

LEE COUNTY BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM SUMMARY

BLUE SHEET NO. 20031189

10/7/03

1. **REQUESTED MOTION:**

**ACTION REQUESTED:** Accept changes to the FY 03-04 Community Services Block Grant (CSBG) agreement between the Board of County Commissioners and Florida's Department of Community Affairs (DCA). DCA made language changes to the Budget Detail page and the Work Plan after it was approved by the BoCC on August 5, 2003. There were no financial changes and the integrity of the work plan did not change. It is in a different format which also meant the lettering on the Budget Detail page needed to be changed as well.

**WHY ACTION IS NECESSARY:** To ensure that Minutes has an approved Contract with the correct pages.

**WHAT THE ACTION ACCOMPLISHES:** Allows for formal BoCC approval to the new CSBG Work Plan format which is a part of the Contract Agreement between BoCC and the Department of Community Affairs.

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

CSB

3. **MEETING DATE:**

10-21-2003

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

BY: Susan Oliver

*Susan Oliver*

7. **BACKGROUND:** Lee County's Department of Human Services has been a designated Community Action Agency (CAA) since August, 1995. This designation has provided the opportunity for Lee County to receive additional CSBG funds from Florida's Department of Community Affairs (DCA). The Federal Government requires all CAAs to complete a Work Plan which indicates unmet community needs and details how CSBG funds will be used to address those needs.

After BoCC approval of the FY 03-04 contract on August 5, 2003, DCA changed the format of the Work Plan (Attachment H, pages 1-26); this in turn required some lettering changes on the Budget Detail Page (Attachment G-3). There were no fiscal impacts and the integrity of the Work Plan did not change. In order for Minutes to have the Contract as changed, our process requires this blue sheet before the BoCC.

Attachments: Contract (1 original)

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
<i>Karen P. Jones</i>	N/A	N/A		<i>Andrea Jasser</i>	OA <i>RK</i> 10/7/03	OM <i>JK</i> 10/8/03	Risk <i>WR</i> 10/9/03	GC <i>AK</i> 10/9/03	HS 10/9/03

10. **COMMISSION ACTION:**

- APPROVED
- DENIED
- DEFERRED
- OTHER

Rec. by CoAtty  
Date: 10/8/03  
Time: 1:50  
1:20pm  
Forwarded To:  
Budget  
10/8/03 3:30pm

RECEIVED BY  
COUNTY ADMIN: *RK*  
10/8  
5:40pm 5/1  
COUNTY ADMIN  
FORWARDED TO: *AK*  
10/9  
3pm

Revised: July 10, 2003

Contract Number: 04SB-3T-09-46-01-015  
CFDA Number: 93.569

### 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 Lee County Board of County Commissioners, (hereinafter referred to as the "Recipient").

THIS AGREEMENT IS ENTERED INTO BASED ON THE FOLLOWING FACTS:

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 federal government, 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 G and Scope of Work, Attachment H 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 Program Statutes and Regulations, Attachment A of this Agreement.

FILED  
AUG 13 2003

(3) PERIOD OF AGREEMENT.

This Agreement shall begin upon execution by both parties or September 30, 2003, whichever is later, and shall end September 30, 2004, unless terminated earlier in accordance with the provisions of paragraph (9) of this Agreement.

(4) MODIFICATION OF CONTRACT; REPAYMENTS

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.

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 § 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.

(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 for a period of five years from the date the audit report is issued, and shall allow the Department or its designee, Comptroller, 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, Comptroller, 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) All records, including supporting documentation of all program costs, shall be sufficient to determine compliance with the requirements and objectives of the Budget, Attachment G and Workplan, Attachment H - 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.

(e) Any additional terms and conditions pertaining to property management and procurement under this Agreement are set forth in Attachment C.

#### (6) REPORTS

(a) At a minimum, the Recipient shall provide the Department with quarterly reports, and with a close-out report.

(b) Quarterly reports are due to be received by the Department no later than 21 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 31, March 30, June 30, 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.

(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 (9). The Department may terminate the Agreement with a Recipient if reports are not received within 30 days after written notice by the Department. "Acceptable to the Department" means that the work product was completed in accordance with generally accepted principles and is consistent with the Budget, Attachment G and Workplan, Attachment H.

(e) Upon reasonable notice, 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 B

(7) MONITORING.

The Recipient shall constantly monitor its performance under this Agreement to ensure that time schedules are being met, the Budget, Attachment G and Workplan, Attachment H are being accomplished within specified time periods, and other performance goals are being achieved. Such review shall be made for each function or activity set forth in Attachment H to this Agreement. 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.

In addition to reviews of audits conducted in accordance with OMB Circular A-133, as revised (see "AUDIT REQUIREMENTS" below), 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 any 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 Comptroller 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.

(8) LIABILITY

(a) Unless Recipient is a State agency or subdivision as defined in section 68.28, 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 save 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.

(9) DEFAULT; REMEDIES; TERMINATION

(a) 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 Comptroller or the Office of Management and Budgeting, or 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 herein, 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 without becoming liable to make any further payment:

1. If any warranty or representation made by the Recipient in this Agreement or any previous Agreement with the Department 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 terms or covenants contained in this Agreement or any previous agreement with the Department and has not cured such in timely fashion, or is unable or unwilling to meet its obligations thereunder;

2. If any material adverse change shall occur in the financial condition of the Recipient at any time during the term of this Agreement from the financial condition revealed in any reports filed or to be filed with the Department, 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.

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

4. If the Recipient has failed to perform and complete in timely fashion any of the services required under the Budget, Attachment G or Workplan, Attachment H.

(b) 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 timely cure, exercise any one or more of the following remedies, either concurrently or consecutively, and the pursuit of any one of the following remedies shall not preclude the Department from pursuing any other remedies contained herein or otherwise provided at law or in equity:

1. 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 (10) herein;

2. Commence an appropriate legal or equitable action to enforce performance of this Agreement;

3. Withhold or suspend payment of all or any part of a request for payment;

4. Exercise any corrective or remedial actions, to include but not be limited to, requesting additional information from the Recipient to determine the reasons for or the extent of non-compliance or lack of performance, issuing a written warning to advise that more serious measures may be taken if the situation is not corrected, advising the Recipient to suspend, discontinue or refrain from incurring costs for any activities in question or requiring the Recipient to reimburse the Department for the amount of costs incurred for any items determined to be ineligible;

5. Exercise any other rights or remedies which may be otherwise available under law;

(c) The Department may terminate this Agreement for cause upon such 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.

(d) Suspension or termination constitutes final agency action under Chapter 120, Fla. Stat., as amended. Notification of suspension or termination shall include notice of administrative hearing rights and time frames.

(e) In addition to any other remedies, the Recipient shall return to the Department any funds which were used for ineligible purposes under the program laws, rules, and regulations governing the use of the funds under the program.

(f) This Agreement may be terminated by the written mutual consent of the parties.

(g) 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 for purpose of set-off until such time as the exact amount of damages due the Department from the Recipient is determined.



(10) 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:

*Libby Lane, Acting Director*  
Florida Department of Community Affairs  
Division of Housing and Community Development  
2555 Shumard Oak Boulevard  
Tallahassee, Florida 32399-2100  
Telephone: (850) 488-7541  
Fax: (850) 488-2488  
Email: libby.lane@dca.state.fl.us

(c) The name and address of the Representative of the Recipient responsible for the administration of this Agreement is stated on Attachment F, Recipient Information.

(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 (10)(a) above.

(11) OTHER PROVISIONS

(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) 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. 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 or 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 11(g)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.

(12) 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 \$300,000 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 Paragraph 12 (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 \$300,000 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 \$300,000 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  
Division of Housing and Community Development  
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 10<sup>th</sup> 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

and

Department of Community Affairs  
Division of Housing and Community Development  
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) The Recipient shall retain sufficient records demonstrating its compliance with the terms of this agreement for a period of five years from the date the audit report is issued, and shall allow the Department, or its designee, the Comptroller, 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, the Comptroller, 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.

(j) 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.

(k) The Recipient shall retain all financial records, supporting documents, statistical records, and any other documents pertinent to this contract for a period of five years after the date of submission of the final expenditures report. However, if litigation or an audit has been initiated prior to the expiration of the five-year period, the records shall be retained until the litigation or audit findings have been resolved.

(l) 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.

(13) SUBCONTRACTS.

(a) If the Recipient subcontracts any or all of the work required under this Agreement, a copy of the executed subcontract must be forwarded to the Department within thirty (30) days after execution of the subcontract. The Recipient agrees to include in the subcontract that (i) the subcontractor is bound by all applicable state and federal laws and regulations, and (ii) 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.

(14) TERMS AND CONDITIONS.

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

(15) ATTACHMENTS.

(a) All attachments to this Agreement are incorporated as if set out 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 - Funding Sources
- Attachment A - Program Statutes and Regulations
- Attachment B - Reports
- Attachment C - Property Management and Procurement
- Attachment D - Statement of Assurances
- Attachment E - Special Conditions
- Attachment F - Recipient Information
- Attachment G - Budget
- Attachment H - Workplan
- Attachment I - Justification of Advance Payment

(16) 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 \$143,895 subject to the availability of funds and appropriate budget authority. The Recipient is authorized to incur costs in an amount not to exceed \$71,928. 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 F, Recipient Information. The terms of this 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 s. 216.181(16), Florida Statutes. 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 I. Attachment I 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 G and Scope of Work, Attachment H of this Agreement.

(17) STANDARD CONDITIONS

The Recipient agrees to be bound by the following standard conditions:

(a) 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.



