

**SEMINOLE COUNTY GOVERNMENT
AGENDA MEMORANDUM**

SUBJECT: 2004/2005 Community Services Block Grant Modification

DEPARTMENT: Community Services **DIVISION:** Community Assistance

AUTHORIZED BY: Phillip C. Stalvey **CONTACT:** David Medley **EXT.** 3363

Agenda Date <u>4/12/05</u> Regular <input type="checkbox"/> Consent <input checked="" type="checkbox"/> Work Session <input type="checkbox"/> Briefing <input type="checkbox"/> Public Hearing – 1:30 <input type="checkbox"/> Public Hearing – 7:00 <input type="checkbox"/>

MOTION/RECOMMENDATION: Approval by the Board of County Commissioners of the attached CSBG Modification of \$247,780.00, authorization for the Chairman to execute the grant application and related documents, approval of required 2% CASH MATCH of \$4,955.60.

BACKGROUND:

On August 24, 2004, the Board of County Commissioners approved the acceptance of the Community Services Block Grant award in the amount of \$223,589.00 and the local 2% match of \$4,955.60. On February 17, 2005 the Division of Community Assistance was notified of the availability of an additional \$24,191.00 to enhance our services under this program. These new funds will require an additional \$483.60 in cash match.* The attached application proposes the following utilization of these funds:

	<u>04/05 CSBG Contract</u>	<u>Proposed Modification</u>
Direct Services (Housing, Utilities, etc.)	\$137,581.00	\$ 163,472.00
Program Expenses (2 Staff)	\$79,508.00	\$ 79,508.00
Intern/Training Program	\$6,500.00	\$4,800.00
<u>Subtotal:</u>	<u>\$223,589.00</u>	<u>\$247,780.00</u>
Cash Match *	\$4,472.00	\$ 4,955.60*
In-Kind Match	\$40,246.00	\$ 44,600.40
<u>TOTAL</u>	<u>\$268,307.00</u>	<u>\$ 297,336.00</u>

Reviewed by: <u>3-22-05</u> Co Atty: <u>J. DeLind</u> DFS: <u>[Signature]</u> Other: _____ DCM: <u>[Signature]</u> CM: <u>[Signature]</u> File No. <u>CCS01</u>

*The additional Cash Match will be identified in the existing division budget. **NO additional funds are being requested.**



**County Attorney Document
Review/Preparation Request**

TO: Susan Deitreich, Assistant County Attorney

FROM: David Medley, Division Manager, Community Assistance

THROUGH: Phil Stalvey, Department Director, Community Services
(Department Director)

DATE: March 21, 2005

SUBJECT: 2004-2005 CSBG Modification

Background Documents Attached None available
(Must be Provided If Available)

Action Requested: Please review the attached Community Services Block Grant modification.

Requested Document Due Date: March 23, 2005

Additional Information: Attached / NA
(Circle one)

MODIFICATION OF AGREEMENT
BETWEEN
FLORIDA DEPARTMENT OF COMMUNITY AFFAIRS
AND
Seminole County

This Modification is made and entered into by and between the State of Florida, Department of Community Affairs, ("the Department"), and the Seminole County, ("Recipient") to modify DCA Contract Number 05SB-4N-06-69-01-029, ("the Agreement").

WHEREAS, the Department and the Recipient have entered into the Agreement, pursuant to which the Department provided a sub-grant of \$223,589, to Recipient; and

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

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

This is a cost-reimbursement Agreement. The Recipient shall be reimbursed for costs incurred in the satisfactory performance of work hereunder in an amount not to exceed \$247,780 subject to the availability of funds and appropriate budget authority.

A. \$ 223,589 Current FFY 2004-2005 CSBG contract allocation

B. + \$24,191 Carryover funds from FFY 2003-2004

2. If applicable, Attachment A, Recipient Information, Attachment B, CSBG Workplan , Attachment C-1, Budget Summary, Attachment C-2, Sub-Recipient Information, Attachment C-3 , Budget Detail and Attachment C-4, Secondary Administration are hereby deleted in their entirety and replaced with Amended Attachment A, Recipient Information, Amended Attachment B, CSBG Workplan, Amended Attachment C-1, Budget Summary, Amended Attachment C-2, Sub-Recipient Information , Amended Attachment C-3 , Budget Detail, Amended Attachment C-4, Secondary Administration as attached hereto and incorporated herein by reference.
3. All provisions of the Agreement being modified and any attachments thereto in conflict with this Modification shall be and are hereby changed to conform with this Modification, effective as of the date of the last execution of this Modification by both parties.
4. All provisions not in conflict with this Modification remain in full force and effect, and are to be performed at the level specified in the Agreement.

