutually agreed upon shall be valid only when reduced to writing, duly signed by each of the parties hereto, and attached to the original of this Agreement.

(5) RECORDKEEPING

(a) As applicable, Recipient's performance under this Agreement shall be subject to the federal "Common Rule: Uniform Administrative Requirements for State and Local Governments" (53 Federal Register 8034) or OMB Circular No. A-110, "Grants and Agreements with Institutions of High Education, Hospitals, and Other Nonprofit Organizations," and either OMB Circular No. A-87, "Cost Principles for State and Local Governments," OMB Circular No. A-21, "Cost Principles for Educational Institutions," or OMB Circular No. A-122, "Cost Principles for Nonprofit Organizations." If this Agreement is made with a commercial (for-profit) organization on a cost-reimbursement basis, the Recipient shall be subject to Federal Acquisition Regulations 31.2 and 931.2.

(b) The Recipient shall retain sufficient records demonstrating its compliance with the terms of this Agreement, and the compliance of all subcontractors or consultants to be paid from funds provided under this Agreement, for a period of five years from the date the audit report is issued, and shall allow the Department or its designee, Chief Financial Officer, or Auditor General access to such records upon request. The Recipient shall ensure that audit working papers are made available to the Department or its designee, Chief Financial Officer, or Auditor General upon request for a period of five years from the date the audit report is issued, unless extended in writing by the Department, with the following exceptions:

1. If any litigation, claim or audit is started before the expiration of the five year period and extends beyond the five year period, the records will be maintained until all litigation, claims or audit findings involving the records have been resolved.
2. Records for the disposition of non-expendable personal property valued at \$5,000 or more at the time of acquisition shall be retained for five years after final disposition.
3. Records relating to real property acquisition shall be retained for five years after closing of title.

(c) The Recipient shall maintain all records for the Recipient and for all subcontractors or consultants to be paid from funds provided under this Agreement, including supporting documentation of all program costs, in a form sufficient to determine compliance with the requirements and objectives of the Budget, Attachment B of this Agreement and Scope of Work/Workplan, Attachment C of this Agreement and all other applicable laws and regulations.

(d) The Recipient, its employees or agents, including all subcontractors or consultants to be paid from funds provided under this Agreement, shall allow access to its records at reasonable times to the Department, its employees, and agents. "Reasonable" shall be construed according to the circumstances but ordinarily shall mean during normal business hours of 8:00 a.m. to 5:00 p.m., local time, on Monday through Friday. "Agents" shall include, but not be limited to, auditors retained by the Department.

(6) AUDIT REQUIREMENTS

(a) The Recipient agrees to maintain financial procedures and support documents, in accordance with generally accepted accounting principles, to account for the receipt and expenditure of funds under this Agreement.

(b) These records shall be available at all reasonable times for inspection, review, or audit by state personnel and other personnel duly authorized by the Department. "Reasonable" shall be construed according to circumstances, but ordinarily shall mean normal business hours of 8:00 a.m. to 5:00 p.m., local time, Monday through Friday.

(c) The Recipient shall also provide the Department with the records, reports or financial statements upon request for the purposes of auditing and monitoring the funds awarded under this Agreement.

(d) If the Recipient is a State or local government or a non-profit organization as defined in OMB Circular A-133, as revised, and in the event that the Recipient expends \$500,000 or more in Federal awards in its fiscal year, the Recipient must have a single or program-specific audit conducted in accordance with the provisions of OMB Circular A-133, as revised. EXHIBIT 1 to this Agreement indicates Federal resources awarded through the Department by this Agreement. In determining the Federal awards expended in its fiscal year, the Recipient shall consider all sources of Federal awards, including Federal resources received from the Department. The determination of amounts of Federal awards expended should be in accordance with the guidelines established by OMB Circular A-133, as revised. An audit of the Recipient conducted by the Auditor General in accordance with the provisions of OMB Circular A-133, as revised, will meet the requirements of this paragraph.

In connection with the audit requirements addressed in this Paragraph 6 (d) above, the Recipient shall fulfill the requirements relative to auditee responsibilities as provided in Subpart C of OMB Circular A-133, as revised.

If the Recipient expends less than \$500,000 in Federal awards in its fiscal year, an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, is not required. In the event that the Recipient expends less than \$500,000 in Federal awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, the cost of the audit must be paid from non-Federal resources (i.e., the cost of such audit must be paid from Recipient resources obtained from other than Federal entities).

(e) Copies of reporting packages for audits conducted in accordance with OMB Circular A-133, as revised, and required by subparagraph (d) above shall be submitted, when required by Section .320 (d), OMB Circular A-133, as revised, by or on behalf of the Recipient directly to each of the following: The Department of Community Affairs at each of the following addresses:

Department of Community Affairs
Office of Audit Services
2555 Shumard Oak Boulevard
Tallahassee, Florida 32399-2100

And

Department of Community Affairs
Community Assistance Section
2555 Shumard Oak Boulevard
Tallahassee, Florida 32399-2100

The Federal Audit Clearinghouse designated in OMB Circular A-133, as revised (the number of copies required by Sections 320(d)(1) and (2), OMB Circular A-133, as revised, should be submitted to the Federal Audit Clearinghouse) at the following address:

Federal Audit Clearinghouse
Bureau of the Census
1201 East 10th Street
Jeffersonville, IN 47132

Other Federal agencies and pass-through entities in accordance with Sections .320 (e) and (f), OMB Circular A-133, as revised.

(f) Pursuant to Section .320 (f), OMB Circular A-133, as revised, the Recipient shall submit a copy of the reporting package described in Section .320 (c), OMB Circular A-133, as revised, and any management letter issued by the auditor, to the Department at each of the following addresses:

Department of Community Affairs
Office of Audit Services
2555 Shumard Oak Boulevard
Tallahassee, Florida 32399-2100

[an electronic copy shall also be submitted to the above office at aurilla.parrish@dca.state.fl.us

and

Department of Community Affairs
Division of Housing and Community Assistance
Community Assistance Section
2555 Shumard Oak Boulevard
Tallahassee, Florida 32399-2100

(g) Any reports, management letter, or other information required to be submitted to the Department pursuant to this Agreement shall be submitted timely in accordance with OMB Circular A-133, Florida Statutes, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as applicable.

(h) Recipients, when submitting financial reporting packages to the Department for audits done in accordance with OMB Circular A-133 or Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, should indicate the date that the reporting package was delivered to the Recipient in correspondence accompanying the reporting package.

(i) In the event the audit shows that the entire funds disbursed hereunder, or any portion thereof, were not spent in accordance with the conditions of this Agreement, the Recipient shall be held liable for reimbursement to the Department of all funds not spent in accordance with these applicable regulations and Agreement provisions within thirty (30) days after the Department has notified the Recipient of such non-compliance.

(j) The Recipient shall have all audits completed by an independent certified public accountant (IPA) who shall either be a certified public accountant or a public accountant licensed under Chapter 473, Fla. Stat. The IPA shall state that the audit complied with the applicable provisions noted above. The audit must be submitted to the Department no later than nine (9) months from the end of the Recipient's fiscal year.

(7) REPORTS

(a) At a minimum, the Recipient shall provide the Department with quarterly reports, and with a close-out report. These reports shall include the current status and progress by the Recipient and all subrecipients and subcontractors in completing the work described in the Scope of Work and the expenditure of funds under this Agreement, in addition to such other information as requested by the Department.

(b) Quarterly reports are due to be received by the Department no later than 20 working days after the end of each quarter of the program year and shall continue to be submitted each quarter until submission of the administrative close-out report. The ending dates for each quarter of the program year are December 30, March 30, June 30 and September 30.

(c) The close-out report is due 45 days after termination of this Agreement or upon completion of the activities contained in this Agreement, whichever first occurs.

(d) If all required reports and copies, prescribed above, are not sent to the Department or are not completed in a manner acceptable to the Department, the Department may withhold further payments until they are completed or may take such other action as set forth in Paragraph (11) REMEDIES. "Acceptable to the Department" means that the work product was completed in accordance with the Budget and Scope of Work.

(e) The Recipient shall provide such additional program updates or information as may be required by the Department.

(f) The Recipient shall provide additional reports and information as identified in Attachment E.

(8) MONITORING

The Recipient shall monitor its performance under this Agreement, as well as that of its subcontractors, subrecipients and consultants who are paid from funds provided under this Agreement, to ensure that time schedules are met, the Budget and Scope of Work is accomplished within the specified time periods, and other performance goals stated in this Agreement are achieved. Such review shall be made for each function or activity set forth in Attachment C to this Agreement, and reported in the quarterly report.

In addition to reviews of audits conducted in accordance with OMB Circular A-133, as revised and Section 215.97, Fla. Stat. (see Paragraph (6) AUDIT REQUIREMENTS, above), monitoring procedures may include, but not be limited to, on-site visits by Department staff, limited scope audits as defined by OMB Circular A-133, as revised, and/or other procedures. By entering into this Agreement, the Recipient agrees to comply and cooperate with all monitoring procedures/processes deemed appropriate by the Department. In the event that the Department determines that a limited scope audit of the Recipient is appropriate, the Recipient agrees to comply with any additional instructions provided by the Department to the Recipient regarding such audit. The Recipient further agrees to comply and cooperate with any inspections, reviews, investigations or audits deemed necessary by the Chief Financial Officer or Auditor General. In addition, the Department will monitor the performance and financial management by the Recipient throughout the contract term to ensure timely completion of all tasks.

(9) LIABILITY

(a) Unless Recipient is a State agency or subdivision, as defined in Section 768.28, Fla. Stat., the Recipient shall be solely responsible to parties with whom it shall deal in carrying out the terms of this agreement, and shall hold the Department harmless against all claims of whatever nature by third parties arising out of the performance of work under this agreement. For purposes of this agreement, Recipient agrees that it is not an employee or agent of the Department, but is an independent contractor.

(b) Any Recipient who is a state agency or subdivision, as defined in Section 768.28, Fla. Stat., agrees to be fully responsible to the extent provided by Section 768.28 Fla. Stat. for its negligent acts or omissions or tortious acts which result in claims or suits against the Department, and agrees to be liable for any damages proximately caused by said acts or omissions. Nothing herein is intended to serve as a waiver of sovereign immunity by any Recipient to which sovereign immunity applies. Nothing herein shall be construed as consent by a state agency or subdivision of the State of Florida to be sued by third parties in any matter arising out of any contract.

(10) DEFAULT

If any of the following events occur ("Events of Default"), all obligations on the part of the Department to make any further payment of funds hereunder shall, if the Department so elects, terminate and the Department may, at its option, exercise any of its remedies set forth in Paragraph (11), but the Department may make any payments or parts of payments after the happening of any Events of Default

without thereby waiving the right to exercise such remedies, and becoming liable to make any further payment:

(a) If any warranty or representation made by the Recipient in this Agreement shall at any time be false or misleading in any respect, or if the Recipient shall fail to keep, observe or perform any of the obligations, terms or covenants contained in this Agreement and has not cured such in timely fashion, or is unable or unwilling to meet its obligations thereunder;

(b) If any material adverse change shall occur in the financial condition of the Recipient at any time during the term of this Agreement, and the Recipient fails to cure said material adverse change within thirty (30) days from the time the date written notice is sent by the Department.

(c) If any reports required by this Agreement have not been submitted to the Department or have been submitted with incorrect, incomplete or insufficient information;

(d) If the Recipient has failed to perform and complete in timely fashion any of its obligations under this Agreement.

(11) REMEDIES

Upon the happening of an Event of Default, then the Department may, at its option, upon thirty (30) calendar days prior written notice to the Recipient and upon the Recipient's failure to cure within said thirty (30) day period, exercise any one or more of the following remedies, either concurrently or consecutively:

(a) Terminate this Agreement, provided that the Recipient is given at least thirty (30) days prior written notice of such termination. The notice shall be effective when placed in the United States mail, first class mail, postage prepaid, by registered or certified mail-return receipt requested, to the address set forth in paragraph (13) herein;

(b) Commence an appropriate legal or equitable action to enforce performance of this Agreement;

(c) Withhold or suspend payment of all or any part of a request for payment;

(d) Exercise any corrective or remedial actions, to include but not be limited to:

1. requesting additional information from the Recipient to determine the reasons for or the extent of non-compliance or lack of performance,

2. issuing a written warning to advise that more serious measures may be taken if the situation is not corrected,

3. advising the Recipient to suspend, discontinue or refrain from incurring costs for any activities in question or

4. requiring the Recipient to reimburse the Department for the amount of costs incurred for any items determined to be ineligible;

(e) Require that the Recipient return to the Department any funds which were used for ineligible purposes under the program laws, rules and regulations governing the use of funds under this program.

(f) Exercise any other rights or remedies which may be otherwise available under law.

(g) The pursuit of any one of the above remedies shall not preclude the Department from pursuing any other remedies contained herein or otherwise provided at law or in equity. No waiver by the Department of any right or remedy granted hereunder or failure to insist on strict performance by the Recipient shall affect or extend or act as a waiver of any other right or remedy of the Department hereunder, or affect the subsequent exercise of the same right or remedy by the Department for any further or subsequent default by the Recipient.

(12) TERMINATION

(a) The Department may terminate this Agreement for cause upon thirty (30) days prior written notice as is reasonable under the circumstances. Cause shall include, but not be limited to, misuse of funds; fraud; lack of compliance with applicable rules, laws and regulations; failure to perform in a timely manner; and refusal by the Recipient to permit public access to any document, paper, letter, or other material subject to disclosure under Chapter 119, Fla. Stat., as amended.

(b) The Department may terminate this Agreement when it determines, in its sole discretion, that the continuation of the Agreement would not produce beneficial results commensurate with the further expenditure of funds, by providing the Recipient with thirty (30) calendar days prior written notice.

(c) The parties may agree to terminate this Agreement for their mutual convenience as evidenced by written amendment of this Agreement. The amendment shall establish the effective date of the termination and the procedures for proper closeout of the Agreement.

(d) In the event that this Agreement is terminated, the Recipient will not incur new obligations for the terminated portion of the Agreement after the Recipient has received the notification of termination. The Recipient will cancel as many outstanding obligations as possible. Costs incurred after the date of receipt of notice of the termination will be disallowed. Notwithstanding the above, the Recipient shall not be relieved of liability to the Department by virtue of any breach of Agreement by the Recipient. The Department may, to the extent authorized by law, withhold any payments to the Recipient incurred hereunder for purpose of set-off until such time as the exact amount of damages due the Department from the Recipient is determined.

(13) NOTICE AND CONTACT

(a) All notices provided under or pursuant to this Agreement shall be in writing, either by hand delivery, or first class, certified mail, return receipt requested, to the representative identified below at the address set forth below and said notification attached to the original of this Agreement.

(b) The name and address of the Department contract manager for this Agreement is:

Ms. Paula Lemmo, Community Program Manager
Florida Department of Community Affairs
Division of Housing and Community Assistance
Community Assistance Section
2555 Shumard Oak Boulevard
Tallahassee, Florida 32399-2100
Telephone: (850) 488-7541
Fax: (850) 488-2488
Email: paula.lemmo@dca.state.fl.us

(c) The name and address of the Representative of the Recipient responsible for the administration of this Agreement is:

Seminole County Department of Community Services
1101 E. First Street
Sanford, FL 32771

Telephone: 407-665-2363
Fax: 407-665-7958
Email:

(d) In the event that different representatives or addresses are designated by either party after execution of this Agreement, notice of the name, title and address of the new representative will be rendered as provided in (13)(a) above.

(14) SUBCONTRACTS

If the Recipient subcontracts any or all of the work required under this Agreement, a copy of the unsigned subcontract must be forwarded to the Department for review and approval prior to

execution of the subcontract by the Recipient. The Recipient agrees to include in the subcontract that (i) the subcontractor is bound by the terms of this Agreement, (ii) the subcontractor is bound by all applicable state and federal laws and regulations, and (iii) the subcontractor shall hold the Department and Recipient harmless against all claims of whatever nature arising out of the subcontractor's performance of work under this Agreement, to the extent allowed and required by law. Each subcontractor's progress in performing its work under this Agreement shall be documented in the quarterly report submitted by the Recipient.

For each subcontract, the Recipient shall provide a written statement to the Department as to whether that subcontractor is a minority vendor, as defined in Section 288.703, Fia. Stat.

(15) TERMS AND CONDITIONS

This Agreement contains all the terms and conditions agreed upon by the parties.

(16) ATTACHMENTS

(a) All attachments to this Agreement are incorporated as if set fully herein.

(b) In the event of any inconsistencies or conflict between the language of this Agreement and the attachments hereto, the language of such attachments shall be controlling, but only to the extent of such conflict or inconsistency.