(b) If otherwise allowed under this Agreement, the Agreement may be renewed on a yearly basis for a period of up to two (2) years after the initial agreement or for a period no longer than the term of the original agreement, whichever period is longer, specifying the terms under which the cost may change as determined in the invitation to bid, request for proposals, or pertinent statutes or regulations.

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

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

(e) 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.

(f) 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.

(18) 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 representative 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.

(19) 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 occur during performance of the Agreement.

(20) 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.

(21) ASSURANCES

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

(22) 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) 488-2924 or by calling the State Comptroller's Hotline at 1-800-848-3792.

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

**RECIPIENT**

Ray Judah

BY Ray Judah, Chairman  
(Type Name and Title)

DATE: 8/5/03

**STATE OF FLORIDA**  
**DEPARTMENT OF COMMUNITY AFFAIRS**

BY: Libby Lane  
Libby Lane, Acting Director

Division of Housing and Community  
Development

DATE: 9/29/03

59-59-6000702  
Federal Identification Number

**APPROVED AS TO FORM:**

Andrea B. Fraser  
Office of the County Attorney

**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

\*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 used 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, Attachment A, Budget, Attachment G and Workplan, Attachment H 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 Grant Appeals Procedure

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 areas

**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) - \$ -0-*

**SUBJECT TO SECTION 215.97, FLORIDA STATUTES:**

*State Project (list State awarding agency, Catalog of State Financial Assistance title and number) - \$ -0-*

**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  
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
7. Part 97 - Consolidation of Grants to the insular areas

**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 A  
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**

(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 A  
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) Either party may request modification of the provisions of this Agreement in accordance with Section F(3) of this attachment.

(2) 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.

(3) 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



**CSBG  
ATTACHMENT A  
PROGRAM STATUTES AND REGULATIONS**

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.

(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 (16)(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 received. 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 G-1, Budget Summary and G-3, Budget Detail.

(3) Sources of matching funds and expenditures for all funds under this Agreement shall be governed by the Budget Summary, Attachment G 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 each client receiving CSBG funded services as income eligible at 125 percent or less of the current Office of Management and Budget Poverty Guidelines as required by CSBG law. In order to certify each client, the Recipient shall be required to maintain current (less than one year old) source documentation of income eligibility. In the event that the applicant cannot provide

**CSBG  
ATTACHMENT A  
PROGRAM STATUTES AND REGULATIONS**

income documentation, the Recipient shall require the applicant to provide a signed certification of eligibility to attest to the applicant's verbal declaration. This certification must specify the 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: client's name, address, sex, race, age, income amount and method of verification, 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, client sign-in-logs, 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 subrecipients 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.

**CSBG  
ATTACHMENT A  
PROGRAM STATUTES AND REGULATIONS**

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 or agent up to an amount which is equal to at least one-half of the total CSBG contract amount.

(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 B  
REPORTS**

A. Annual reports - Within 45 days after the end of the contract/program the Recipient shall submit a CSBG Close-out Report, including the CSBG Final Financial Report, a refund check for any unspent funds, and the CSBG Final Program Report. 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 21 days after the end of each month in which funds were expended.

C. Quarterly Reports - The CSBG quarterly program reports must be provided to the Department no later than 21 days after 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 30 days from the date of each meeting.

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 change, the Recipient will provide a revised board roster to the Department. Board members shall be identified by the sector they serve.

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:

Florida Department of Community Affairs

Division of Housing & Community Development

Community Assistance Section

2555 Shumard Oak Boulevard

Tallahassee, FL 32399-2100

**CSBG  
ATTACHMENT C  
PROPERTY MANAGEMENT AND PROCUREMENT**

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 D  
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 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 D  
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, 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

**CSBG  
ATTACHMENT D  
STATEMENT OF ASSURANCES**

community must reside in the neighborhood served. The Recipient will define what constitutes a neighborhood.

(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.

(f) In the case of a migrant and seasonal farm worker organization, the recipient assures and provides documentation that the Board of Directors consists of at least 51 percent representatives of migrant and seasonal farm workers.

(4) In the case of eligible entities 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



**CSBG  
ATTACHMENT D  
STATEMENT OF ASSURANCES**

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.

(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 representatives, 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  
ATTACHMENT D  
STATEMENT OF ASSURANCES**

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 G and Workplan, Attachment H must document how these expenses will be used to support eligible CSBG Community Action Plan activities.
- (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).

**CSBG  
ATTACHMENT D  
STATEMENT OF ASSURANCES**

(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.

(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.

**CSBG  
ATTACHMENT D  
STATEMENT OF ASSURANCES**

(20) The Recipient assures that the Workplan, Attachment I to this agreement is consistent with the most current Community Action Plan officially adopted by the Recipients'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 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 E 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 2001-2002 CSBG State Plan regarding the recapture of unobligated funds.

**CSBG  
ATTACHMENT D  
STATEMENT OF ASSURANCES**

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 sign this agreement.

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

(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.

**CSBG  
ATTACHMENT E  
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 F  
RECIPIENT INFORMATION

FEDERAL FISCAL YEAR: 2003 CONTRACT PERIOD: October 1, 2003 TO September 30, 2004

FOR DCA USE ONLY

DATE RECEIVED: 8/13/03 CONTRACT NUMBER: 045B-3T-09-46-01-015  
REVISION(S) RCVD: 8/29/03 / 10/17/03 / \_\_\_\_\_  
DCA CONSULTANT: ROBERT DAKIN

I. RECIPIENT CATEGORY: ( ) Non-Profit (X) Local Government ( ) Tribal Government

II. RECIPIENT FISCAL YEAR: From 10-1-03 to 9-30-04

III. COUNTIES TO BE SERVED WITH THESE FUNDS: Lee

IV. GENERAL ADMINISTRATIVE INFORMATION

a. Name of Recipient: Lee County Board of County Commissioners  
b. Address: Department of Human Services, 83 Pondella Road, Suite #1  
City: N. Fort Myers, FL Zip Code 33903 County Lee  
Telephone: (239) 652-7900 Fax: 239-652-7960  
E-Mail Address: \_\_\_\_\_

c. Mailing Address (if different from above):  
Address: \_\_\_\_\_  
City: \_\_\_\_\_, FL Zip Code \_\_\_\_\_ County \_\_\_\_\_

d. Chief Elected Official (for local governments) or President/ Chairman of Board (corporations):  
Name: Ray Judah Title: Chairman  
Mailing Address (Home or Business other than Recipient's)  
Address: P.O. Box #398  
City: Fort Myers, FL Zip Code 33902-0398

e. Official to Receive State Warrant:  
Name: Barbara Hollis Title: Fiscal Manager  
Address: 83 Pondella Road, Suite #1  
City: N. Fort Myers, FL Zip Code 33903

f. Contact Person: Susan Oliver  
Address: 83 Pondella Road, Suite #1  
City: N. Fort Myers, FL Zip Code 33903  
Telephone: (239) 652-7916 Fax: 239-652-7960  
E-Mail Address: \_\_\_\_\_

g. Name and title of person(s) authorized to sign fiscal reports:  
1. Barbara Hollis, Fiscal Manager  
2. Susan Oliver, Program Manager

h. Federal Identification Number: 59-6000702

V. 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 H-2, Sub-Recipient Information.

**The following attachments are not applicable to this contract and are not included.**

**G-2**

**G-4**

**H-3**

**H-5**



**ATTACHMENT G-1  
CSBG BUDGET SUMMARY**

**Recipient: Lee County Board of County Commissioners**

REVENUE SOURCES	PERCENT	MATCH	TOTAL AMOUNT	NOTES:
1. CSBG Grant Funds			\$143,895.00	Round all figures up to the nearest dollar
2. Cash Match	2.00%	\$2,878.00		Provide a minimum of 2% - Cash Match
3. In-Kind Match	18.56%	\$26,702.00		20% - Total Match
4. TOTAL MATCH (Line 2 + Line 3)	20.56%	\$29,580.00	\$29,580.00	Do not under match 1.99% Cash Match is unacceptable
5. TOTAL FUNDS (Line 1 + Line 4)			\$173,475.00	
<b>CSBG FUNDED PROGRAMS ONLY EXPENSE CATEGORY</b>	<b>(A) CSBG FUNDS</b>	<b>(B) CASH MATCH</b>	<b>(C) IN-KIND MATCH</b>	<b>(D) TOTAL</b>
<b>ADMINISTRATIVE EXPENSES</b>				
6. RECIPIENT EXPENSES (Salaries + Fringe, Rent, Utilities, Travel, Other)	\$0.00	\$0.00	\$0.00	\$0.00
7. SUB-RECIPIENT EXPENSES (Salaries + Fringe, Rent, Utilities, Travel, Other)	\$0.00	\$0.00	\$0.00	\$0.00
8. TOTAL ADMINISTRATIVE EXPENSES (Line 6 + Line 7)	\$0.00	\$0.00	\$0.00	\$0.00
9. ADMINISTRATIVE EXPENSE PERCENT (Line 8 divided by Line 1)	0.00%	CANNOT EXCEED 15% OF CSBG ALLOCATION GIVEN ON LINE 1		
<b>PROGRAM EXPENSES</b>				
10. RECIPIENT DIRECT CLIENT ASSISTANCE EXPENSES	\$101,729.00	\$2,878.00	\$0.00	\$104,607.00
11. RECIPIENT OTHER PROGRAM EXPENSES (Salaries + Fringe, Rent, Utilities, Travel, etc.)	\$42,166.00	\$0.00	\$26,702.00	\$68,868.00
12. SUBTOTAL RECIPIENT PROGRAM EXPENSES (Line 10 + Line 11)	\$143,895.00	\$2,878.00	\$26,702.00	\$173,475.00
13. SUB-RECIPIENT DIRECT CLIENT ASSISTANCE EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00
14. SUB-RECIPIENT OTHER PROGRAM EXPENSES (Salaries + Fringe, Rent, Utilities, Travel, etc.)	\$0.00	\$0.00	\$0.00	\$0.00
15. SUBTOTAL SUB-RECIPIENT PROGRAM EXPENSES (Line 13 + Line 14)	\$0.00	\$0.00	\$0.00	\$0.00
16. TOTAL PROGRAM EXPENSE (Line 12 + Line 15)	\$143,895.00	\$2,878.00	\$26,702.00	\$173,475.00
17. SECONDARY ADMINISTRATIVE EXPENSES	\$0.00			\$0.00
18. GRAND TOTAL EXPENSE (Line 8 + Line 16 + Line 17)	\$143,895.00	\$2,878.00	\$26,702.00	\$173,475.00