RECIPIENT

STATE OF FLORIDA

By: _____
Name

By: _____

Title

Janice Browning, Director
Division of Housing and Community Development

Date: _____

Date: _____

Federal Identification Number

**AMENDED
ATTACHMENT A
RECIPIENT INFORMATION**

FEDERAL FISCAL YEAR: 2004-2005 CONTRACT PERIOD: September 30, 2004 to September 30, 2005

FOR DCA USE ONLY

DATE RECEIVED: _____ REVISION(S) RCVD: ____/____/ DCA CONSULTANT: _____

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

II. RECIPIENT FISCAL YEAR: From October 1, 2004 to September 30, 2005

III. COUNTIES TO BE SERVED WITH THESE FUNDS:

1. Seminole County 2. _____ 3. _____ 4. _____ 5. _____
6. _____ 7. _____ 8. _____ 9. _____ 10. _____

IV. GENERAL ADMINISTRATIVE INFORMATION

a. Name of Recipient: Seminole County

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

c. Mailing Address (if different from above):

Address: Same as above

City: _____, FL Zip Code: _____ County: _____

Telephone: () _____ Fax: () _____ E-Mail Address: _____

d. Chief Elected Official (for local governments) or President/ Chairman of Board (corporations):

Name: Carlton Henley Title: Chairman, Board of County Commissioners

Address: 1101 East First Street City: Sanford, FL Zip Code: 32771 County: Seminole
Telephone: (407) 665-7201 Fax: (407) 665-7958 E-Mail Address: _____

e. Official to Receive State Warrant:

Name: Maryanne Morse Title: Clerk of the Court

Address: P.O. Drawer Q City: Sanford, FL Zip Code: 32771 County: Seminole
Telephone: (407) 665-7676 Fax: (407) 302-0515 E-Mail Address: _____

f. Contact Person:

Name: David Medley Title: Division Manager

Address: 400 W. Airport Boulevard City: Sanford, FL Zip Code: 32773 County: Sanford
Telephone: (407) 665-3363 Fax: (407) 665-3249 E-Mail Address: dmedley@seminolecountyfl.gov

g. Name and title of person(s) authorized to sign fiscal reports:

Name Bob Wilson Title: County Finance Director

Name: _____ Title: _____

f. Federal Identification Number: 5-60000-856

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.