(c) This Agreement has the following attachments:

Exhibit 1 – Federal Resources Awarded

Attachment A -- Recipient Information

Attachment B -- Budget

Attachment C -- Workplan and Quarterly Report Form

Attachment D -- Program Statutes and Regulations

Attachment E -- Reports

Attachment F -- Property Management and Procurement

Attachment G -- Statement of Assurances

Attachment H -- Special Conditions

Attachment I -- Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

Attachment J -- Warranties and Representations

Attachment K -- Justification of Advance Payment

(17) FUNDING/CONSIDERATION

(a) This is a cost-reimbursement Agreement. The Recipient shall be reimbursed for costs incurred in the satisfactory performance of work hereunder in an amount not to exceed \$230,401, subject to the availability of funds and appropriate budget authority. The Recipient is authorized to incur costs in an amount not to exceed \$149,761 until further notification is received by the Department. As funds and budget authority are available, changes to the costs the Recipient may incur will be accomplished by notice from the Department to the Recipient, in the form of certified mail, return receipt requested, to the Recipient's contact person identified in Attachment A, Recipient Information. The terms of the Agreement shall be considered to have been modified to allow the Recipient to incur additional costs upon the Recipient's receipt of the written notice from the Department.

(b) Any advance payment under this Agreement is subject to Section 216.181(16), Fla.Stat. is contingent upon the Recipient's acceptance of the rights of the Department under Paragraph (12)(d) of this Agreement. The amount which may be advanced may not exceed the expected cash needs of the Recipient within the first three (3) months of the contract term. For a federally funded contract, any advance payment is also subject to federal OMB Circulars A-87, A-110, A-122 and the Cash Management Improvement Act of 1990. If an advance payment is requested, the budget data on which the request is based and a justification statement shall be included in this Agreement as Attachment K. Attachment K will specify the amount of advance payment needed and provide an explanation of the necessity for and proposed use of these funds.

(c) After the initial advance, if any, payment shall be made on a reimbursement basis as needed. The Recipient agrees to expend funds in accordance with the Budget, Attachment B and Workplan, Attachment C of this Agreement.

If the necessary funds are not available to fund this Agreement as a result of action by Congress, the state Legislature, the Office of the Chief Financial Officer or the Office of Management and Budgeting, all obligations on the part of the Department to make any further payment of funds hereunder shall terminate, and the Recipient shall submit its closeout report within thirty (30) days of receipt of notice from the Department.

(18) REPAYMENTS

All refunds or repayments to be made to the Department under this Agreement are to be made payable to the order of "Department of Community Affairs" and mailed directly to the Department at the following address:

Department of Community Affairs
Cashier
Finance and Accounting
2555 Shumard Oak Boulevard
Tallahassee FL 32399-2100

In accordance with Section 215.34(2), Fla. Stat., if a check or other draft is returned to the Department for collection, the Department must add to the amount of the check or draft a service fee of Fifteen Dollars (\$15.00) or Five Percent (5%) of the face amount of the check or draft, whichever is greater.

(19) VENDOR PAYMENTS

Pursuant to Section 215.422, Fla. Stat., the Department shall issue payments to vendors within 40 days after receipt of an acceptable invoice and receipt, inspection, and acceptance of goods and/or services provided in accordance with the terms and conditions of the Agreement. Failure to issue the warrant within 40 days shall result in the Department paying interest at a rate as established pursuant to Section 55.03(1) Fla. Stat. The interest penalty shall be paid within 15 days after issuing the warrant.

Vendors experiencing problems obtaining timely payment(s) from a state agency may receive assistance by contacting the Vendor Ombudsman at (850) 413-5516.

(20) STANDARD CONDITIONS

(a) The validity of this Agreement is subject to the truth and accuracy of all the information, representations, and materials submitted or provided by the Recipient in this Agreement, in any subsequent submission or response to Department request, or in any submission or response to fulfill the requirements of this Agreement, and such information, representations, and materials are incorporated by reference. The lack of accuracy thereof or any material changes shall, at the option of the Department and with thirty (30) days written notice to the Recipient, cause the termination of this Agreement and the release of the Department from all its obligations to the Recipient.

(b) This Agreement shall be construed under the laws of the State of Florida, and venue for any actions arising out of this Agreement shall lie in Leon County. If any provision hereof is in conflict with any applicable statute or rule, or is otherwise unenforceable, then such provision shall be deemed

null and void to the extent of such conflict, and shall be deemed severable, but shall not invalidate any other provision of this Agreement.

(c) Any power of approval or disapproval granted to the Department under the terms of this Agreement shall survive the terms and life of this Agreement as a whole.

(d) The Agreement may be executed in any number of counterparts, any one of which may be taken as an original.

(e) The Recipient agrees to comply with the Americans With Disabilities Act (Public Law 101-336, 42 U.S.C. Section 12101 et seq.), if applicable, which prohibits discrimination by public and private entities on the basis of disability in the areas of employment, public accommodations, transportation, State and local government services, and in telecommunications.

(f) A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime or on the discriminatory vendor list may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with a public entity, and may not transact business with any public entity in excess of Category Two for a period of 36 months from the date of being placed on the convicted vendor list or on the discriminatory vendor list.

(g) With respect to any Recipient which is not a local government or state agency, and which receives funds under this Agreement from the federal government, by signing this Agreement, the Recipient certifies, to the best of its knowledge and belief, that it and its principals:

1. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a federal department or agency;

2. have not, within a five-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

3. are not presently indicted or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any offenses enumerated in paragraph 20(h)2. of this certification; and

4. have not within a five-year period preceding this Agreement had one or more public transactions (federal, state or local) terminated for cause or default.

Where the Recipient is unable to certify to any of the statements in this certification, such Recipient shall attach an explanation to this Agreement.

In addition, the Recipient shall submit to the Department (by email or by facsimile transmission) the completed "Certification Regarding Debarment, Suspension, Ineligibility And Voluntary Exclusion" (Attachment I) for each prospective subcontractor which Recipient intends to fund under this Agreement. Such form must be received by the Department prior to the Recipient entering into a contract with any prospective subcontractor.

(h) The State of Florida's performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Legislature, and subject to any modification in accordance with Chapter 216, Fla. Stat. or the Florida Constitution.

(i) All bills for fees or other compensation for services or expenses shall be submitted in detail sufficient for a proper preaudit and postaudit thereof.

(j) If otherwise allowed under this Agreement, all bills for any travel expenses shall be submitted in accordance with Section 112.061, Fla. Stat.

(k) The Department of Community Affairs reserves the right to unilaterally cancel this Agreement for refusal by the Recipient to allow public access to all documents, papers, letters or other material subject to the provisions of Chapter 119, Fla. Stat., and made or received by the Recipient in conjunction with this Agreement.

(l) If the Recipient is allowed to temporarily invest any advances of funds under this Agreement, any interest income shall either be returned to the Department or be applied against the Department's obligation to pay the contract amount.

(m) The State of Florida will not intentionally award publicly-funded contracts to any contractor who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in 8 U.S.C. Section 1324a(e) [Section 274A(e) of the Immigration and Nationality Act

("INA"). The Department shall consider the employment by any contractor of unauthorized aliens a violation of Section 274A(e) of the INA. Such violation by the Recipient of the employment provisions contained in Section 274A(e) of the INA shall be grounds for unilateral cancellation of this Agreement by the Department.

(n) The Recipient is subject to Florida's Government in the Sunshine Law (Section 286.011, Fla. Stat.) with respect to the meetings of the Recipient's governing board or the meetings of any subcommittee making recommendations to the governing board. All such meetings shall be publicly noticed, open to the public, and the minutes of all such meetings shall be public records, available to the public in accordance with Chapter 119, Fla. Stat.

(o) Unless inconsistent with the public interest or unreasonable in cost, all unmanufactured and manufactured articles, materials and supplies which are acquired for public use under this Agreement must have been produced in the United States as required under 41 U.S.C. 10a.

(21) LOBBYING PROHIBITION

(a) No funds or other resources received from the Department in connection with this Agreement may be used directly or indirectly to influence legislation or any other official action by the Florida Legislature or any state agency.

(b) The Recipient certifies, by its signature to this Agreement, that to the best of his or her knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection

with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

(22) COPYRIGHT, PATENT AND TRADEMARK

ANY AND ALL PATENT RIGHTS ACCRUING UNDER OR IN CONNECTION WITH THE PERFORMANCE OF THIS AGREEMENT ARE HEREBY RESERVED TO THE STATE OF FLORIDA. ANY AND ALL COPYRIGHTS ACCRUING UNDER OR IN CONNECTION WITH THE PERFORMANCE OF THIS AGREEMENT ARE HEREBY TRANSFERRED BY THE RECIPIENT TO THE STATE OF FLORIDA.

(a) If the Recipient brings to the performance of this Agreement a pre-existing patent or copyright, the Recipient shall retain all rights and entitlements to that pre-existing patent or copyright unless the Agreement provides otherwise.

(b) If any discovery or invention arises or is developed in the course of or as a result of work or services performed under this Agreement, or in any way connected herewith, the Recipient shall refer the discovery or invention to the Department for a determination whether patent protection will be sought in the name of the State of Florida. Any and all patent rights accruing under or in connection with the performance of this Agreement are hereby reserved to the State of Florida. In the event that any books, manuals, films, or other copyrightable material are produced, the Recipient shall notify the Department. Any and all copyrights accruing under or in connection with the performance under this Agreement are hereby transferred by the Recipient to the State of Florida.

(c) Within thirty (30) days of execution of this Agreement, the Recipient shall disclose all intellectual properties relevant to the performance of this Agreement which he or she knows or should know could give rise to a patent or copyright. The Recipient shall retain all rights and entitlements to any pre-existing intellectual property which is so disclosed. Failure to disclose will indicate that no such property exists. The Department shall then, under Paragraph (b), have the right to all patents and copyrights which accrue during performance of the Agreement.

(23) LEGAL AUTHORIZATION

The Recipient certifies with respect to this Agreement that it possesses the legal authority to receive the funds to be provided under this Agreement and that, if applicable, its governing body has authorized, by resolution or otherwise, the execution and acceptance of this Agreement with all covenants and assurances contained herein. The Recipient also certifies that the undersigned possesses the authority to legally execute and bind Recipient to the terms of this Agreement.

(24) ASSURANCES

The Recipient shall comply with any Statement of Assurances incorporated as Attachment G.

IN WITNESS WHEREOF, the parties hereto have caused this contract to be executed by their undersigned officials as duly authorized.

RECIPIENT

DEPARTMENT OF COMMUNITY AFFAIRS

(Type Grantee Legal Name)
By: Carlton Henley, Chairman, BCC
(Signature)

Name and Title

By: _____
Janice Browning, Director
Division of Housing and Community
Development

Date: _____

Date: _____

56-0000856
Federal Identification Number

EXHIBIT – 1

**FEDERAL RESOURCES AWARDED TO THE RECIPIENT PURSUANT TO THIS AGREEMENT
CONSIST OF THE FOLLOWING:**

Federal Program:

Federal Agency: United States Department of Health and Human Services
Title: Community Services Block Grant (CSBG) Program
CFDA Number* 93.569
Grantee: Seminole County, Florida
Funding Amt: \$230,401

*Catalog of Federal Domestic Assistance

**COMPLIANCE REQUIREMENTS APPLICABLE TO THE FEDERAL RESOURCES AWARDED
PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:**

Federal Program:

List applicable compliance requirements as follows:

1. Purposes resources must be use for:

The Recipient will use the CSBG funds to provide a range of services and activities having a measurable and potentially major impact on poverty in the communities where poverty is a particularly acute problem. These funds will be expended in accordance with the Program Statutes and Regulations, Attachment D, Budget, Attachment B and Scope of Work/Workplan, Attachment C of this Agreement and applicable OMB Circulars.

2. Eligibility requirements for recipients of the resources:

The Recipient will comply with applicable OMB Circulars and eligibility requirements as set forth in U.S. Department of Health and Human Services regulations codified in Title 45 of the Code of Federal Regulations as follows:

Part 16	Department of Grant Appeals Board
Part 30	Claims Collection
Part 75	Informal Grants Appeals Procedures
Part 76	Debarment and Suspension from Eligibility for Financial Assistance Subpart F. Drug-Free Workplace
Part 93	New restrictions on lobbying
Part 96	Block Grants
Part 97	Consolidation of grants to insular area

**STATE RESOURCES AWARDED TO THE RECIPIENT PURSUANT TO THIS AGREEMENT
CONSIST OF THE FOLLOWING:**

MATCHING RESOURCES FOR FEDERAL PROGRAMS:

Federal Program (list Federal Agency, Catalog of Federal Domestic Assistance title and number)
N/A

SUBJECT TO SECTION 215.97, FLORIDA STATUTES:

State Project (list state awarding agency, Catalog of State Financial Assistance title and number)
N/A

**COMPLIANCE REQUIREMENTS APPLICABLE TO STATE RESOURCES AWARDED
PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:**

N/A

Note: Section .400(d) of OMB Circular A-133, as revised, and Section 215.97(5)(a), Florida Statutes, require that the information about Federal Programs and State Projects included in Exhibit 1 be provided to the Recipient.

CSBG -ATTACHMENT A - RECIPIENT INFORMATION

FEDERAL FISCAL YEAR: 2008 CONTRACT PERIOD: October 1, 2007 to September 30, 2008

1. RECIPIENT: Seminole County Community Services/Community Assistance
2. COUNTIES TO BE SERVED WITH THESE FUNDS: 1 Seminole County 2 _____ 3 _____
3. GENERAL ADMINISTRATIVE INFORMATION

A. Agency Head (Executive Director or Department Administrator)

Name: David Medley, PhD. Title: Director, Community Services
Street Address: 534 West Lake Mary Blvd. County: Seminole
City: Sanford, FL. Zip Code: 32773
Telephone: (407) 665-2301 Fax: (407) 665-2309
E-Mail: dmedley@seminolecountyfl.gov

MAILING ADDRESS (IF DIFFERENT FROM ABOVE)

Address: Same as above
City: _____, FL Zip Code: _____

B. Chief Elected Official for Local Governments or President/Chair of Board for Nonprofits
(Home or business address other than agency address.)

Name: Carlton Henley Title: Chairman
Street Address: 1101 East First Street County: Seminole
City: Sanford, FL. Zip Code: 32771
Telephone: (407) 665-4335 Fax: (407) 665-7958
E-Mail: _____

C. RECIPIENT CONTACT PERSON/PROGRAM COORDINATOR

Name: Shirley Boyce Title: Manager
Street: Address: 534 West Lake Mary Blvd. County: Seminole
City: Sanford, FL. Zip Code: 32773
Telephone: (407) 665-2363 Fax: (407) 665-2309
E-Mail: _____

D. WARRANT OFFICER (OFFICIAL TO RECEIVE STATE WARRANT)

Name: Maryanne Morse Title: Clerk of the Court
Address: P. O. Drawer Q (Street address)
City: Sanford, FL. Zip Code: 32771
Telephone: (407) 665-4330 Fax: (407) 330-7193
E-Mail: _____

E. FINANCIAL CONTACT PERSON

Name: David Godwin Title: County Finance Director
Address: 1101 E. First Street (Street address)
City: Sanford, FL. Zip Code: 32773
Telephone: (407) 665-7670 Fax: (407) 302-0515
E-Mail: _____

F. PERSON(S) AUTHORIZED TO SIGN FISCAL REPORTS:

1. Name/Title: David Godwin, County Finance Director

4. SUB-RECIPIENT INFORMATION

These funds will be transferred to one or more Sub-Recipients: Yes ___ No X
For each Sub-Recipient, attach a copy of Attachment B-2, Sub-Recipient Information

5. AUDIT: Recipient Fiscal Year: October 1, 2007 to September 30, 2008.

Audit is due nine months from the end of the recipient's fiscal year:
Date Audit will be submitted to DCA: June 1, 2008.