**ATTACHMENT G-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>			
10	Goal 1 1, 2, 4, 8	<b>RECIPIENT DIRECT CLIENT ASSISTANCE EXPENSES</b> 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, printers, computer technical support and/or repair, supplies, uniforms, equipment, child care, transportation, car repair.	\$60,000	\$2,878	
	Goal 6 1, 2				
	Goal 3 3	LEE/CSBG participating households will increase children's extra curricular activities through summer camp and/or receiving	\$5,000		
	Goal 6 2	computersoftware, sound cards and speakers to improve parent/child communication.			
	Goal 6 5, 8	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.	\$26,729		
	Goal 6 8	CSBG eligible households will receive emergency prescription assistance	\$10,000		
		<b>TOTAL DIRECT CLIENT ASSISTANCE=</b>	<b>\$101,729</b>	<b>\$2,878</b>	
11		<u>Salaries and Fringe</u>			
		Case manager to determine eligibility and provide case management service (salary and fringe) 70% CSBG \$25.76 x 1,466 = \$37,507 (remaining salary paid by ad valorem taxes)	\$37,507		
		Case manager to determine eligibility and provide case management services (salary and fringe): 60% CSBG \$21.40 x 1248 hrs = \$26,702			\$26,702
		<b>TOTAL SALARIES AND FRINGE=</b>	<b>\$37,507</b>		<b>\$26,702</b>
11		Rent at One Stop Center for CSBG offices	\$3,460		
		<b>TOTAL RENT</b>	<b>\$3,460</b>		
11		Travel in conjunction with case management (4135 miles x .29/mile = \$1199)	\$1,199		
		<b>TOTAL TRAVEL</b>	<b>\$1,199</b>		
16		<b>TOTAL OTHER PROGRAM EXPENSES</b>	<b>\$42,166</b>		
		<b>TOTAL</b>	<b>\$143,895</b>	<b>\$2,878</b>	<b>\$26,702</b>

\*\*EXPLAIN SOURCES OF CASH AND IN-KIND MATCH - General Revenue  
Numbers under Goals are Outcome Indicator Numbers

**Grantee: Lee County Board of County Commissioners**

**CSBG - ATTACHMENT H - WORKPLAN SUMMARY**

Goal #	Outcome#	Outcome Target			
		Total Expected to be Achieved			
1	1	5			
1	4	18			
1	8	28			
2	4(a)	1		30	\$50,000
2	4(b)	1		80	\$375,000
3	1(a)	1		3	
3	2(a)	1		30	
3	3(a)	1		20	
4	1(g)	2		5, 12	
4	4(a)	2		1.12	
5	1(a)	1	1		
5	1(b)	10	11	\$75,00.00	
5	1(c)	3	4	\$750,000.00	
5	1(e)	1	1		
5	2 (1. a)	58		829	
5	2 (1. b)	36		644	
5	3.1 . a) 1.1.a	1			
5	3.1 . B) 1.1.b	1			
5	4. 1 . a)	1			
5	4. 1 . b)	1			
5	4. 1 . c)	1			
5	4. 2 . b)	1			
5	4. 2 . c)	1			
5	4. 2 . d)	1			
5	4. 4 . a)	1			
5	4. 4 . b)	1			
5	4. 4 . c)	1			
5	4. 4 . d)	1			
5	4. 4 . e)	1			
5	4. 4 . f)	1			
5	1 (e)	1			
5	1 (f)	11		1	
5	1 (g)	9	1		
6	1	10			
6	2	20			
6	5	8			
6	8	60			

**FLORIDA Community Services Block Grant (CSBG)**  
**Community Action Goal 1 (Family) – Low-Income People Become More Self-Sufficient**

Version 1.0--08/01/03

1 – CAA Outcomes Catalog	2	3	4	5	6	7	8	9	10
<b>Goal 1: Low-Income People Become Self-Sufficient</b> 1. Obtained Employment/Self-Employment for Unemployed Persons. 2. Obtained Employment/Self-Employment for Employed Persons. 3. Maintained Employment for at Least 90 days. 4. Increased Earned Income from the Previous Reporting Period. 5. Increased Total Household Resources from Non-Employment Sources. 6. Increased Ability to Manage Income and Use Assets to Achieve Self-Sufficiency. 7. Obtained Adequate, Safe, Affordable, Unsubsidized, Permanent Housing 8. Eliminated/Reduced Barriers to Employment and Self-Sufficiency.	<b>WORKPLAN</b>  Total Number of People who will <u>Achieve Outcome</u>	Number of People at or Below 125% of Poverty				Number of People Above 125% of Poverty		Number of People for whom no income information was Obtained	
		Received Services	Achieved Outcome	Still Progressing Toward Outcome	Exited Program Prior to Achieved Outcome	Received Services	Achieved Outcome	Received Services	Achieved Outcome
<b>Outcomes with Indicators</b>									
<b>1) Obtained Employment/Self-Employment for Unemployed Persons.</b> (Total of a through e below.)	5								
a) Obtained <b>part-time</b> employment – less than 25 hours per week, at minimum wage or above (or its equivalent if employment includes tips/etc.), w/o health insurance benefits.									
b) Obtained <b>part-time</b> employment – equal to or greater than 25 hours per week, at minimum wage or above (or its equivalent if employment includes tips/etc.), w/o health insurance benefits.									
c) Obtained <b>full-time</b> employment – number of hours as defined by employer; at least minimum wage, without benefits.									
d) Obtained <b>full-time</b> employment – number of hours defined by employer, above minimum wage and could include benefits.									
e) Became <b>self-employed</b> – and earned the equivalent of at least part-time employment.									
<b>2) Obtained Employment/Self-Employment for Employed Persons.</b> (Total of a through e below.)	20								
a) Obtained <b>part-time</b> employment – less than 25 hours per week, at minimum wage or above (or its equivalent if employment includes tips/etc.), w/o health insurance benefits.									

# FLORIDA Community Services Block Grant (CSBG)

## Community Action Goal 1 (Family) – Low-Income People Become More Self-Sufficient

Version 1.0--08/01/03

1 – CAA Outcomes Catalog	2	3	4	5	6	7	8	9	10
<b>Goal 1: Low-Income People Become Self-Sufficient</b> 1. Obtained Employment/Self-Employment for Unemployed Persons. 2. Obtained Employment/Self-Employment for Employed Persons. 3. Maintained Employment for at Least 90 days. 4. Increased Earned Income from the Previous Reporting Period. 5. Increased Total Household Resources from Non-Employment Sources. 6. Increased Ability to Manage Income and Use Assets to Achieve Self-Sufficiency. 7. Obtained Adequate, Safe, Affordable, Unsubsidized, Permanent Housing 8. Eliminated/Reduced Barriers to Employment and Self-Sufficiency.	<b>WORKPLAN</b>  Total Number of People who will <u>Achieve Outcome</u>	Number of People at or Below 125% of Poverty				Number of People Above 125% of Poverty		Number of People for whom no income Information was Obtained	
		Received Services	Achieved Outcome	Still Progressing Toward Outcome	Exited Program Prior to Achieved Outcome	Received Services	Achieved Outcome	Received Services	Achieved Outcome
<b>Outcomes with Indicators (2 continued)</b>									
b) Obtained <b>part-time</b> employment – equal to or greater than 25 hours per week, at minimum wage or above (or its equivalent if employment includes tips/etc.), w/o health insurance benefits.									
c) Obtained <b>full-time</b> employment – number of hours as defined by employer; at least minimum wage, without benefits.									
d) Obtained <b>full-time</b> employment – number of hours defined by employer, above minimum wage and could include benefits.									
e) Became <b>self-employed</b> – and earned the equivalent of at least part-time employment.									
<b>3) Maintained Employment for at Least 90 days.</b>	0								
<b>4) Increased Earned Income from the Previous Reporting Period.</b>	18								
<b>5) Increased Total Household Resources from Non-Employment Sources. (Total of a through d below.)</b>	0								
a) Obtained Federal Earned Income Tax Credit.									
b) Obtained Federal Child Tax Credit.									
c) Homeowners realize an increase in assessed value of their home as a result of rehabilitation.									
d) Other outcome or indicator may be used with the approval of DCA.									

