

**LEE COUNTY BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM SUMMARY**

20030260  
BLUE SHEET NO

**1. REQUESTED MOTION:**

**ACTION REQUESTED:** Approve a Contract Amendment between the Board of County Commissioners and Florida Department of Community Affairs for Lee County to receive an additional \$40,634 in Community Services Block Grant (CSBG) funds; approve a budget resolution amendment; authorize the Board Chairman to sign a second upcoming modification releasing the final 25% of the CSBG allocation.

**WHY ACTION IS NECESSARY:** To execute an agreement to receive additional CSBG funding and to establish an increase in budget.

**WHAT THE ACTION ACCOMPLISHES:** Provides an additional \$40,634 for education, employment and emergency assistance for eligible Lee County households for a total allocation of \$155,372

**2. DEPARTMENTAL CATEGORY:** 05  
**COMMISSION DISTRICT #:** CW

C5A

**3. MEETING DATE:**

03-11-2003

**4. AGENDA:**

- CONSENT
  - ADMINISTRATIVE
  - APPEALS
  - PUBLIC
  - WALK ON
- TIME REQUIRED:

**5. REQUIREMENT/PURPOSE:**  
(Specify)

- STATUTE
- ORDINANCE
- ADMIN. CODE
- OTHER

**6. REQUESTOR OF INFORMATION:**

- A. COMMISSIONER N/A
  - B. DEPARTMENT Human Services
  - C. DIVISION Susan Oliver
- BY: Susan Oliver, Program Manager

**7. BACKGROUND:** On August 8, 2002 the BoCC approved a contract with the Department of Community Affairs to receive \$114,738 in Community Services Block Grant (CSBG) funds. CSBG funds will provide low income households with case management and supportive services to facilitate economic self-sufficiency. To qualify the household must have income levels below 125% of the federal poverty level and be willing to engage in vocational training and placement activities or need emergency services. This contract amendment will allow the original allocation to be increased by \$40,634 due to a Federal Award Increase and carry-over of unexpended FY 2002 CSBG funds. The contract requires 20% match, of which at least two percent must be cash. Existing salaries and fringe benefits will be used for the in-kind match. A cash match of \$3,108 was approved for the Department of Human Services during the FY03 budget process.

This amendment limits the Department of Department of Human Services' authority to incur costs to 75% of the contract allocation. A second modification will be received in early June to increase spending authority to 100% of the contract allocation. This blue sheet requests the BoCC to authorize the Chairman to sign that modification when it is received.

Attachments: Amended Agreement (3 originals)  
Budget Amendment Resolution

**8. MANAGEMENT RECOMMENDATIONS:**

**9. RECOMMENDED APPROVAL:**

A Department Director	B Purchasing Or Contracts	C Human Resources	D Other	E County Attorney	F Budget Services				G County Manager
					OA	OM	Risk	GC	
<i>[Signature]</i>	N/A	N/A		<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>

**10. COMMISSION ACTION:**

- APPROVED
- DENIED
- DEFERRED
- OTHER

Rec. by County  
Date: 2/27/03  
Time: 1:50 pm  
Forwarded To: Budget

RECEIVED BY  
COUNTY ADMIN. RK  
2/27/03  
COUNTY ADMIN.  
FORWARDED TO:

# RESOLUTION #

Amending the General Fund #00100 Budget for unanticipated receipts for Fiscal Year 2002-2003.

**WHEREAS**, in compliance with the Florida Statutes 129.06(2), it is the desire of the Board of County Commissioners of Lee County, Florida, to amend the General Fund #00100 budget for \$40,634 of the unanticipated receipts from CSBG reimbursement and an appropriation of a like amount for salaries and indigent medical and dental and grants and aid;

**WHEREAS**, the General Fund #00100 budget shall be amended to include the following amounts which were previously not included.

