Memorandum

MIAMI-DADE COUNTY

Date: March 15, 2011

Agenda Item No. 8(O)(1)(A)

To: Honorable Chairman Joe A. Martinez
and Members, Board of County Commissioners

From: George M. Burgess
County Manager

Subject: Interagency Agreement Grant with Florida International University to Provide Educational Grant to Qualified Low Income Individuals

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RECOMMENDATION

It is recommended that the Board of County Commissioners adopt the attached resolution ratifying an Interagency Agreement with Florida International University (FIU) for $400,000 in Community Services Block Grant provided through the American Recovery and Reinvestment Act. The grant provides scholarships not to exceed $8,000 to low income individuals pursuing a college education.

SCOPE

This Interagency Agreement has a countywide impact. The Community Services Block Grant/American Reinvestment and Recovery Act (CSBG/ARRA) provides scholarship grant funds for those individuals falling under 200 percent of the United States Department of Health and Human Services Federal Poverty Income Guidelines.

FISCAL IMPACT/FUNDING SOURCE

There is no fiscal impact to the County as a result of this Interagency Agreement. Funding was provided through the CSBG/ARRA grant by the State of Florida Department of Community Affairs.

TRACK RECORD/MONITOR

FIU will provide, on a monthly basis, the name(s) of grant recipient(s), the grant amount, grantees field of studies and other information required to track and report performance to the County and the federal government. The Community Action Agency (CAA) will further evaluate grant recipients to assist them with additional social services for which they qualify.

DELEGATED AUTHORITY

In accordance with Section 2-9 and 2-10 of the Miami-Dade County Code related to identifying delegation of Board authority, the County Mayor, or County Mayor's designee, may execute an Interagency Agreement between Miami-Dade County and a governmental entity. The agreement is then presented to the Board of County Commissioners for ratification.

BACKGROUND

The County through CAA, recognized there was a need to assist low income individuals with obtaining a college education. In reviewing the grant documents and confirming with the State of Florida Department of Community Affairs, it is appropriate to utilize grant funds to prepare and train qualifying individuals in our community to enter the workforce. CAA obtained approval from the CAA Board to endow two colleges with ARRA funds for this purpose: MDC ($500,000) and FIU ($400,000). These grants will provide an opportunity for individuals who otherwise would not be able to afford a college education and to better prepare qualifying individuals to enter the job market.

As provided in the funding documents the County needed to expend/encumber the funds prior to September 30, 2010. The County worked with administrators from the colleges to expedite the allocation of the funds prior to the deadline. The interagency agreement is being presented to the Board for ratification.

Assistant County Manager

MEMORANDUM

(Revised)

TO: Honorable Chairman Joe A. Martinez and Members, Board of County Commissioners

DATE: March 15, 2011

FROM: R. A. Cuevas, Jr. County Attorney

SUBJECT: Agenda Item No. 8(O)(1)(A)

Please note any items checked.

_____ **"3-Day Rule" for committees applicable if raised**

_____ **6 weeks required between first reading and public hearing**

_____ **4 weeks notification to municipal officials required prior to public hearing**

_____ **Decreases revenues or increases expenditures without balancing budget**

_____ **Budget required**

_____ **Statement of fiscal impact required**

_____ **Ordinance creating a new board requires detailed County Manager's report for public hearing**

✓ **No committee review**

✓ **Applicable legislation requires more than a majority vote (i.e., 2/3's ____, 3/5's ____, unanimous _____) to approve**

_____ **Current information regarding funding source, index code and available balance, and available capacity (if debt is contemplated) required**

Approved _____ Mayor
Veto _____
Override _____

Agenda Item No. 8(O)(1)(A)
3-15-11

RESOLUTION NO. _____

RESOLUTION RATIFYING THE COUNTY MAYOR'S OR COUNTY MAYOR'S DESIGNEE ACTIONS, AS AUTHORIZED BY SECTION 2-10 OF THE CODE OF MIAMI-DADE COUNTY, IN APPROVING EXECUTION OF AN AGREEMENT WITH THE FLORIDA INTERNATIONAL UNIVERSITY IN THE AMOUNT OF $400,000 TO ESTABLISH THE MIAMI DADE COUNTY SCHOLARSHIP GRANT TO ENABLE QUALIFYING LOW INCOME INDIVIDUALS TO OBTAIN A COLLEGE EDUCATION, AUTHORIZING THE COUNTY MAYOR OR COUNTY MAYOR'S DESIGNEE TO EXECUTE AN AGREEMENT FOR AND ON BEHALF OF MIAMI-DADE COUNTY, AND TO EXERCISE ALL OTHER RIGHTS CONTAINED THEREIN

WHEREAS, this Board desires to accomplish the purposes outlined in the accompanying memorandum, a copy of which is incorporated herein by reference,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA, that this Board ratifies the actions of the County Mayor or County Mayor's Designee, as authorized by Section 2-10 of the Code of Miami-Dade County, in approving an Interlocal Agreement between Miami-Dade County and Florida International University, in the amount of $400,000 to create the Miami Dade County Scholarship Grant to enable qualifying low income individuals to obtain a college education, and authorizes the County Mayor or County Mayor's designee to execute same for and on behalf of Miami-Dade County and any other rights contained therein.

The foregoing resolution was offered by Commissioner ,
who moved its adoption. The motion was seconded by Commissioner
and upon being put to a vote, the vote was as follows:

Joe A. Martinez, Chairman
Audrey M. Edmonson, Vice Chairwoman

Bruno A. Barreiro	Lynda Bell
Jose "Pepe" Diaz	Carlos A. Gimenez
Sally A. Heyman	Barbara J. Jordan
Jean Monestime	Dennis C. Moss
Natacha Seijas	Rebeca Sosa
Sen. Javier D. Souto	

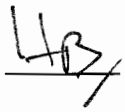
The Chairperson thereupon declared the resolution duly passed and adopted this 15th day of March, 2011. This resolution shall become effective ten (10) days after the date of its adoption unless vetoed by the Mayor, and if vetoed, shall become effective only upon an override by this Board.

MIAMI-DADE COUNTY, FLORIDA
BY ITS BOARD OF
COUNTY COMMISSIONERS

HARVEY RUVIN, CLERK

By:_____
Deputy Clerk

Approved by County Attorney as
to form and legal sufficiency.



Hugo Benitez

Memorandum

MIAMI-DADE COUNTY

Date: September 30, 2010

To: George M. Burgess
County Manager

From: Amos C. Roundtree, CPSM
for
Miriam Singer, CPPO
Director
Department of Procurement Management

Subject: Request to Approve an Interagency Agreement between Miami-Dade County and The Florida International University

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RECOMMENDATION

It is recommended that the County Manager approve an Interagency Agreement between Miami-Dade County (County) and The Florida International University (University) granting the University a $400,000 Community Services Block Grant provided through the American Reinvestment and Recovery Act.

SCOPE

This Interagency Agreement has a countywide impact. The Community Services Block Grant/American Reinvestment and Recovery Act (CSBG/ARRA) provides scholarship grant funds for those individuals falling under the Federal Department of Health and Human Services 200% of Poverty Income Guidelines.

FISCAL IMPACT/FUNDING SOURCE

There is no fiscal impact for this Interagency Agreement. Funding was provided through the CSBG/ARRA grant provided to the County.

TRACK RECORD/MONITOR

The University will provide, on a monthly basis, the name(s) of grant recipient(s), grant amount, field of studies and other information requirements to track and report to the County and the federal government the details of allocation of grant funds. The Community Action Agency (CAA) will further evaluate grant recipients to assist them with additional social services that may be require.

DELEGATED AUTHORITY

In accordance with Section 2-9 and 2-10 of the Miami-Dade County Code related to identifying delegation of Board authority, the Mayor, or designee, may execute an Interagency between Miami-Dade County and a governmental entity. The agreement will be taken to the Board of County Commissioners for ratification.

BACKGROUND

CAA recognized there was a need to assist low income individuals in the County to obtain a college education. In reviewing the grant documents and confirming with the State of Florida Department of Community Affairs, it is appropriate to utilize grant funds to prepare and train qualifying individuals in our community to enter the workforce. CAA has funds available through CSBG/ARRA grant and has obtained approval from the CAA Board to endow to the University. These grant funds will provide an opportunity for individuals who otherwise would not be able to afford an education to get one. This is an opportunity to better prepare qualifying individuals to enter the job market.

INTERAGENCY AGREEMENT

THIS INTERAGENCY AGREEMENT ("Agreement"), made and entered into this 30th day of September 2010 by and between **MIAMI-DADE COUNTY, FLORIDA,** (the "County) and **THE FLORIDA INTERNATIONAL UNIVERSITY BOARD OF TRUSTEES,** its successors or assigns, (the "University") shall be in effect upon execution by both the County and University.

WITNESSETH

WHEREAS, the County through its Community Action Agency Department (CAA) desires to assist low income individuals in obtaining a University education; and

WHEREAS, the County has determined that the University is fully qualified to render sound educational programs to students with the goal of obtaining a degree; and

WHEREAS, the County has obtained funding from the Community Service Block Grant/American Reinvestment and Recovery Act and is authorized to use the funding for scholarships at the University; and

WHEREAS, the County, shall provide funding to the University to create a scholarship grant for low income individuals to attend the University called the Miami Dade County Scholarship Grant ("Scholarship Grant");

NOW, THEREFORE in consideration of the mutual terms, conditions, promises, and covenants hereinafter set forth, the County and the University agree as follows:

PROVISIONS

1.0 The County shall provide the University, on or before September 30, 2010, the sum of Four Hundred Thousand Dollars ($400,000) ("Scholarship Grant Funds") from the Community Service Block Grant/American Reinvestment and Recovery Act grant funds to create the Miami Dade County Scholarship Grant. The University shall use the

Scholarship Grant Funds provided by the County for the sole and exclusive purpose of providing educational scholarships to eligible individuals as set forth herein. In the event the County loses the funding for the Scholarship Grant from the Community Service Block Grant/American Reinvestment and Recovery Act, it shall so notify University, and University shall discontinue disbursement of any scholarship not already awarded, this Agreement shall terminate and University will return any unawarded funds to the County.

2.0 Upon receipt of the Scholarship Grant Funds the University shall establish a program to select eligible individuals to receive Scholarship Grant Funds and to distribute those funds in accordance with this Agreement. Scholarship Grant funds awarded shall not exceed a total of Eight Thousand Dollars ($8,000.00) per eligible individual over the term of this Agreement. Scholarship Grant Funds are to be made available to the Scholarship Grant recipients by the University. Scholarship Grant Funds will be disbursed per semester to cover the costs of tuition, mandatory University fees for the program of study and books,until all funds are exhausted. The University shall return all unused Scholarship Grant funds to the County at the conclusion of the term of this Agreement.