**FLORIDA Community Services Block Grant (CSBG)  
Community Action Goal 1 (Family) – Low-Income People Become More Self-Sufficient**

Version 1.0--08/01/03

1 – CAA Outcomes Catalog	2	3	4	5	6	7	8	9	10
<b>Goal 1: Low-Income People Become Self-Sufficient</b> 1. Obtained Employment/Self-Employment for Unemployed Persons. 2. Obtained Employment/Self-Employment for Employed Persons. 3. Maintained Employment for at Least 90 days. 4. Increased Earned Income from the Previous Reporting Period. 5. Increased Total Household Resources from Non-Employment Sources. 6. Increased Ability to Manage Income and Use Assets to Achieve Self-Sufficiency. 7. Obtained Adequate, Safe, Affordable, Unsubsidized, Permanent Housing 8. Eliminated/Reduced Barriers to Employment and Self-Sufficiency.	<b>WORKPLAN</b>  Total Number of People who will <u>Achieve Outcome</u>	Number of People at or Below 125% of Poverty				Number of People Above 125% of Poverty		Number of People for whom no income information was Obtained	
		Received Services	Achieved Outcome	Still Progressing Toward Outcome	Exited Program Prior to Achieved Outcome	Received Services	Achieved Outcome	Received Services	Achieved Outcome
<b>Outcomes with Indicators</b>									
6) Increased Ability to Manage Income and Use Assets to Achieve Self-Sufficiency. (Total of a through f below.)	0								
a) Demonstrated ability to complete and maintain a budget for over 90 days.									
b) Opened IDA or other savings account and increased savings.									
c) Decreased debt and maintained budget and savings plans for over one year.									
d) Capitalized small business.									
e) Began post-secondary education due to accumulated savings.									
7) Obtained Adequate, Safe, Affordable, Unsubsidized, Permanent Housing. (Total of a through b below.)	0								
a) Purchased home, mobile home or condominium.									
b) Obtained permanent rental housing of choice.									

**FLORIDA Community Services Block Grant (CSBG)**  
**Community Action Goal 1 (Family) – Low-Income People Become More Self-Sufficient**

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		Received Services	Achieved Outcome	Still Progressing Toward Outcome	Exited Program Prior to Achieved Outcome	Received Services	Achieved Outcome	Received Services	Achieved Outcome
<b>Outcomes with Indicators</b>									
8) Eliminated/Reduced Barriers to Employment and Self-Sufficiency. (Total of a through n below.)	28								
a) Obtained work experience as a non-paid volunteer and developed measurable identified skill(s).									
b) Demonstrated a measurable increase in identified skills/competencies required for employment									
c) Completed training program and received certificate or diploma required for employment.									
d) Completed ABE/GED and obtained certificate or diploma in order to acquire or maintain employment.									
e) Completed post-secondary education program, and obtained certificate or diploma in order to acquire or maintain employment.									
f) Enrolled children in "before/after" school program, in order to acquire/maintain employment.									
g) Obtained care for child or other dependant, in order to acquire/maintain employment.									
h) Obtained reliable transportation and/or driver's license in order to acquire/maintain employment.									
i) Obtained identification required for employment.									
j) Youth obtained emancipation.									

**FLORIDA Community Services Block Grant (CSBG)**  
**Community Action Goal 1 (Family) – Low-Income People Become More Self-Sufficient**

Version 1.0--08/01/03

<b>Goal 1: Low-Income People Become Self-Sufficient</b> 1. Obtained Employment/Self-Employment for Unemployed Persons. 2. Obtained Employment/Self-Employment for Employed Persons. 3. Maintained Employment for at Least 90 days. 4. Increased Earned Income from the Previous Reporting Period. 5. Increased Total Household Resources from Non-Employment Sources. 6. Increased Ability to Manage Income and Use Assets to Achieve Self-Sufficiency. 7. Obtained Adequate, Safe, Affordable, Unsubsidized, Permanent Housing 8. Eliminated/Reduced Barriers to Employment and Self-Sufficiency.	<b>WORKPLAN</b>  Total Number of People who will <u>Achieve Outcome</u>	Number of People at or Below 125% of Poverty				Number of People Above 125% of Poverty		Number of People for whom no income Information was Obtained	
		Received Services	Achieved Outcome	Still Progressing Toward Outcome	Exited Program Prior to Achieved Outcome	Received Services	Achieved Outcome	Received Services	Achieved Outcome
<b>Outcomes with Indicators</b>									
k) Moved toward self-sufficiency by "moving up" at least one step on an outcome scale. (Attach a copy of scale used.)									
l) Completed goals on their case management plan in order to move toward self-sufficiency.									
m) Maintained independence, etc. You may define the nature of the increased stability, or identify the specific area of concern, such as "remain drug free", in narrative comment below. Also, you may break out individuals by age or other characteristics in the Narrative Comments.									
n) Resolved other barrier to employment. Provide outcome, indicator and a description in Narrative Comments below.									

**Definitions:**

**Increased Total Household Resources from Non-Employment Sources** – this could refer to such things as: a move of a job to one closer to home which reduces travel costs; securing benefits such as tax credits, child support, SSI; or other increases which you may wish to define.

**Completed goals on their case management plan in order to move toward self-sufficiency** – this should refer specifically to the individual/family movement toward employment and self sufficiency, and not to their increased potential or to strengthen supportive systems.

**Maintained independence** – this could refer to a range of outcomes for individuals of various ages, characteristics, or circumstances. Outcomes associated with participation in treatment programs, alternatives to incarceration or institutionalization, Family Care Giver programs or other programs that enable families/individuals to achieve a measure of self-sufficiency should be reported here. Provide outcome, indicator and description in narrative comments.

**Narrative Comments:** Please attach a separate sheet if necessary.



**FLORIDA Community Services Block Grant (CSBG)  
Community Action Goal 6 (Family) – Low-Income People Especially Vulnerable Populations,  
Achieve Their Potential by Strengthening Family and Other Supportive Systems**

Version 1.0 – 08/01/03

1 – CAA Outcomes Catalog	2	3	4	5	6	7	8	9	10
<b>Goal 6: Low-income People Especially Vulnerable Populations Achieve Their Potential by Strengthening Family and Other Supportive Systems</b> 1. Increased Education and/or Skills. 2. Increased Families' Skills and Strengthened Families. 3. Increased Ability to Manage Income. 4. Obtained, Maintained, or Improved Housing Arrangements. 5. Reduced or Eliminated an Emergency Need. 6. Improved or Maintained Nutrition. 7. Obtained Access or Links to Services. 8. Improved or Maintained Physical or Behavioral Health. 9. Children and Youth Participate in Services that Support Their Growth and Development. 10. Seniors Participate in Services that Support Independent Living. 11. Increased Other Supports to Eliminate Causes of Poverty.	<b>WORKPLAN</b>  Total Number of People who will <b>Achieve Outcome</b>	Number of People at or Below 125% of Poverty				Number of People Above 125% of Poverty		Number of People for whom no income information was Obtained	
		Received Services	Achieved Outcome	Still Progressing Toward Outcome	Exited Program Prior to Achieved Outcome	Received Services	Achieved Outcome	Received Services	Achieved Outcome
<b>Outcomes with Indicators</b>									
<b>1) Increased Education and/or Skills. (Total of a through h below.)</b>	10								
a) Adults improve academic skills, and/or prepare to move on to other educational/training programs.									
b) Adults obtain ABE/GED certificate or diploma.									
c) Adults obtain or improve job skills.									
d) Youth demonstrate improved academic performance.									
e) Youth demonstrate improved behavior at school.									
f) Youth obtain ABE/GED certificate or diploma.									
g) Youth obtain job skills.									
h) Other outcome or indicator may be used with the approval of DCA.									
<b>2) Increased Families' Skills and Strengthened Families. (Total of a through c below.)</b>	20								
a) Participants improve their behavior/family functioning as a result of counseling.									
b) Parents/caregivers improve family functioning as a result of classes or supportive services.									
c) Participants maintain family stability by accessing affordable care of minor child or other dependent.									

**FLORIDA Community Services Block Grant (CSBG)  
Community Action Goal 6 (Family) – Low-Income People Especially Vulnerable Populations,  
Achieve Their Potential by Strengthening Family and Other Supportive Systems**

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1 – CAA Outcomes Catalog	2	3	4	5	6	7	8	9	10
<b>Goal 6: Low-Income People Especially Vulnerable Populations Achieve Their Potential by Strengthening Family and Other Supportive Systems</b> 1. Increased Education and/or Skills. 2. Increased Families Skills and Strengthened Families. 3. Increased Ability to Manage Income. 4. Obtained, Maintained, or Improved Housing Arrangements. 5. Reduced or Eliminated an Emergency Need. 6. Improved or Maintained Nutrition. 7. Obtained Access or Links to Services. 8. Improved or Maintained Physical or Behavioral Health. 9. Children and Youth Participate in Services that Support Their Growth and Development. 10. Seniors Participate in Services that Support Independent Living. 11. Increased Other Supports to Eliminate Causes of Poverty.	<b>WORKPLAN</b>  Total Number of People who will <u>Achieve Outcome</u>	Number of People at or Below 125% of Poverty				Number of People Above 125% of Poverty		Number of People for whom no income Information was Obtained	
		Received Services	Achieved Outcome	Still Progressing Toward Outcome	Exited Program Prior to Achieved Outcome	Received Services	Achieved Outcome	Received Services	Achieved Outcome
<b>Outcomes with Indicators (Outcome 2 continued.)</b>									
d) Child(ren) at-risk of DCF placement remain with family due to improved family functioning.									
e) Non-custodial fathers increase time spent with child.									
f) Non-custodial fathers who are behind in child support payments make payments against new payment schedule.									
g) Other outcome or indicator may be used with the approval of DCA.									
<b>3) Increased Ability to Manage Income. (Total of a through d below.)</b>	<b>0</b>								
a) Operate within established budget for at least 90 days.									
b) Households/individuals decrease energy usage due to Weatherization services.									
c) Households/individuals decrease debt.									
d) Other outcome or indicator may be used with the approval of DCA.									
<b>4) Obtained, Maintained or Improved Housing Arrangements. (Total of a through g below.)</b>	<b>0</b>								
a) Households/individuals in temporary or transitional housing arrangements obtain safe, stable housing.									
b) Households/individuals maintain safe/stable housing for at least 90 days.									
c) Households have home safety hazards ameliorated.									