## ESTIMATED REVENUES

Prior Total:		\$312,701,803
Additions		
11069300100.331540.9013	CSBG Reimbursement	\$40,634
Amended Total Estimated Revenues		\$312,742,437

## APPROPRIATIONS

Prior Total:		\$312,701,803
Additions		
11069300100.501210.143	Salaries Full-Time Regular	\$1,011
11069300100.508307.117	Indigent Medical and Dental	30,623
11069300100.508309.130	Other Grants & Aid	9,000
Amended Total Appropriations		\$312,742,437

**NOW, THEREFORE, BE IT RESOLVED** by the Board of County Commissioners of Lee County, Florida, that the General Fund #00100 budget is hereby amended to show the above additions to its Estimated Revenue and Appropriation accounts.

Duly voted upon and adopted in Chambers at a regular Public Hearing by the Board of County Commissioners on this \_\_\_\_ day of \_\_\_\_\_, 2003.

ATTEST:  
CHARLIE GREEN, EX-OFFICIO CLERK

BOARD OF COUNTY COMMISSIONERS  
LEE COUNTY, FLORIDA

BY: \_\_\_\_\_  
DEPUTY CLERK

\_\_\_\_\_  
CHAIRMAN

APPROVED AS TO FORM

\_\_\_\_\_  
OFFICE OF COUNTY ATTORNEY

DOC TYPE YA  
LEDGER TYPE BA

MODIFICATION OF AGREEMENT  
 BETWEEN  
 FLORIDA DEPARTMENT OF COMMUNITY AFFAIRS  
 AND  
Lee County Board of County Commissioners

This Modification is made and entered into by and between the State of Florida, Department of Community Affairs, ("the Department"), and the Lee County Board of County Commissioners ("Recipient") to modify DCA Contract Number 03SB-2K-09-46-01-015, dated September 13, 2002 ("the Agreement").

WHEREAS, the Department and the Recipient have entered into the Agreement, pursuant to which the Department has provided a grant of \$114,738 to Recipient; and

WHEREAS, additional funds have become available to increase the amount of funding granted to the Recipient.

NOW, THEREFORE, in consideration of the mutual promises of the parties contained herein, the parties agree as follows:

1. Paragraph (16)(a) Funding/Consideration is hereby modified to read as follows:

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 \$155,372 subject to the availability of funds and appropriate budget authority. The Recipient is authorized to incur costs in an amount not to exceed \$116,529 until the Department receives the full budget authority. Upon Department receipt of final budget authority, the parties shall amend the Agreement to authorize the Recipient to incur additional costs. This revised contract amount includes:

1. \$114,738 Current FFY 2002-2003 CSBG contract allocation
2. + \$35,796 FY 2003 Award Adjustment
3. + \$4,838 Carryover funds from FY 2001-2002

2. Attachment H-1,(Budget Summary), Attachment H-2 (Sub-Recipient Information), Attachment H-3, (Budget Detail), and Attachment H-4 (Secondary Administrative Expenses) are hereby deleted in their entirety and replaced with Amended Attachment H-1, Amended Attachment H-2, Amended Attachment H-3 and Amended Attachment H-4 as attached hereto and incorporated herein by reference.

\$ \_\_\_\_\_ CASH      \$ \_\_\_\_\_ IN-KIND

3. Attachments I-1 through I-7, CSBG Workplan are hereby deleted in their entirety, and replaced with Amended Attachment I-1 through Amended Attachment I-7 ,CSBG Workplan, which are attached hereto and incorporated herein by reference.
4. All provisions of the Agreement being modified and any attachments thereto in conflict with this Modification shall be and are hereby changed to conform with this Modification,

effective as of the date of the last execution of this Modification by both parties.

5. All provisions not in conflict with this Modification remain in full force and effect, and are to be performed at the level specified in the Agreement.

IN WITNESS WHEREOF, the parties  have executed this document as of the dates set out herein.