**ATTACHMENT B-1
BUDGET SUMMARY**

GRANTEE: Seminole County Community Assistance

EVENUE SOURCES	PERCENT	MATCH	TOTAL AMOUNT	NOTES:
1. CSBG Grant Funds			\$230,401	Round all figures up to the nearest dollar.
2. Cash Match	8.9%	\$20,431		Provide a minimum of: 2% - Cash Match
3. In-Kind Match	11.1%	\$25,648		20% - Total Match
4. TOTAL MATCH (Line 2 + Line 3)	20%		\$46,079	Do not under match. 1.99% Cash Match is unacceptable.
5. TOTAL FUNDS (Line 1 + Line 4)			\$276,480	
CSBG FUNDED PROGRAMS ONLY EXPENSE CATEGORY	(A) CSBG FUNDS	(B) CASH MATCH	(C) IN-KIND MATCH	(D) TOTAL
ADMINISTRATIVE EXPENSES				
6. RECIPIENT EXPENSES (Salaries + Fringe, Rent, Utilities, Travel, Other)	\$15,982	0	\$25,648	\$41,630
7. SUB-RECIPIENT EXPENSES (Salaries + Fringe, Rent, Utilities, Travel, Other)	0	0	0	0
8. TOTAL ADMINISTRATIVE EXPENSES (Line 6 + Line 7)	\$15,982	0	\$25,648	\$41,630
9. ADMINISTRATIVE EXPENSE PERCENT (Line 8 divided by Line 1)	7%	CANNOT EXCEED 15% OF CSBG ALLOCATION GIVEN ON LINE 1.		
PROGRAM EXPENSES				
10. RECIPIENT DIRECT CLIENT ASSISTANCE EXPENSES	\$97,610	\$20,431	0	\$118,041
11. RECIPIENT OTHER PROGRAM EXPENSES (Salaries + Fringe, Rent, Utilities, Travel, etc)	\$116,809	0	0	\$116,809
12. SUBTOTAL RECIPIENT PROGRAM EXPENSES (Line 10 + Line 11)	\$214,419	\$20,431	0	\$234,850
13. SUB-RECIPIENT DIRECT CLIENT ASSISTANCE EXPENSES	0	0	0	0
14. SUB-RECIPIENT OTHER PROGRAM EXPENSES (Salaries + Fringe, Rent, Utilities, Travel, etc)	0	0	0	0
15. SUBTOTAL SUB-RECIPIENT PROGRAM EXPENSES (Line 13 + Line 14)	0	0	0	0
16. TOTAL PROGRAM EXPENSE (Line 12 + Line 15)	\$214,419	\$20,431	0	\$234,850
17. SECONDARY ADMINISTRATIVE EXPENSES	0			0
18. GRAND TOTAL EXPENSE: (Line 8 + Line 16 + Line 17)	\$230,401	\$20,431	\$25,648	\$276,480

**CSBG
ATTACHMENT B-2
SUB-RECIPIENT INFORMATION
(Complete this page for each sub-recipient)**

RECIPIENT: Seminole County Community Assistance

SUB-RECIPIENT INFORMATION:

NAME OF ENTITY: N/A

MAILING ADDRESS: _____ FL ZIPCODE _____

STREET ADDRESS (IF DIFFERENT): _____ FL ZIPCODE _____

CONTACT PERSON'S NAME AND TITLE: _____

TELEPHONE: () _____ FAX: () _____

NOTE: The following line items (7, 13, 14 and 15) must correspond to Attachment B-1, Budget Summary. If there is more than one sub-recipient, it is the Recipient's responsibility to ensure that the total of all sub-recipient budgets add correctly. Expenditures must be detailed in Attachment B-3.

CSBG FUNDED PROGRAMS ONLY EXPENSE CATEGORY	(A) CSBG FUNDS	(B) CASH MATCH	(C) IN-KIND MATCH	(D) TOTAL
SUB-RECIPIENT ADMINISTRATIVE EXPENSES:				
7. SUB-RECIPIENT EXPENSES <i>(Salaries + Fringe, Rent, Utilities, Travel, Other)</i>				
SUB-RECIPIENT PROGRAM EXPENSES:				
13. SUB-RECIPIENT DIRECT CLIENT ASSISTANCE EXPENSES				
14. SUB-RECIPIENT OTHER PROGRAM EXPENSES <i>(Salaries + Fringe, Rent, Utilities, Travel, etc)</i>				
15. SUBTOTAL SUB-RECIPIENT PROGRAM EXPENSES <i>(Line 13 + Line 14)</i>				
TOTAL EXPENSES: <i>(Line 7 + Line 15)</i>				

The Recipient must have a written agreement with all subcontractors. The agreement must meet the requirements of Section 14 of this agreement. A copy of the unsigned agreement with the subcontractor must be forwarded to the Department for review and approval along with this agreement.

**CSBG
ATTACHMENT B-3
BUDGET DETAIL**

BUDGET LINE ITEM NUMBER	NATIONAL PERFORMA NCE INDICATORS (Direct Client Assistance ONLY)	<u>EXPENDITURE DETAIL</u> Round up line item totals to dollars. Do not use cents and decimals in totals.	BUDGETED EXPENDITURES		
			CSBG FUNDS	CASH MATCH**	IN-KIND MATCH**
6.		<p>RECIPIENT EXPENSES</p> <p><i>Expenditures are based on the cost for 2 full time employee equivalents</i></p> <p>Travel: \$200.00 Transportation: \$50.00 Rental & Leases: \$12,090.00 Printing: \$500.00 Internal Charges: \$150.00 Office Supplies: \$650.00 Operating Supplies: \$642.00 Operating Equipment: \$1,200.00 Books, Dues, Pubs: \$500.00</p> <hr/> <p>Total: \$15,982.00</p> <p>Administrative Supervision Source=Seminole County In-kind Match <i>Salaries for Division Manager, Program Manager, Accountant, and Business Manager.</i> <i>Telephone service</i> Division Manger: 44.85 per hour x 4 hours per week=\$9,330. Program Manager: \$32.30 x 8 hours per week=\$13,438. Accountant: \$24.23 x 1/2 hour per week=\$630. Business Manager: \$37.94 x 1 hour per week= \$1,973. Telephone service for a year=\$277</p> <p>Total: \$25,648.00</p>	\$15,982		
11.	1.1 (D) 1.2 (J)	<p>RECIPIENT OTHER PROGRAM EXPENSES</p> <p>Salaries: Case Manager, 100% CSBG \$21.11 per hour x 2080=\$43,920 Fringe Benefits: FICA, Health Insurance, Worker's Comp and Retirement (\$ 20,071 Actual)</p> <p>Salaries: Senior Staff Assistant, 100% CSBG \$19.14 per hour x 2080=\$39,814 Fringe Benefits: FICA, Health Insurance, Workers Comp and Retirement (\$13,004 Actual)</p> <p>Total:</p>	\$63,991 \$52,818 \$116,809		\$25,648

**EXPLAIN SOURCES OF CASH AND IN-KIND MATCH

**CSBG
ATTACHMENT B-3
BUDGET DETAIL**

BUDGET LINE ITEM NUMBER	NATIONAL PERFORMA NCE INDICATORS (Direct Client Assistance ONLY)	<u>EXPENDITURE DETAIL</u> Round up line item totals to dollars. Do not use cents and decimals in totals.	BUDGETED EXPENDITURES		
			CSBG FUNDS	CASH MATCH**	IN-KIND MATCH**
10.	1.1 (D) or 6.2 (B) 3	<u>RECIPIENT DIRECT CLIENT ASSISTANCE</u> 20-30 clients will receive rental/mortgage payments, in order to for clients acquire/maintain employment and/ or to complete post-secondary education certificate or diploma.	\$92,610	\$20,431	
		2.1 (H) 5 young adults will receive "vocational training" to develop technical skills necessary to find employment in construction and/or related fields.	\$5,000		
	Total:	\$97,610	\$20,431		

****EXPLAIN SOURCES OF CASH AND IN-KIND MATCH**

**CSBG
ATTACHMENT B-4
SECONDARY ADMINISTRATIVE EXPENSES**

Secondary Administrative Expense requested: Yes No Name of Recipient: Seminole County Community Assistance

INSTRUCTIONS: If requesting Secondary Administrative Expenses, you must supply the following information for each secondary program for which administrative expenses are being requested. A "secondary program source" is the non-CSBG program that will receive administrative support from the use of CSBG funds. See Attachment G, Section (13) D and G for additional information.

BUDGET INFORMATION	NAME OF SECONDARY PROGRAM:	NAME OF SECONDARY PROGRAM:	NAME OF SECONDARY PROGRAM:	TOTAL OF ALL PROGRAMS
	GRANT START DATE: END DATE:	GRANT START DATE: END DATE:	GRANT START DATE: END DATE:	
1. Total cash budget for secondary program:	\$	\$	\$	\$
2. Maximum percent administrative expense including indirect cost allowed by secondary program:	%	%	%	%
3. Total administrative expense approved by secondary program funding sources: ¹	\$	\$	\$	\$
4. CSBG secondary administrative expense requested: ²	\$	\$	\$	\$
5. Total administrative expense (Line 3 + Line 4):	\$	\$	\$	\$
6. Percent of total administrative expense to total budget (Line 5 divided by Line 1). This total cannot exceed 15% of Line 1.	%	%	%	%
7. CAP Plan Goals Supported by secondary program.	Goal # _____ Goal # _____	Goal # _____ Goal # _____	Goal # _____ Goal # _____	
8. Work Plan actions that address secondary programs activities:	Action # _____ Action # _____	Action # _____ Action # _____	Action # _____ Action # _____	

¹ The Recipient must take full advantage of all administrative and indirect dollars allowed by the secondary program's funding source before CSBG secondary administrative expenses are requested. For each secondary administration program, provide documentation of the maximum administrative limits of the secondary program and a copy of the contract budget detailing the amount of the contract and the administration funds provided by the secondary source.

² You are required to provide budget detail in Attachment B-3 for the amount on line 4 for each program above.

**ATTACHMENT C - Workplan and Quarterly Report Form
 FY 2007-2008 Florida Outcomes for Community Action System (FOCAS)
 Community Action Goal 1 (Family) – Low-Income People Become Self-Sufficient**

AGENCY NAME:

FOCAS Outcomes Catalog		2	3	4	5	6
Goal 1: Low-Income People Become Self-Sufficient		WORKPLAN	Received Services (Participants Enrolled in Program)	Achieved Outcome	Still Progressing Toward Outcome	Exited Program Prior to Achieved Outcome
National Performance Indicators:		Total Number of Participants Expected to Achieve Outcome				
1.1 Employment						
1.2 Employment Supports						
1.3 Economic Asset Enhancement and Utilization						
<i>All agencies must report on at least one NPI in Goal 1.</i>						
NPI 1.1: EMPLOYMENT - The number of low-income participants in community action employment initiatives who get a job or become self-employed as measured by one or more of the following:						
A) Unemployed and obtained a job. <i>(Unduplicated count.)</i>		60				
B) Employed and obtained an increase in employment income. <i>(Unduplicated count.)</i>		0				
C) Achieved "living wage" employment and benefits. ("Living Wage" must be a locally adopted rate as identified by a government or formal coalition.)		0				
D) Maintained Employment for at Least 90 days.		0				
NPI 1.2: EMPLOYMENT SUPPORTS – The number of low-income participants for whom barriers to initial or continuous employment are reduced or eliminated through assistance from community action measured by one or more of the following:						
A) Obtained pre-employment skills/competencies required for employment and received training program certificate or diploma.		0				
B) Completed ABE/GED and received certification or diploma.		0				
C) Completed post-secondary education program and obtained certificate or diploma.		0				
D) Enrolled children in "before" or "after" school programs, in order for parent to gain or maintain employment.		0				
E) Obtain care for child or other dependant in order for parent or caregiver to gain or maintain employment.		115				
F) Obtain access to reliable transportation and/or driver's license in order to gain or maintain employment.		0				
G) Obtained health care services for themselves or a family member in support of family stability needed to gain or retain employment.		0				

**ATTACHMENT C - Workplan and Quarterly Report Form
 FY 2007-2008 Florida Outcomes for Community Action System (FOCAS)
 Community Action Goal 1 (Family) – Low-Income People Become Self-Sufficient**

AGENCY NAME:

FOCAS Outcomes Catalog		2	3	4	5	6
Goal 1: Low-Income People Become Self-Sufficient		WORKPLAN Total Number of Participants Expected to Achieve Outcome	Received Services (Participants Enrolled in Program)	Achieved Outcome	Still Progressing Toward Outcome	Exited Program Prior to Achieved Outcome
National Performance Indicators:						
1.1 Employment						
1.2 Employment Supports						
1.3 Economic Asset Enhancement and Utilization						
<i>Must report on at least one NPI in Goal 1.</i>						
H) Obtained safe and affordable housing in support of family stability needed to gain or retain employment.		0				
I) Obtained food assistance in support of family stability needed to gain or retain employment.		0				
J) Obtained identification or work permit documentation for employment (social security card, work permit, legal immigration papers, drivers licenses, etc.)		75				

COMMENTS OR EXPLANATION:

**ATTACHMENT C - Workplan and Quarterly Report Form
 FY 2007-2008 Florida Outcomes for Community Action System (FOCAS)
 Community Action Goal 1 (Family) – Low-Income People Become Self-Sufficient**

AGENCY NAME:

FOCAS Outcomes Catalog				
1	2	3	4	9
National Performance Indicators:	WORKPLAN Total Number of Participants Expected to Achieve Outcome	Received Services (Participants Enrolled in Program)	Achieved Outcome	Aggregate Amounts (Payments, Credits or Savings)
Goal 1: Low-Income People Become Self-Sufficient National Performance Indicators: 1.1 Employment 1.2 Employment Supports 1.3 Economic Asset Enhancement and Utilization <i>Must report on at least one NPI in Goal 1.</i> NPI 1.3: ECONOMIC ASSET ENHANCEMENT AND UTILIZATION -- The number of low-income households that achieve an increase in financial assets and/or financial skills as a result of community action assistance, and the aggregated amount of those assets and resources for all participants achieving the outcome, as measured by one or more of the following.				
A) Enhancement				
(1) Number of participants in tax preparation programs who identify any type of Federal or State tax credit and the aggregated dollar amount of credits.	0			
(2) Number of participants who obtained court-ordered child support payments and expected annual aggregated dollar amount of payments.	0			
(3) Number of participants enrolled in telephone lifeline and/or energy discounts with the assistance of the agency and the expected aggregated dollar amount of savings.	0			
B) Utilization				
(1) Number of participants demonstrating ability to complete and maintain a budget for over 90 days.	0			
(2) Number of participants opening an Individual Development Account (IDA) or other savings account and increased savings, and the aggregated amount of savings.	0			
(3) Of participants in a community action asset development program (IDA or others):				
a) Number capitalizing a small business with accumulated savings.	0			
b) Number pursuing post-secondary education with savings.	0			
c) Number purchasing a home with accumulated savings.	0			

COMMENTS OR EXPLANATION:

**ATTACHMENT C - WORKPLAN AND QUARTERLY REPORT
 2007-2008 Florida Outcomes for Community Action System (FOCAS)
 Community Action Goal 2 (Community) – The Conditions in Which Low-Income People Live are Improved**

Agency Name:

FOCAS Outcomes Catalog		2	3	4	5
Goal 2: The Conditions in Which Low-Income People Are Improved		Number of Projects or Initiatives		Number of Opportunities and/or Community Resources Preserved or Increased	
National Performance Indicators:		WORKPLAN Plan to Initiate	Initiated	WORKPLAN Plan to Achieve	Achieved
2.1 Community Improvement and Revitalization					
2.2 Community Quality of Life and Assists					
All agencies must report on at least one NPI in Goal 2.					
NPI 2.1: Community Improvement and Revitalization – Increase in, or safeguarding of threatened opportunities and community resources or services for low-income people in the community as a result of community action projects/initiatives or advocacy with other public and private agencies, as measured by one or more of the following:					
A) Accessible "living wage" ¹ jobs created or saved from reduction or elimination in the community. (See footnote.)		0		0	
B) Safe and affordable housing units created in the community.		25		25	
C) Safe and affordable housing units in the community preserved or improved through construction, weatherization or rehabilitation achieved by community action activity or advocacy.		0		0	
D) Accessible and affordable health care services/facilities for low-income people created or saved from reduction or elimination.		0		0	
E) Accessible safe and affordable childcare or child development placement opportunities for low-income families created or saved from reduction or elimination.		0		0	
F) Accessible "before" school and "after" school program placement opportunities for low-income families created or saved from reduction or elimination.		0		0	
G) Accessible new or expanded transportation resources, or those that are saved from reduction or elimination, that are available to low-income people, including public or private transportation.		0		0	
H) Accessible or increased educational and training placement opportunities, or those that are saved from reduction or elimination, that are available for low-income people in the community, including vocational, literacy, and life skill training, ABE/GED, and post-secondary education.		0		0	
¹ "Living Wage" must be a locally adopted rate as identified by a local government or formal coalition.					