3.0 The University shall have sole discretion and sole responsibility for selecting the Scholarship Grant recipients from eligible individuals and ensuring that the individuals so selected meet the criteria set forth in this Agreement. To be eligible to receive a Scholarship Grant, potential recipients shall be low-income individuals whose income is below 200% of the Federal Department of Health and Human Services' Poverty Income Guidelines. The Federal Department of Health and Human Services' Poverty Income

Guidelines are attached hereto as Exhibit A.

4.0 The University shall comply with all requirements of the Grant Documents which include: "Administration for Children and Families: Community Services Block Grant", provided by the Department of Health and Human Services' and the "Community Service Block Grant/American Reinvestment and Recovery Act Award Agreement" and all its attachments, provided by the State of Florida through the Department of Community Affairs.. Copies of the Grant Documents are attached to this Agreement as Exhibit B and are incorporated herein by reference. The University shall also ensure that all Scholarship Grant recipients also meet any and all applicable provisions of the Community Service Block Grant/American Reinvestment and Recovery Act grant documents.

5.0 The University shall gather all reporting information required by the CSBG/ARRA and this Agreement and provide such reporting information to the County. The County will have responsibility for providing to the appropriate federal government agency the required information gathered by the University.

6.0 The County, or other auditor of the County's choosing, reserves the right to audit all of the University's records which relate directly or indirectly to this Agreement at its place of business during regular business hours at the County's expense unless as a result of the audit the County's auditor finds a mis-use of grant funds, in which event the University shall be responsible for the cost of the audit. The University shall retain all records pertaining to this Agreement and upon request make them available to the County at its place of business during regular business hours for a minimum of six (6) years or in accordance with the Grant Documents, whichever is longer.

7.0 In the event that the University violates any of the terms and conditions of the Grant Documents, including but not limited to a grant to non eligible recipients, the University shall be fully responsible for the violation, including, if the County is required by HHS or State of Florida Department of Community Affairs to refund Scholarship Grant Funds on account of the violation, the University shall be required to reimburse the County the funds. Subject to Section 768.28, Florida Statutes, the University agrees to indemnify and save the County harmless from any claims and demands made against County and arising from the University's failure to comply with the Grant Documents or other wrongdoing.

8.0 The University shall monitor performance of Scholarship Grant recipients to ensure the individuals maintain an acceptable grade level for the course of study. A recipient who is not in good academic standing at the University shall not receive any additional assistance from the Scholarship Grant.

9.0 The Community Action Agency (CAA) Director, or her designee, (County Liaison) are designated as the County's authorized representatives for the Scholarship Grant. The University Provost or Provost's designee is designated as the University's authorized liaison for purposes of this Agreement.

10.0 Commencing in the first month following the grant of the first Scholarship Grant to a recipient and continuing throughout the term of this agreement, the University shall provide a report to the County Liaisons by the 7th of the month, for the previous month detailing the use of the Scholarship Grant monies. The report shall contain the following information for any new grant recipient: Name and address of grant recipient, grant amount, field of study, copy of proof of income, and a copy of a picture ID of the grant

recipient. The University agrees to refer Scholarship Grant recipients to the County at the time the scholarship is awarded. The County Liaisons will further evaluate the grant recipients for any additional social services needs they may require. To be able to provide this report to the County, University shall require each recipient to provide it with a waiver of the Family Educational Rights and Privacy Act (FERPA) in order to receive scholarship funding.

11.0 The University shall comply with all applicable federal, state, and local laws and ordinances applicable and shall not discriminate on the grounds of race, color, religion, sex, age, disability, sexual orientation and national origin when granting scholarship funds under this Agreement.

12.0 CAA and University shall conduct monthly meetings for the first three months of the award period, and at minimum, quarterly meetings thereafter, to address the progress of the program and discuss any outstanding issues. The University agrees to increase and/or revise its marketing approach should the rate of scholarships granted reflect that the Scholarship Grant funds may not achieve the target dates for disbursement and award of the funds.

13.0 The University agrees that it shall make no public statements, press releases or publicity releases concerning this Agreement or its subject matter, without first notifying the Community Action Agency's Executive Director or her designee and securing her consent therefore. The County agrees that it shall make no public statements, press releases or publicity releases concerning this Agreement or its subject matter, without first notifying the University's Vice President for External Relations or her designee and securing consent therefore.

14.0 All words used herein in the singular form shall extend to and include the plural. All words used in the plural form shall extend to and include the singular. All words used in any gender shall extend to and include all genders.

15.0 The University warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the University, to manage the scholarship program outlined in this Agreement.

16.0 The County shall not expend money or incur any liability in relation to providing the Scholarship Grant to the University in excess of the funds identified in Section 1 above. Any contract, verbal or written, made in violation of this subsection shall be null and void, and no money shall be paid on such contract.

17.0 The County reserves the right to cancel and terminate this Agreement, without penalty, in the event the University or any employee, servant, or agent of the University violates any material provision of this Agreement after notice and reasonable opportunity has been granted to University. In the event of such termination, all remaining unawarded Scholarship Grant funds shall be immediately returned to the County by the University.

18.0 The University agrees that any internship requirements of the scholarship recipients, at any point in time during their enrollment with the University, shall be coordinated through the County. If the County cannot, in the University's reasonable opinion, provide the internship environment required for the scholarship recipient, then the University shall have the responsibility to assist the scholarship recipient to find such an internship environment elsewhere, consistent with the assistance provided other students of University.

19.0 The University shall, to the extent permitted by Section 768.28, Florida Statutes, at all

times hereafter, indemnify and hold harmless the County, and its officers, agents, employees and instrumentalities from any and all liability, claims, losses, and causes of action, including attorneys' fees and costs of defense which the County or its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, or relating to or resulting from the negligence of the University and/or its officers, employees, agents or instrumentalities, during the term of this Agreement. The University shall pay all claims and losses in connection therewith, and shall investigate and defend all claims, suits or action of any kind or nature in the name of the County, where applicable, including appellate proceedings, and shall pay all costs, judgments and reasonable attorney's fees which may issue thereon. The University expressly understands and agrees that any insurance protection provided by the University shall in no way limit the responsibility to indemnify, keep and save harmless and defend the County or its officers, employees, agents or instrumentalities as herein provided. Nothing herein shall be deemed to indemnify the County from any liability or claim arising out of the negligent performance or failure of performance of the County, its officers, employees, agents or instrumentalities or any other related third party. Nothing herein is intended to waive the sovereign immunity of the State of Florida beyond that provided by Section 768.28, Florida Statutes.

20.0 This Agreement shall be governed by and construed in accordance with the laws of the State of Florida.

21.0 The term of this agreement shall commence on the 30th day of September, 2010, and end one (1) year thereafter. The term of this contract may be extended by the County, in its

sole discretion, for one (1) additional year upon approval of the Board of County Commissioners. The obligations of the University to comply with the terms and conditions of the Grant Documents shall survive the expiration or termination of this Agreement for so long as required by the Grant Documents.

Approved:

MIAMI-DADE COUNTY, FLORIDA

George M. Burgess
County Manager
Miami-Dade County

Attest:
Clerk of the Board

D. Collins
Deputy Clerk

Approved as to Form and Legal Sufficiency

Approved:

THE FLORIDA INTERNATIONAL UNIVERSITY BOARD OF TRUSTEES

Douglas Wartzok,
Provost & Executive Vice President
Florida International University

Approved as to form and legality

F.I.U. Attorney

CSBG-ARRA
ATTACHMENT A-5
SCOPE OF WORK

The Community Services Block Grant-American Recovery and Reinvestment Act (Recovery Act) of 2009 funds (CSBG-ARRA) will be used for the reduction of poverty, revitalization of low-income communities, and empowerment of low-income families and individuals in rural and urban areas to become fully self-sufficient. Recipients are to use these funds to support employment-related services and activities that create and sustain economic growth. To this end, Recipients will use at least 30 percent (30%) of their CSBG-ARRA budget for and job creation, retention, stabilization, placement or training and other employment related activities tied to CSBG National Goals 1 and 2. The Recipient shall perform the work in accordance with Attachment A, Budget and Scope of Work, and Attachment L, Workplan and Quarterly Report Form of this Agreement.

CSBG-ARRA
ATTACHMENT B
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 provisions of Public Law 105-285, Title II – Community Services Block Grant Program, Subtitle B – Community Services Block Grant (CSBG) Program of the Community Services Block Grant Act, the American Recovery and Reinvestment Act (ARRA), the provision of the current approved CSBG-ARRA State Plan, including all approved amendments or revisions. Administrative Rule Chapter 9B-22, Florida Administrative Code, OMB IM-09-10 and the Initial Implementing Guidance for the American Recovery and Reinvestment Act of 2009, Florida Chief Financial Officer Memorandum No. 05 (2008-2009), American Recovery and Reinvestment Act of 2009 (Public Law 111-5), Federal Central Contractor Registration (http://www.ccr.gov/), 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 (CFR) are applicable:

1. Part 16 - Procedures of the Department Grant Appeals Board:
2. Part 30 - Claims Collection;
3. Part 74 – Uniform Administrative Requirements for Awards and subawards to institutions of higher education, hospitals, other nonprofit organizations, and commercial organizations.
3. Part 76 - Debarment and Suspension from Eligibility for Financial Assistance (Nonprocurement);
4. Part 80 - Nondiscrimination Under Programs Receiving Federal Assistance through the Department of Health and Human Services, Effectuation of Title VI of the Civil Rights Act of 1964;
5. Part 81 - Practice and Procedure for Hearings Under Part 80 of this Title;
6. Part 84 - Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving Federal Financial Assistance;
7. Part 86 - Nondiscrimination on the Basis of Sex in Education Programs and Activities Receiving or Benefiting from Federal Financial Assistance;
8. Part 87 - Equal Treatment for Faith-Based Organizations;
9. Part 91 - Nondiscrimination on the Basis of Age in HHS Programs or Activities Received Federal Financial Assistance;
10. Part 93 - New Restrictions on Lobbying;
11. Part 96 - Block Grants
12. Part 97 - Consolidation of Grants to the Insular Areas;
13. Part 100 - Intergovernmental Review of Department of Health and Human Services Programs and Activities.
14. Part 176 - Schedule of Expenditures of Federal Awards, http://www.myfloridaacfo.com/aadir/statewide_financial_reporting/financing.htm)

CSBG-ARRA
ATTACHMENT B
PROGRAM STATUTES AND REGULATIONS

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. For States, local governments and Indian Tribes follow OMB Circular A-87 for cost principles (Relocated to 2 CFR, Part 225), OMB Circular 102 for administrative requirements and OMB Circular A-133 for audit requirements and the laws and procedures applicable to the Community Services Block Grant Program. For Non-profit organizations follow OMB Circular A-122 for cost principles (Relocated to 2 CFR, Part 230), OMB Circular A-110 for administrative requirements, (Relocated to 2 CFR, Part 215) and OMB Circular A-133 for audit requirements and the laws and procedures applicable to the Community Services Block Grant Program and the Single Audit Act of 1984, as amended. The Community Services Block Grant program is authorized and funded through the United States Department of Health and Human Services. CSBG-ARRA funds must be accounted for separately from regular CSBG funding and clearly identified with a separate CFDA number.