ATTACHMENT C-1

BUDGET SUMMARY

REVENUE SOURCE	PERCENT	MATCH	TOTAL AMOUNT	NOTES:
1. CSBG Grant Funds			\$247,780.00	- Round all figures up to the nearest dollar.
2. Cash Match	2 %	4,955.60		- Provide a minimum of:
3. In-Kind Match	18 %	44,600.40		2% - Cash Match
4. TOTAL MATCH (Line 2 + Line 3)	20 %		\$49,556.00	20% - Total Match
5. TOTAL FUNDS (Line 1 + Line 4)			\$297,336.00	- Do not under match. 1.99% Cash Match is unacceptable.
CSBG FUNDED PROGRAMS ONLY EXPENSE CATEGORY	(A) CSBG FUNDS	(B) CASH MATCH	(C) IN-KIND MATCH	(D) TOTAL
ADMINISTRATIVE EXPENSES				
6. RECIPIENT EXPENSES <i>(Salaries + Fringe, Rent, Utilities, Travel, Other)</i>	\$4,800.00	\$0	\$44,600.40	\$49,400.40
7. SUB-RECIPIENT EXPENSES <i>(Salaries + Fringe, Rent, Utilities, Travel, Other)</i>	\$0	\$0	\$0	\$0
8. TOTAL ADMINISTRATIVE EXPENSES <i>(Line 6 + Line 7)</i>	\$4,800.00	\$0	\$44,600.40	\$49,400.40
9. ADMINISTRATIVE EXPENSE PERCENT <i>(Line 8 divided by Line 1)</i>	3 %	CANNOT EXCEED 15% OF CSBG ALLOCATION GIVEN ON LINE 1.		
PROGRAM EXPENSES				
10. RECIPIENT DIRECT CLIENT ASSISTANCE EXPENSES	\$163,472.00	\$0	\$4,955.60	\$168,427.60
11. RECIPIENT OTHER PROGRAM EXPENSES <i>(Salaries + Fringe, Rent, Utilities, Travel, etc)</i>	\$79,508.00	\$0	\$0	\$79,508.00
12. SUBTOTAL RECIPIENT PROGRAM EXPENSES <i>(Line 10 + Line 11)</i>	\$242,980.00	\$0	\$4,955.60	\$247,935.60
13. SUB-RECIPIENT DIRECT CLIENT ASSISTANCE EXPENSES	\$0	\$0	\$0	\$0
14. SUB-RECIPIENT OTHER PROGRAM EXPENSES <i>(Salaries + Fringe, Rent, Utilities, Travel, etc)</i>	\$0	\$0	\$0	\$0
15. SUBTOTAL SUB-RECIPIENT PROGRAM EXPENSES <i>(Line 13 + Line 14)</i>	\$0	\$0	\$0	\$0
16. TOTAL PROGRAM EXPENSE <i>(Line 12 + Line 15)</i>	\$242,980.00	\$0	\$0	\$247,935.60
17. SECONDARY ADMINISTRATIVE EXPENSES	\$0			
18. GRAND TOTAL EXPENSE: <i>(LINE 8 + LINE 16 + LINE 17)</i>	\$247,780.00	\$0	\$0	\$297,336.00

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

RECIPIENT: Seminole County

SUB-RECIPIENT INFORMATION:

NAME OF ENTITY _____

MAILING ADDRESS: _____ ,FL ZIPCODE _____

STREET ADDRESS (IF DIFFERENT): _____ ,FL ZIPCODE _____

CONTACT PERSON'S NAME AND TITLE: _____

TELEPHONE: () _____ FAX: () _____

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

CSBG FUNDED PROGRAMS ONLY EXPENSE CATEGORY	(A) CSBG FUNDS	(B) CASH MATCH	(C) IN-KIND MATCH	(D) TOTAL
SUB-RECIPIENT ADMINISTRATIVE EXPENSES:				
7. SUB-RECIPIENT EXPENSES <i>(Salaries + Fringe, Rent, Utilities, Travel, Other)</i>	0	0	0	0
SUB-RECIPIENT PROGRAM EXPENSES:				
13. SUB-RECIPIENT DIRECT CLIENT ASSISTANCE EXPENSES	0	0	0	0
14. SUB-RECIPIENT OTHER PROGRAM EXPENSES <i>(Salaries + Fringe, Rent, Utilities, Travel, etc)</i>	0	0	0	0
15. SUBTOTAL SUB-RECIPIENT PROGRAM EXPENSES <i>(Line 13 + Line 14)</i>	0	0	0	0
TOTAL EXPENSES: <i>(Line 7 + Line 15)</i>	0	0	0	0

The Recipient must have a written agreement with all subrecipients. The agreement must meet the requirements of section C (12) of this agreement. A copy of the unsigned agreement with the subrecipient must be forwarded to the Department for review and approval along with this agreement. See enclosed OMB Circular A-133.210, Subrecipient and vendor determination.