**ATTACHMENT C - WORKPLAN AND QUARTERLY REPORT
 2007-2008 Florida Outcomes for Community Action System (FOCAS)
 Community Action Goal 2 (Community) – The Conditions in Which Low-Income People Live are Improved**

Agency Name:

FOCAS Outcomes Catalog	2		3		4		5	
	Number of Program Initiatives or Advocacy Efforts		Number of Program Initiatives or Advocacy Efforts		Number of Community Assets, Services, or Facilities Preserved or Increased		Number of Community Assets, Services, or Facilities Preserved or Increased	
National Performance Indicators:	Plan to Initiate		Initiated		Plan to Achieve		Achieved	
Goal 2: The Conditions in Which Low-Income People Are Improved 2.1 Community Improvement and Revitalization 2.2 Community Quality of Life and Assists <i>All agencies must report on at least one NPI in Goal 2.</i> NPI 2.2: Community Quality of Life and Assets – The quality of life and assets in low-income neighborhoods are improved by community action initiatives or advocacy, as measured by one or more of the following:								
A) Increase in community assets as a result of a change in law, regulation or policy, which results in improvements in quality of life and assets.	0				0			
B) Increase in the availability or preservation of community facilities (schools, libraries, community centers, recreation, etc.)	0				0			
C) Increase in the availability or preservation of community services to improve public health and safety.	0				0			
D) Increase in the availability or preservation of commercial services within low-income neighborhoods.	0				0			
E) Increase in or preservation of neighborhood quality-of-life resources.	0				0			

Narrative Comments:

**ATTACHMENT C – Workplan and Quarterly Report Form
2007-2008 Florida Outcomes for Community Action System (FOCAS)
Goal 3 (Community): Low-Income People Own a Stake in their Community**

Agency Name:

	2	3
FOCAS Outcomes Catalog	WORKPLAN Number of Volunteer Hours Expected to Achieve	Number of Volunteer Hours Achieved
Goal 3: Low-Income People Own a Stake in their Community		
National Performance Indicators:		
3.1 Civic Investment		
3.2 Community Empowerment through Maximum Feasible Participation		
<i>All agencies must report on NPI 3.1.</i>		
NPI 3.1: Civic Investment – The number of volunteer hours donated to Community Action.		
A) Low-income people take part in one or more of the following:	40	
1) Serve on the CAA Board of Directors.	0	
2) Serve on Head Start Policy Councils.	0	
3) Serve on Family Center/ Parent Councils.	0	
4) Serve on other CAA Advisory Boards, councils or committees.	40	
5) Assist with program activities and logistics.	0	
6) Participate in advocacy to meet agency and community goals.	0	
B) Volunteer hours donated in your agency or agency supported activities by one of the following groups:	500	
1) General public.	0	
2) CAA clients.	0	
3) CAA non-low income board members. (Include volunteer hours of low-income board members in A above.)	40	
4) Other non-profit or government agencies.	0	
5) Business community.	0	
6) Other (Please identify in "Explanation" below).	0	
TOTAL NUMBER OF HOURS VOLUNTEERED TO COMMUNITY ACTION	540	

Narrative Comments:

ATTACHMENT C – Workplan and Quarterly Report Form
2007-2008 Florida Outcomes for Community Action System (FOCAS)
Goal 3 (Community): Low-Income People Own a Stake in their Community

Agency Name:

	2	3
	WORKPLAN	Actual Number of Low-Income People who Participated
<p align="center">FOCAS Outcomes Catalog</p> <p>Goal 3: Low-Income People Own a Stake in their Community</p> <p>National Performance Indicators:</p> <p>3.1 Civic Investment</p> <p>3.2 Community Empowerment through Maximum Feasible Participation</p> <p><i>All agencies must report on NPI 3.2.</i></p>		
<p>NPI 3.2: Community Empowerment through Maximum Feasible Participation – The number of low-income people mobilized as a direct result of community action initiative to engage in activities that support and promote their own well-being and that of their community as measured by one or more of the following:</p>		
<p>A) Number of low-income people participating in formal community organizations, government, boards or councils that provide input to decision-making and policy setting through community action efforts.</p>	3	
<p>B) Number of low-income people acquiring businesses in their community as a result of community action assistance.</p>	0	
<p>C) Number of low-income people purchasing their own homes in their community as a result of community action assistance.</p>	0	
<p>D) Number of low-income people engaged in non-governance community activities or groups created or supported by community action.</p>	0	
<p>Narrative Comments:</p>		

ATTACHMENT C – Workplan and Quarterly Report Form
2007-2008 Florida Outcomes for Community Action System (FOCAS)
Community Action Goal 4 (Agency) – Partnerships Among Supporters and Providers of Services to Low-Income People are Achieved

Agency Name:	2	3																						
<p align="center">FOCAS Outcomes Catalog</p> <p>Goal 4: Partnerships Among Supporters and Providers of Services to Low-Income People are Achieved</p>	<p align="center">Workplan</p> <p align="center">Number of Organizational Partnerships</p>	<p align="center">Actual</p> <p align="center">Number of Organizational Partnerships</p>																						
<p>NATIONAL PERFORMANCE INDICATORS:</p> <p>4.1 Expanding Opportunities Through Community-Wide Partnerships</p> <p><i>All agencies must report on NPI 4.</i></p> <p><i>(A partnership or collaboration is defined as a formal relationship documented by a written agreement such as a Memorandum of Understanding or service contract, a financial agreement, or an informal working relationships or alliances between the CAP and one or more public or private organizations to foster CSBG goals.)</i></p>																								
<p>NPI 4.1: Expanding Opportunities through Community-Wide Partnerships – The number of organizations, both public and private, community action actively works with to expand resources and opportunities in order to achieve family and community outcomes.</p>	<table border="1"> <tr><td>1) Non-Profit</td><td align="center">15</td></tr> <tr><td>2) Faith Based</td><td align="center">4</td></tr> <tr><td>3) Local Government</td><td align="center">3</td></tr> <tr><td>4) State Government Entity</td><td align="center">2</td></tr> <tr><td>5) Federal Government Entity</td><td align="center">1</td></tr> <tr><td>6) For-Profit Business or Corporation</td><td align="center">0</td></tr> <tr><td>7) Coalition or collaborative (3 or more groups)</td><td align="center">0</td></tr> <tr><td>8) Others: Please identify.</td><td align="center">0</td></tr> <tr><td>a)</td><td align="center">0</td></tr> <tr><td>b)</td><td align="center">0</td></tr> <tr><td>The number of organizations, both public and private, community action actively works with to expand resources and opportunities in order to achieve family and community outcomes. Provide an UNDUPLICATED count of the above organizations.</td><td align="center">25</td></tr> </table>	1) Non-Profit	15	2) Faith Based	4	3) Local Government	3	4) State Government Entity	2	5) Federal Government Entity	1	6) For-Profit Business or Corporation	0	7) Coalition or collaborative (3 or more groups)	0	8) Others: Please identify.	0	a)	0	b)	0	The number of organizations, both public and private, community action actively works with to expand resources and opportunities in order to achieve family and community outcomes. Provide an UNDUPLICATED count of the above organizations.	25	
1) Non-Profit	15																							
2) Faith Based	4																							
3) Local Government	3																							
4) State Government Entity	2																							
5) Federal Government Entity	1																							
6) For-Profit Business or Corporation	0																							
7) Coalition or collaborative (3 or more groups)	0																							
8) Others: Please identify.	0																							
a)	0																							
b)	0																							
The number of organizations, both public and private, community action actively works with to expand resources and opportunities in order to achieve family and community outcomes. Provide an UNDUPLICATED count of the above organizations.	25																							
<p>Narrative Comments:</p>																								

**ATTACHMENT C – Workplan and Quarterly Report Form
2007-2008 Florida Outcomes for Community Action System (FOCAS)
Community Action Goal 5 (Agency) – Agencies Increase Their Capacity to Achieve Results**

AGENCY NAME:

Table 1 – Agencies Leverage External Resources to Increase Their Capacity to Serve Low-Income People		2	3	4	5
FOCAS Outcomes Catalog		Funding Received by Source in 2006-2007	Anticipated Funding by Source in 2007-2008	Anticipated Increase or Decrease in Dollars	Actual Funding by Source in 2007-2008
Community Action Goal 5: Agencies Increase Their Capacity to Achieve Results					
National Performance Indicators:					
5.1 Broadening the Resource Base – The number of dollars mobilized by community action. (All agencies must complete all Tables under Goal 5. Complete entire chart for Workplan.)					
Funding Sources					
A) Community Services Block Grant (CSBG)		\$230,056	\$230,401	+345	
B) Federal Government Resources – Other than CSBG					
a) Weatherization Assistance Program funded by DOE through DCA					
b) Low-Income Home Energy Assistance Program (through DCA) funded by HHS					
c) Weatherization Assistance Program funded by LIHEAP through DCA					
d) Head Start					
e) Early Head Start					
f) Older American Act					
g) SSBG funded by HHS					
h) Medicare/Medicaid funded by HHS					
i) Community Food and Nutrition by HHS through DCA					
j) Temporary Assistance to Needy Families from HHS through State TANF					
k) Child Care Development Block Grant from CCDBG					
l) List all other HHS Resources in order of size					
1)					
2)					
3)					
m) Women, Infant and Children (WIC) nutrition program from USDA					
n) USDA non-food programs (e.g. rural development)					
o) All other USDA Food Programs					
p) Community Development Block Grant funded by HUD directly or indirectly through federal, state or local government		\$2,463,600	\$2,472,352	+8,752	
q) Housing Programs funded by HUD					
1) Section 8					
2) Section 202					
r) All other HUD programs including homeless programs					
s) Employment and Training Programs funded by the US DOL JPTA whether funded through state agencies, or Workforce Investment Boards.		\$1,261,038	\$1,253,429	-7,609	
t) Other DOL programs					
u) Corporation for National and Community Service Programs such as AmeriCorps*Vista, AmeriCorps*NCCC; SeniorCorps programs (Foster Grandparent; RSVP; Senior Companion); Learn and Serve, or America Reads					
v) FEMA					
w) Transportation funded by U. S. DOT					
x) Other Federal Sources: List by name of funding source. Do not use abbreviations.					
1)					
2)					
TOTAL: NON-CSBG FEDERAL RESOURCES		\$3,724,638	\$3,725,781	+1,143	

ATTACHMENT C – Workplan and Quarterly Report Form
2007-2008 Florida Outcomes for Community Action System (FOCAS)
Community Action Goal 5 (Agency) – Agencies Increase Their Capacity to Achieve Results

AGENCY NAME:

Table 1 – Agencies Leverage External Resources to Increase Their Capacity to Serve Low-Income People				
FOCAS Outcomes Catalog				
Community Action Goal 5: Agencies Increase Their Capacity to Achieve Results	2	3	4	5
National Performance Indicators:	Funding Received by Source in 2006-2007	Anticipated Funding by Source in 2007-2008	Anticipated Increase or Decrease in Dollars	Actual Funding by Source in 2007-2008
5.1 Broadening the Resource Base – The number of dollars mobilized by community action. (All agencies must complete all Tables under Goal 5. Complete entire chart for Workplan.)				
Funding Sources				
C) State Resources (Non-federal, state-appropriated funds)				
a) State appropriated funds used for the same purpose as federal CSBG funds	\$3,811,191	\$3,782,833	-\$28,358	
b) State Housing and Homeless Programs				
c) State Nutrition Programs				
d) State Day Care and Early Childhood Programs				
e) State Energy Programs (do NOT include LIHEAP, EHEAP, WAP or WAP-LIHEAP)				
f) State Health Programs				
g) State Youth Development Programs				
h) State Employment and Training Programs				
i) State Head Start Programs				
j) State Senior Programs				
k) State Transportation Programs				
l) State Education Programs				
m) State Community, Rural and/or Economic Development Programs				
n) State Rural Development Programs				
o) Other State Funded Programs: List by name of funding source. Do not use abbreviations.				
1)				
2)				
TOTAL: STATE RESOURCES	\$3,811,191	\$3,782,833	-\$28,358	
D) Local Government Resources				
a) Unrestricted funds appropriated by local governments	\$2,927,241	\$3,653,193	+\$725,952	
b) Value of contracted services with local governments	\$1,443,177	\$1,312,001	-\$131,176	
c) Value of in-kind goods/services received from local governments	\$41,410	\$25,648	-\$15,762	
d) Other Local Government Resources: Give description or name of program. Do not abbreviate.				
1)				
2)				
TOTAL: LOCAL GOVERNMENT RESOURCES	\$4,411,828	\$4,990,842	\$579,014	
E) Private Sector Resources				
a) Funds from Foundations, Corporations, United Way, other non-profits				
b) Other donated funds				
c) Value of donated items, food, clothing, furniture, etc.				
d) Value of in-kind services received from businesses				
e) Fees paid by clients for services (Example, income through "sliding scale" fees allowed by some programs for medical care, transportation, mental health services, or legal/tax assistance.)				
f) Payments by private entities for goods or services for low-income clients or communities				
g) Other Private Sector Resources				
TOTAL: PRIVATE SECTOR RESOURCES	0	0	0	

**ATTACHMENT C – Workplan and Quarterly Report Form
2007-2008 Florida Outcomes for Community Action System (FOCAS)
Community Action Goal 5 (Agency) – Agencies Increase Their Capacity to Achieve Results**

AGENCY NAME:

Table 1 -- Agencies Leverage External Resources to Increase Their Capacity to Serve Low-Income People				
FOCAS Outcomes Catalog				
Community Action Goal 5: Agencies Increase Their Capacity to Achieve Results	2	3	4	5
National Performance Indicators:	Funding Received by Source in 2006-2007	Anticipated Funding by Source in 2007-2008	Anticipated Increase or Decrease in Dollars	Actual Funding by Source in 2007-2008
5.1 Broadening the Resource Base -- The number of dollars mobilized by community action. (All agencies must complete all Tables under Goal 5. Complete entire chart for Workplan.)	\$11,947,657	\$12,499,456	+551,799	
Funding Sources	\$230,056	\$230,401	+\$345	
TOTAL: ALL NON-CSBG RESOURCES (Non-CSBG Federal Resources + State Resources + Local Government Resources + Private Sector Resources)	\$12,177,713	\$12,729,857	+\$552,144	
CSBG FUNDS FROM LINE 1				
Total Agency Budget (if different from the sum of All Non-CSBG Resources plus CSBG Funds, provide an explanation below.)				

Abbreviations:

- DCA – Florida Department of Community Affairs
- DEA – Florida Department of Elder Affairs
- DOE -- U. S. Department of Energy
- DOL – U.S. Department of Labor
- DOT – U. S. Department of Transportation
- FEMA – Federal Emergency Management Administration
- HHS -- U.S. Department of Health and Human Services
- HUD – U. S. Department of Housing and Urban Development
- JTPA – Job Training and Partnership Act
- LIHEAP – Low-Income Home Energy Assistance Program
- SSBG – Social Services Block Grant
- USDA – U. S. Department of Agriculture

For further instructions, see Information System Survey Instructions, Part 1: Section F.

Explanation:

ATTACHMENT C – Workplan and Quarterly Report Form
2007-2008 Florida Outcomes for Community Action System (FOCAS)
Community Action Goal 5 (Agency) – Agencies Increase Their Capacity to Achieve Results
AGENCY NAME:

Table 2 – Agency Increase Staff Capacity to Achieve Results Through Training				
FOCAS Outcomes Catalog	2	3	4	5
Goal 5: Agencies Increase Their Capacity to Achieve Results Agency Staff Improves Their Capacity to Achieve Results. (All agencies must complete all Tables under Goal 5. Complete Columns 2 and 3 for Workplan.)	Number of Staff Who Will Receive Training During the Year	Total Number of Classroom Hours of Training Planned (Number of staff MULTIPLIED BY hours in class)	Number of Staff Who Received Training During this Contract to Date	Total Number of Classroom Hours of Training Completed This Period (Number of staff MULTIPLIED BY hours in class)
A. Staff who work with customers in self-sufficiency program receive training specific to case management.	7	28		
B. Staff who work with customers in self-sufficiency program receive training specific to family development.	0	0		
C. Staff who works with grants or contract management receives training to expand, update or upgrade their skills.	0	6		
D. Fiscal staff attending training on OMB Circular or audit compliance.	1	16		
E. Board members receive training related to their roles and responsibilities.	0	0		
F. Fiscal staff receives accounting or data collection or management training.	2	24		
G. Program staff receives data collection or management training.	0	0		
H. Other training not reported above or in Goal 5, Tables 4 or 5. Describe below.	0	0		
1)				
2)				
3)				
4)				
5)				

Note: The term "classroom" is used in a very broad sense. This may include in-office training provided by a contractor such as data system training or other forms of employee development; attending a class or seminar, completing web-based or other self-directed instruction, and attending a conference or workshop. The training should be structured and formal.