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, "When issuing 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:

(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:

CSBG-ARRA
ATTACHMENT B
PROGRAM STATUTES AND REGULATIONS

(1) NON-PROFITS ONLY:

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

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

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

(2) LOCAL GOVERNMENTS

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

F. MODIFICATIONS

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

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

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

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

(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. CSBG-ARRA CLIENT ELIGIBILITY

(1) The Recipient shall certify that each household receiving CSBG-ARRA funded services is income eligible. The sum of all countable income from all household members must be used in determining eligibility. The total household income cannot exceed **200** percent of the current Office of Management and Budget Poverty Guidelines. A "household" is an individual or group of individuals living together as one economic unit. The Recipient must secure income documentation that is no more than one year old of all household income sources. In the event that the applicant cannot provide income documentation, the Recipient shall require the applicant to provide a signed certification of eligibility to attest to the applicant's verbal declaration of total household income. This certification must specify the 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) Recipients are required to have written applicant appeal procedures. Any applicant denied CSBG-ARRA 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.

H. MONITORING

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

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

I. BONDING

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

(2) Local Governments: The Recipient agrees to purchase a fidelity bond in accordance with Section 113.07, Fla. Stat and/or Section 624.4622 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-ARRA
ATTACHMENT C
RECORDKEEPING

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

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

CSBG-ARRA
ATTACHMENT D
REPORTS

A. Annual reports

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

(2) Recipients will complete and submit the CSBG Information System Survey. The Recipient will be notified in writing of the due date.

(3) Agencies that are below the $500,000 threshold of Federal awards in its fiscal year and thus are exempt from the federal single audit act requirements, shall submit with their contract proposal a copy of their most recent IRS Form 990.

B. Quarterly Reports

The CSBG-ARRA quarterly program reports must be provided to the Department no later than the six (6) calendar days following the end of the last month of the quarterly reporting period.

C. Monthly reports

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

D. 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.

E. Cost Allocation Plans

2 CFR Part 215, Subpart C, Section 215.21(6) requires that recipients financial systems provide for a written procedures for determining the reasonableness, allocability, and allowability of costs in accordance with the provisions of the applicable federal cost principles and terms and conditions of the award. To document this, Recipients must submit with copies of the written cost allocation plans to the Department with their contracts.

F. Central Contractor Registration

Recipient must maintain current registrations in the Central Contractor Registration (www.ccr.gov) at all times during which they have active federal awards with ARRA funds. A Dun and Bradstreet Data Universal Number System (DUNS) number (www.dnb.com) is one of the requirements for registering in the Central Contractor Registration.

G. Additional Data Reporting

This award requires the recipient to complete projects and activities which are funded under the ARRA and to report on use of ARRA funds provided through this award. As the details of the reporting requirements are received from the U.S. Department of Health and Human Services, additional data reporting may be required of the Recipient. Information from these reports will be made available to the public.

CSBG-ARRA
ATTACHMENT D
REPORTS

H. Additional Reports

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. The reports shall be submitted to:

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

CSBG-ARRA
ATTACHMENT E
JUSTIFICATION OF ADVANCE PAYMENT

RECIPIENT: Miami-Dade County

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), Florida Statutes. The amount which may be advanced shall not exceed the expected cash needs of the Recipient within the initial three months of the Agreement.

☐ NO ADVANCE REQUESTED	X ADVANCE REQUESTED
No advance payment is requested. Payment will be solely on a reimbursement basis. No additional information is required.	Advance payment of $1,071,911.51 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 previous contract history with department and are requesting an advance for this agreement, complete the following worksheet (double click on the table below to activate the embedded Excel spreadsheet):

FY 2006-07	FY 2007-08	FY 2008-09	Total
$3,073,728.00	$3,078,340.00	$3,079,935.00	$9,232,003.00
$704,970.00	$712,845.00	$539,823.00	$1,957,638.00
23%	23%	18%	21%

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/ANCE

X $5,054,658.00 (DCA Award, not including any match) = **$1,071,911.51** Max. Advance

REQUEST FOR WAIVER OF CALCULATED MAXIMUM

Check the applicable box below:

☐ **Recipient has no previous DCA contract history** ***(Complete the Estimated Expenses chart below)***

☐ **Recipient has exceptional circumstances that require an advance greater than the Maximum Advance calculated above.** *(Complete both the Estimated Expenses chart and the Explanation of Exceptional Circumstances section below)*

CSBG-ARRA
ATTACHMENT E
JUSTIFICATION OF ADVANCE PAYMENT

ESTIMATED EXPENSES *(double click on the table below to activate the embedded Excel spreadsheet)*

BUDGET CATEGORY	Anticipated Expenditures for First Three Months of Contract
ADMINISTRATIVE COSTS (Include Secondary Administration)	
PROGRAM EXPENSES	
TOTAL EXPENSES	$0.00

EXPLANATION OF EXCEPTIONAL CIRCUMSTANCES:

CSBG-ARRA
ATTACHMENT F
WARRANTIES AND REPRESENTATIONS

Financial Management

Recipient's financial management system must include the following:

(1) Accurate, current and complete disclosure of the financial results of this project or program.

(2) Records that identify the source and use of funds for all activities. These records shall contain information pertaining to grant awards, authorizations, obligations, unobligated balances, assets, outlays, income and interest.

(3) Effective control over and accountability for all funds, property and other assets. Recipient shall safeguard all assets and assure that they are used solely for authorized purposes.

(4) Comparison of expenditures with budget amounts for each Request For Payment. Whenever appropriate, financial information should be related to performance and unit cost data.

(5) Written procedures to determine whether costs are allowed and reasonable under the provisions of the applicable OMB cost principles and the terms and conditions of this Agreement.

(6) Cost accounting records that are supported by backup documentation.

Competition

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

Codes of Conduct

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

CSBG-ARRA
DOCUMENT1ATTACHMENT F
WARRANTIES AND REPRESENTATIONS

Business Hours

The Recipient shall have its offices open for business, with the entrance door open to the public, and at least one employee on site, from 8:00 am to 5:00pm (Monday thru Friday)

Licensing and Permitting

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

N/A

CSBG-ARRA
ATTACHMENT G

Certification Regarding Debarment, Suspension, Ineligibility And Voluntary Exclusion

Subcontractor Covered Transactions

(1) The prospective subcontractor of the Recipient, _____, 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 Contractor's subcontractor is unable to certify to the above statement, the prospective contractor shall attach an explanation to this form.

_____ (Sub-Contractor's Name)

_____ (Recipient's Name)

_____ Date:_____
(Authorized Signature)

_____ (Print Name and Title)

_____ (DCA Contract Number)

_____ (Street Address)

_____ (City, State, Zip)

CSBG-ARRA
ATTACHMENT H
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 Recipient, or its delegates or agents, no member of the governing body of the locality in which the program is situated, and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the program during his tenure or for one year thereafter, shall have any interest direct or indirect, in any contract, subrecipient agreement or subcontract, or the proceeds thereof, for work to be performed in connection with the program assisted under this Agreement. The Recipient 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 Recipient agrees to abide by the provisions of s.112.3135, Florida Statutes, pertaining to nepotism in their performance under this Agreement.

D. CSBG-ARRA Assurances

The Recipient hereby assures and certifies as a condition of receipt of CSBG-ARRA 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-ARRA funds, the Recipient assures and certifies that:

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

(2) The Recipient will use all CSBG-ARRA funds to provide services and activities having a measurable and potentially major impact on causes of poverty in the community with employment being a major component. At least 30 percent (30%) of the Recipient's CSBG-ARRA budget must be used for employment, job creation, job retention, job stabilization, placement or job training activities. These activities must be tied to CSBG National Goals 1 and 2.

All 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. All unspent funds will be returned to the U.S. Department of Health and Human Services. There will be no carry-over of unspent CSBG-ARRA funds.

CSBG-ARRA
ATTACHMENT H
STATEMENT OF ASSURANCES

(3) The recipient assures and provides documentation that the Community Services Block Grant board is administered through a tri-partite board that meets the requirements of 9B-22.001, F.A.C. and 42 U.S.C.9910, Section 676B. The CSBG board will fully participate in the development, planning, implementation, and evaluation of the CSBG-ARRA program to serve low-income communities.

(4) The Recipient will provide for coordination among anti-poverty programs in each community.

(5) 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.

(6) 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-ARRA funds.

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

(8) 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.

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

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

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

(a) CSBG-ARRA Budget, Attachment A and Workplan and Quarterly Report Form, Attachment L must document how these expenses will be used to support eligible CSBG-ARRA Community Action Plan activities.

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

(c) CSBG-ARRA 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 association dues are not allowable secondary administrative expenses.

(g) Under no circumstances shall secondary administrative expenses be approved for costs already covered by the CSBG secondary grant source or any other administrative costs exceeding the total of 15 percent of the total secondary grant source budget.

(12) 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).

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

(14) In accordance with section 678F(b)(1)(2) 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

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

(16) 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-ARRA funded programs about the availability of child-support services and refer them to the appropriate state and local child support offices.

(17) 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 for the community served;

(b) A description of the service-delivery system targeted to low-income individuals and families in the service area with an emphasis on employment and job creation and retention;

(c) A description of how linkages will be developed to fill identified gaps in services through information, referral, case management, and follow-up consultation to support ARRA efforts and avoid duplication of services;

(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.

(18) The Recipient assures that the Workplan and Quarterly Report Form, Attachment L to this agreement is consistent with the most current Community Action Plan officially adopted by the Recipient's board of directors.

(19) The Recipient agrees to comply with Part C of Public Law 103-227, the "PRO-KIDS Act of 1994" (Act), which requires that smoking may not be permitted in any portion of any indoor facility owned or regularly used 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.

(20) The Recipient assures that the above language contained in Section (19) of Attachment H of this Agreement will be included in any sub-contracts which contain provisions for children's services and that all sub-Recipients 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.