**CSBG
ATTACHMENT C-3
BUDGET DETAIL**

BUDGET LINE ITEM NUMBER	GOAL, OUTCOME & INDICATOR	<u>EXPENDITURE DETAIL</u> Round up line item totals to dollars. Do not use cents and decimals in totals.	BUDGETED EXPENDITURES		
			CSBG FUNDS	CASH MATCH*	IN-KIND MATCH*
		<u>ADMINISTRATIVE EXPENSES</u>			
6		RECIPIENT EXPENSES Salaries: Intern \$8.00 per hour x25 hrs. per week=\$5000	\$3,300.00		
6		ROMA & Community Action Trainings 2 trainings @ an estimated \$300 per conference. Estimated travel: 150 per night x 6 nights SUBTOTAL TRAVEL EXPENDITURES:	\$600.00 \$900.00 \$1,500.00		
3		Rent & Utilities: Source: Seminole County In-kind match Space, telephone, and utilities 2,500 sq. ft. @\$11.00= \$27,500 SUBTOTAL RENT & UTILITIES:			\$27,500.00
3		Administrative Supervision Source=Seminole County In-kind Match Salaries for Division Manager/Program Manager 405 Hrs. (approximately 8 hrs per week) at 31.47 rounded			\$22,056.00
		RECIPIENT EXPENSE TOTAL:	\$4,800.00		\$44,600.40
11		RECIPIENT OTHER PROGRAM EXPENSES Salaries: <i>Case Manager</i> , 100% CSBG \$13.289 (rounded) per hour x 2080=\$27,643 Fringe Benefits: FICA, Health Insurance, Worker's Comp and Retirement (\$10,875.00 Actual) Salaries: <i>Senior Staff Assistant</i> , 100% CSBG \$14.31 (rounded) per hour x 2080=\$29,765 Fringe Benefits: FICA, Health Insurance, Workers Comp and Retirement (\$11,225.00) RECIPIENT OTHER PROGRAM EXPENSE TOTAL	\$38,518.00 \$40,990.00 \$79,508.00		

*EXPLAIN SOURCES OF CASH AND IN-KIND MATCH

**CSBG
ATTACHMENT C-3
BUDGET DETAIL**

BUDGET LINE ITEM NUMBER	GOAL, OUTCOME & INDICATOR	<u>EXPENDITURE DETAIL</u> Round up line item totals to dollars. Do not use cents and decimals in totals.	BUDGETED EXPENDITURES		
			CSBG FUNDS	CASH MATCH*	IN-KIND MATCH*
		<u>RECIPIENT DIRECT CLIENT ASSISTANCE</u>			
10	1,1-d	<i>Rental Assistance</i> 20 clients will be provided with rental/mortgage assistance, in order to acquire/maintain employment.	\$69,600.00		
	1,8-e	5 clients will be provided with rent/mortgage assistance, in order to complete post-secondary education, a certificate or diploma, in order to acquire or maintain employment.	\$9,781.00		
10	1,1-c	<i>Utility Assistance</i> 10 of the 20 FSS clients who are receiving rental assistance will also receive utility assistance, in order to acquire/maintain employment.	\$2,400.00		
	1,8-e	5 clients will receive utility assistance, in order to complete post-secondary education, a certificate or diploma, in order to acquire or maintain employment.	\$1,591.00		
10 & 2	1,8-g	<i>Childcare</i> 20 clients will be provided with childcare assistance, in order to acquire/maintain employment.	\$69,600.00	\$4,955.60	
10	2,1-a	<i>Improved Access</i> 20 clients will obtain employment through having a computer work space to access education and employment opportunities.	\$500.00		
	1,8-h	5 clients will be assisted with car repairs in order to maintain reliable transportation to employment	\$5,000.00		
	1,6-b	5 clients will be assisted to increase their ability to manage income with an initial 1:1 match to open an IDA Account.	\$5,000.00		
		<i>Recipient Direct Client Assistance (Total)</i>	\$163,472.00		

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

ATTACHMENT C-4

SECONDARY ADMINISTRATIVE EXPENSES

Secondary Administrative Expense requested: Yes ___ No X

Name of Recipient: Seminole County Community Assistance

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

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

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

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

**CSBG
ATTACHMENT I**



Contractor Covered Transactions

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

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

Contractor's Name

Recipient's Name

Title

DCA Contract Number

Firm

Street Address

City, State, Zip

Date

**AMENDED-ATTACHMENT B - FLORIDA Community Services Block Grant (CSBG)
Community Action Goal 1 (Family) – Low-Income People Become More Self-Sufficient
FY 2004-2005**

Goal 1: Low-Income People Become Self-Sufficient 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.	WORKPLAN 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
Outcomes with Indicators									
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.