**FLORIDA Community Services Block Grant (CSBG)  
Community Action Goal 6 (Family) – Low-Income People Especially Vulnerable Populations,  
Achieve Their Potential by Strengthening Family and Other Supportive Systems**

Version 1.0 – 08/01/03

1 – CAA Outcomes Catalog	2	3	4	5	6	7	8	9	10
<b>Goal 6: Low-Income People Especially Vulnerable Populations Achieve Their Potential by Strengthening Family and Other Supportive Systems</b> 1. Increased Education and/or Skills. 2. Increased Families Skills and Strengthened Families. 3. Increased Ability to Manage Income. 4. Obtained, Maintained, or Improved Housing Arrangements. 5. Reduced or Eliminated an Emergency Need. 6. Improved or Maintained Nutrition. 7. Obtained Access or Links to Services. 8. Improved or Maintained Physical or Behavioral Health. 9. Children and Youth Participate in Services that Support Their Growth and Development. 10. Seniors Participate in Services that Support Independent Living. 11. Increased Other Supports to Eliminate Causes of Poverty.	<b>WORKPLAN</b>  <b>Total Number of People who will Achieve Outcome</b>	<b>Number of People at or Below 125% of Poverty</b>				<b>Number of People Above 125% of Poverty</b>		<b>Number of People for whom no income Information was Obtained</b>	
		Received Services	Achieved Outcome	Still Progressing Toward Outcome	Exited Program Prior to Achieved Outcome	Received Services	Achieved Outcome	Received Services	Achieved Outcome
<b>Outcomes with Indicators (Outcome 4 continued.)</b>									
d) Households improve home environmental safety thru installation of new heating and/or air conditioning system									
e) Households complete steps toward their first home purchase.									
f) Homeowners realize an increase in assessed value of their home as a result of rehabilitation.									
g) Other outcome or indicator may be used with the approval of DCA.									
<b>5) Reduced or Eliminated an Emergency Need. (Total of a through g below.)</b>	<b>8</b>								
a) Receive emergency/supplemental food from food pantry. (Proxy)									
b) Receive clothing. (Proxy)									
c) Receive emergency shelter.									
d) Avoid utility termination or fuel crisis through agency payment.									
e) Avoid eviction (due to rental non-payment or mortgage foreclosure) for at least 120 days through mediation.									
f) Avoid eviction (due to rental non-payment or mortgage foreclosure) through mediation for at least 360 days									
g) Other outcome or indicator may be used with the approval of DCA.									

**FLORIDA Community Services Block Grant (CSBG)**  
**Community Action Goal 6 (Family) – Low-Income People Especially Vulnerable Populations,**  
**Achieve Their Potential by Strengthening Family and Other Supportive Systems**

Version 1.0 – 08/01/03

1 – CAA Outcomes Catalog	2	3	4	5	6	7	8	9	10
<b>Goal 6: Low-Income People Especially Vulnerable Populations Achieve Their Potential by Strengthening Family and Other Supportive Systems</b> 1. Increased Education and/or Skills. 2. Increased Families Skills and Strengthened Families. 3. Increased Ability to Manage Income. 4. Obtained, Maintained, or Improved Housing Arrangements. 5. Reduced or Eliminated an Emergency Need. 6. Improved or Maintained Nutrition. 7. Obtained Access or Links to Services. 8. Improved or Maintained Physical or Behavioral Health. 9. Children and Youth Participate in Services that Support Their Growth and Development. 10. Seniors Participate in Services that Support Independent Living. 11. Increased Other Supports to Eliminate Causes of Poverty.	<b>WORKPLAN</b>  Total Number of People who will Achieve Outcome	Number of People at or Below 125% of Poverty				Number of People Above 125% of Poverty		Number of People for whom no income information was Obtained	
		Received Services	Achieved Outcome	Still Progressing Toward Outcome	Exited Program Prior to Achieved Outcome	Received Services	Achieved Outcome	Received Services	Achieved Outcome
<b>Outcomes with Indicators</b>									
<b>6) Improved or Maintained Nutrition. (Total a through h below.)</b>	0								
a) Senior congregate meal programs. (Proxy)									
b) Meals on Wheels. (Proxy)									
c) Nutritional risk score declines or stays same after 12 months.									
d) Children congregate meal programs. (Head Start, child care, after school, proxy)									
e) Prevalence of anemia among children in WIC for at least one year does not exceed 10%.									
f) Pregnant women in WIC achieve appropriate weight gain.									
g) Less than 1% of babies born to prenatal women enrolled in WIC have neural tube defects due to taking folic acid.									
h) Other outcome or indicator may be used with the approval of DCA.									
<b>7) Obtained Access or Links to Services. (Total of a through c below.)</b>	0								
a) Obtained services/benefits due to translation assistance.									
b) Report ability to access services independently.									
c) Obtained or maintained necessary services with assistance.									

**FLORIDA Community Services Block Grant (CSBG)**  
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Version 1.0 – 08/01/03

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		<b>Received Services</b>	<b>Achieved Outcome</b>	<b>Still Progressing Toward Outcome</b>	<b>Exited Program Prior to Achieved Outcome</b>	<b>Received Services</b>	<b>Achieved Outcome</b>	<b>Received Services</b>	<b>Achieved Outcome</b>
<b>Outcomes with Indicators</b>									
<b>8) Improved or Maintained Physical or Behavioral Health. (Total of a through h below.)</b>	60								
a) Obtained access to needed health care.									
b) Maintained health, independence and self-sufficiency by utilizing shared-ride transportation.									
c) Improved and/or maintained desired health status behavior for at least three months.									
d) Demonstrated increased knowledge regarding how to avoid at-risk behavior.									
e) Less than 5% of babies of WIC mothers have low birth weight.									
f) Avoided at-risk behavior for at least six months.									
g) Remained drug and alcohol free for at least six months.									
h) Other outcome or indicator may be used with the approval of DCA.									

**FLORIDA Community Services Block Grant (CSBG)**  
**Community Action Goal 6 (Family) – Low-Income People Especially Vulnerable Populations,**  
**Achieve Their Potential by Strengthening Family and Other Supportive Systems**

Version 1.0 – 08/01/03

1 – CAA Outcomes Catalog	2	3	4	5	6	7	8	9	10
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		Received Services	Achieved Outcome	Still Progressing Toward Outcome	Exited Program Prior to Achieved Outcome	Received Services	Achieved Outcome	Received Services	Achieved Outcome
<b>Outcomes with Indicators</b>									
9) Children and Youth Participate in Services that Support Their Growth and Development. (Total a through i below.)	0								
a) Youth improve physical health and development.									
b) Youth improve social/emotional development.									
c) Youth avoid at-risk behavior for at least three months.									
d) Youth have reduced involvement with criminal justice system.									
e) Youth increase academic, athletic or social skills for school success by participating in before/after school activities.									
f) Children obtain age appropriate immunizations, medical and dental care.									
g) Children participate in pre-school activities to develop school readiness skills.									
h) Children who participate in pre-school activities are developmentally ready to enter Kindergarten.									
i) Other outcome or indicator may be used with the approval of DCA.									

**FLORIDA Community Services Block Grant (CSBG)  
Community Action Goal 6 (Family) – Low-Income People Especially Vulnerable Populations,  
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1 – CAA Outcomes Catalog	2	3	4	5	6	7	8	9	10
<b>Goal 6: Low-Income People Especially Vulnerable Populations Achieve Their Potential by Strengthening Family and Other Supportive Systems</b> 1. Increased Education and/or Skills. 2. Increased Families Skills and Strengthened Families. 3. Increased Ability to Manage Income. 4. Obtained, Maintained, or Improved Housing Arrangements. 5. Reduced or Eliminated an Emergency Need 6. Improved or Maintained Nutrition (Proxy). 7. Obtained Access or Links to Services. 8. Improved or Maintained Physical or Behavioral Health 9. Children and Youth Participate in Services that Support Their Growth and Development. 10. Seniors Participate in Services that Support Independent Living. 11. Increased Other Supports to Eliminate Causes of Poverty	<b>WORKPLAN</b>  Total Number of People who will <b>Achieve Outcome</b>	Number of People at or Below 125% of Poverty				Number of People Above 125% of Poverty		Number of People for whom no income Information was Obtained	
		Received Services	Achieved Outcome	Still Progressing Toward Outcome	Exited Program Prior to Achieved Outcome	Received Services	Achieved Outcome	Received Services	Achieved Outcome
<b>Outcomes with Indicators</b>									
10) Seniors Participate in Services that Support Active, Independent Living. (Total a through d below.)	0								
a) Senior Citizens remain active in their communities by participating in community-oriented programs (include Senior Centers, RSVP, Senior Employment, Foster Grandparent etc.)									
b) Senior Citizens maintain independent living status for 90 days through support services (including home delivered meals, home health or homemaker services, etc.).									
c) Senior Citizens avoid institutionalization through support services for at least six months after receiving services.									
d) Other outcome or indicator may be used with the approval of DCA.									
11) Increased Other Supports to Eliminate Causes of Poverty. Other outcome or indicator may be used with the approval of DCA.	0								

**Narrative Comments: Please attach a separate sheet if necessary.**

**FLORIDA Community Services Block Grant (CSBG)  
Community Action Goal 6 (Family) – Low-Income People Especially Vulnerable Populations,  
Achieve Their Potential by Strengthening Family and Other Supportive Systems**

Version 1.0 – 08/01/03

**Narrative for Goal # 1**

Potential participants will be screened to determine financial eligibility and level of need for vocational training. Those passing this review will be referred to Southwest Florida College for testing. Selected participants will be assessed to identify individual strengths and possible barriers to success. Participants will develop an individual action plan, set achievable goals and receive assistance to reach goals. Case managers will promote personal responsibility and accountability, monitor action plan and progress, encourage and counsel, maintain time line to ensure completion of training and job placement. Support services will be provided as needed.