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

(22) The Recipient assures that no sub-awards under this program shall be used to support inherently religious activities such as religious instruction, workshop, or proselytization. Organizations must take steps to separate, in time or location, their inherently religious activities from the services funded this program. Regulations pertaining to the prohibition of Federal funds for inherently religious activities can be found on the United States Department of Health and Human Services (HHS) website at: http://www.os.dhhs.gov/fbci/waisgate21.pdf.

(23) 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.

(24) This Agreement has been approved by the Recipient's governing body by official action and for public agencies, the Recipient's Community Action Board, and the officer who signs it is duly authorized to do so.

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

(26) 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-ARRA program and Work Force Florida, Incorporated "One-Stop" delivery system, services and information.

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

(28) The Recipient will budget for and have appropriate staff attend training sessions as determined by the Department to cover CSBG-ARRA policies and procedures.

(29) The Recipient will participate in the Results Orientated Management and Accountability (ROMA). This includes management, staff and Community Action Board members attending ROMA training provided by a certified ROMA instructor.

CSBG-ARRA
ATTACHMENT I
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-ARRA
ATTACHMENT J
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-ARRA -ATTACHMENT K

RECIPIENT INFORMATION

1. RECIPIENT: Miami-Dade County

2. COUNTIES TO BE SERVED WITH THESE FUNDS: 1. Miami-Dade 2 _____ 3 _____
4 _____ 5 _____ 7 _____ 8 _____ 9 _____ 10 _____

3. GENERAL ADMINISTRATIVE INFORMATION

A. **Agency Head (Executive Director or Chief Department Administrator)**
Name Julie Edwards Title: Executive Director
Street Address: 701 N.W. 1st Court, 10th Floor County: Miami Dade
City: Miami, Fl Zip Code: 33136
Telephone: (786) 469-4613 Fax (786) 469-4639 E-Mail: jbs@miamidade.gov
MAILING ADDRESS (IF DIFFERENT FROM ABOVE)
Address: _____
City: _____, Fl Zip Code: _____

B. **Chief Elected Official for Local Governments or President/Chair of Board for Nonprofits**
(Home or business address other than agency address.)
Name: Carlos Alvarez Title: Miami Dade Mayor
Street Address: 111 N.W. 1st Street County: Miami Dade
City: Miami, Fl Zip Code: 33128
Telephone (305) 375-5071 Fax (305) 375-3618 E-Mail: calvare@miamidade.gov

C. **FOR PUBLIC AGENCIES: Chair of Community Action Board**
(Home or business address other than agency address.)
Name: William Zubkoff Title: Chairperson
Street Address: 2 South Hibiscus Drive County: Miami Dade
City: Miami Beach, Fl Zip Code: 33139
Telephone: (786) 469-4600 Fax (786) 469-4639 E-Mail:

D. **RECIPIENT CONTACT PERSON/PROGRAM COORDINATOR**
Name: Regina M. Giles Title: Division Director
Street Address: 701 N.W. 1st Court, 9th Floor County: Miami Dade
City: Miami, Fl Zip Code: 33136
Telephone (786) 469-4643 Fax (786) 469-4656 E-Mail: regi@miamidade.gov

E. **WARRANT OFFICER (OFFICIAL TO RECEIVE STATE WARRANT)**
Name: Bolanle Shorunke-Jean Title: Director or Fiscal Management
Street Address: 701 N.W. 1st Court, 10th Floor County: Miami Dade
City: Miami, Fl Zip Code: 33136
Telephone (786) 469-4600 Fax (786) 469-4693 E-Mail: bshorun@miamidade.gov

F. **FINANCIAL CONTACT PERSON**
Name: Mamie Williams Title: Division Fiscal Coordinator
Street Address: 701 N.W. 1st Court, 9th Floor County: Miami Dade
City: Miami, Fl Zip Code: 33136
Telephone (786) 469-4657 Fax (786) 469-4656 E-Mail: mamiew@miamidade.gov

G. **PERSON(S) AUTHORIZED TO SIGN FISCAL REPORTS**
1. Name: Bolanle Shorunke-Jean Title: Director of Fiscal Management
2. Name: Carlos Martinez, Title: Lead Accountant II

4. **SUB-RECIPIENT INFORMATION**
These funds will be transferred to one or more Sub-Recipients: Yes___ No X
For each Sub-Recipient, attach a copy of Attachment A-2, Sub-Recipient Information

5. **AUDIT: Recipient Fiscal Year: July 1, 2009 to September 30, 2010**
Audit is due nine months from the end of the recipient's fiscal year: June 2011

CSBG – ARRA
ATTACHMENT L
WORKPLAN AND QUARTERLY REPORT

N/A

ATTACHMENT L - CSBG-ARRA Workplan and Quarterly Report Form

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

Agency Name: Miami-Dade Community Action Agency

FOCAS Outcomes Catalog		A.	B.	C.	D.
Goal 1: Low-Income People Become More Self-Sufficient National Performance Indicators: 1.1 Employment 1.2 Employment Supports 1.3 Economic Asset Enhancement and Utilization *All agencies must report on at least one NPI in Goal 1.* Results reported in columns B and C are life to date from the beginning of this contract.		**WORKPLAN** Number of Participants Expected to Achieve Outcome (Target)	Number of Participants Enrolled in Program	Number of Participants **Achieving** Outcome (Actual)	Percentage Achieving Outcome [C / A = D]
NPI 1.1: EMPLOYMENT - The number and percentage of low-income participants in Community Action employment initiatives who get a job or become self-employed as measured by one or more of the following:					
A.	Unemployed and obtained a job. *(Unduplicated count)*	64			
B.	Employed and maintained a job for at least 90 days.				
C.	Employed and obtained an increase in employment income and/or benefits.				
D.	Achieved "living wage" employment and/or benefits ["Living Wage" must be a locally adopted rate as identified by a government or formal coalition.]				

In the rows below, please include any additional indicators that were not captured above.

Narrative Comments: 1.1A - 64 Customers unemployed will obtain jobs in entry level positions.

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ATTACHMENT L - CSBG-ARRA Workplan and Quarterly Report Form
FY 2009-2010 Florida Outcomes for Community Action system (FOCAS)
Community Action Goal 1 (Family) – *Low-Income People Become More Self-Sufficient*

Agency Name: _____

FOCAS Outcomes Catalog		A.	B.	C.	D.
Goal 1: Low-Income People Become More Self-Sufficient National Performance Indicators: 1.1 Employment 1.2 Employment Supports 1.3 Economic Asset Enhancement and Utilization *All agencies must report on at least one NPI in Goal 1.* Results reported in columns B and C are life to date from the beginning of this contract.		**WORKPLAN** Number of Participants Expected to Achieve Outcome (Target)	Number of Participants Enrolled in Program(s)	Number of Participants **Achieving** Outcome (Actual)	Percentage Achieving Outcome [C / A = D]
NPI 1.2: EMPLOYMENT SUPPORTS - The number of low-income participants for whom barriers to initial or continuous employment are reduced or eliminated through assistance from Community Action measured by one or more of the following:					
A.	Obtained skills/competencies required for employment	64			
B.	Completed ABE/GED and received certificate or diploma				
C.	Completed post-secondary education program and obtained certificate/diploma				
D.	Enrolled children in before or after school programs				
E.	Obtain care for child or other dependent	40			
F.	Obtain access to reliable transportation and/or driver's license	540			
G.	Obtained health care services for themselves or a family member				
H.	Obtained safe and affordable housing				
I.	Obtained food assistance				
J.	Obtained non-emergency LIHEAP energy assistance				
K.	Obtained non-emergency WX energy assistance				
L.	Obtained other non-emergency energy assistance (State/local/private enegy programs. DO NOT include LIHEAP or WX)				
In the rows below, please include any additional indicators that were not captured above.					
M.	Obtained identification or work permit documentation for employment (social security card, work permit, legal immigration papers, etc.)				

Narrative Comments: 1.2A - 64 customers will acquire skills for employment through training (Self Help); 1.2E - Pay for eight (8) weeks of child care for 40 youth (Self Help); 1.2F - Provide Transit Passes for Employment (Self Help)

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N/A

ATTACHMENT L - CSBG-ARRA Workplan and Quarterly Report Form

FY 2009-2010 Florida Outcomes for Community Action system (FOCAS)

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

Agency Name: Miami-Dade Community Action Agency

FOCAS Outcomes Catalog	A.	B	C.	D.	E.
Goal 1: Low-Income People Become More Self-Sufficient National Performance Indicators: 1.1 Employment 1.2 Employment Supports 1.3 Economic Asset Enhancement and Utilization *All agencies must report on at least one NPI in Goal 1.* Results reported in columns B and C are life to date from the beginning of this contract.	**WORKPLAN** Number of Participants Expected to Achieve Outcome (Target)	Number of Participants Enrolled in Program	Number of Participants **Achieving** Outcome (Actual)	Percentage Achieving Outcome [C / A = D]	Aggregated Dollar Amounts (Payments, Credits or Savings)
NPI 1.3: ECONOMIC ASSET ENHANCEMENT AND UTILIZATION – The number and percentage of low-income households that achieve an increase in financial assets and/or financial skills as a result of Community Action assistance, and the aggregated amount of those assets and resources for all participants achieving the outcome, as measured by one or more of the following:					
A. Enhancement					
1. Number and percent of participants in tax preparation programs who qualified for any type of Federal or State tax credit and the expected aggregated dollar amount of credits.					
2. Number and percent of participants who obtained court-ordered child support payments and the expected annual aggregated dollar amount of payments.					
3. Number and percent of participants who were enrolled in telephone lifeline and/or energy discounts with the assistance of the agency and the expected aggregated dollar amount of savings.					
In the rows below, please include any additional indicators that were not captured above.					