AMENDED-ATTACHMENT B - FLORIDA Community Services Block Grant (CSBG) 2004-2005 WORKPLAN

Community Action Goal 2 (Community) – *The Conditions in Which Low-Income People Live Are Improved*

1 – CAA Outcomes Catalog	2	3	4	5
Goal 2: The Conditions in Which Low-Income People Are Improved				
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 2003-2004	Efforts That are New In 2004-2005	Estimated Number of People Benefiting From the Outcome in 2004-2005	Estimated \$ Value of Outcome in 2004-2005
Outcomes with Indicators	Enter # 1 for Achievement of Outcome	Enter # 1 for Achievement of Outcome	Number of People	Dollars
1) Low-Income People Have Improved Access to Employment, Housing, Capital, and Essential Services Due to Expanded Capacity.				
a) Access to jobs/employment is increased. <i>Describe in Narrative Comments below. (Include transportation, micro-enterprise, or job development efforts.)</i>			10	\$115,200.00
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.				
2) The Supply of Jobs, Adequate and Affordable Housing, Community Facilities, Capital and Lending Programs or Essential Services is Increased.				
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>				

AMENDED-ATTACHMENT B - FLORIDA Community Services Block Grant (CSBG) 2004-2005 WORKPLAN

Community Action Goal 2 (Community) – *The Conditions in Which Low-Income People Live Are Improved*

1 – CAA Outcomes Catalog	2	3	4	5
Goal 2: The Conditions in Which Low-Income People Are Improved			Estimated Number of People Benefiting From the Outcome in 2004-2005	Estimated \$ Value of Outcome in 2004-2005
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 2003-2004	Efforts That are New in 2004-2005		
Outcomes with Indicators	Enter # 1 for Achievement of Outcome	Enter # 1 for Achievement of Outcome	Number of People	Dollars
3) CAA Resources Expand Capacity of Other Agencies to Serve Low-Income People.				
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.				
4) The Quality of Life in Low-Income Neighborhoods is Improved.				
a) The assessed value of homes in the community has increased as a result of rehabilitation projects.				
b) The number of homes in the community that are weatherized for fuel efficiency is increased.				
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:

AMENDED-ATTACHMENT B - FLORIDA Community Services Block Grant (CSBG) 2004-2005 WORKPLAN

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

1 – CAA Outcomes Catalog	2	3	4	5
Goal 3 – Low-Income People Own a Stake in Their Community				
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 2003-2004	Efforts That are New in 2004-2005	Estimated Number of People to Participate in Activity during 2004-2005	(Optional) Estimated \$ Value of Outcome in 2004-2005
Outcomes with Indicators	Number of Units	Number of Units	Number of Low-Income People	Dollars
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.				
a) Low-income people serve on the CAA Board of Directors.				
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) Other outcome or indicator may be used with the approval of DCA.				
2) Low-Income People Participate in Advocacy Activities.				
a) Low-income people attend meetings of governmental policy makers and make their views known.				
b) Low-income people participate in the establishment/maintenance of "grass-roots"/community led organizations.				

AMENDED-ATTACHMENT B - FLORIDA Community Services Block Grant (CSBG) 2004-2005 WORKPLAN

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

1 – CAA Outcomes Catalog	2	3	4	5
Goal 3 – Low-Income People Own a Stake In Their Community				(Optional)
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 2003-2004	Efforts That are New in 2004-2005	Estimated Number of People to Participate in Activity during 2004-2005	Estimated \$ Value of Outcome in 2004-2005
Outcomes with Indicators	Number of Units	Number of Units	Number of Low-Income People	Dollars
3) Low-Income People Participate in Social or Volunteer Activities.	0	1	15	\$312.00
a) Low-income people participate in recreational, cultural, or socialization activities.				
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.				
4) Low-Income People Own Businesses or Homes in Their Communities.				
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:

**AMENDED-ATTACHMENT B - FLORIDA Community Services Block Grant (CSBG)
2004-2005 WORKPLAN**

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

1 – CAA Outcomes Catalog	2	3	4
<p align="center">Goal 4: Partnerships Among Supporters and Providers of Services to Low-Income People are Achieved</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 2003-2004	Partnerships or Collaborations to be Secured 2004-2005	Type of Partnership or Collaboration (See Footnote)
1. Partnerships or Collaborations to Coordinate Service Delivery, Improve Program Efficiency, Streamline Administration and/or Eliminate the Duplication of Services.	1	4	A,c,d,g,h
a) Non-Profit			c,d,h,
b) Faith Based			c
c) Local Government			
d) State Government Entity			g
e) Federal Government Entity			
f) For-Profit Business or Corporation			
g) Coalition or collaborative (3 or more groups)			
2. Partnerships or Collaborations to Improve Community Planning.	0	0	
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)			
3. Partnerships or Collaborations to Achieve Specific Family Outcomes (please identify family outcomes in the Narrative Comments).	0	0	
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)			