ATTACHMENT C – Workplan and Quarterly Report Form
2007-2008 Florida Outcomes for Community Action System (FOCAS)
Community Action Goal 5 (Agency) – Agencies Increase Their Capacity to Achieve Results
AGENCY NAME:

Table 3 – Agency Organizes and Operates its Programs, Services, and Activities Toward Accomplishing Family and Community Outcomes				
FOCAS Outcomes Catalog	2	3	4	
Goal 5: Agencies Increase Their Capacity to Achieve Results	Agency's Status as of 09/30/07	Workplan Agency's Status at the End of this Contract		Agency's Current Status
Agency has the Capacity to Measure Client Progress toward Self-Sufficiency. <i>(All agencies must complete all Tables under Goal 5. Complete column 2 and 3 for Workplan.)</i>				
A) Agency has the Capacity to Measure Client/Customer Progress Towards Self-Sufficiency. CAAs are organized in different ways depending on their configuration of programs and services. Please identify with an "X" the ONE statement below that BEST describes how your CAA's intake process is organized:				
1) A common in-take process and common ID# is used for all clients of the CAA.	X	X		
2) A common in-take process and common ID# is used for some clients of the CAA.	N/A	N/A		
3) A separate in-take process and/or separate ID# is used for each program administered by the CAA.	N/A	N/A		
B) CAAs are organized in different ways depending on their configuration of programs and services: Please identify with an "X" the ONE statement below that BEST describes how your CAA manages client information and tracks client progress:				
1) Agency utilizes a database for all clients of the agency for use in intake and assessment and provision of services.	N/A	N/A		
2) Agency utilizes a database for some clients of the agency for use in intake and assessment and provision of services.	N/A	N/A		
3) Agency utilizes a database for all clients of the agency for use in intake, assessment, provision of services and measurement of outcomes.	N/A	N/A		
4) Agency utilizes a database for some clients of the agency for use in intake, assessment, provision of services and measurement of outcomes.	N/A	N/A		
C) What computer program(s) is used to manage client information and track client progress?				
1) Access	X		X	
2)				

Explanation:

**ATTACHMENT C – Workplan and Quarterly Report Form
2007-2008 Florida Outcomes for Community Action System (FOCAS)
Community Action Goal 5 (Agency) – Agencies Increase Their Capacity to Achieve Results**

AGENCY NAME:

Table 4 – Agency Organizes and Operates its Programs, Services, and Activities Toward Accomplishing Family and Community Outcomes			
	2	3	4
	Agency's Status as of 09/30/07	Workplan Agency's Status at the End of this Contract	Agency's Current Status
FOCAS Outcomes Catalog			
Goal 4: Agencies Increase Their Capacity to Achieve Results			
A. Agency has the Capacity to Report Client Progress Toward Self-Sufficiency.			
B. Agency has Provided Results-Oriented Management and Accountability Training.			
C. Agency Programs Achieved Accreditation Demonstrating That Program Meets or Exceeds Nationally Recognized Standards.			
D. Agency is Implementing ROMA tools and management practices.			
<i>(All agencies must complete all Tables under Goal 5. Complete columns 2 and 3 for Workplan.)</i>			
A) Agency has the Capacity to Report Client/Customer Progress Toward Self-Sufficiency. (Answer Yes or No for each.)			
1) Agency can report outcomes that measure progress towards self-sufficiency without use of an outcome scale.	No	No	
2) Agency utilizes outcome scales to measure client movement toward self-sufficiency. (If yes, attach copy of scale with Workplan submission.)	No	No	
3) Agency has capacity to derive unit cost statistics for efficiency: cost per service delivered or cost of service per client.	Yes	Yes	
4) Agency has capacity to derive unit cost statistics for effectiveness: cost per outcome delivered.	No	No	
B) Agency has Provided Results-Oriented Management and Accountability Training within the past 2 years. (Answer Yes or No for each.)			
1) At least half of the Agency board has received ROMA training.	No	Yes	
2) Agency management staff has received ROMA training.	No	Yes	
3) Agency supervisory staff has received ROMA training.	No	Yes	
4) Agency line staff has received ROMA training.	No	Yes	
C) Agency Programs Achieved Accreditation Demonstrating That Program Meets or Exceeds Nationally Recognized Standards. (Answer Yes or No for each.)			
1) Early childhood care and education sites receive NAEYC or other recognized form of accreditation.	No	No	
2) Programs achieve other form of recognized accreditation. (Please describe in the Narrative Comments below.)	No	No	
D) Agency is Implementing ROMA tools and management practices. (Answer Yes or No for each.)			
1) Agency as adopted and implemented logic models for key programs and activities.	Yes	Yes	
2) Agency programs and activities are evaluated using ROMA principals.	No	No	
Narrative Comments:			

**ATTACHMENT C – Workplan and Quarterly Report Form
 2007-2008 Florida Outcomes for Community Action System (FOCAS)
 Community Action Goal 5 (Agency) – Agencies Increase Their Capacity to Achieve Results**

AGENCY NAME:

Table 5 – Agency Staff Obtains Credentials that Improve Their Capacity to Achieve Results			
FOCAS Outcomes Catalog	2	3	4
Goal 5: Agencies Increase Their Capacity to Achieve Results	Number of Staff Who Have Credentials as of 09/30/07	Number of Staff Who Will Receive Credentials During the Contract Year	Number of Staff Who Received Credentials During this Contract to Date
Agency Staff Obtained Credentials That Improve Their Capacity to Achieve Results. (All agencies must complete all Tables under Goal 5. Complete Columns 2 and 3 for Workplan.)			
Agency Staff Obtained Credentials That Improve Their Capacity to Achieve Results.			
A. Staff who work with families obtain the Family Development Specialist credential.	None	None	
B. Staff who work with children obtain the Child Development Associate credential or higher form of credential/degree.	None	None	
C. Staff obtain G.E.D.	None	None	
D. Staff who received CCAP credentials.	None	None	
E. Staff who received Associates Degree.	None	None	
F. Staff who received Bachelors Degree.	None	None	
G. Staff who received Masters Degree.	None	None	
H. Staff who received Doctorate Degree.	None	None	
I. Staff who are certified ROMA Trainers.	None	None	
J. Agency staff obtained other credentials that increase their capacity to achieve results. (Please describe in the Narrative Comments below.)	None	None	

Narrative Comments:

ATTACHMENT C – Workplan and Quarterly Report Form
FY 2007-2008 Florida Outcomes for Community Action System (FOCAS)
Community Action Goal 6 (Family) – Low-Income People, Especially vulnerable populations,
Achieve Their Potential by Strengthening of Family and Other Supportive Environments

Agency Name:

FOCAS Outcomes Catalog		2	3	4
Goal 6: Low-Income People Especially Vulnerable Populations Achieve Their Potential by Strengthening Family and Other Supportive Systems		WORKPLAN	Number of People	
National Performance Indicators:		Total Number of Participants Expected to Achieve Outcome	Received Services	Achieved Outcome
6.1 Independent Living				
6.2 Emergency Assistance				
6.3 Child and Family Development				
<i>All agencies must report on at least one NPI in Goal 6.</i>				
NPI 6.1: INDEPENDENT LIVING – The number of vulnerable individuals receiving services from community action that maintain an independent living situation as a result of those services.				
A. Senior Citizens (55 or older)		75		
B. Individuals with Disabilities		25		
NPI 6.2: EMERGENCY ASSISTANCE – The number of low-income households served by community action that sought emergency assistance, and the number who received assistance, including services such as:				
Goal 6: Low-Income People Especially Vulnerable Populations Achieve Their Potential by Strengthening Family and Other Supportive Systems		WORKPLAN	Number of Households	
		Total Number of Households Expected to Achieve Outcome	Seeking Assistance	Received Assistance
A. Food (Households)		0		
1) Receive emergency/supplemental food from food pantry, commodities, vouchers, community farming, etc.		0		
2) Senior congregate meal programs		0		
3) Meals on Wheels		0		
4) Summer Nutrition Program		0		

**ATTACHMENT C – Workplan and Quarterly Report Form
 FY 2007-2008 Florida Outcomes for Community Action System (FOCAS)
 Community Action Goal 6 (Family) – Low-Income People, Especially vulnerable populations,
 Achieve Their Potential by Strengthening of Family and Other Supportive Environments**

Agency Name:

FOCAS Outcomes Catalog	2 WORKPLAN Total Number of Households Expected to Achieve Outcome	3		4
		Seeking Assistance	Receiving Assistance	Number of Households at or Below 125% of Poverty
Goal 6: Low-Income People Especially Vulnerable Populations Achieve Their Potential by Strengthening Family and Other Supportive Systems 6.1 Independent Living 6.2 Emergency Assistance 6.3 Child and Family Development				
B. Emergency Vendor Payments	355			
1) Home Energy Assistance funded by Low-Income Home Energy Assistance	0			
2) Home Energy Assistance funded by public or private funds other than LIHEAP	0			
2) Water Bill Assistance	30			
3) Rent or Mortgage Assistance	325			
C. Temporary Shelter (motel, shelter placement, etc.)	0			
D. Emergency Medical Care	150			
E. Protection from Violence	0			
F. Legal Assistance	0			
G. Transportation	0			
H. Disaster Relief	0			
I. Clothing	0			
J. Provide translation assistance in order for person to receive emergency services.	25			

**ATTACHMENT C – Workplan and Quarterly Report Form
 FY 2007-2008 Florida Outcomes for Community Action System (FOCAS)
 Community Action Goal 6 (Family) – Low-Income People, Especially vulnerable populations,
 Achieve Their Potential by Strengthening of Family and Other Supportive Environments**

Agency Name:

FOCAS Outcomes Catalog	2	3	4	
			Number of People Enrolled in Program(s)	Number of People Achieving Outcome
Goal 6: Low-Income People Especially Vulnerable Populations Achieve Their Potential by Strengthening Family and Other Supportive Systems 6.1 Independent Living 6.2 Emergency Assistance 6.3 Child and Family Development	WORKPLAN Total Number of People Expected to Achieve Outcome			
NPI 6.3: CHILD AND FAMILY DEVELOPMENT – The number of all infants, children, youth, parents, and other adults participating in developmental or enrichment programs that achieve program goals, as measured by one or more of the following:				
A. Infant and Child				
1) Infants and children obtain age appropriate immunizations, medical and dental care.	0			
2) Infants and children health and physical development are improved as a result of adequate nutrition.	0			
3) Children participate in pre-school activities to develop school readiness skills.	0			
4) Children who participate in pre-school activities are developmentally ready to enter Kindergarten or 1 st Grade.	0			
B. Youth				
1) Youth improve physical health and development.	0			
2) Youth improve social/emotional development.	0			
3) Youth avoid risk-taking behavior for a defined period of time.	0			
4) Youth have reduced involvement with criminal justice system.	0			
5) Youth increase academic, athletic or social skills for school success by participating in before or after school programs.	0			
C. Adult				
1) Parents and other adults learn and exhibit improved parenting skills.	0			
2) Parents and other adults learn and exhibit improved family functioning skills.	0			

**CSBG
ATTACHMENT D
PROGRAM STATUTES AND REGULATIONS**

A. INCORPORATION OF LAWS, RULES, REGULATIONS AND POLICIES

Both the Recipient and the Department shall be governed by applicable laws and local rules, including, but not limited to: The Omnibus Budget Reconciliation Act of 1981, (Public Law 97-35, as amended), Administrative Rule Chapter 9B-22, Florida Administrative Code, and Title 45 C.F. R. Part 96. Department of Health and Human Services regulations codified in Title 45 of the Code of Federal Regulations are applicable:

1. Part 16 - Department Grant Appeals Board
2. Part 30 - Claims Collection
3. Part 75 - Informal Grant Appeals Procedure
4. Part 76 - Debarment and Suspension from Eligibility for Financial Assistance.

Subpart F. Drug-Free Workplace

5. Part 93 - New Restrictions on Lobbying
6. Part 96 - Block Grants

B. FUNDING AVAILABILITY FOR EXPENDITURE

Funds are available for expenditure in accordance with Title VI of Public Law 97-35 as amended by P.L. 105-277, 45 CFR Part 96, OMB Circular A-87, and the laws and procedures applicable to the Community Services Block Grant Program. The Community Services Block Grant program is authorized and funded through the United States Department of Health and Human Services.

C. PROJECTS OR PROGRAMS FUNDED IN WHOLE OR PART WITH FEDERAL MONEY

The Recipient assures, as stated in Section 508 of Public Law 103-333, statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all grantees receiving Federal funds, including but not limited to State and local governments and recipients of Federal research grants, shall clearly state:

**CSBG
ATTACHMENT D
PROGRAM STATUTES AND REGULATIONS**

(1) the percentage of the total costs of the program or project which will be financed with Federal money,

(2) the dollar amount of Federal funds for the project or program, and

(3) percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

D. PROGRAM INCOME

Program income is gross income received that is directly generated by the federally-funded project during the grant period. The recipient may apply program income, excluding interest income, to meet matching requirements, or may reprogram it for eligible program activities. The amount of program income and its disposition must be reported to the Department on the monthly financial status reports and at the time of submission of the final close-out report.

E. INTEREST FROM CASH ADVANCES

Non-profit Recipients shall invest cash advances in compliance with section .22 of OMB Circular A-110 as revised. Local Governments shall invest cash advances in compliance with section .21 (h) (2) (i) of the Common Rule. All Recipients shall maintain advances of Federal funds in interest-bearing accounts, unless the following applies:

(1) NON-PROFITS ONLY:

(a) The Recipient receives less than \$120,000 total from all federal awards per year.

(b) The best reasonably available interest bearing account would not be expected to earn interest in excess of \$250 per year on Federal cash balances from all Federal awards received each year.

(c) The depository would require an average or minimum balance so high that it would not be feasible within the expected Federal and non-Federal cash resource. Interest earned off cash advances shall be reflected on the monthly financial status report and the close-out reports.

**CSBG
ATTACHMENT D
PROGRAM STATUTES AND REGULATIONS**

(2) LOCAL GOVERNMENTS

Except for interest earned on advance of funds exempt under the Intergovernmental Cooperation Action (31 U.S.C. 6501 et. seq.) and the Indian Self-Determination Act (23 U.S.C. 450), grantees and sub-grantees shall promptly, but at least quarterly, remit interest earned on advances to the Federal agency. The grantee or sub-grantee may keep interest amounts up to \$100 per year for administrative expenses for all interest accrued from all federal awards received. The interest maintained for administrative expenses must be proportionate to the program's contribution to the interest earned.

F. MODIFICATIONS

(1) The Department shall not be obligated to reimburse the Recipient for outlays in excess of the funded amount of this Agreement unless and until the Department officially approves such expenditures by executing a written modification to the original contractual Agreement.

(2) The following conditions will govern modifications to this agreement:

(a) An unlimited budgeted amount may be moved from any line item to the direct client assistance line item without written departmental approval. These changes will become effective upon the Department receiving and accepting an accurate amended budget summary, budget detail, workplan and workplan summary reflecting these changes.

(b) With the exception given in (a) above, all requests for modifications to increase or decrease any line item by more than 20% must be submitted to the Department for approval thirty (30) days prior to the anticipated implementation date. Failure to meet this time frame may result in reimbursement delays. The Recipient must use a CSBG modification package, approved by the Department, which includes an amended budget summary, budget detail, work plan and work plan summary. Changes which are mutually agreed upon shall be valid only when reduced to writing, duly signed by each of the parties hereto, and attached to the original of this Agreement.

**CSBG
ATTACHMENT D
PROGRAM STATUTES AND REGULATIONS**

(c) Modifications to increase or decrease any line item by less than 20 percent, may be made without the Department's written approval. These changes will become effective upon the Department receiving and accepting as accurate an amended budget summary, budget detail, work plan and workplan summary reflecting these changes.

(d) Only unobligated funds may be transferred from one line item to another line item.

(e) Budget changes must not result in over expenditure of the amounts stated in section (17)(a) of this agreement, nor the limits set for administrative or secondary administrative expenses.

G. MATCH REQUIREMENTS

(1) The Recipient shall match the CSBG funds identified in Section (17)(a) by an amount equal to at least 20 percent of the funds received. Not less than 10 percent of the match shall be in cash. That is, the Recipient shall supply a cash match equal to at least 2 percent of the CSBG funds expended. In-kind match sources shall absorb the balance of the overall minimum 20 percent requirement.

(2) The Recipient shall provide as matching funds for services under this Agreement the amounts reflected in Attachments B-1, Budget Summary and B-3, Budget Detail.

(3) Sources of matching funds and expenditures for all funds under this Agreement shall be governed by the Budget Summary, Attachment B of this Agreement. CSBG funds may not be used in part or in whole to meet the two percent cash match requirement.

H. CSBG CLIENT ELIGIBILITY AND CLIENT RECORDS

(1) The Recipient shall certify that each household receiving CSBG funded services is income eligible. The sum of all countable income from all household members must be used in determining eligibility. The total household income cannot exceed 125 percent of the current Office of Management and Budget Poverty Guidelines. A "household" is an individual or group of individuals living together as one economic unit. The Recipient must maintain income documentation that is no more than one year old of all household income sources. In the event that the applicant cannot provide income documentation, the Recipient shall require the applicant to provide a signed certification of eligibility to attest to the applicant's verbal declaration of total household income. This certification must specify the

**CSBG
ATTACHMENT D
PROGRAM STATUTES AND REGULATIONS**

reasons that no current documentation can be supplied by the applicant and a statement of how the applicant is providing for his/her basic needs.

(2) The Recipient will maintain a separate record for each CSBG client which includes at least the following data: name, address, sex, race, age, income amount and method of verification for each member of the client's household, date client was interviewed, services provided to the client and documentation of any denial of client services. All CSBG assistance applications must be signed by the client and by the Recipient's representative.

(3) Recipients are required to have written applicant appeal procedures. Any applicant denied CSBG services must be provided a written notice of the denial which includes the appeals process and the reason(s) for the denial. In cases where the denial is for lack of documentation, the agency must explain what specific documents are required in order for the applicant to reapply for services.

(4) All records, correspondence, employee time sheets, board minutes, board meeting notices and other documents related to CSBG funded activities shall be available for public inspection during normal business hours.

I. MONITORING

(1) The Recipient shall allow the Department to carry out monitoring, evaluation and technical assistance and shall ensure the cooperation of its employees, and of any sub-recipients with whom the Recipient contracts to carry out program activities.

(2) Training and technical assistance shall be provided by the Department, within limits of staff time and budget, upon request by the Recipient and/or upon determination by the Department of Recipient need.