Narrative Comments:

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N/A

ATTACHMENT L - CSBG-ARRA Workplan and Quarterly Report Form
FY 2009-2010 Florida Outcomes for Community Action system (FOCAS)
Community Action Goal 1 (Family) -- *Low-Income People Become More Self-Sufficient*

Agency Name: Miami-Dade Community Action Agency

FOCAS Outcomes Catalog	A.	B	C.	D.	E.
Goal 1: Low-Income People Become More Self-Sufficient	**WORKPLAN**				
National Performance Indicators: 1.1 Employment 1.2 Employment Supports 1.3 Economic Asset Enhancement and Utilization *All agencies must report on at least one NPI in Goal 1.* Results reported in columns B and C are life to date from the beginning of this contract.	Number of Participants Expected to Achieve Outcome (Target)	Number of Participants Enrolled in Program	Number of Participants **Achieving** Outcome (Actual)	Percentage Achieving Outcome [C / A = D]	Aggregated Dollar Amounts (Payments, Credits or Savings)
NPI 1.3: ECONOMIC ASSET ENHANCEMENT AND UTILIZATION -- The number and percentage of low-income households that achieve an increase in financial assets and/or financial skills as a result of Community Action assistance, and the aggregated amount of those assets and resources for all participants achieving the outcome, as measured by one or more of the following:					
B. Utilization					
1. Number and percent of participants demonstrating ability to complete and maintain a budget for over 90 days.					N/A
2. Number and percent of participants opening an Individual Development Account (IDA) or other savings account .					N/A
3. Number and percent of participants who increased their savings through IDA or other savings accounts and the aggregated amount of savings.					
4. Of participants in a Community Action assets development program (IDA or others):					
a) Number and percent of participants capitalizing a small business with accumulated savings					
b) Number and percent of participants pursuing post-secondary education with accumulated savings.					
c) Number and percent of participants purchasing a home with accumulated savings.					
d) Number and percent of participants purchasing other assets with accumulated savings.					
In the rows below, please include any additional indicators that were not captured above.					

Narrative Comments:

40

ATTACHMENT L - CSBG-ARRA Workplan and Quarterly Report Form
FY 2009-2010 Florida Outcomes for Community Action system (FOCAS)
Community Action Goal 2 (Community) -- *The Conditions in Which Low-Income People Live are Improved*

Agency Name: Miami-Dade Community Action Agency

FOCAS Outcomes Catalog		2	3	4	5
Goal 2: The Conditions in Which Low-Income People Live are Improved National Performance Indicators: 2.1 Community Improvement and Revitalization 2.2 Community Quality of Life and Assists 2.3 Community Engagement ******NEW INDICATOR******* 2.4 Employment Growth from ARRA Funds ******NEW INDICATOR******* ***All agencies must report on at least one NPI in Goal 2.*** Results reported in columns 3 and 5 are life to date from the beginning of this contract.		Number of Projects or Initiatives		Number of Opportunities and/or Community Resources Preserved or Increased	
		WORKPLAN Expected to Achieve	**Achieved**	**WORKPLAN** Expected to Achieve	**Achieved**
NPI 2.1: COMMUNITY IMPROVEMENT AND REVITALIZATION -- Increase in, or safeguarding of, threatened opportunities and community resources or services for low-income people in the community as a result of Community Action projects, initiatives or advocacy with other public and private agencies as measured by one or more of the following:					
A.	Jobs created, or saved, from reduction or elimination in the community	1		10	
B.	Accessible "living wage"* jobs created or saved from reduction or elimination in the community. (See footnote)				
C.	Safe and affordable housing units created in the community.				
D.	Safe & affordable housing units in the community preserved or improved through construction, weatherization or rehabilitation achieved by Community Action activity or advocacy.	1		416	
E.	Accessible, safe and affordable health care services/facilities for low-income people created or saved from reduction or elimination				
F.	Accessible, safe and affordable child care or child development placement opportunities for low-income families created, or saved from reduction or elimination.	1		228	
G.	Accessible before-school and after-school program placement opportunities for low-income families created, or saved from reduction or elimination.				
H.	Accessible new or expanded transportation resources, or those that are saved from reduction or elimination, that are available to low-income people, including public/private transportation.				
I.	Accessible or increased educational & training placement opportunities, or those that are saved from reduction or elimination, that are available for low-income people in the community, including vocational, literacy, and life skill training, ABE/GED and post-secondary education.	1		64	
In the rows below, please include any additional indicators that were not captured above.					

*"Living wage" must be a locally adopted rate as identified by a local government or formal coalition.

Narrative Comments: 2.1A - 10 Micro enterprise grants awarded to existing businesses to prevent closesure; 2.1D - 416 houses weatherized; 2.1F - To expand EHS/HS by 228 slots; 2.1I - To provide training opportunties for entry level positions in Bio-technology carpentry, electricians, healthcare, forensic science, etc.

N/A

ATTACHMENT L - CSBG-ARRA Workplan and Quarterly Report Form
FY 2009-2010 Florida Outcomes for Community Action system (FOCAS)
Community Action Goal 2 (Community) -- *The Conditions in Which Low-Income People Live are Improved*

Agency Name: Miami-Dade Community Action Agency

FOCAS Outcomes Catalog		2	3	4	5
Goal 2: The Conditions in Which Low-Income People Live are Improved National Performance Indicators: 2.1 Community Improvement and Revitalization 2.2 Community Quality of Life and Assists 2.3 Community Engagement ******NEW INDICATOR******* 2.4 Employment Growth from ARRA Funds ******NEW INDICATOR******* *All agencies must report on at least one NPI in Goal 2.* Results reported in columns 3 and 5 are life to date from the beginning of this contract.		Number of Program Initiatives or Advocacy Efforts		Number of Community Assets, Services or Facilities Preserved or Increased	
		WORKPLAN Expected to Achieve	**Achieved**	**WORKPLAN** Expected to Achieve	**Achieved**
NPI 2.2: COMMUNITY QUALITY OF LIFE AND ASSETS -- The quality of life and assets in low-income neighborhoods are improved by Community Action initiatives or advocacy, as measured by <u>one or more</u> of the following:					
A.	Increases in community assets as a result of a change in law, regulation or policy, which results in improvements in quality of life and assets.				
B.	Increase in the availability or preservation of community facilities				
C.	Increase in the availability or preservation of community services to improve public health and safety.				
D.	Increase in the availability or preservation of commercial services within low-income neighborhoods.				
E.	Increase in, or preservation of, neighborhood quality-of-life resources.				
In the rows below, please include any additional indicators that were not captured above.					

Narrative Comments:

N/A

ATTACHMENT L - CSBG-ARRA Workplan and Quarterly Report Form
FY 2009-2010 Florida Outcomes for Community Action system (FOCAS)
Community Action Goal 2 (Community) -- *The Conditions in Which Low-Income People Live are Improved*

Agency Name: Miami-Dade Community Action Agency

FOCAS Outcomes Catalog	2	3
Goal 2: The Conditions in Which Low-Income People Live are Improved National Performance Indicators: 2.1 Community Improvement and Revitalization 2.2 Community Quality of Life and Assists 2.3 Community Engagement ******NEW INDICATOR******* 2.4 Employment Growth from ARRA Funds ******NEW INDICATOR******* ***All agencies must report on at least one NPI in Goal 2.*** Results reported in columns 3 and 5 are life to date from the beginning of this contract.	**WORKPLAN** Number Expected to Achieve	Total Contribution by Commmunity **Achieved**
NPI 2.3: COMMUNITY ENGAGEMENT – The number of community members working with Community Action to improve conditions in the community.		
A. Number of community *members* mobilized by Community Action that participate in community revitalization and anti-poverty initiatives.		
Number of volunteer *hours* donated to the agency. *[These cells will automaticly fill once items 1 and 2 below are completed.]*	0	0
1. Hours donated by *low-income people* taking part in one or more of the following:		
a) Serve on the CAA Board of Directors		
b) Serve on Head Start Policy Councils		
c) Serve on Family Center / Parent Councils		
d) Serve on other CAA Advisory Boards, councils, or committees		
e) Serve on other community advisory or governing boards or committees as a representative of the CAA.		
f) Assist with program activities and logistics		
g) Participate in advocacy to meet agency and community goals		
h) Participate in advocacy to influence the policies and practices of government and/or private entities so that they are responsive to the needs of low-income people.		
i) Other CAA clients or low-income persons volunteer with the agency.		
Total volunteer hours from low-income people	0	0
2. Hours donated by *non-low income* persons to your agency or agency supported activities from one of the following groups:		
a) General Public		
b) CAA non-low income board members		
c) Other non-profit or government agencies		
d) Business Community		
e) Other (Please identify in Narrative Comments below.)		
Total volunteer hours from non low-income people	0	0

Narrative Comments:

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ATTACHMENT L - CSBG-ARRA Workplan and Quarterly Report Form
FY 2009-2010 Florida Outcomes for Community Action system (FOCAS)
Community Action Goal 2 (Community) -- *The Conditions in Which Low-Income People Live are Improved*

Agency Name: Miami-Dade Community Action Agency

FOCAS Outcomes Catalog	2	3
Goal 2: The Conditions in Which Low-Income People Live are Improved National Performance Indicators: 2.1 Community Improvement and Revitalization 2.2 Community Quality of Life and Assists 2.3 Community Engagement ******NEW INDICATOR******* 2.4 Employment Growth from ARRA Funds ******NEW INDICATOR******* ***All agencies must report on at least one NPI in Goal 2.*** Results reported in column 3 is life to date from the beginning of this contract.	**WORKPLAN** Number of Jobs Expected to Achieve	Number of Jobs **Achieved**
NPI 2.4: EMPLOYMENT GROWTH FROM ARRA FUNDS -- The total number of jobs created or saved, at least in part by ARRA funds, in the community.		
A Jobs created at least in part by ARRA Funds	491	
B Jobs saved at least in part by ARRA Funds	30	

Narrative Comments: 2.4A - 306 youth placed in parttime positions throughtout Dade County and 64 entry level positions obtained (Self Help); 14 Semi-skilled laborers hired (weatherization); 107 Head Start teachers hired (Head Start). 2.4B - 30 jobs saved (Self Help).

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N/A

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FY 2009-2010 Florida Outcomes for Community Action system (FOCAS)

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

Agency Name: Miami-Dade Community Action Agency

FOCAS Outcomes Catalog	2	3
Goal 3: Low-Income People Own a Stake in their Community National Performance Indicators: 3.1 Community Enhancement through Maximum Feasible Participation ******NEW INDICATOR****** 3.2 Community Empowerment through Maximum Feasible Participation ***All agencies must report on at least one NPI 3.1.***	**WORKPLAN** Number of Volunteer Hours Expected to Achieve	Number of Volunteer Hours **Achieved**
NPI 3.1: COMMUNITY ENHANCEMENT THROUGH MAXIMUM FEASIBLE PARTICIPATION -- The number of volunteer hours donated to Community Action agency or agency supported activities.		
Total number of volunteer hours donated by ***low-income individuals*** to Community Action. (This is ***ONLY*** the number of volunteer hours from individuals who are *low-income* .)	0	0

These fields will automaticly fill from NPI 2.3.

In the rows below, please include any additional indicators that were not captured above.