AMENDED-ATTACHMENT B - FLORIDA Community Services Block Grant (CSBG) 2004-2005 WORKPLAN

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

1 – CAA Outcomes Catalog	2	3	4
Goal 4: Partnerships Among Supporters and Providers of Services to Low-Income People are Achieved			
<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>			
<ol style="list-style-type: none"> 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. 	Partnerships or Collaborations to be Maintained from 2003-2004	Partnerships or Collaborations to be Secured 2004-2005	Type of Partnership or Collaboration (See Footnote)
4. Other Types of Partnerships or Collaborations (please identify in the Narrative Comments).	0	0	
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)			

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.
 - a. One-Stop Centers, Workforce Development Board, Agency for Workforce Innovation and other Career Link operating partnerships.
 - b. Community Development Corporations.
 - c. Economic development agencies.
 - d. Education/training providers.
 - e. Family Service Agencies/Family Centers.
 - f. Food bank pantries or other food and nutrition agencies.
 - g. Health care service agencies.
 - h. Housing.
 - i. Public libraries.
 - j. School districts.
 - k. Transportation service agencies.
 - l. Financial services company
 - m. Utility vendor.
 - n. Legal services
 - o. Other; Please identify in the Narrative Comments.

Narrative Comments:

**AMENDED-ATTACHMENT B - FLORIDA Community Services Block Grant (CSBG)
2004-2005 WORKPLAN**

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

Table 1 – Agencies Leverage External Resources to Increase Their Capacity to Serve Low-Income People			
1 – CAA Outcomes Catalog	2	3	4
Funding Sources	Number of Funding Sources in 2003-2004	Number of Funding Sources in 2004-2005	Planned Increased in Dollars
a) CSBG	1	1	\$1240
b) Federal Government – non-CSBG.	0	0	0
c) State Government (includes federal dollars passed through a state agency) non-CSBG.	3	3	\$67,207.00
d) Other Government entity (municipality, etc.), Seminole County	1	1	\$44,560.00
e) Local (list source). Good neighbor	1	1	0
f) Private (list source).	0	0	0
g) Cash donors	0	0	0
h) Other (please identify).	0	0	0
Totals (lines a-h)	6	6	\$113,007.00
Total Agency Budget (if different please explain in Narrative Comments below)			

Narrative Comments:

**AMENDED-ATTACHMENT B - FLORIDA Community Services Block Grant (CSBG)
2004-2005 WORKPLAN
Community Action Goal 5 (Agency) – Agencies Increase Their Capacity to Achieve Results**

Table 2 – Agencies Leverage External In-Kind and Donated Resources to Increase Their Capacity to Serve Low-Income People.						
1 – CAA Outcomes Catalog	2		3		4	
Sources of In-Kind and Donated Resources	Estimated Number of Hours		Estimated Average Value of Single Hour		Total Estimated Value (Enter Column 2 x Column 3 Below)	
	2003-2004	2004-2005	2003-2004	2004-2005	2003-2004	2004-2005
1. Volunteer or Donated Staff Hours						
a) In your agency or agency supported activities from the <i>general public</i> .	1505	2200	\$5.00	\$5.00	\$7,525.00	\$11,000.00
b) In your agency or agency supported activities from your <i>clients</i> .	0	0	0	0	0	0
c) In your agency or agency supported activities from your <i>board members</i> .	6	25	\$15.00	\$15.00	\$90.00	\$375.00
d) In your agency or agency supported activities from <i>other non-profit or government agencies</i> .	8	20	\$20.00	\$20.00	\$160.00	\$400.00
e) In your agency or agency supported activities from the <i>business community</i> .	0	0	0	0	0	0
f) Other (please identify).	0	0	0	0	0	0
Total 1:	1519	2245			\$7,775.00	\$11,775.00
2. Donated or In-Kind Space						
	Estimated Number of Square Feet		Estimated Value Per Square Foot		Total Estimated Value	
	2003-2004	2004-2005	2003-2004	2004-2005	2003-2004	2004-2005
a) Space in the community for CAA supported programs, services or activities.	2,500.00	2500	\$11.00	\$11.00	\$27,500.00	\$27,500.00
b) Other (please identify).						
Total 2:	2,500	2,500			\$27,500.00	\$27,500.00
3. Other Non-Cash Donations						
	# of Donors		0		Total Estimated Value	
	2003-2004	2004-2005			2003-2004	2004-2005
a) Equipment.	0	0			0	0
b) Materials and supplies.	0	0			0	0
c) Food.	0	0			0	0
d) Other (please identify).						
Total 3:	0	0			0	0
Total of In-Kind and Donated Resources (Column 4: Sum of Total 1, Total 2, Total 3)					\$35,275.00	\$39,275.00