The following self sufficiency scale will be used.

**CSBG GENERAL FAMILY SELF-SUFFICIENCY SCALE**

SELF-SUFFICIENT	Tracking for 6 to 9 months, the family is still thriving.
THRIVING	The family is strong and healthy. It has achieved commonly accepted standards of well-being. The family is able to plan or the future. The family is not receiving any type of public assistance.
SAFE	The family is generally secure and shows a commitment to improve its circumstances. The family may use some government or private assistance to help meet needs, but on a limited basis. The family is goal oriented and is making progress toward meeting family goals
STABLE	The family does not face significant threats. Most needs are met, but only through government assistance. Family does demonstrate some willingness to work toward long-term changes. The family is unlikely to face immediate crisis.
VULNERABLE	The family is not in immediate danger, but is relying on temporary or inappropriate solutions to pressing family problems. The family is unable or unwilling to develop long-term solutions. The family relies heavily government assistance.
IN-CRISIS	A family in-crisis has immediate needs that threaten the family's physical or emotional safety. The family is unable to meet basic needs and lacks knowledge of or access to assistance from outside sources. The family's situation is unlikely to improve without outside intervention.
DROP-OUTS	A family who was enrolled in the family self-sufficiency program (FSSP) and for any reason has withdrawn from the program.



**FLORIDA Community Services Block Grant (CSBG)**  
**Community Action Goal 6 (Family) – *Low-Income People Especially Vulnerable Populations,***  
***Achieve Their Potential by Strengthening Family and Other Supportive Systems***

Version 1.0 – 08/01/03

**Narrative for Goal #6**

Along with the case management received as narrated for Goal 1, participants will receive financial support for vocational training costs such as tuition, books, fees, computer hardware, software and any computer component necessary to meet class requirements. Support services necessary to maintain education and/or employment (child care, rental/mortgage/utility assistance, transportation costs, medical/dental care, car repair, etc.) Health care, in the form of prescriptions, will be made available to a limited number of CSBG eligible households.

## FLORIDA Community Services Block Grant (CSBG) 2003-2004 WORKPLAN

### Community Action Goal 2 (Community) – The Conditions in Which Low-Income People Live Are Improved Version 1.0 – 08/01/03

1 – CAA Outcomes Catalog	2	3	4	5
<b>Goal 2: The Conditions in Which Low-Income People Are Improved</b>				
1. Low-Income People Have Improved Access to Employment, Housing, Capital, and Essential Services Due to Expanded Capacity. 2. The Supply of Jobs, Adequate and Affordable Housing, Community Facilities, Capital and Lending Programs or Essential Services is Increased. 3. CAA Resources Expand Capacity of Other Agencies to Serve Low-Income People. 4. The Quality of Life in Low-Income Neighborhoods is Improved.	Efforts Maintained from 2002-2003	Efforts That are New in 2003-2004	Estimated Number of People Benefiting From the Outcome in 2003-2004	Estimated \$ Value of Outcome in 2003-2004
<b>Outcomes with Indicators</b>	Enter # 1 for Achievement of Outcome	Enter # 1 for Achievement of Outcome	Number of People	Dollars
<b>1) Low-Income People Have Improved Access to Employment, Housing, Capital, and Essential Services Due to Expanded Capacity.</b>				
a) Access to jobs/employment is increased. <i>Describe in Narrative Comments below. (Include transportation, micro-enterprise, or job development efforts.)</i>				
b) Access to adequate and affordable housing is increased. <i>Describe in Narrative Comments below. (Include increases in Section 8, T-RAP, RAP, housing placement programs and security deposit programs.)</i>				
c) Access to services is improved. <i>Describe in Narrative Comments below. (Pull out data on new community-wide referral, new service coordination, etc.)</i>				
d) Services are available in languages other than English to low-income residents in the community. <i>Describe in Narrative Comments below. (Pull out data on services such as child care, health clinics, substance abuse, homeless shelters, etc.)</i>				
e) Other outcome or indicator may be used with the approval of DCA.				
<b>2) The Supply of Jobs, Adequate and Affordable Housing, Community Facilities, Capital and Lending Programs or Essential Services Is Increased.</b>				
a) The number of jobs available to low income people has increased.				
b) The number of housing units available to low income people has increased.				
c) The number of childcare slots available to low-income families has increased.				
d) Bank loans are available to low-income people.				
e) Public/Private financing to support economic development in communities of low-income people has increased.				
f) Federal Earned Income and Child Tax Credit receipts into the state have increased.				
g) Investment in community resources and facilities has increased. <i>(Include specific types such as childcare, health clinics, recreation centers, substance abuse, homeless shelters, etc.)</i>				

**FLORIDA Community Services Block Grant (CSBG)  
2003-2004 WORKPLAN**

**Community Action Goal 2 (Community) – The Conditions in Which Low-Income People Live Are Improved  
Version 1.0 – 08/01/03**

1 – CAA Outcomes Catalog	2	3	4	5
<b>Goal 2: The Conditions in Which Low-Income People Are Improved</b>				
1. Low-Income People Have Improved Access to Employment, Housing, Capital, and Essential Services Due to Expanded Capacity. 2. The Supply of Jobs, Adequate and Affordable Housing, Community Facilities, Capital and Lending Programs or Essential Services is Increased. 3. CAA Resources Expand Capacity of Other Agencies to Serve Low-Income People. 4. The Quality of Life in Low-Income Neighborhoods is Improved.	Efforts Maintained from 2002-2003	Efforts That are New in 2003-2004	Estimated Number of People Benefiting From the Outcome in 2003-2004	Estimated \$ Value of Outcome in 2003-2004
<b>Outcomes with Indicators</b>	Enter # 1 for Achievement of Outcome	Enter # 1 for Achievement of Outcome	Number of People	Dollars
<b>3) CAA Resources Expand Capacity of Other Agencies to Serve Low-Income People.</b>				
a) CAA staff provides in-kind services to agencies serving low-income people.				
b) CAA provides in-kind office space and other resources to agencies serving low-income people.				
<b>4) The Quality of Life in Low-Income Neighborhoods is Improved.</b>				
a) The assessed value of homes in the community has increased as a result of rehabilitation projects.	1		30	\$ 50,000
b) The number of homes in the community that are weatherized for fuel efficiency is increased.	1		80	\$ 375,000
c) The number of homes or rental units in the community that meet building codes or standards of quality is increased.				
d) Access to community facilities (schools, libraries, community centers) is increased through expanded hours and programming.				
e) Early childhood and childcare centers that are available to low-income residents receive accreditation.				
f) Other outcome or indicator may be used with the approval of DCA.				

**Narrative Comments:**

It is estimated that 15 homes will be weatherized and 40 homes will be rehabbed.

## FLORIDA Community Services Block Grant (CSBG) 2003-2004 WORKPLAN

### Community Action Goal 3 (Community) – Low-Income People Own a Stake in their Community

Version 1.0 – 08/01/03

1 – CAA Outcomes Catalog	2	3	4	5
<b>Goal 3 – Low-Income People Own a Stake in Their Community</b>				
1. Low-Income People Participate in Formal Community Organizations, Government, Boards or Councils that Provide Input to Decision-Making and Policy Setting Through CAA Efforts. 2. Low-Income People Participate in Advocacy Activities. 3. Low-Income People Participate in Social or Volunteer Activities. 4. Low-Income People Own Businesses or Homes in Their Communities.	Efforts Maintained from 2002-2003	Efforts That are New in 2003-2004	Estimated Number of People to Participate in Activity during 2003-2004	(Optional) Estimated \$ Value of Outcome in 2003-2004
<b>Outcomes with Indicators</b>	Number of Units	Number of Units	Number of Low-Income People	Dollars
<b>1) Low-Income People Participate in Formal Community Organizations, Government, Boards or Councils that Provide Input to Decision-Making and Policy Setting Through CAA Efforts.</b>				
a) Low-income people serve on the CAA Board of Directors.	█		3	
b) Low-income people serve on Head Start Policy Councils.				
c) Low-income people serve on Family Center/ Parent Councils.				
d) Low-income people serve on senior citizen councils.				
e) Low-income people serve on school boards.				
f) Low-income people serve on housing tenant groups.				
g) Low-income people serve on non-profit agency and/or community organization boards.				
h) Low-income people serve on other local governmental Boards and Commissions (such as Planning and Zoning, Economic Development, Enterprise Zones, etc.).				
i)				
<b>2) Low-Income People Participate in Advocacy Activities.</b>				
a) Low-income people attend meetings of governmental policy makers and make their views known.	█		30	
b) Low-income people participate in the establishment/maintenance of "grass-roots"/community led organizations.				