Narrative Comments:

N/A

ATTACHMENT L - CSBG-ARRA Workplan and Quarterly Report Form
FY 2009-2010 Florida Outcomes for Community Action system (FOCAS)
Community Action Goal 3 (Community) -- *Low-Income People Own a Stake in their Community*

Agency Name: Miami-Dade Community Action Agency

FOCAS Outcomes Catalog	2	3
Goal 3: Low-Income People Own a Stake in their Community National Performance Indicators: 3.1 Community Enhancement through Maximum Feasible Participation ******NEW INDICATOR****** 3.2 Community Empowerment through Maximum Feasible Participation ***All agencies must report on at least one NPI 3.1.*** Results reported in column 3 is life to date from the beginning of this contract.	**WORKPLAN** Number of Low-Income People Expected to Participate	Number of Low-Income People Who **Participated**
NPI 3.2: COMMUNITY EMPOWERMENT THROUGH MAXIMUM FEASIBLE PARTICIPATION -- The number of low-income people mobilized as a direct result of Community Action initiative to engage in activities that support and promote their own well-being and that of their community as measured by one or more of the following:		
A. Number of low-income people participating in formal community organizations, government, boards or councils that provide input to decision-making and policy-setting through Community Action efforts.		
B. Number of low-income people acquiring businesses in their community as a result of Community Action Assistance.		
C. Number of low-income people purchasing their own home in their community as a result of Community Action assistance.		
D. Number of low-income people engaged in non-governance community activities or groups created or supported by Community Action.		
In the rows below, please include any additional indicators that were not captured above.		

Narrative Comments:

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ATTACHMENT L - CSBG-ARRA Workplan and Quarterly Report Form
FY 2009-2010 Florida Outcomes for Community Action system (FOCAS)

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

Agency Name: Miami-Dade Community Action Agency

FOCAS Outcomes Catalog		2	3
Goal 4: Partnerships Among Supporters and Providers of Services to Low-Income People are Achieved National Performance Indicators: 4.1 Expanding Opportunities through Community-Wide Partnerships ***All agencies must report on NPI 4.*** Results reported in column 3 is life to date from the beginning of this contract.		**WORKPLAN** Number of Organizational Partnerships Expected to Achieve Outcome	**ACTUAL** Number of Organizational Partnerships **Achieved**
NPI 4.1: EXPANDING OPPORTUNITIES THROUGH COMMUNITY-WIDE PARTNERSHIPS -- The number of organizations, both public and private, that Community Action actively works with to expand resources and opportunities in order to achieve family and community outcomes.			
A.	Non-Profit		
B.	Faith Based		
C.	Local Government		
D.	State Government		
E.	Federal Government		
F.	For-Profit Business or Corporation	3	
G.	Consortiums/Collaboration		
H.	Housing Consortiums/Collaboration		
I.	School Districts	1	
J.	Institutions of post secondary education/training	2	
K.	Financial/Banking Institutions		
L.	Health Service Institutions	2	
M.	State wide associations or collaborations	1	
In the rows below, please add other types of partners with which your CAA has formed relationships that were not captured above. Please decribe these partnerships in Narrative Comments below.			
The total number of organizations CAAs work with to promote family and community outcomes		9	0
(A partnership or collaboration is defined as a formal relationship documented by a written agreement such as a Memorandum of Understanding or service contract, a final agreement, informal working relationships or alliances between the CAP and one or more putlic or private organizations to foster CSBG goals.)			

Narrative Comments:

ATTACHMENT L - CSBG-ARRA Workplan and Quarterly Report Form
FY 2009-2010 Florida Outcomes for Community Action system (FOCAS)
Community Action Goal 5 (Agency) -- *Agencies Increase Their Capacity to Achieve Results*

Agency Name: Miami-Dade Community Action Agency

Table 1 -- Agencies Leverage External Resources to Increase Their Capacity to Serve Low-Income People				
FOCAS Outcomes Catalog	2	3	4	5
Community Action Goal 5: Agencies Increase Their Capacity to Achieve Results National Performance Indicators: This is a Florida indicator and does not tie directly to a NPI. Broadening the Resource Base -- The number of dollars mobilized by community action. *(All agencies must complete all Tables under Goal 5. Complete entire chart for Workplan.* For further instructions, see Information System Survey Instructions, Part 1: Section F.)	Funding Received by Source in 2008-2009	Anticipated Funding by Source in 2009-2010	Anticipated Increase or Decrease in Dollars	Actual Funding by Source in 2009-2010
Funding Sources				
A. Community Services Block Grant (CSBG)		5,054,658	**5,054,658**	
B. Federal Government Resources -- Other than CSBG				
a) Weatherization Assistance program funded by DOE through DCA				
b) LIHEAP - Fuel Assistance (HHS)				
c) LIHEAP - Weatherization (HHS)		6,200,000	**6,200,000**	
d) Head Start (HHS)		4,471,569	**4,471,569**	
e) Early Head Start (HHS)		2,189,030	**2,189,030**	
f) Older Americans Act (HHS)				
g) SSBG (HHS)				
h) Medicare/Medicaid (HHS)				
i) Temporary Assistance to Needy Families (TANF)				
j) Child Care Development Block Grant from (CCDBG)				
k) Other HHS Resources (List in order of size. Give the name of the source and the CFDA number. Do not use abbreviations. All HHS CFDAs start with "93.")				
1)				
2)				
3)				
4)				
l) Women, Infant and Children (WIC)(USDA)				
m) USDA non-food programs (e.g. rural development)				
n) All other USDA Food Programs				
o) CDBG federal, state or local				
p) Housing Programs funded by HUD				
1) Section 8				
2) Section 202				
3) Home tenant based assistance				
4) HOPE for Homeowners Program (H4H)				
5) Emergency Shelter Grant Program (ESGP)				
6) Continum of Care (CofC)				
q) All other HUD programs including homeless programs				
r) Employment and Training Programs (US DOL)				
s) Other US DOL programs				
t) Corporation for National and Community Service (CNCS) programs				
u) FEMA				
v) Transportation (US DOT)				
w) Department of Education (EDU)				
x) Department of Justice (DOJ)				
y) Department of Treasury				
z) Other Federal Sources: List by name of funding source. Do not use abbreviations.				
1)				
2)				
3)				
4)				
TOTAL: NON-CSBG FEDERAL RESOURCES	0	12,860,599	12,860,599	0

N/A

ATTACHMENT L - CSBG-ARRA Workplan and Quarterly Report Form
FY 2009-2010 Florida Outcomes for Community Action system (FOCAS)
Community Action Goal 5 (Agency) – *Agencies Increase Their Capacity to Achieve Results*

Agency Name: Miami-Dade Community Action Agency

Table 1 -- Agencies Leverage External Resources to Increase Their Capacity to Serve Low-Income People				
FOCAS Outcomes Catalog	2	3	4	5
Community Action Goal 5: Agencies Increase Their Capacity to Achieve Results National Performance Indicators: This is a Florida indicator and does not tie directly to a NPI. Broadening the Resource Base -- The number of dollars mobilized by community action. *(All agencies must complete all Tables under Goal 5.* Complete entire chart for Workplan. For further instructions, see Information System Survey Instructions, Part I, Section F.)	Funding Received by Source in 2008-2009	Anticipated Funding by Source in 2009-2010	Anticipated Increase or Decrease in Dollars	Actual Funding by Source in 2009-2010
Funding Sources				
C. State Resources (Non-federal, state-appropriated funds)				
a) State appropriated funds used for the same purpose as federal CSBG funds				
b) State Housing and Homeless Programs (including housing tax credits)				
c) State Nutrition Programs				
d) State Day Care and Early Childhood Programs				
e) State Energy Programs				
f) State Health Programs				
g) State Youth Development Programs				
h) State Employment and Training Programs				
i) State Head Start Programs				
j) State Senior Services				
k) State Transportation Programs				
l) State Education Programs				
m) State Community, Rural and Economic Development Programs				
n) State Family Development Programs				
o) Other State Funded programs: List by name of funding source. Do not use abbreviations.				
1)				
2)				
3)				
4)				
TOTAL: STATE RESOURCES	0	0	0	0
D. Local Government Resources				
a) Amount of unrestricted funds appropriated by local government				
b) Amount of restricted funds appropriated by local government				
c) Value of Contract Services				
d) Value of in-kind goods/services received from local government				
e) Other Local Government Resources: Give description or name of program. Do NOT abbreviate.				
1)				
2)				
3)				
4)				
TOTAL: LOCAL GOVERNMENT RESOURCES	0	0	0	0

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ATTACHMENT L - CSBG-ARRA Workplan and Quarterly Report Form
FY 2009-2010 Florida Outcomes for Community Action system (FOCAS)
Community Action Goal 5 (Agency) -- *Agencies Increase Their Capacity to Achieve Results*

Agency Name: Miami-Dade Community Action Agency

Table 1 -- Agencies Leverage External Resources to Increase Their Capacity to Serve Low-Income People				
FOCAS Outcomes Catalog	2	3	4	5
Community Action Goal 5: Agencies Increase Their Capacity to Achieve Results National Performance Indicators: This is a Florida indicator and does not tie directly to a NPI. Broadening the Resource Base -- The number of dollars mobilized by community action. *All agencies must complete all Tables under Goal 5. Complete entire chart for Workplan*	Funding Received by Source in 2008-2009	Anticipated Funding by Source in 2009-2010	Anticipated Increase or Decrease in Dollars	Actual Funding by Source in 2009-2010
Funding Sources				
E. Private Sector Resources				
a) Funds from Foundations, Corporations, United Way, other non-profits				
b) Other donated funds				
c) Value of donated items, food, clothing, furniture, etc.				
d) Value of in-kind services received from businesses				
e) Payments by clients for services				
f) Payments by private entities for goods or services for low-income clients or communities				
g) Other Private Sector Resources				
1)				
2)				
3)				
4)				
TOTAL: PRIVATE SECTOR RESOURCES	0	0	0	0
TOTAL: ALL NON-CSBG RESOURCES (Non-CSBG Federal Resources + State Resources + Local Government Resources + Private Sector Resources)	0	12,860,599	12,860,599	0
CSBG FUNDS FROM LINE 1	0	5,054,658	5,054,658	0
Total Agency Budget (If different from the sum of All Non-CSBG Resources plus CSBG Funds, provide an explanation below.)	0	17,915,257	17,915,257	0

Abbreviations:
CNCS --Corporation for National and Community Service programs
DCA -- Florida Department of Community Affairs
DEA -- Florida Department of Elder Affairs
DOE -- U. S. Department of Energy
DOJ -- U. S. Department of Justice
DOL -- U. S. Department of Labor
DOT -- U. S. Department of Transportation
EDU -- U. S. Department of Education
FEMA -- Federal Emergency Management Administration
HHS -- U. S. Department of Health and Human Services
HUD -- U. S. Department of Housing and Urban Development
IRS -- Internal Revenue Service
JTPA -- Job Training and Partnership Act
LIHEAP - Low-Income Home Energy Assistance Program
SSA -- Social Security Administration
SSBG -- Social Services Block Grant
USDA -- U. S. Department of Agriculture
WAP -- Weatherization Assistance Program