J. BONDING

(1) Non-Profit Organizations: The Recipient agrees to purchase a blanket fidelity bond covering all officers, employees and agents of the Recipient holding a position of trust and authorized to handle funds received or disbursed under this Agreement. Individual bonds apart from the blanket bond are not acceptable. The amount of the bond must cover each officer, employee and agent up to an amount which is equal to at least one-half of the total CSBG contract amount.

**CSBG
ATTACHMENT D
PROGRAM STATUTES AND REGULATIONS**

(2) Local Governments: The Recipient agrees to purchase a fidelity bond in accordance with Section 113.07, Fla. Stat. The fidelity bond must cover all officers, employees and agents of the Recipient holding a position of trust and authorized to handle funds received or disbursed under this Agreement.

**CSBG
ATTACHMENT E
REPORTS**

A. Annual reports

(1) Within 45 days after the end of the Agreement, the Recipient shall submit the CSBG Close-out Report, including the CSBG Final Financial Report, a refund check for any unspent funds, and the CSBG Final Program Report.

(2) Recipients will complete and submit the National Association of State Community Services Programs (NASCSPP) information survey. The Recipient will be notified in writing of the due date.

B. Monthly reports - The CSBG Monthly Financial Status Reports must be provided to the Department no later than the twenty-first (21st) day of each month following the end of the reporting period regardless of whether or not funds were expended.

C. Quarterly Reports - The CSBG quarterly program reports must be provided to the Department no later than the twenty (20) working days following the end of the last month of the quarterly reporting period.

D. Board Minutes - Official approved minutes from all CSBG Board of Directors' meetings must be provided to the Department no later than 15 days from the date of the meeting at which they are approved.

E. Monitoring Report Responses - A written response to all monitoring report findings and/or concerns must be provided to the Department no later than 35 days from the date of the monitoring report.

F. Board Roster - When board members or officers change, the Recipient within 30 days will provide a revised board roster to the Department. The board roster format which was included with the contract documents and instructions should be used to provide the Department with the following information:

Name of Board Member

Mailing Address separate from agency address (No post office box numbers)

Telephone Number, Fax Number

E-Mail Address

Cell Phone number if available

Sector Represented

Beginning and Ending dates of term

Total number of years on the board

**CSBG
ATTACHMENT F
PROPERTY MANAGEMENT AND PROCUREMENT**

G. Upon reasonable notice, the Recipient shall provide additional program updates or information as may be required by the Department, including supporting or source documentation for any reports identified in this section.

H. The reports shall be submitted to:

Ms. Hilda Frazier, Planning Manager
Florida Department of Community Affairs
Division of Housing & Community Development
2555 Shumard Oak Boulevard
Tallahassee, FL 32399-2100

Recipient shall comply with property management standards for non-expendable property equivalent, at a minimum, to OMB Circular A-102, revised or OMB Circular A-110, revised, Subpart C, Post Award Requirements, and the awarding federal agency's "Common Rule."

**CSBG
ATTACHMENT G
STATEMENT OF ASSURANCES**

A. Interest of Certain Federal Officials

No member of or delegate to the Congress of the United States, and no Resident Commissioner, shall be admitted to any share or part of this Agreement or to any benefit to arise from the same.

B. Interest of Members, Officers, or Employees of Recipient, Members of Local Governing Body, or Other Public Officials

No member, officer, or employee of the grantee, or its delegates or agents, no member of the governing body of the locality in which the program is situated, and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the program during his tenure or for one year thereafter, shall have any interest direct or indirect, in any contract, subrecipient agreement or subcontract, or the proceeds thereof, for work to be performed in connection with the program assisted under this Agreement. The grantee shall incorporate or cause to be incorporated in all such Agreements, a provision prohibiting such interest pursuant to the purposes of this subsection. No board member, officer or employee will be permitted to receive any remuneration or gift in any amount. Board members may receive travel expenses in accordance with s. 112.061, Florida Statutes.

C. Nepotism

The grantee agrees to abide by the provisions of s.112.3135, Florida Statutes, pertaining to nepotism in their performance under this Agreement.

D. CSBG Assurances

The grantee hereby assures and certifies as a condition of receipt of Community Services Block Grant funds, that it and its subrecipients will comply with the applicable requirements of Federal and State laws, rules, regulations, and guidelines. As part of its acceptance and use of CSBG funds, the grantee assures and certifies that:

**CSBG
ATTACHMENT G
STATEMENT OF ASSURANCES**

(1) The grantee possesses the legal authority to apply for the grant, and that the contract proposal has been approved by the grantee's governing body, including all assurances contained herein.

(2) The grantee will use all CSBG funds to provide services and activities having measurable and potentially major impact on causes of poverty in the community. Funds not used during the contract period will be returned to the Department of Community Affairs with the close-out report on or before the due date.

(3) In the case of a Community Action Agency, non-profit private organization or unit of local government (eligible entity), the recipient assures and provides documentation that its Community Services Block Grant board is constituted so that:

(a) One-third of the members of the board are elected public officials, holding office on the date of selection, or their representatives, except that if the number of such elected officials reasonably available and willing to serve on the board is less than 1/3 of the membership of the board, membership on the board of appointive public officials or their representatives may be counted in meeting such 1/3 requirement. Letters reaffirming the delegation, signed by the elected officials, shall be required each year regardless of the number of years the terms run. Upon the request of the Department, Recipients providing services in multi-county areas are required to submit to the Department a plan to assure representation of every county served. When an entity expands to include a new county into its service area, the new county must be represented on the board by an elected public official or his designee for the first two years.

(b) Not fewer than one-third of the members of the board are persons chosen in accordance with democratic selection procedures adequate to assure that they are representatives of the low income individuals and families in the neighborhood served. Each representative of the low-income sector selected to represent a specific neighborhood within the community must reside in the neighborhood served. The Recipient will define what constitutes a neighborhood.

**CSBG
ATTACHMENT G
STATEMENT OF ASSURANCES**

(c) The remainder of the members of the board are officials or members of business, industry, labor, religious, law enforcement, education, or other major groups and interests in the community served. Interest groups are organizations with non-profit status, incorporated and registered with the Office of the Florida Secretary of State. Agency bylaws shall specify categories or interest groups represented by each member. In no case shall bylaws be acceptable that do not specify membership categories as indicated.

(d) The board of directors will fully participate in the development, planning, implementation, and evaluation of the CSBG program to serve low-income communities.

(e) Procedures will be in place which will allow low-income individuals, community organizations and religious organizations to petition for adequate representation on the board if they feel inadequately represented.

(4) In the case of eligible entities (as defined in Rule Chapter 9B-22, Florida Administrative Code) and migrant and seasonal farm worker organizations, the Recipient assures that all board of directors meetings are timely noticed at least seven (7) days but not more than thirty (30) days prior to the date on which the meeting is scheduled. Such notices must be given by sending meeting information to local media (newspapers, radio, etc.) with a copy on file with the Recipient for inspection by the Department. These meetings must be open to the public and held by the Recipient's board, whose composition must comply with requirements as set forth in Public Law 97-35 and in Administrative Rule Chapter 9B-22, Florida Administrative Code. If immediate danger to the public health, safety or welfare occurs requiring emergency action by the board, a board meeting may be scheduled by any procedure that is fair under the circumstances and necessary to protect the public interest.

(5) The Recipient will provide for coordination among anti-poverty programs in each community and, where appropriate, with emergency energy crisis intervention programs under Title XXVI of the Low-Income Home Energy Assistance Act conducted in each community.

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ATTACHMENT G
STATEMENT OF ASSURANCES**

(6) The Recipient possesses the sound fiscal controls and fund accounting procedures necessary to adequately safeguard the assets of the agency, check the accuracy and reliability of accounting data, promote operating efficiency and maintain compliance with audit procedures and prescribed management policies of the agency.

(7) The Recipient will permit and cooperate with Federal and State investigations designed to evaluate compliance with the law. The Recipient will notify the Department in writing immediately of any allegations or acts pertaining to fraud or the misuse of CSBG funds.

(8) The Recipient will give the Department, the Auditor General or any authorized representative complete access to examine all records, books, papers or documents related to all fiscal and program operations of the grant, including those of any sub-recipient.

(9) The Recipient will comply with non-discrimination provisions, in accordance with Florida Statutes; section 678(F)(c)(1) of Public Law 97-35, as amended; Titles VI and VII of the Civil Rights Act of 1964; and 45 C.F.R. Parts 84, 86 and 90.

(10) The Recipient will comply with the match requirements of this Agreement and maintain verification of type and source.

(11) The Recipient will comply with section 678(F)(a)(1) of Public Law 97-35, as amended, which prohibits use of CSBG funds for purchase or improvement of land, or the purchase, construction, or permanent improvement of any building or other facility.

(12) CSBG administrative expenses shall not exceed 15 percent of the total final CSBG expenditures (match excluded) at close out. Any amount in excess of this limit shall be refunded to the Department at time of contract close out.

(13) If secondary administrative expenses are requested, the following conditions must be met:

(a) CSBG Budget and Secondary Administrative Expenses, Attachment B and Scope of Work/Workplan, Attachment C must document how these expenses will be used to support eligible CSBG Community Action Plan activities.

**CSBG
ATTACHMENT G
STATEMENT OF ASSURANCES**

(b) The administrative expenses of the secondary grant source must be fully utilized prior to using CSBG funds for secondary administrative expenses.

(c) CSBG funds may not be used to increase administrative expenses for a secondary grant source above 15 percent of the secondary grant source's total grant amount.

(d) Only the Recipient is eligible for these funds. Secondary administration may not be claimed or used by sub-recipients.

(e) All contracts and fiscal expense documentation related to the grant sources for which secondary administration is claimed must be made available to the Department upon request.

(f) Audit costs, travel and associated dues are not allowable secondary administrative expenses.

(g) Under no circumstances shall secondary administrative expenses be approved for costs already covered by the secondary grant source, nor for any other administrative costs exceeding the total of 15 percent of the total secondary grant source budget.

(14) If the Recipient administers a transportation program, it will comply with Chapter 427, Florida Statutes, so that it will coordinate with the appropriate transportation provider(s).

(15) The CSBG application and all its attachments, including budget data, are true and correct.

(16) In accordance with section 678F(b)(1)(2)(A)(B)(C) of Public Law 97-35, as amended, the Recipient will prohibit any political activities by the Recipient or employees in accordance with the Hatch Act restrictions on political activity.

(17) In accordance with section 678(G)(a) of Public Law 97-35, as amended, the Recipient may conduct drug testing on CSBG program participants. If the Recipient does so, it must inform participants, who test positive, and refer them to treatment facilities.

**CSBG
ATTACHMENT G
STATEMENT OF ASSURANCES**

(18) In accordance with section 678G(b) of Public Law 97-35, as amended, the Recipient assures that it will inform custodial parents in single parent homes who participate in CSBG-funded programs about the availability of child-support services and refer them to the appropriate state and local child support offices.

(19) In accordance with section 676(b)(11) and section 676(b)(3) of Public Law 97-35, as amended, the Recipient must provide the Department with an agency Community Action Plan that consists of the following:

- (a) A community needs assessment (including food needs);
- (b) A description of the service-delivery system targeted to low-income individuals and families in the service area;
- (c) A description of how linkages will be developed to fill identified gaps in services through information, referral, case management, and follow-up consultation;
- (d) A description of how funding under this Act will be coordinated with other public and private resources; and
- (e) A description of outcome measures to be used to monitor success in promoting self-sufficiency, family stability, and community revitalization.

(20) The Recipient assures that the Workplan, Attachment C to this agreement is consistent with the most current Community Action Plan officially adopted by the Recipient's board of directors.

(21) The Recipient agrees to comply with Public Law 103-227, Part C, Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (Act), which requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments. Federal programs include grants, cooperative agreements, loans or loan guarantees, and

**CSBG
ATTACHMENT G
STATEMENT OF ASSURANCES**

contracts. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for in-patient drug and alcohol treatment.

(22) The Recipient assures that the above language contained in Section (21) of Attachment G of this Agreement will be included in any sub-contracts which contain provisions for children's services and that all sub-grantees shall certify compliance accordingly. Failure to comply with the provisions of this law may result in the imposition of a civil monetary penalty of up to \$1000 per day.

(23) The Recipient assures, as stated in Section 507 of Public Law 103-333, that to the extent practicable, all equipment and products purchased with funds made available in this Act should be American made.

(24) The Recipient agrees to adhere to a provision of section 675C(a)(3) of Public Law 97-35, as amended and the FY 2006-2007 CSBG State Plan regarding the recapture of unobligated funds. Funds allocated in this contract and not obligated by the Recipient during the contract period, will be returned to the Department at the time of close out. Unobligated funds in excess of 20 percent of the amount allocated to the Recipient will be surrendered to the Department. The balance of unobligated funds up to 20 percent will be re-contracted to the Recipient during the next contracting cycle.

(25) Each Recipient receiving an allotment for a fiscal year shall adhere to the Application and Plan assurances set forth in section 676 of Public Law 97-35, as amended.

(26) This Agreement has been approved by the Recipient's governing body by official action, and the officer who signs it is duly authorized to do so.

(27) The Recipient shall secure and maintain an internet computer service and notify the Department of their e-mail address.

**CSBG
ATTACHMENT G
STATEMENT OF ASSURANCES**

(28) The Recipient shall develop a Memorandum of Understanding with all Work Force Florida, Incorporated boards in their service area. The Memorandum of Understanding shall detail cooperative workforce training and employment efforts and shall describe the actions that will be taken by both parties to assure the coordination and partnership of the CSBG program and Work Force Florida, Incorporated "One-Stop" delivery system, services and information.

(29) When providing rental or mortgage assistance with CSBG funds, the Recipient will secure either a rental/lease agreement or mortgage documentation and place a copy of the documentation in the client's file.

**CSBG
ATTACHMENT H
SPECIAL CONDITIONS**

A. The Recipient and its sub-recipients shall comply with the following special conditions:

None.

B. Failure of the Recipient or its sub-recipients to comply with the special conditions under this Agreement shall be cause for the immediate suspension of payments, and may be cause for the immediate termination of this Agreement.

**CSBG
ATTACHMENT I**

**Certification Regarding
Debarment, Suspension, Ineligibility
And Voluntary Exclusion**

Contractor Covered Transactions

- (1) The prospective contractor of the Recipient, N/A , certifies, by submission of this document, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

- (2) Where the Recipient's contractor is unable to certify to the above statement, the prospective contractor shall attach an explanation to this form.

Contractor's Name

Recipient's Name

By _____
Signature

Name & Title

DCA Contract Number

Street Address

City, State, Zip

Date

**CSBG
ATTACHMENT J
WARRENTIES AND REPRESENTATIONS**

Financial Management

Recipient's financial management system shall provide for the following:

- (1) Accurate, current and complete disclosure of the financial results of this project or program
- (2) Records that identify adequately the source and application of funds for all activities. These records shall contain information pertaining to grant awards, authorizations, obligations, unobligated balances, assets, outlays, income and interest.
- (3) Effective control over and accountability for all funds, property and other assets. Recipient shall adequately safeguard all such assets and assure that they are used solely for authorized purposes.
- (4) Comparison of expenditures with budget amounts for each Request For Payment. Whenever appropriate, financial information should be related to performance and unit cost data.
- (5) Written procedures for determining the reasonableness, allocability and allow ability of costs in accordance with the provisions of the applicable cost principles and the terms and conditions of this grant.
- (6) Accounting records, including cost accounting records that are supported by source documentation.

Competition

All procurement transactions shall be conducted in a manner to provide, to the maximum extent practical, open and free competition. The Recipient shall be alert to conflicts of interest as well as noncompetitive practices among contractors that may restrict or eliminate competition or otherwise restrain trade. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, invitations for bids and/or requests for proposals shall be excluded from competing for such procurements. Awards shall be made to the bidder or offer whose bid or offer is responsive to the solicitation and is most advantageous to the Recipient, price, quality and other factors considered. Solicitations shall clearly set forth all requirements that the bidder or offer shall fulfill in order for the bid or offer to be evaluated by the Recipient. Any and all bids or offers may be rejected when it is in the Recipient's interest to do so.

Codes of Conduct

The Recipient shall maintain written standards of conduct governing the performance of its employees engaged in the award and administration of contracts. No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by public grant funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent; any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award. The officers, employees, and agents of the Recipient shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to subcontracts. The standards of conduct shall provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the recipient.

**CSBG
ATTACHMENT J
WARRANTIES AND REPRESENTATIONS**

Business Hours

The Recipient shall have its offices open for business, with the entrance door open to the public, and at least one employee on site, from at least 7:30 a.m. to 5:00 p.m. Monday through Friday.

Licensing and Permitting

All subcontractors or employees hired by the Recipient or any sub recipient shall have all current licenses and permits required for all of the particular work for which they are hired by the Recipient.

**CSBG
ATTACHMENT K
JUSTIFICATION OF ADVANCE PAYMENT**

RECIPIENT:
CONTRACT # _____

Indicate by checking one of the boxes below, if you are requesting an advance. If an advance payment is requested, budget data on which the request is based must be submitted. Any advance payment under this Agreement is subject to s. 216.181(16)(a)(b), Florida Statutes. The amount which may be advanced shall not exceed the expected cash needs of the recipient within the initial three months.