**FLORIDA Community Services Block Grant (CSBG)  
2003-2004 WORKPLAN**

**Community Action Goal 3 (Community) – Low-Income People Own a Stake in their Community**

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<b>Goal 3 – Low-Income People Own a Stake in Their Community</b>				
1. Low-Income People Participate in Formal Community Organizations, Government, Boards or Councils that Provide Input to Decision-Making and Policy Setting Through CAA Efforts. 2. Low-Income People Participate in Advocacy Activities. 3. Low-Income People Participate in Social or Volunteer Activities. 4. Low-Income People Own Businesses or Homes in Their Communities.	Efforts Maintained from 2002-2003	Efforts That are New in 2003-2004	Estimated Number of People to Participate in Activity during 2003-2004	(Optional) Estimated \$ Value of Outcome in 2003-2004
<b>Outcomes with Indicators</b>	Number of Units	Number of Units	Number of Low-Income People	Dollars
<b>3) Low-Income People Participate in Social or Volunteer Activities.</b>				
a) Low-income people participate in recreational, cultural, or socialization activities.	1		20	
b) Low-income people volunteer their services to help others through community agencies or community-oriented activities.				
c) Low-income seniors volunteer their services to help others through community-oriented programs.				
d) Other outcome or indicator may be used with the approval of DCA.				
<b>4) Low-Income People Own Businesses or Homes in Their Communities.</b>				
a) Business ownership increased from previous period.				
b) Home ownership increased from previous period.				
c) Other outcome or indicator may be used with the approval of DCA.				

**Narrative Comments:** It is estimated that twenty children of CSBG participants will benefit from summer camp.

**FLORIDA Community Services Block Grant (CSBG)  
2003-2004 WORKPLAN**

**Community Action Goal 4 (Agency) – Partnerships Among Supporters and Providers of Services to Low-Income People are Achieved**

Version 1.0 – 08/01/03

1 – CAA Outcomes Catalog	2	3	4
<p align="center"><b>Goal 4: Partnerships Among Supporters and Providers of Services to Low-Income People are Achieved</b></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 formal membership in an organization.)</i></p> <p>1. Partnerships or Collaborations to Coordinate Service Delivery, Improve Program Efficiency, Streamline Administration and/or Eliminate the Duplication of Services.            2. Partnerships or Collaborations to Improve Community Planning.            3. Partnerships or Collaborations to Achieve Specific Family Outcomes.            4. Other Types of Partnerships or Collaborations.</p>	Partnerships or Collaborations to be Maintained from 2002-2003	Partnerships or Collaborations to be Secured 2003-2004	Type of Partnership or Collaboration (See Footnote)
<b>1. Partnerships or Collaborations to Coordinate Service Delivery, Improve Program Efficiency, Streamline Administration and/or Eliminate the Duplication of Services.</b>			
a) Non-Profit			
b) Faith Based			
c) Local Government			
d) State Government Entity			
e) Federal Government Entity			
f) For-Profit Business or Corporation			
g) Coalition or collaborative (3 or more groups)	2		5, 12
<b>2. Partnerships or Collaborations to Improve Community Planning.</b>			
a) Non-Profit			
b) Faith Based			
c) Local Government		1	12
d) State Government Entity			
e) Federal Government Entity			
f) For-Profit Business or Corporation			
g) Coalition or collaborative (3 or more groups)			
<b>3. Partnerships or Collaborations to Achieve Specific Family Outcomes (please identify family outcomes in the Narrative Comments).</b>			
a) Non-Profit			
b) Faith Based			
c) Local Government			
d) State Government Entity			
e) Federal Government Entity			
f) For-Profit Business or Corporation			
g) Coalition or collaborative (3 or more groups)			

**FLORIDA Community Services Block Grant (CSBG)  
2003-2004 WORKPLAN**

**Community Action Goal 4 (Agency) – Partnerships Among Supporters and Providers of Services to Low-Income People are Achieved**

Version 1.0 – 08/01/03

1 – CAA Outcomes Catalog	2	3	4
<p align="center"><b>Goal 4: Partnerships Among Supporters and Providers of Services to Low-Income People are Achieved</b></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 formal membership in an organization.)</i></p> <ol style="list-style-type: none"> <li>1. Partnerships or Collaborations to Coordinate Service Delivery, Improve Program Efficiency, Streamline Administration and/or Eliminate the Duplication of Services.</li> <li>2. Partnerships or Collaborations to Improve Community Planning.</li> <li>3. Partnerships or Collaborations to Achieve Specific Family Outcomes.</li> <li>4. Other Types of Partnerships or Collaborations.</li> </ol>	Partnerships or Collaborations to be Maintained from 2002-2003	Partnerships or Collaborations to be Secured 2003-2004	Type of Partnership or Collaboration (See Footnote)
<b>4. Other Types of Partnerships or Collaborations (please identify in the Narrative Comments)</b>			
a) Non-Profit	2		1,12
b) Faith Based			
c) Local Government			
d) State Government Entity			
e) Federal Government Entity			
f) For-Profit Business or Corporation			
g) Coalition or collaborative (3 or more groups)			

**Instructions:**

- Columns 2 and 3: Enter the number of partnerships or collaborations achieved.
  - Column 4: Identify the type of organization with whom you partnered or collaborated from the list below. You may identify more than one type of organization.
1. One-Stop Centers, WIA Boards and other Career Link operating partnerships.
  2. Community Development Corporations.
  3. Economic development agencies.
  4. Education/training providers.
  5. Family Service Agencies/Family Centers.
  6. Food bank pantries or other food and nutrition agencies.
  7. Health care service agencies.
  8. Housing.
  9. Public libraries.
  10. School districts.
  11. Transportation service agencies.
  12. Other; Please identify in the Narrative Comments.

## **FLORIDA Community Services Block Grant (CSBG) 2003-2004 WORKPLAN**

**Narrative Comments: 1g) The Department of Human Services takes the lead for an Emergency Services Providers Coalition which meets monthly to coordinate service delivery. Another coalition meets regularly to coordinate the Homeless Management Information System which is being put into place in Lee County.**

**2c) The Department of Human Services is developing a Human Services Council which will have responsibility for health and human services planning in Lee County.**

**4a) The Department of Human Services has a Memorandum of Agreement with the local Workforce Development Board and is working with the United Way and ACT in support of the 211 Information and Referral line.**



**FLORIDA Community Services Block Grant (CSBG)  
2003-2004 WORKPLAN**

**Community Action Goal 5 (Agency) – Agencies Increase Their Capacity to Achieve Results**

Version 1.0 – 08/01/03

<b>Table 1 – Agencies Leverage External Resources to Increase Their Capacity to Serve Low-Income People</b>			
<b>1 – CAA Outcomes Catalog</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>Funding Sources</b>	<b>Number of Funding Sources in 2002-2003</b>	<b>Number of Funding Sources in 2003-2004</b>	<b>Planned Increased in Dollars</b>
a) CSBG	1	1	0
b) Federal Government – non-CSBG.	9	10	\$978,868
c) State Government (includes federal dollars passed through a state agency) non-CSBG.	3	4	\$391,614
d) Other Government entity (municipality, etc.).			
e) Local (list source). Ad valorem tax dollars	1	1	\$864,476
f) Private (list source).			
g) Cash donors			
h) Other (please identify).			
<b>Totals (lines a-h)</b>	<b>14</b>	<b>16</b>	<b>\$2,234,958</b>
<b>Total Agency Budget (if different please explain in Narrative Comments below)</b>	\$18,841,674	\$21,065,155	\$2,223,481*

**Narrative Comments:** A new source of funding for 2003-04 will be the Emergency Shelter Grant from the Department of Housing & Urban Development. Funding for a transitional housing system is anticipated in 2003-04. Budget is subject to change based on grant applications.

\*Different due to \$11,477 reduction in CSBG

09/17/03

**FLORIDA Community Services Block Grant (CSBG)  
2003-2004 WORKPLAN**

**Community Action Goal 5 (Agency) – Agencies Increase Their Capacity to Achieve Results**

Version 1.0 – 08/01/03

<b>Table 2 – Agencies Leverage External In-Kind and Donated Resources to Increase Their Capacity to Serve Low-Income People</b>						
<b>Sources of In-Kind and Donated Resources</b>	<b>Estimated Number of Hours</b>		<b>Estimated Average Value of Single Hour</b>		<b>Total Estimated Value (Enter Column 2 x Column 3 Below)</b>	
	<b>2002-2003</b>	<b>2003-2004</b>	<b>2002-2003</b>	<b>2003-2004</b>	<b>2002-2003</b>	<b>2003-2004</b>
	<b>1. Volunteer or Donated Staff Hours</b>					
a) In your agency or agency supported activities from the <i>general public</i> .	58	828	\$16.05	\$16.54	\$930.90	\$13,695
b) In your agency or agency supported activities from your <i>clients</i> .	36	644	\$16.05	\$16.54	\$577.80	\$10,652
c) In your agency or agency supported activities from your <i>board members</i> .						
d) In your agency or agency supported activities from <i>other non-profit or government agencies</i> .						
e) In your agency or agency supported activities from the <i>business community</i> .						
f) Other (please identify).						
<b>Total 1:</b>	94	1,472	N/A	N/A	\$1,508.70	\$24,347
<b>2. Donated or In-Kind Space</b>	<b>Estimated Number of Square Feet</b>		<b>Estimated Value Per Square Foot</b>		<b>Total Estimated Value</b>	
	<b>2002-2003</b>	<b>2003-2004</b>	<b>2002-2003</b>	<b>2003-2004</b>	<b>2002-2003</b>	<b>2003-2004</b>
a) Space in the community for CAA supported programs, services or activities.						
b) Other (please identify).						
<b>Total 2:</b>						
<b>3. Other Non-Cash Donations</b>	<b># of Donors</b>				<b>Total Estimated Value</b>	
	<b>2002-2003</b>	<b>2003-2004</b>			<b>2002-2003</b>	<b>2003-2004</b>
a) Equipment.						
b) Materials and supplies.						
c) Food.						
d) Other (please identify).						
<b>Total 3:</b>						
<b>Total of In-Kind and Donated Resources (Column 4: Sum of Total 1, Total 2, Total 3)</b>	94	1,472			\$1,508.70	\$24,347

Narrative Comments: Volunteer or Donated Staff Hours Volunteers work with the Neighborhood Accountability Boards.