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

Narrative Comments:

ATTACHMENT L - CSBG-ARRA Workplan and Quarterly Report Form
FY 2009-2010 Florida Outcomes for Community Action system (FOCAS)
Community Action Goal 5 (Agency) -- *Agencies Increase Their Capacity to Achieve Results*

Agency Name: Miami-Dade Community Action Agency

Table 2 -- Agencies Increase Staff Capacity to Achieve Results Through Training

FOCAS Outcomes Catalog	2	3	4	5
Community Action Goal 5: Agencies Increase Their Capacity to Achieve Results National Performance Indicators: This is a Florida indicator and does not tie directly to a NPI. Agency Staff Improves Their Capacity to Achieve Results (All agencies must complete all Tables under Goal 5. Complete Columns 2 and 3 for Workplan) Results reported in columns 4 and 5 are life to date from the beginning of this contract.	Number of People Who **Will Receive Training** During this Contract	Total Number of Classroom Hours of **Training Planned**	Number of People Who **Received Training During** this Contract	Total Number of Classroom Hours of **Training Completed**
A. Staff who work with customers in self-sufficiency program receive training specific to case management				
B. Staff who work with customers in self-sufficiency program receive training specific to family development.				
C. Staff who work with grants or contract management receive training specific to expand, update or upgrade their skills.				
D. Fiscal staff attending training on OMB Circulars or audit compliance.				
E. Fiscal staff receive accounting, data collection or management training.				
F. Program staff receive data collection or management training.				
G. Staff or management receive ROMA training from a ***certified*** ROMA trainer.				
H. Other training received by staff or management.	3			
Total Staff and Management Training (Totals for A through H above.)	3	0	0	0
J. Board members receive training related to their roles and responsibilities.				
K. Board members receive ROMA training from a ***certified*** ROMA trainer.				
L. Other training received by CAA Board members.				
TOTAL BOARD MEMBER TRAINING (Total of J through L.)	0	0	0	0

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

Narrative Comments: 3 staff will attend trainings when approiate as it relates to ARRA (Self Help)

ATTACHMENT L - CSBG-ARRA Workplan and Quarterly Report Form
FY 2009-2010 Florida Outcomes for Community Action system (FOCAS)
Community Action Goal 5 (Agency) -- *Agencies Increase Their Capacity to Achieve Results*

Agency Name: Miami-Dade Community Action Agency

Table 3 -- Agencies Increase Staff Capacity to Achieve Results Through Training		
FOCAS Outcomes Catalog	2	3
Community Action Goal 5: Agencies Increase Their Capacity to Achieve Results National Performance Indicators 5.1 -- Agency Development Agency Staff obtains Credentials That Improve Their Capacity to Achieve Results. *(All agencies must complete all Tables under Goal 5. Complete entire chart for Workplan.* For further instructions, see Information System Survey Instructions, Part 1: Section F.)	**WORKPLAN** **Expected** Number of Resources in Agency at the end of **THIS** Contract Year (#)	**Actual** Number of Resources in Agency (#)
Results reported in column 3 is life to date from the beginning of this contract.		
5.1 AGENCY DEVELOPMENT -- The number of human capital resources available to Community Action that increase agency capacity to achieve family and community outcomes, as measured by one or more of the following:		
A. Number of C-CAPs		
B. Number of Certified ROMA Trainers		
C. Number of certified Family Development Trainers		
D. Number of certified Child Development Trainers		
E. Agency staff obtained other credential that increase their capacity to achieve results (explain in narrative)		
The numbers below will automaticly fill once you have completed Goal 5, Table 2		
F. Number of staff and management attending trainings	3	0
G. Number of board members attending trainings	0	0
H. Hours of staff and management trainings	0	0
I. Hours of board members in training	0	0

In the rows below, include additional indicators that were not captured above. Describe the measure in the Narrative Comments section below.

Narrative Comments: **3 staff will attend trainings when approiate as it relates to ARRA (Self Help)**

N/A

ATTACHMENT L - CSBG-ARRA Workplan and Quarterly Report Form
FY 2009-2010 Florida Outcomes for Community Action system (FOCAS)
Community Action Goal 5 (Agency) -- *Agencies Increase Their Capacity to Achieve Results*

Agency Name: Miami-Dade Community Action Agency

Table 4 -- Agency Organizes and Operates its Programs, Services, and Activities Toward Accomplishing Family and Community outcomes. Agency has the Capacity to Measure and Track Client/Customer Progress Towards Self-Sufficiency.

	FOCAS Outcomes Catalog	2	3	4
	Community Action Goal 5: Agencies Increase Their Capacity to Achieve Results Agency has the Capacity to Measure Client Progress toward Self-Sufficiency. National Performance Indicators: This is a Florida indicator and does not tie directly to a NPI. *(All agencies must complete all Tables under Goal 5.* Complete Columns 2 and 3 for Workplan.)	Agency's Staus as of 9/30/2009	**Workplan** Agency's Planned Status at the End of this Contract	**Agency's Current Status**
	CAAs are organized in different ways depending on their configuration of programs and services. Please identify with an "X" the ONE statement in A) and B) below that BEST describes how your agency is organized.			
A.	**CLIENT INTAKE PROCESS**			
	1. A common in-take process and common ID# is used for **all** clients of the CAA.			
	2. A common in-take process and common ID# is used for **some** clients of the CAA.			
	3. A separate in-take process and/or separate ID# is used for **each** program administered by the CAA.			
B.	**CLIENT/CUSTOMER MEASURE OF PROGRESS**			
	1. Agency utilizes a database for **all** clients of the agency for use in in-take, assessment, and provision of services.			
	2. Agency utilizes a database for **some** clients of the agency for use in in-take, assessment, and provision of services.			
	3. Agency utilizes a databalse for **all** clients of the agency for use in in-take, assessment, provision of services and measurement of outcomes.			
	4. Agency utilizes a databalse for **some** clients of the agency for use in in-take, assessment, provision of services and measurement of outcomes.			
C.	**COMPUTER PROGRAM(S) USED TO MANAGE AND TRACK CLIENT INFORMATION/PROGRESS**			
	1.			
	2.			
	3.			

Narrative Comments:

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N/A

ATTACHMENT L - CSBG-ARRA Workplan and Quarterly Report Form
FY 2009-2010 Florida Outcomes for Community Action system (FOCAS)
Community Action Goal 5 (Agency) -- *Agencies Increase Their Capacity to Achieve Results*

Agency Name: Miami-Dade Community Action Agency

Table 5 -- Agency Organizes and Operates its Programs, Services, and Activities Toward Accomplishing Family and Community Outcomes				
	FOCAS Outcomes Catalog	2	3	4
	Community Action Goal 5: Agencies Increase Their Capacity to Achieve Results National Performance Indicators: This is a Florida Indicator and does not tie directly to a NPI. A. Agency has the Capacity to Report Client Progress Toward Self-Sufficiency. B. Agency has Provided Results-Oriented Management and Accountability Training. C. Agency Programs Achieved Accreditation Demonstrating Program Meets or Exceeds Nationally Recognized Standards. D. Agency is Implementing ROMA tools and management practices. *(All agencies must complete all Tables under Goal 5. Complete Columns 2 and 3 for Workplan.)*	Agency's Staus as of 9/30/2009	**Workplan** Agency's Planned Status at the End of this Contract	**Agency's Current Status**
A.	**Agency has the Capacity to Report Client/Customer Progress Toward Self-Sufficiency. (Answer Yes or No for each.)**			
	1. Agency can report outcomes that measure progress towards self-sufficiency without use of an outcome scale. (Explain method used in the Narrative Comments section below.)			
	2. Agency utilizes outcome scales to measure client movement toward self-sufficiency. (If yes, attach a copy of the scale with the Workplan submission.)			
	3. Agency has capacity to derive unit cost statistics for efficiency: cost per service delivered or cost of service per client.			
	4. Agency has capacity to derive unit cost statistics for effectiveness: cost per outcome delivered.			
B.	**Agency has Provided Results-Oriented Management and Accountability Training within the past 2 years by a certified ROMA trainer. (Answer Yes or No for each.)**			
	1. At least half of the Agency board has received ROMA training.			
	2. Agency management staff has received ROMA training			
	3. Agency supervisory staff has received ROMA training.			
	4. Agency line staff has received ROMA training.			
C.	**Agency Programs Achieved Accreditation Demonstrating that Program Meets or Exceeds Nationally Recognized Standards. (Answer Yes or No for each.)**			
	1. Early childhood care and education sites receive NAEYC or other recognized form of accreditation.			
	2. Programs achieve other form of recognized accreditation. (Please describe in the Narrative Comments below.)			
D.	**Agency is Implementing ROMA tools and management practices. (Answer Yes or No for each.)**			
	1. Agency has adopted and implemented logic models for key programs and activities.			
	2. Agency programs and activities are evaluated using ROMA principals.			
	3. FOCAS and Information System Survey Reports are provided to, reviewed and discussed with CSBG board members at least quarterly.			

Narrative Comments:

N/A

ATTACHMENT L - CSBG-ARRA Workplan and Quarterly Report Form
FY 2009-2010 Florida Outcomes for Community Action system (FOCAS)
Community Action Goal 6 (Family) -- *Low-Income People, Especially vulnerable populations, Achieve Their Potential by Strengthening of Family and Other Supportive Environments*

Agency Name: Miami-Dade Community Action Agency

FOCAS Outcomes Catalog	2	3	4
Community Action Goal 6: Low-Income People, Especially Volunerable Populations, Achieve Their Their Potential by Strengthening Family and Other Supportive Systems	**WORKPLAN**	Number of People	
National Performance Indicators: 6.1 Independent Living 6.2 Emergency Assistance 6.3 Child and Family Development 6.4 Family Supports ******NEW INDICATOR****** 6.5 Service Counts ******NEW INDICATOR****** ***All agencies must report on at least one NPI in Goal 6.*** Results reported in columns 3 and 4 are life to date from the beginning of this contract.	Total Number of Vulnerable Individuals Expected to remain Living Independently	Number of Individuals Received Services	**Number of Vulnerable Individuals Living Independently**
NPI 6.1: INDEPENDENT LIVING -- The number of vulnerable individuals receiving services from Community Action who maintain an independent living situation as a result of those services.			
A. Senior Citizens (Seniors can be reported twice, once under "Senior Citizens" and again if they are disabled under "Individuals with Disabilities", ages 55-Over)			
B. Individuals with Disabilities			
1. Ages: 0 - 17			
2. Ages: 18 - 54			
3. Ages: 55 - Over			

In the rows below, please include any additional indicators that were not captured above.