RECIPIENT

STATE OF FLORIDA

By: \_\_\_\_\_  
\_\_\_\_\_

By: \_\_\_\_\_

Shirley W. Collins, Director  
Division of Housing and Community Development

Date: \_\_\_\_\_

Date: \_\_\_\_\_

59-6000702  
Federal Identification Number

**CSBG MODIFICATION  
AMENDED ATTACHMENT H-1  
BUDGET SUMMARY**

Recipient: Lee County Board of County Commissioners

REVENUE SOURCES			PERCENT	MATCH	TOTAL AMOUNT	NOTES:	
1. CSBG Grant Funds					\$155,372	Round all figures up to the nearest dollar.	
2. Cash Match			2.00%	\$3,108		Provide a minimum of 2% - Cash Match 20% - Total Match	
3. In-Kind Match			18.16%	\$28,223		Do not under match. 1.99% Cash Match is unacceptable.	
4. TOTAL MATCH (Line 2 + Line 3)			20.17%		\$31,331	Match amounts must agree with the amended totals reflected on the Modification Cover Page.	
5. TOTAL FUNDS (Line 1 + Line 4)					\$186,703		
A	B	C	D	E	F	G	
CSBG FUNDS ONLY EXPENSE CATEGORY	Last Approved CSBG Budget	Increase in Federal Award Amount	2001-2002 Carryover Amount	Total CSBG Funds (Col. B+C+D)	Cash and in-kind Match	Total Modified CSBG Budget (Col. E+F)	
6. TOTAL FUNDS	\$114,738	\$35,796	\$4,838	\$155,372	\$31,331	\$186,703	
<b>ADMINISTRATIVE</b>							
7. RECIPIENT (Salaries+Fringe, Rent, Utilities, Travel, Other)							
8. SUB-RECIPIENT (Salaries+Fringe, Rent, Utilities, Travel, Other)							
9. TOTAL ADMINISTRATIVE (Line 7 + Line 8)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
10. ADMINISTRATIVE LIMIT: Cell 9E, Total CSBG Funds for Administration, may not exceed Cell 6B + 6C times .15 plus Cell 9D. Cell 9D cannot exceed unspent administrative balance from your FY 2000-2001 contract close-out.							
<b>PROGRAM</b>							
11. RECIPIENT DIRECT CLIENT	\$77,364	\$35,796	\$3,827	\$116,987	\$3,108	\$120,095	
12. RECIPIENT OTHER	\$37,374	\$0	\$1,011	\$38,385	\$28,223	\$66,608	
13. SUBTOTAL RECIPIENT PROGRAM	\$114,738	\$35,796	\$4,838	\$155,372	\$31,331	\$186,703	
14. SUB-RECIPIENT DIRECT CLIENT	\$0	\$0	\$0	\$0	\$0	\$0	
15. SUB-RECIPIENT OTHER PROGRAM	\$0	\$0	\$0	\$0	\$0	\$0	
16. SUBTOTAL SUB-RECIPIENT PROGRAM	\$0	\$0	\$0	\$0	\$0	\$0	
17. TOTAL PROGRAM (Line 13 + Line 16)	\$114,738	\$35,796	\$4,838	\$155,372	\$31,331	\$186,703	
18. SECONDARY ADMIN. EXPENSES	\$0	\$0	\$0	\$0		\$0	
19. GRAND TOTAL EXPENSE: (Line 9 + Line 17 + Line 18. Must agree with Line 6)	\$114,738	\$35,796	\$4,838	\$155,372	\$31,331	\$186,703	