Narrative Comments: Donated or In-Kind Space

Narrative Comments: Other Non-Cash Donations

**FLORIDA Community Services Block Grant (CSBG)  
2003-2004 WORKPLAN**

**Community Action Goal 5 (Agency) – Agencies Increase Their Capacity to Achieve Results**

Version 1.0 – 08/01/03

Table 3 – Agency Organizes and Operates its Programs, Services, and Activities Toward Accomplishing Family and Community Outcomes	
1 – CAA Outcomes Catalog	2
<b>Goal 5: Agencies Increase Their Capacity to Achieve Results</b>	<b>Identification of Factors Influencing the Management Model Employed in the CAA.</b>
1. Agency has the Capacity to Measure Client Progress Towards Self-Sufficiency.	
<b>Outcomes with Indicators</b>	
<b>1. Agency has the Capacity to Measure Client/Customer Progress Towards Self-Sufficiency.</b>	
a) CAAs are organized in different ways depending on their configuration of programs and services. Please identify the <u>one</u> statement below that <u>best</u> describes how your CAA is organized:	
1.1a A common in-take process and common ID# is used for <u>all</u> clients of the CAA.	1
1.2a A common in-take process and common ID# is used for <u>some</u> clients of the CAA.	
1.3a A separate in-take process and/or separate ID# is used for <u>each</u> program administered by the CAA.	
b) CAAs are organized in different ways depending on their configuration of programs and services: Please identify the <u>one</u> statement below that <u>best</u> describes how your CAA is organized:	
1.1b Agency utilizes a relational database for <u>all</u> clients of the agency for use in intake and assessment and provision of services.	1
1.2b Agency utilizes a relational database for <u>some</u> clients of the agency for use in intake and assessment and provision of services.	
1.3b Agency utilizes a relational database for <u>all</u> clients of the agency for use in intake, assessment, provision of services and measurement of outcomes.	
1.4b Agency utilizes a relational database for <u>some</u> clients of the agency for use in intake, assessment, provision of services and measurement of outcomes.	

**Instructions:**

For question 1a) first select the statement that best represents your CAA: 1.1a, 1.2a, 1.3a. Go to the list below for Column 2 and identify one or more of the responses (1, 2, 3, and 4) that characterizes your CAA and enter in Column 2. Repeat this for question 1b) by selecting the statement that best represents your CAA: 1.1b, 1.2b, 1.3b, 1.4b. Enter the appropriate numbers in Column 2 from the list below.

**Column 2 List:**

- The CAA administers programs that do not require separate intake, assessment or reporting forms or use of proprietary software.
- The CAA administers programs that require separate intake, assessment or reporting forms or use of proprietary software resulting in barriers to a common intake, assessment or ID#. The CAA would have to double enter client data in order to manage a common in-take and assessment process and use a common ID# for all clients of the CAA.
- The CAA administers programs that require separate intake, assessment or reporting forms or use of proprietary software. The CAA double enters client data in order to transcend the barriers to a common in-take and assessment process and a use of a common ID# for all clients of the CAA.
- The CAA is able to group together various programs that do not have required separate intake, assessment or reporting forms or use of proprietary software resulting in a common in-take and assessment process and use of a common ID# for some clients of the CAA.

**FLORIDA Community Services Block Grant (CSBG)  
2003-2004 WORKPLAN**

**Community Action Goal 5 (Agency) – Agencies Increase Their Capacity to Achieve Results**

Version 1.0 – 08/01/03

<b>Table 4 – Agency Organizes and Operates its Programs, Services, and Activities Toward Accomplishing Family and Community Outcomes</b>		
<b>1 – CAA Outcomes Catalog</b>		<b>2</b>
<b>Goal 5: Agencies Increase Their Capacity to Achieve Results</b>		<b>Agency will Achieve Implementation of Activity</b>
1. Agency has the Capacity to Report Client Progress Towards Self-Sufficiency. 2. Agency has Provided Results-Oriented Management and Accountability Training. 3. Agency Programs Achieved Accreditation Demonstrating That Program Meets or Exceeds Nationally Recognized Standards. 4. Agency Obtained a Level of Excellence in Organizational Quality.		
<b>Outcomes with Indicators</b>		
<b>1. Agency has the Capacity to Report Client/Customer Progress Towards Self-Sufficiency. (Choose all that apply.)</b>		<b>Enter "1" Only</b>
a) Agency can report outcomes that measure progress towards self-sufficiency without use of an outcome scale.		1
b) Agency utilizes outcome scales to measure client movement toward self-sufficiency.		1
c) Agency has capacity to derive unit cost statistics for efficiency: cost per service delivered or cost of service per client.		1
d) Agency has capacity to derive unit cost statistics for effectiveness: cost per outcome delivered.		
<b>2. Agency has Provided Results-Oriented Management and Accountability Training. (Choose all that apply.)</b>		
a) Agency board has received Introduction to ROMA training.		
b) Agency management staff has received Introduction to ROMA training.		1
c) Agency supervisory staff has received Introduction to ROMA training.		1
d) Agency line staff has received Introduction to ROMA training.		1
<b>3. Agency Programs Achieved Accreditation Demonstrating That Program Meets or Exceeds Nationally Recognized Standards.</b>		<b># of Sites Accredited</b>
a) Early childhood care and education sites receive NAEYC or other recognized form of accreditation.		
b) Programs achieve other form of recognized accreditation. (Please describe in the Narrative Comments below.)		
<b>4. Agency Demonstrates a Level of Excellence in Organizational Quality. (Please describe in Narrative Comments.)</b>		<b>Enter "1" Only</b>
a) Board and Governance		1
b) Operational Management & Organizational Structure		1
c) Planning, Marketing, Fundraising, Community Investment		1
d) Information Technology		1
e) Human Resources		1
f) Finance and Budget		1

**Narrative Comments:**

**All staff have received Performance Outcome Measures training and program areas measure outcomes. Being a governmental entity the Department is held to high standards. While the Board has not received formal training, outcomes are reported to the members regularly.**

**FLORIDA Community Services Block Grant (CSBG)  
2003-2004 WORKPLAN  
Community Action Goal 5 (Agency) – Agencies Increase Their Capacity to Achieve Results**

Version 1.0 – 08/01/03

Table 5 – Agency Staff Obtains Credentials that Improve Their Capacity to Achieve Results			
1 – CAA Outcomes Catalog			
Goal 5: Agencies Increase Their Capacity to Achieve Results	Number of Staff Who Have Credentials	Number of Staff Who Will Receive Credentials During the Year	Number of Staff Who Will Work Toward Credentials but Will Not Complete Process During the Year
1. Agency Staff Obtained Credentials That Improve Their Capacity to Achieve Results.	2	3	4
<b>Outcomes with Indicators</b>			
<b>1. Agency Staff Obtained Credentials That Improve Their Capacity to Achieve Results.</b>			
a) Staff who work with families obtain the Family Development Specialist credential.	N/A		
b) Staff who work with children obtain the Child Development Associate credential or higher form of credential/degree.	N/A		
c) Staff obtain G.E.D.			
d) Staff who received CCAP credentials.			
e) Staff who received Associates Degree.	1		
f) Staff who received Bachelors Degree.	11		1
g) Staff who received Masters Degree.	9	1	
h) Staff who received Doctorate Degree.			
i) Agency staff obtained other credentials that increase their capacity to achieve results. (Please describe in the Narrative Comments below.)			

**Narrative Comments: Remaining staff have diplomas.**

**ATTACHMENT I  
JUSTIFICATION OF ADVANCE PAYMENT**

**RECIPIENT:** Lee County Board of County Commissioners

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.

<input checked="" type="checkbox"/> <b>NO ADVANCE REQUESTED</b>  No advance payment is requested. Payment will be made solely on a reimbursement basis. No additional information is required.
--

<input type="checkbox"/> <b>ADVANCE REQUESTED</b>  Advance payment of \$ _____ 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 have requested an advance in any of the last three CSBG contracts, complete the following worksheet.

	DESCRIPTION	(A)	(B)	(C)	(D)
1	INITIAL CONTRACT ALLOCATION				
2	FIRST THREE MONTHS CONTRACT EXPENDITURES <sup>1</sup>				
3	AVERAGE PERCENT EXPENDED IN FIRST THREE MONTHS (Divide line 2 by line 1.)				

<sup>1</sup> First three months expenditures need only be provided for the years in which you requested an advance. If you do not have this information, call your consultant and they will assist you.

**MAXIMUM ADVANCE ALLOWED:**

	X \$ _____	= \$ _____
Cell D3	CSBG Award (Do not include match.)	MAXIMUM ADVANCE

**REQUEST FOR WAIVER OF CALCULATED MAXIMUM**

- Recipient has no previous history of requesting an advance. Complete estimated expense chart below.
- Recipient has exceptional circumstances that require an advance greater than the first three months expenditures of the previous three years. Complete estimated expenses chart and Explanation of Circumstances below. Attach additional pages if needed.

BUDGET CATEGORY	2002-2003 Anticipated Expenditures for First Three Months of Contract
ADMINISTRATIVE COSTS (Include Secondary Administration.)	
PROGRAM EXPENSES	
TOTAL EXPENSES	

**Explanation of Circumstances:**