Narrative Comments: Volunteer or Donated Staff Hours

Narrative Comments: Donated or In-Kind Space

Narrative Comments: Other Non-Cash Donations

**AMENDED-ATTACHMENT B - FLORIDA Community Services Block Grant (CSBG)
2004-2005 WORKPLAN**

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

Table 3 – Agency Organizes and Operates Its Programs, Services, and Activities Toward Accomplishing Family and Community Outcomes	
1 – CAA Outcomes Catalog	2
Goal 5: Agencies Increase Their Capacity to Achieve Results	
1. Agency has the Capacity to Measure Client Progress Towards Self-Sufficiency.	Identification of Factors Influencing the Management Model Employed in the CAA.
Outcomes with Indicators	
1. Agency has the Capacity to Measure Client/Customer Progress Towards Self-Sufficiency.	
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.	X
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.	X
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.

**AMENDED-ATTACHMENT B - FLORIDA Community Services Block Grant (CSBG)
2004-2005 WORKPLAN
Community Action Goal 5 (Agency) – Agencies Increase Their Capacity to Achieve Results**

Table 4 – Agency Organizes and Operates Its Programs, Services, and Activities Toward Accomplishing Family and Community Outcomes	
1 – CAA Outcomes Catalog	2
Goal 5: Agencies Increase Their Capacity to Achieve Results	Agency will Achieve Implementation of Activity
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.	
Outcomes with Indicators	
1. Agency has the Capacity to Report Client/Customer Progress Towards Self-Sufficiency. (Choose all that apply.)	Enter "1" Only
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.	
2. Agency has Provided Results-Oriented Management and Accountability Training. (Choose all that apply.)	
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
3. Agency Programs Achieved Accreditation Demonstrating That Program Meets or Exceeds Nationally Recognized Standards.	# of Sites Accredited
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.)	
4. Agency Demonstrates a Level of Excellence in Organizational Quality. (Please describe in Narrative Comments.)	Enter "1" Only
a) Board and Governance	
b) Operational Management & Organizational Structure	
c) Planning, Marketing, Fundraising, Community Investment	
d) Information Technology	
e) Human Resources	
f) Finance and Budget	

Narrative Comments:

**AMENDED-ATTACHMENT B - FLORIDA Community Services Block Grant (CSBG)
2004-2005 WORKPLAN
Community Action Goal 5 (Agency) – Agencies Increase Their Capacity to Achieve Results**

Table 5 – Agency Staff Obtains Credentials that Improve Their Capacity to Achieve Results			
1 – CAA Outcomes Catalog	2	3	4
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.			
Outcomes with Indicators			
1. Agency Staff Obtained Credentials That Improve Their Capacity to Achieve Results.			
a) Staff who work with families obtain the Family Development Specialist credential.			
b) Staff who work with children obtain the Child Development Associate credential or higher form of credential/degree.			
c) Staff obtain G.E.D.			
d) Staff who received CCAP credentials.			
e) Staff who received Associates Degree.	1	0	1
f) Staff who received Bachelors Degree.	2	1	1
g) Staff who received Masters Degree.	1	0	1
h) Staff who received Doctorate Degree.	1	0	1
i) Agency staff obtained other credentials that increase their capacity to achieve results. (Please describe in the Narrative Comments below.)			

Narrative Comments:

**ATTACHMENT B - 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
FY 2004-2005**

1 – CAA Outcomes Catalog	2	3	4	5	6	7	8	9	10
Goal 6: Low-Income People Especially Vulnerable Populations Achieve Their Potential by Strengthening Family and Other Supportive Systems 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	WORKPLAN 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
Outcomes with Indicators									
10) Seniors Participate In Services that Support Active, Independent Living.	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.*