NO ADVANCE REQUESTED

No advance payment is requested. Payment will be solely on a reimbursement basis. No additional information is required.

ADVANCE REQUESTED

Advance payment of \$ \$51,103.00 is requested. Balance of payments will be made on a reimbursement basis. These funds are needed to pay staff, award benefits to clients, duplicate forms and purchase start-up supplies and equipment. We would not be able to operate the program without this advance.

ADVANCE REQUEST WORKSHEET

If you are requesting an advance, complete the following worksheet

	DESCRIPTION	(A) FFY 2005	(B) FFY 2006	(C) FFY 2007	(D) Total
1	INITIAL CONTRACT ALLOCATION	\$223,589	\$226,115	\$230,056	\$ 679,760
2	FIRST THREE MONTHS CONTRACT EXPENDITURES ¹	\$33,373.51	\$90,282.02	\$27,180.38	\$150,835.91
3	AVERAGE PERCENT EXPENDED IN FIRST THREE MONTHS (Divide line 2 by line 1.)	14.93%	39.93%	11.81%	22.18%

¹ Start with the month in which any contract funds were expended. If you do not have this information, call your consultant and they will assist you.

MAXIMUM ADVANCE ALLOWED CALCULATION:

$$\frac{22.18\%}{\text{Cell D3}} \times \$ \frac{230,401}{\text{CSBG Award (Do not include match)}} = \frac{\$51,103.00}{\text{MAXIMUM ADVANCE}}$$

REQUEST FOR WAIVER OF CALCULATED MAXIMUM

- Recipient has no previous CSBG contract history. Complete Estimated Expenses chart and Explanation of Circumstances below.
- Recipient has exceptional circumstances that require an advance greater than the Maximum Advance calculated above. Complete estimated expenses chart and Explanation of Circumstances below. Attach additional pages if needed.

ESTIMATED EXPENSES

BUDGET CATEGORY	2007-2008 Anticipated Expenditures for First Three Months of Contract
ADMINISTRATIVE COSTS (Include Secondary Administration.)	
PROGRAM EXPENSES	
TOTAL EXPENSES	

Explanation of Circumstances:

FY 2007-2008 CSBG CONTRACT PROPOSAL APPLICATION CHECKLIST

REQUIRED MATERIALS CONTRACT PROPOSAL PACKAGE (Submit 3 complete contract packages including:)		Recipients	All Sub-Recipients
	Page 10 completed	x	
	Page 18 signed by an authorized official. 3 original signatures.	x	
	Attachment A, Recipient Information completed.	x	
	Attachment B-1, Budget Summary	x	
	Attachment B-2, Sub-Recipient Information form for each Sub-Recipient	x	x
	Attachment B-3, Budget Detail	x	
	Attachment B-4, Secondary Administrative Expenses	x	
	Attachment C, Scope of Work/Workplan	x	
	Attachment I, Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion of each Sub-recipient		x
	Attachment J, Warranties and Representations	x	
	Attachment K, Justification of Advance Payment	x	
REQUIRED SUPPORTING DOCUMENTS (submit 1 copy of each document)		Recipients	All Sub-Recipients
	Signature authority: A. <u>Private Non-profit agencies:</u> Certificate of Corporate Resolution if someone other than the Board chair signs contracts. B. <u>Local Governments:</u> If signed by anyone other than the chair of the government board, documentation of the signer's authority to sign for the chair.	x	
	Fidelity Bond Documentation - See Attachment D, Section J.	x	
	Certification of Current Incorporation. (private non-profit agencies only)	x	
	Outreach Offices (Include street addresses and telephone numbers.)	x	x
	Current Board of Directors Roster - Board Composition including by Private, Public and Poor Sectors the member's name and entity represented (if any), board officers, beginning and ending date of each member's current term on the board and that of the officers, and the year in which the member was first seated on the board.	x	
	Copy of Memorandum of Understanding with local Work Force Florida, Inc. board. See Attachment G , Section (28).	x	
	Approved Indirect Cost Plan Rate Schedule (for those entities with an approved indirect cost plan)	x	
	If secondary administration funding is requested, documentation of the secondary program's administration expenses limit and the agreement budget between the secondary program and the CSBG agency.	x	
	For agencies reporting sub-recipient agreements, copies of the sub-recipient agreement as required in Section 14 (C) – Sub Contracting	x	x
	Non-Profit and Public CSBG Entities: A copy of the minutes from the CAP board meeting at which the contract was reviewed, discussed and approved.	x	

Memorandum of Understanding

CERTIFIED COPY
MARYANNE MORSE
CLERK OF CIRCUIT COURT
SEMINOLE COUNTY, FLORIDA
BY *Maryanne Morse*
DEPUTY CLERK

TO PROVIDE FOR THE MANAGEMENT, SUPERVISION AND COORDINATION OF THE WORKFORCE CENTRAL FLORIDA ONE-STOP SYSTEM

I. INTRODUCTION:

The Workforce Investment Act, signed into law by the President on August 7, 1998 establishes a One-Stop service delivery system to unify the numerous workforce development programs into a coordinated, integrated, service delivery system that eliminates unwarranted duplication and provides a "no wrong door" approach to service delivery for those seeking to enter or return to the workforce and employers seeking new hires. As stated in the Act, this system will "increase the employment, retention and earnings by participants, and as a result improve the quality of the workforce, reduce welfare dependency, and enhance the productivity and competitiveness of the nation."

To accomplish this, Section 121 of the Act requires that the local Workforce Investment Board develop and enter into a memorandum of understanding with mandatory one-stop partners which are identified by the programs / activities they administer. This document is that required memorandum of understanding.

II. PARTIES TO THE MEMORANDUM. This Memorandum of Understanding is entered into, by and between:

- A. Individual One-Stop Partner: Seminole County, hereinafter referred to as "Partner", as the agency responsible for delivering employment and training activities carried out under the Community Services Block Grant Act (42 U.S.C. 9901 et. Seq.).
- B. Central Florida Regional Workforce Development Board d/b/a Workforce Central Florida, hereinafter referred to as "WCF", as the regional Workforce Development Board under the Workforce Investment Act (WIA) and the Welfare-to-Work Act, the WAGES Coalition under the Florida WAGES Act, and the designated administrative entity and fiscal agent for these funding sources.

III. PURPOSE OF THIS MEMORANDUM

- A. To identify and describe the services to be provided by the Partner and the One-Stop System;

B. To specify methods of referral and unified service provision between the Partner and WCF.

IV. **ATTACHMENTS.** The following documents are hereby incorporated in this Memorandum of Understanding by attachment and made a part thereof:

Attachment A – One Stop Partner Services and Programs

V. **MANAGEMENT AND ADMINISTRATIVE RESPONSIBILITIES OF WORKFORCE CENTRAL FLORIDA (WCF).**

A. Executive Functions

1. **Guidance and Technical Assistance:** WCF shall provide and, when necessary, interpret the Act, regulations, and state and Board policy as they pertain to the Central Florida One-Stop system and provide guidance and technical assistance on same;
2. **Interagency Coordination:** WCF shall ensure that all partners are routinely informed of One-Stop System implementation, goals, progress, problems and any other matters requiring attention through regular meetings, newsletters, etc.;
3. **Strategic and Business Planning:** WCF shall be responsible for the development and dissemination of a biennial business plan and the System's long-term strategic plan. WCF shall ensure that the plans are followed in all material respects, including advising the Board when modifications are necessary;
4. **Operational Oversight:** WCF shall ensure that One-Stop System outcomes are measured on a regular basis and report to the Board the extent to which performance standards are met, not met, or exceeded, to include analyses of factors affecting those outcomes; and
5. **Continuous Improvement:** WCF shall develop and implement various research methodologies to ascertain customer satisfaction and the effectiveness and efficiency of the One-Stop delivery system. The results of this research with accompanying recommendations shall be distributed to the One-Stop system for implementation of corrective actions, including staff training. Note, no survey instrument will be developed and issued by any partner to the One-Stop to determine customer satisfaction with the services provided in the One-Stop. The survey of customers shall rest solely with WCF.

B. Financial Management

1. WCF shall establish and maintain fiscal controls and accounting procedures adequate to permit the tracing of funds to a level of expenditure necessary to demonstrate that funds were used for authorized purposes, and to prepare required reports;
2. WCF will prepare an annual operating budget for the One-Stop System, including both contract funds and other (cash and non-cash) resources made available through resource sharing memoranda;
3. WCF will analyze costs of the One-Stop system at year-end and determine if the resource sharing memoranda adequately represent a proper allocation of costs. WCF will prepare and present to the Board a corrective action plan in the event of significant variances in material costs;
4. WCF will prepare and make available to the Board of Directors, at least quarterly, a financial statement presenting the financial condition of the corporation, together with an aggregate expenditure report showing month-to-date and year-to-date expenditures and variances from budget projections. WCF shall also prepare ad hoc financial status reports as requested by the Board; and
5. WCF shall serve as the purchasing and leasing agent for capital equipment acquisitions for the One-Stop Centers, approving acquisition requests from the various centers, selecting vendors for lease or purchase, and receiving and inventory control.

C. Facilities and Property Management

1. WCF shall serve as the facilities leasing coordinator for the One-Stop Centers, responsible for negotiating WCF-held leases and lease-hold improvements, and for assisting and advising on non-WCF-held leases with respect to layout, usage, and compliance with lease terms and conditions; and
2. WCF shall serve as the property manager for the One-Stop Centers, responsible for the inventory control of all purchased, leased or loaned capital equipment, furnishings and supplies to be used in the One-Stop Centers.

D. Outreach, Recruitment and Public Information Services

WCF shall provide a full range of public information, including brochures, pamphlets, videos, web pages, and public service announcements, regarding the services, programs and

benefits of the One-Stop System, encouraging the use of and participation in both universal and eligibility-based services.

VI. RESPONSIBILITIES OF ONE-STOP OPERATOR

- A. General: The designated One Stop Operator shall be responsible for implementing and coordinating the program design and service delivery strategies developed by the Board which will be employed at the One-Stop System Centers, including the appointment of the individual One-Stop Career Center Managers and providing functional supervision of all staff located in each of the One-Stop Centers.
- B. Coordination of Program Staff Development and Training: The One Stop Operator shall implement a continuous improvement plan that regularly assesses the training and development needs of the staff of the One-Stop Centers, in all areas of program design and service delivery, and coordinate the delivery of such training and development through seminars, workshops and other appropriate interventions.
- C. Employer Services: In coordination with other Partners, the One Stop Operator shall provide direct services to area employers, to include securing job orders, applicant screening and testing, on-the-job and customized training, and labor market information.
- D. Reporting: The One Stop Operator shall provide monthly, quarterly and year end reports of actual outcomes as compared to goals for each One-Stop Center and for the system as a whole. To accomplish this task, the One Stop Operator shall coordinate with all partners located within the One-Stop Centers to gather information, identify problems, develop corrective actions, and implement those corrective actions.
- E. Referral to Training: The One Stop Operator shall issue Training Scholarships to only those Training Vendors and occupational areas included on the Central Florida Approved Training Vendor Matrix.
- F. Referral to other services and activities: In the delivery of Core and Intensive services the One Stop Operator shall refer customers who have identified a need for the services and activities provided by the Partner to the appropriate Partner office.

VIII. TERM

This Memorandum of Understanding shall commence upon signature of both parties and remain in effect until it is terminated by either party to the agreement with thirty days written notice. WCF may terminate this Memorandum of Understanding without thirty days notice when it has determined that the Partner has failed to fulfill the terms of this agreement or has violated any stipulations of this memorandum.

IX. MODIFICATION

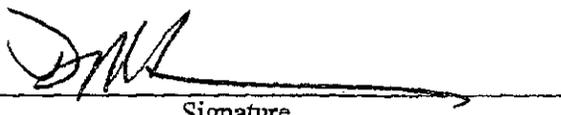
This Memorandum of Understanding and its attachments contain the the entire agreement of the parties. It supersedes all previous written or oral agreements between the parties.

This Memorandum of Understanding may be modified through the mutual agreement of the parties involved by either party providing thirty days written notice to the other party of the intent to modify. This notice must include a complete description of the portion or portions of the MOU to be modified and the proposed effective date of the modification. No modification, addition or deletion of this Memorandum of Understanding shall be valid unless the same be in writing and signed by the parties hereto.

XI. SIGNATURES

By signing this Memorandum of Understanding, both parties agree to the provisions contained herein and represent that they are duly authorized to execute this agreement.

Seminole County Board of County Commissioners



Signature

Darryl McLain
Chair

CENTRAL FLORIDA REGIONAL
WORKFORCE DEVELOPMENT BOARD, INC.



Signature

Gary J. Earl
President

Attachment A – One-Stop Partner Services and Programs

Vision of WCF: To ensure that the Central Florida One-Stop system effectively carries out the mandates of the Workforce Investment Act, the following general goals / vision are established and agreed to by the Partners located in the One-Stop Centers, including the Central Florida One-Stop Operator. The Central Florida One-Stop Career Centers system shall:

- maintain a customer-focused service delivery where providing excellent customer service is the primary concern;
- offer "value added" services;
- provide services where function, not funding source, is evident;
- maximize cooperation among the partners;
- encourage operational collaboration by stressing the importance of all staff being champions of collaboration;
- emphasize cross training of all staff;
- strive to exceed all goals of each of the Partners located within a One-Stop Center;
- effectively monitor performance through various tracking and reporting mechanisms;
- endeavor to consolidate all possible "systems" including the state MIS, tracking of services and outcomes, reporting, etc. and work toward common definitions, tracking criteria, goals and measures across programs;
- embrace the concept of continuous quality improvement;
- advocate for simplified eligibility requirements and documentation of such across programs and the elimination of statutory and regulatory barriers to effective service delivery; and
- assist in the planning process and the evaluation of the One-Stop system for the Central Florida Workforce Development region.

Further obligations of the One-Stop Centers:

1. Provide services and / or training as funding is available and those customers are eligible for such.
2. Provide services and job placement assistance to those customers who are referred by the Partner.
3. Maintain a One-Stop Center system that is conveniently located to the customers in the region.
4. Provide space for staff of the Partner to meet with joint customers as space is available.

Obligations of the Partner:

1. The partner will retain responsibility for the interpretation of respective law and regulations, and the specific delivery, reporting, monitoring, MIS entry, audit and audit resolution functions of the programs / activities they are responsible for administering.
2. The Partner agrees to participate in the periodic regional partner meetings for the purpose of improvement in service delivery, communication, etc.
3. The Partner agrees to allow its staff to attend cross training seminars provided by other partners and the One-Stop Operator and to provide training to other Partners and the One-Stop Operator for the purpose of mutual education.

4. The Partner agrees to use the "One-Stop" phrase only in conjunction with the Central Florida One-Stop Career Center system operated by the WCF and to submit for prior approval by the WCF all material using said phrase in information intended for public consumption.

5. The Partner will designate one of its senior staff to be the point of contact for the One-Stop Operator and WCF. This point of contact should have the experience and authority to react and provide input for the Partner.

6. The Partner agrees to provide the following specific program services / activities:

- A. Determining eligibility for any fund specific activities / programs operated by the Partner for customers referred from the One-Stop Operator.
- B. Making appropriate referrals of interested individuals to the One-Stop Centers for activities and services that are available under the Workforce Investment Act, welfare transition program, and/or Welfare-to-Work program.
- C. Providing information, applications, promotional materials, etc. for use in the One-Stop Centers for customers who may be in need of the services / activities provided by the Partner. Placing One-Stop Career Center promotional materials and information throughout the appropriate offices of the Partner.
- D. The Partner's staff contact will advise others within the Partner's organization about the services available at the One-Stop, the delivery of those services, and other pertinent information.
- E. Assisting the One-Stop with providing follow along services to those referred to the One-Stop Centers to ensure training completion, job placement and continued employment for at least 90 days.
- G. Providing technical assistance as requested to WCF and its committees on matters relating to employment and training activities carried out under the Community Services Block Grant Act (42 U.S.C. 9901 et. Seq.) and other regional workforce education and training needs.

Miscellaneous

Any disputes that arise between the Partner and other Partners in the One-Stop or with the One-Stop Operator should be resolved at the lowest level possible. If unable to resolve the dispute, the Partner should bring the situation to the attention of the One-Stop Operator's Project Director. If resolution is still not achieved the Partner and the One-Stop Operator's Project Director shall meet with WCF.

The One-Stop Operator shall identify any issues, problems or concerns related to customer services and / or specific Partner agencies that negatively affect the goals and vision of the Central Florida One-Stop system. The Partner shall work with the Partner to resolve these issues, develop recommendations to resolve the situation and submit these recommendations to the WCF for approval.