AMENDED  
CSBG MODIFICATION  
AMENDED ATTACHMENT H-3  
BUDGET DETAIL

RECIPIENT: Lee County Board of County Commissioners

Line Item Number	OBJECT NO (direct client assistance lines only)	EXPENDITURE DETAIL Round up line item totals to dollars. Do not use cents and decimals in totals.	DOLLARS CHARGED TO CSBG		
			CSBG FUNDS	CASH MATCH**	IN-KIND MATCH**
		<b>PROGRAM EXPENSES</b>			
		<b>RECIPIENT DIRECT CLIENT ASSISTANCE EXPENSES</b>			
10	1.1.m	30 Self sufficiency clients will be provided educational/employment expenses such as but not limited to: tuition, registration fees, tests, licenses, certificates, books, required course materials, graduation expenses, used computers, computer components, software, hardware, computer technical support and/or repair, supplies, uniforms, equipment, child care, transportation, car repair.	\$57,679	\$3,108	
	6.1.f	11 LEE/CSBG participating households will receive interactive computersoftware, sound cards and speakers to increase parent/child communication.	\$450		
	6.1.c	LEE/CSBG participating households will receive financial assistance for emergency needs such as: rent/mortgage payment, utility costs, medical expenses, dental expenses, transportation costs, automobile repairs.	\$11,000		
	6.1.c.	5 farmworker households will receive assistance with housing costs (i.e. first month's rent, security deposit, eviction rent, mortgage assistance and/or utilities, incl.deposits).	\$6,000		
	6.1.c.	200 CSBG eligible households will receive emergency prescription assistance	\$41,858		
		<b>TOTAL DIRECT CLIENT ASSISTANCE=</b>	<b>\$116,987</b>	<b>\$3,108</b>	
11		<b>Salaries and Fringe</b>			
	1.1	Case manager to determine eligibility and provide case management service (salary and fringe)			
	2.1	70% CSBG \$24.08 x 1,456 = \$35,060			
	6.1	(remaining salary paid by ad valorem taxes)	\$35,060		
	1.1/1.2	Case manager to determine eligibility and provide case management services (salary and fringe):			
	2.1	68% CSBG \$19.96 x 1414 hrs = \$28,223			
	6.1				\$28,223
		<b>TOTAL SALARIES AND FRINGE=</b>	<b>\$35,060</b>		<b>\$28,223</b>
11		Rent at One Stop Center for CSBG offices	\$2,325		
		<b>TOTAL RENT</b>	<b>\$2,325</b>		
11	1.1/1.2	Travel in conjunction with case management			
	2.1	(3448 miles x .29/mile = \$1000)	\$1,000		
	6.1	<b>TOTAL TRAVEL</b>	<b>\$1,000</b>		
16		<b>TOTAL OTHER PROGRAM EXPENSES</b>	<b>\$38,385</b>		
		<b>TOTAL</b>	<b>\$155,372</b>	<b>\$3,108</b>	<b>\$28,223</b>

\*\*EXPLAIN SOURCES OF CASH AND IN-KIND MATCH - General Revenue

ATTACHMENT I-1  
CSBG WORK PLAN

RECIPIENT: Lee County Board of County Commissioners

(All activities must agree with the CAP Plan)