SEMINOLE COUNTY COMMUNITY ASSISTANCE
534 West Lake Mary Blvd. Sanford, FL (407) 665-2360
FAX (407) 665-2358

APPLICATION HOURS: 7:30 –9:30 am, MON - THURS
APPLICATIONS NEED TO BE COMPLETED BEFORE 9:30 am
NO FOLLOW-UPS

SATELLITE OFFICE
108 Sausalito Blvd. Casselberry, FL (407) 665-3420
FAX (407) 665-3419

APPLICATION HOURS: 8:00 –10:00 am, MON - THURS

MUST HAVE AN ESTABLISHED SEMINOLE COUNTY RESIDENCE

RENT – UTILITIES

To determine eligibilty for assistance, you need:

1. **Proof of Seminole County residency.** (Current utility bill **AND** rent/lease agreement or mortgage statement).
2. **Valid Photo I.D.** (Driver's License or I.D. card).
3. **Social Security Cards for all household members.** (Will accept two-page letter from Social Security stating you have applied for a card or replacement card with verification of Social Security Number).
4. **Proof of all income in the household for the past 3 months.** This includes AFDC, Food Stamps, Child Support, SS, SSI, VA, Pensions, as well as all earnings).
5. **Reason and verification of loss of income.** (Must be recent loss of income – past 3 months – such as loss of work or medical reason).
6. **Utility Cut-Off Notice** (Electricity, water, or gas).
7. **Late Rental Notice** (Must have 3-day notice).
8. **Must have receipts for unexpected expenses** (Credit card charges not considered).

NO CASE WILL BE APPROVED WITHOUT ALL DOCUMENTATION

ACORD™ EVIDENCE OF COMMERCIAL PROPERTY INSURANCE

DATE (MM/DD/YYYY)
07/27/07

THIS IS EVIDENCE THAT INSURANCE AS IDENTIFIED BELOW HAS BEEN ISSUED, IS IN FORCE, AND CONVEYS ALL THE RIGHTS AND PRIVILEGES AFFORDED UNDER THE POLICY.

PRODUCER NAME, CONTACT PERSON AND ADDRESS Arthur J. Gallagher Risk Management Services, Inc. 7380 W. Sand Lake Road Suite 390 Orlando, FL 32819		PHONE (A/C, No., Ext): 1-800-524-0191 FAX (A/C, No.): E-MAIL ADDRESS:	COMPANY NAME AND ADDRESS Princeton Excess & Surplus Lines Ins	NAIC NO: 10786
CODE: AGENCY CUSTOMER ID#:		IF MULTIPLE COMPANIES, COMPLETE SEPARATE FORM FOR EACH		
NAMED INSURED AND ADDRESS Seminole County BOCC 200 W County Home Road Sanford, FL 32773		LOAN NUMBER	POLICY NUMBER G1 A3 EX0000046-00	
ADDITIONAL NAMED INSURED(S)		EFFECTIVE DATE 10/01/06	EXPIRATION DATE 10/01/07	<input type="checkbox"/> CONTINUED UNTIL TERMINATED IF CHECKED
		THIS REPLACES PRIOR EVIDENCE DATED:		

PROPERTY INFORMATION (Use additional sheets if more space is required)

LOCATION/DESCRIPTION

COVERAGE INFORMATION CAUSE OF LOSS FORM BASIC BROAD SPECIAL OTHER

COMMERCIAL PROPERTY COVERAGE AMOUNT OF INSURANCE: \$ 800,000 DED: 200,000

	YES	NO		
BUSINESS INCOME / RENTAL VALUE	x		IF YES, LIMIT:	Actual Loss Sustained # of months:
BLANKET COVERAGE			If YES, indicate amount of insurance on properties identified above: \$	
TERRORISM COVERAGE		x	Attach signed Disclosure Notice / DEC	
IS COVERAGE PROVIDED FOR "CERTIFIED ACTS" ONLY?			IF YES, SUB LIMIT:	DED:
IS COVERAGE A STAND ALONE POLICY?			IF YES, LIMIT:	DED:
DOES COVERAGE INCLUDE DOMESTIC TERRORISM?			IF YES, SUB LIMIT:	DED:
COVERAGE FOR MOLD			IF YES, LIMIT:	DED:
MOLD EXCLUSION (if "YES", specify organization's form used)				
REPLACEMENT COST	x			
AGREED AMOUNT				
COINSURANCE		x	IF YES, %	
EQUIPMENT BREAKDOWN (if Applicable)			IF YES, LIMIT:	DED:
LAW AND ORDINANCE - Coverage for loss to undamaged portion of building			IF YES, LIMIT:	DED:
- Demolition Costs			IF YES, LIMIT:	DED:
- Incr. Cost of Construction			IF YES, LIMIT:	DED:
EARTHQUAKE (if Applicable)	x		IF YES, LIMIT: 800,000	DED: 200,000
FLOOD (if Applicable)	x		IF YES, LIMIT: 800,000	DED: 200,000
WIND / HAIL (if Separate Policy)	x		IF YES, LIMIT:	DED: 500,000
PERMISSION TO WAIVE SUBROGATION PRIOR TO LOSS				

REMARKS - Including Special Conditions (Use additional sheets if more space is required)

Real & Personal Property of the Insured \$800,000. XS \$200,000. Self Insured Retention

EMPLOYEE DISHONESTY (FIDELITY) COVERAGE IS PROVIDED UNDER THE CAPTIONED POLICY:
\$225,000 LIMIT; \$25,000 SELF INSURED RETENTION.

CANCELLATION

THE POLICY IS SUBJECT TO THE PREMIUMS, FORMS, AND RULES IN EFFECT FOR EACH POLICY PERIOD. SHOULD THE POLICY BE TERMINATED, THE COMPANY WILL GIVE THE ADDITIONAL INTEREST IDENTIFIED BELOW 30 DAYS WRITTEN NOTICE, AND WILL SEND NOTIFICATION OF ANY CHANGES TO THE POLICY THAT WOULD AFFECT THAT INTEREST, IN ACCORDANCE WITH THE POLICY PROVISIONS OR AS REQUIRED BY LAW.

ADDITIONAL INTEREST

NAME AND ADDRESS Tish Callahan Seminole County BoCC 200 W. County Home Road Sanford, FL 32773 USA		LENDER SERVICING AGENT NAME AND ADDRESS AUTHORIZED REPRESENTATIVE <i>[Signature]</i>
<input type="checkbox"/> MORTGAGEE <input type="checkbox"/> LOSS PAYEE		

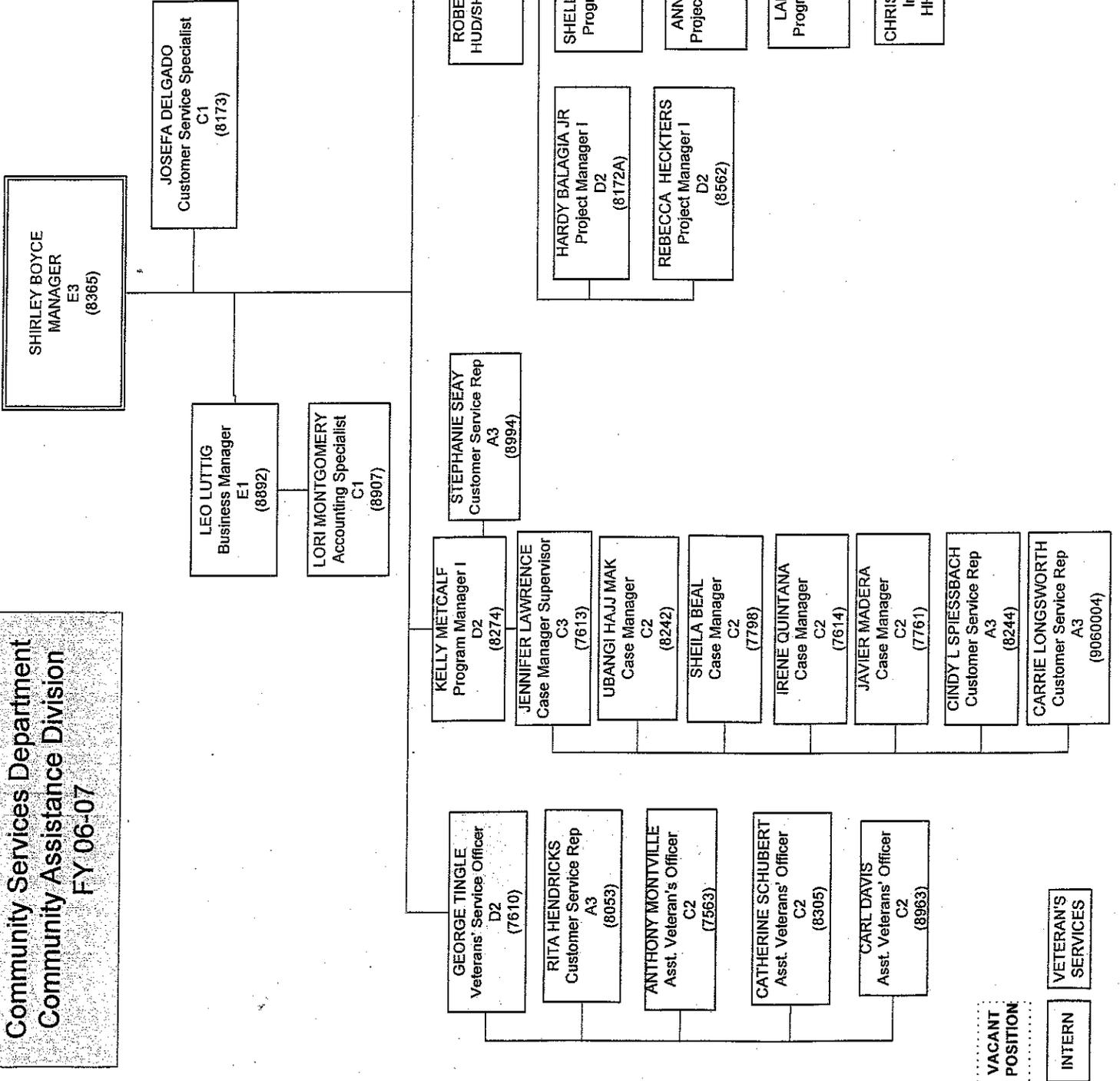
CSBG ADVISORY BOARD ROSTER FORMAT

AGENCY NAME: Seminole County Community Services Division

Name	Mailing & e-mail addresses	Telephone & fax numbers	Sector Represented	Date when originally seated on Board	Date when seated for current term	Expiration date of current term
Sarah Reece, Commissioner City of Altamonte Springs Board Chairperson Term: 7-14-06-7-14-07	Altamonte Springs City Hall 225 Newburyport Avenue Altamonte Springs, FL. 32701 sarar@orhs.org	Work: 321-841-8849 Home: 407-869-9901	Altamonte Springs & Casselberry	January 27, 2004		June 1, 2009
Art Woodruff, Commissioner City of Sanford	Sanford City Hall P.O. Box 1788 Sanford, FL. 32772-1788 woodruffa@ci.sanford.fl.us woodruff_a@yahoo.com	Home: 407-322-6968 Work: 407-330-5602	Sanford	January 9, 2006		January 9, 2011
Mary Lou Andrews, Delegate for Steve Henken Board Vice-Chairperson Term: 7-14-06-7-14-07	1962 Crystal Downs Court Oviedo, FL. 32765 mlouand@aol.com	Home: 407-365-7959	Oviedo	February 20, 2006		July 26, 2011
PRIVATE SECTOR	SELECTED BY BOARD OF	CTY. COMMISSIONERS	5 YEAR TERM			
John Murphy, Pastor Executive Director of Harvest Time International, Inc.	131 Maritime Drive Sanford, FL. 32771 john@harvest-time.org	Work: 407-328-0667 Ext. 32 Cell: 407-948-0209 Fax: 407-328-9487	Private	January 1, 2003		January 1, 2008
Emma Marie Carling Community Services Specialist Seminole County Sherriff	117 Sterling Pine Street Sanford, FL 32773 incarling@seminolesheriff.org	Home(407) 323-4178 Work (407) 665-6508 Cellular	Private	August 22, 2006		August 22, 2011
Jose Valcarcel, M.S. Case Manager-The Center for Affordable Housing	2524 Park Drive Sanford, FL 32773 jvalcarcel@bellsouth.net	Cellular: 407-430-8934 Work: 407-323-3268 X-15	Private	Dec. 12, 2006		Dec., 12, 2008
TARGET AREA	ELECTED (TOWN MEETING)	2 YEAR TERM				
Charlie Morgan	P.O. Box 470195 Lake Monroe, FL 32747 No e-mail	Home (407) 321-4270 Cellular (407) 547-7912	Sanford	<u>District I.</u> Aug.25, 2006		Aug. 25, 2008
Vacant (Election on 8-9-07)			Altamonte Springs & Casselberry Oviedo	<u>District II.</u>		
Debra Tossie	79 Boston Avenue Oviedo, FL. 32765 Debra.tossie@siemens.com	Home: 407-365-5268 Fax: 407-942-5529	Oviedo	<u>District III.</u> Sept. 28, 2005		Sept. 28, 2007

**Community Services Department
Community Assistance Division
FY 06-07**

- COMMUNITY ASSISTANCE DIVISION**
- 1 - Division Manager
 - 4 - Customer Service
 - 2 - Accounting
 - 1 - HUD/SHIP Administrator
 - 5 - Program Managers/Specialists
 - 4 - Project Managers/Coordinator
 - 5 - Case Managers
 - 22 - Total FTE FY06/07
- VETERANS' SERVICES**
- 1 - Veterans' Service Officer
 - 3 - Assistant Veterans' Services Officers
 - 1 - Customer Service
 - 5 - Total FTE FY06/07



VACANT POSITION

INTERN

VETERAN'S SERVICES



JOB DESCRIPTION

Position Title: Specialist

Working Title: Community Assistance Specialist II

Class Code: 5304 Non-Exempt

EEO Code: Effective Date: August 30, 2002

Major Function

Technical work assisting with eligibility determinations of applicants for Community Assistance Programs.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Interview applicants for assistance to determine eligibility, nature, and amount of assistance needed. Coordinates with and refers applicants to other agencies to obtain benefits for which applicants may qualify.

Determines applicant eligibility for services, including immediate assistance from Social Service Programs; including: food vouchers, minor medical care, rent assistance, utility assistance, prescription medicine, and transportation to and from state hospitals and burials.

Assists the Division Manager in developing, implementing and monitoring an ongoing follow-up program to measure client services as it relates to performance outcomes.

Prepares and submits weekly, monthly and quarterly reports to the Division Manager on all grant funded programs.

Assists the Division Manager with the development and review of division policies and procedures.

May relieve Division Manager of routine operational and administrative details as directed.

May act in the absence of the Division Manager as directed.

Makes presentations to civic groups and community based organizations.

Performs other duties as assigned or as may be necessary.



JOB DESCRIPTION

Position Title: **Specialist**

Page 2

Working Title: **Community Assistance Specialist II**

Minimum Qualifications

Thorough knowledge of state and local laws for public assistance programs, and public and private assistance agencies. Considerable knowledge of rules and regulations governing eligibility for public assistance benefits administered under various governmental assistance programs. Knowledge of medical services available at public health, hospital and private medical facilities. Knowledge of the functions and activities of private and social services agencies. Knowledge of the principles, practices, and techniques associated with the delivery of public assistance services. Knowledge of basic budget preparation and review principles.

Ability to establish rapport with applicants and to establish effective working relationships with other County personnel, officials, social service agencies and the general public. Ability to establish effective working relationships with community based organizations. Ability to communicate effectively both orally and in writing. Ability to use personal computers and other office equipment. Ability to review data and reports and present trend analysis. Ability to effectively assemble and prepare reports for Community Assistance Programs.

Associate's Degree and four (4) years experience in Community Assistance Programs, including substance abuse.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

Work is generally performed in an office setting, may occasional visit clients at home to verify information.





JOB DESCRIPTION

Position Title: Senior Staff Assistant

Working Title: Community Assistance Clerk

Class Code: 5318

Non-Exempt

EEO Code: 06

Effective Date: August 30, 2002

Major Function

Provides general office and clerical support for the Community Assistance Division.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Processes clients on initial visit. Obtains necessary documents to meet program requirements and verifies information and data received from applicant.

Type correspondence, meeting minutes, memoranda, reports, records, orders or other office documents from rough drafts and notes.

Assembles materials from files and records for use in preparing reports and answering correspondence. Sorts and organizes documents and office paperwork according to routine classifications.

Operates standard office equipment such as adding machine, computer, typewriter, copy machine, and fax machine.

Performs other duties as assigned or as may be necessary.

Minimum Qualifications

Knowledge of community emergency assistance programs and services available in other agencies. Knowledge of grammar, punctuation, spelling, and office practices and procedures.

Ability to communicate with clients and to provide assistance when necessary.

Skill in formatting correspondence, reports, and summaries according to accepted modern practice. Skill in the use of typewriter, computer and other standard office machines.

High School Diploma or GED and one (1) year office clerical experience. Some computer experience is required.

Ability to type 35 correct words per minute.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

Work is performed in a general office setting.