**NATIONAL GOAL 1: Low-Income People Become More Self-Sufficient.**

OBJECTIVE		TYPE OF UNIT <sup>1</sup>	SERVICE CATEGORY <sup>2</sup>	ACTIONS	LINKAGE STATEMENT	COUNTY(IES) SERVED		
From Community Action Plan:				1	Describe the Objective(s) applicable to this National Goal	From Community Action Plan: Describe the Actions applicable to this National Goal, Objective and Measure.	Indicate other programs in the agency or community used to achieve this measure.	List the Counties served under each measure.
2								
<p><b>Objective Number:</b></p> <p>1.1 30 of 100 unduplicated CSBG eligible clients will be provided with enhanced, new, and/or specialized vocational training and placement opportunities by September 30, 2003.</p> <p>1.2 45 out of 100 CSBG eligible clients will be provided with intensive case management to promote self sufficiency through above-mentioned training and employment by September 30, 2003.</p> <p><b>Measure Number(s):</b></p> <p>1-m 29 out of 30 participants will complete vocational training and/or advanced specialized computer training and receive certificates by September 30, 2003.</p> <p>1-f 18 out of 25 households will experience an increase in annual income as a result of earnings by September 30, 2003.</p> <p>1-e 10 out of 18 households will gain health care coverage through employment by September 30, 2003.</p>		Persons	Education/ Literacy	<p>1.1-m.1 600 potential participants (referred by intake, community agencies and present CSBG clients) will be screened to determine financial eligibility and level of need for vocational training.</p> <p>1.1-m.2 480 will be referred to more appropriate partners in the job training/education continuum or to supportive services in the community.</p> <p>1.1-m.3 60 potential applicants will be referred to take the TABE and will receive upgrading and re-testing if appropriate.</p> <p>1.1-m.4 45 participants will have been assessed to</p> <p>1.2-f.1 identify individual strengths and possible barriers to success</p> <p>1.1-m.5 45 participants will develop a case plan, set</p> <p>1.2-f.2 achievable goals, and receive assistance to reach goals.</p> <p>1.2-f.3 Case managers will promote personal</p> <p>1.1-m.6 responsibility and accountability, monitor</p> <p>1.1-e.1 case plan &amp; progress, encourage &amp; counsel, maintain time line to ensure completion of training and job placement and to track gain of insurance benefits.</p> <p>1.1-m.7 30 participants will receive financial support for vocational training costs, such as tuition, books, fees, supplies &amp; transportation.</p> <p>1.1-m.8 Case managers will provide financial support for advanced specialized training to appropriate participants</p>	<p>1.1 Linkages to job training/education continuum: Workforce Development Board High Tech Central &amp; High Tech North Lee County School Board Pell Grants Fresh Start Program Goodwill Industries/Mayor's Alliance Workforce Council Community Redevelopment Agency FSS Program One Stop Career Center Department of Children &amp; Families Catholic Hispanic Social Services Literacy Volunteers Edison Community College Quality of Life Center Lockheed Martin Career Fairs Edison Community College Dept. of Continuing Education Southwest Florida College</p> <p>1.2 Linkages for Medical Track Participants: Four Wheels For Work Lee County Government Women's Resource Center Edison Community College Career Center</p>	Lee County	We will network, cooperate and coordinate with existing providers of case management/vocational training services in the Lee County area (i.e. Workforce Council, Vocational Rehabilitation, WAGES Transitional Benefits, Better Jobs/Better Wages) in order to maximize results and avoid duplication of services.	

<sup>1</sup>UNITS: Individuals, Participants, Households, Partnerships, Dollars, Clients, etc.

<sup>2</sup>SERVICE CATEGORIES: Employment, Education/Literacy, Income Management, Housing, Emergency Services, Nutrition, Linkages, Self-Sufficiency, Health, Youth Development, Senior Programs.

ATTACHMENT I-2  
CSBG WORK PLAN

RECIPIENT: Lee County Board of County Commissioners

(All activities must agree with the CAP Plan)

**NATIONAL GOAL 2: The Conditions in Which Low-Income People Live Are Improved (Community Revitalization)**

OBJECTIVE		TYPE OF UNIT <sup>1</sup>	SERVICE CATEGORY <sup>2</sup>	ACTIONS	LINKAGE STATEMENT	COUNTY(IES) SERVED
From Community Action Plan:				Describe the Actions applicable to this National Goal, Objective and Measure.	Indicate other programs in the agency or community used to achieve this measure.	List the Counties served under each measure.
1	Describe the Objective(s) applicable to this National Goal					
2	Describe the Measure(s) applicable to this National Goal and Objective.					
<b>Objective Number:</b>  2-1 30 out of 30 low income CSBG households will be provided access to community services and resources by September 30, 2003.  <b>Measure Number(s):</b>  2-d.1 Increase access to community services and resources for CSBG participants by providing 10 out of 30 child care placements.		Services	Linkages	2-d.1 30 CSBG households will be assisted in accessing services from local non-profit organizations.  Referrals will be made as needed to place children in child care.  At least 10 children will be provided child care support through the availability of financial resources from county ad valorem tax dollars and the CSBG grant.	Lee County Department of Human Services Family Self Sufficiency Unit  Women's Resource Center  Consumer Credit Counseling  SHARE  Lee County Schools  Child Care of Southwest Florida  Boys & Girls Club  YMCA  Lee County Parks and Recreation	Lee County

<sup>1</sup>**UNITS:** Individuals, Participants, Households, Partnerships, Dollars, Clients, etc.

<sup>2</sup>**SERVICE CATEGORIES:** Employment, Education/Literacy, Income Management, Housing, Emergency Services, Nutrition, Linkages, Self-Sufficiency, Health, Youth Development, Senior Programs.