Narrative Comments:

N/A

ATTACHMENT L - CSBG-ARRA Workplan and Quarterly Report Form
FY 2009-2010 Florida Outcomes for Community Action system (FOCAS)
Community Action Goal 6 (Family) -- *Low-Income People, Especially vulnerable populations, Achieve Their Potential by Strengthening of Family and Other Supportive Environments*

Agency Name: Miami-Dade Community Action Agency

FOCAS Outcomes Catalog	2	3	4
Community Action Goal 6: Low-Income People, Especially Volunerable Populations, Achieve Their Potential by Strengthening Family and Other Supportive Systems	**WORKPLAN**	Number of People	
National Performance Indicators: 6.1 Independent Living 6.2 Emergency Assistance 6.3 Child and Family Development 6.4 Family Supports ******NEW INDICATOR****** 6.5 Service Counts ******NEW INDICATOR****** Results reported in columns 3 and 4 are life to date from the beginning of this contract. ***All agencies must report on at least one NPI in Goal 6.***	Number of Individuals* Expected to Receive Assistance (#)	Number of Individuals* Seeking Assistance (#)	Number of Individuals* **Receiving** Assistance (#)
NPI 6.2: EMERGENCY ASSISTANCE -- The number of low-income individuals served by Community Action who sought emergency assistance and the number of those individuals for whom assistance was provided, including services such as:			
A. Emergency Food			
B. Emergency fuel or utility payments funded by LIHEAP or other public and private funding sources			
C. Emergency Rent or Mortgage Assistance			
D. Emergency Car or Home Repair (i.e. structural, appliance, heating system, etc.)			
E. Emergency Temporary Shelter			
F. Emergency Medical Care			
G. Emergency Protection from Violence			
H. Emergency Legal Assistance			
I. Emergency Transportation			
J. Emergency Disaster Relief			
K. Emergency Clothing			
L. Provide translation assistance in order to receive emergency services			
In the rows below, please include any additional indicators that were not captured above.			
***NOTE:** Individuals, not families, households or services are counted here.			

Narrative Comments:

56

N/A

ATTACHMENT L - CSBG-ARRA Workplan and Quarterly Report Form

FY 2009-2010 Florida Outcomes for Community Action system (FOCAS)

Community Action Goal 6 (Family) -- *Low-Income People, Especially vulnerable populations, Achieve Their Potential by Strengthening of Family and Other Supportive Environments*

Agency Name: Miami-Dade Community Action Agency

	FOCAS Outcomes Catalog	A	B	C	D
	Community Action Goal 6: Low-Income People, Especially Vulnerable Populations, Achieve Their Potential by Strengthening Family and Other Supportive Systems National Performance Indicators 6.1 Independent Living 6.2 Emergency Assistance 6.3 Child and Family Development 6.4 Family Supports ******NEW INDICATOR****** 6.5 Service Counts ******NEW INDICATOR****** Results reported in columns B and C are life to date from the beginning of this contract.	**WORKPLAN** Number of Participants **Expected to** Achieve Outcome (Target)	Number of Participants Enrolled in Program(s)	Actual Number of Participants **Achieving** Outcome (Actual)	Percentage Achieveing Outcome (C / A = D)
	NPI 6.3: CHILD AND FAMILY DEVELOPMENT -- The number of all infants, children, youth, parents, and other adults participating in developmental or enrichment programs that achieve program goals, as measured by one or more of the following.				
A.	**Infant and Child**				
	1. Infants and children obtain age appropriate immunizations, medical and dental care.				
	2. Infant and child health and physical development are improved as a result of adequate nutrition.				
	3. Children participate in pre-school activities to develop school readiness skills.				
	4. Children who participate in pre-school activities are developmentally ready to enter Kindergarten or 1st Grade.				
B.	**Youth**				
	1. Youth improve health and physical development.				
	2. Youth improve social/emotional development.				
	3. Youth avoid risk-taking behavior for a defined period of time.				
	4. Youth have reduced involvement with criminal justice system.				
	5. Youth increase academic, athletic or social skills for school success				
C.	**Adult**				
	1. Parents and other adults learn and exhibit improved parenting skills.				
	2. Parents and other adults learn and exhibit improved family functioning skills.				
	In the rows below, please include any additional indicators that were not captured above.				
	Family Maintenance: (specify outcome)				

Narrative Comments:

45

N/A

ATTACHMENT L - CSBG-ARRA Workplan and Quarterly Report Form
FY 2009-2010 Florida Outcomes for Community Action system (FOCAS)
Community Action Goal 6 (Family) -- *Low-Income People, Especially vulnerable populations, Achieve Their Potential by Strengthening of Family and Other Supportive Environments*

Agency Name: Miami-Dade Community Action Agency

FOCAS Outcomes Catalog	A	B	C
Community Action Goal 6: Low-income People, Especially Vulnerable Populations, Achieve Their Potential by Strengthening Family and Other Supportive Systems National Performance Indicators 6.1 Independent Living 6.2 Emergency Assistance 6.3 Child and Family Development 6.4 Family Supports (Seniors, Disabled and Caregivers) ********NEW INDICATOR******** 6.5 Service Counts ********NEW INDICATOR******** Results reported in columns B and C are life to date from the beginning of this contract.	**WORKPLAN** Number of Participants Expected to Achieve Outcome (Target)	Number of Participants Enrolled in Program(s)	Number of Participants **Achieving** Outcome (Actual)
NPI 6.4: FAMILY SUPPORTS -- Low-income people who are *unable to work*, especially seniors, adults with disabilities, and caregivers, for whom barriers to family stability are reduced or eliminated as measured by one or more of the following:			
A. Enrolled children in before or after school programs			
B. Obtained care for child or other dependent			
C. Obtained access to reliable transportation and/or driver's license			
D. Obtained health care serices for themselves or family member			
E. Obtained safe and affordable housing			
F. Obtained food assistance			
G. Obtained non-emergency LIHEAP energy assistance			
H. Obtained non-emergency WX energy assistance			
I. Obtained other non-emergency energy assistance (State/local/private energy programs. DO NOT include LIHEAP or WX)			
In the rows below, please include any additional indicators that were not captured above.			

Narrative Comments:

58

N/A

ATTACHMENT L - CSBG-ARRA Workplan and Quarterly Report Form
FY 2009-2010 Florida Outcomes for Community Action system (FOCAS)
Community Action Goal 6 (Family) -- *Low-Income People, Especially vulnerable populations, Achieve Their Potential by Strengthening of Family and Other Supportive Environments*

Agency Name: Miami-Dade Community Action Agency

FOCAS Outcomes Catalog	A	B
Community Action Goal 6: Low-Income People, Especially Vulnerable Populations, Achieve Their Potential by Strengthening Family and Other Supportive Systems National Performance Indicators 6.1 Independent Living 6.2 Emergency Assistance 6.3 Child and Family Development 6.4 Family Supports (Seniors, Disabled and Caregivers) ******NEW INDICATOR****** 6.5 Service Counts ******NEW INDICATOR****** Results reported in columns B and C are life to date from the beginning of this contract.	**WORKPLAN** Number of Participants Expected to Achieve Outcome (Target)	Number of Participants **Achieving** Outcome (Actual)
NPI 6.5: SERVICE COUNTS -- The number of services provided to low-income individuals and/or familis, as measured by one or more of the following:		
A Food Boxes		
B Pounds of Food		
C Units of Clothing		
D Rides Provided		
E Information and Referral Calls		
In the rows below, please include any additional indicators that were not captured above.		

Narrative Comments:

59

CSBG ARRA

STATE OF FLORIDA

DEPARTMENT OF COMMUNITY AFFAIRS

"Dedicated to making Florida a better place to call home"

CHARLIE CRIST
Governor

THOMAS G. PELHAM
Secretary

MEMORANDUM

TO: Community Services Block Grant Eligible Entities

FROM: Paula Lemmo, Community Program Manager HM for PL

DATE: September 2, 2009

RE: FY 2009-2010 Community Services Block Grant American Recovery and Reinvestment Act (ARRA) Award Agreement

---

Enclosed is your executed FY 2009-2010 Community Services Block Grant (CSBG) American Recovery and Reinvestment Act (ARRA) award agreement. Please note the following:

- The agreement amount is given in Section (17), Funding Considerations, of the contract. To facilitate the expenditure of these funds, the total amount of the contract is being released at this time.

- The ARRA funds come with an unprecedented degree of oversight for accountability and transparency. This will require increased diligent on the part of the Community Action Agencies and DCA in avoiding fraud, waste and misuse of funds. Recently, U. S. Department of Health and Human Services (HHS) issues additional requirements concerning risk management planning. Additional information will be provided to you concerning these requirements. In the meantime, please review your current risk management procedures.

- All CAA Boards and agencies are expected to be fully engaged in Florida's ARRA efforts at the local level and to work closely with staff at the State level. This will include a significant commitment to participate in planning, training and program enhancement activities.

- Under section 678(b)(8) of the CSBG Act, States may not terminate funding or reduce the proportion of funds received by an eligible entity pursuant to Section 675C(a)(1) of the CSBG Act below the proportion of funding the entity received in the previous fiscal year "... unless, after providing notice and an opportunity for a hearing on the record, the

2555 SHUMARD OAK BOULEVARD ♦ TALLAHASSEE, FL 32399-2100
850-488-8466 (p) ♦ 850-921-0781 (f) ♦ Website: www.dca.state.fl.us
♦ COMMUNITY PLANNING 850-488-2356 (p) 850-488-3309 (f) ♦ FLORIDA COMMUNITIES TRUST 850-922-2207 (p) 850-921-1747 (f) ♦
♦ HOUSING AND COMMUNITY DEVELOPMENT 850-488-7956 (p) 850-922-5623 (f) ♦

State determines that cause exists for such termination or such reduction," subject to Federal review as provided in Section 678C(b) of the CSBG Act. Should your agency be unable to expend the CSBG-ARRA funds allocated to you by the end of this contract period, the funds must be returned to the Department of Community Affairs. These funds will be surrendered to the U. S. Department of Health and Human Services at the end of the award period.

- Due to the increased oversight of these funds, agencies must adhere not only to their general summary budget, but also to the budget detail as proposed. Should an agency wish to deviate from the proposed budget, they must contract their DCA Financial Specialist to determine if an informal or formal modification will be required. Non-compliance with this requirement may result in disallowed cost in the future.

- Programs, projects and expenditures should focus on the primary goal of the ARRA funds – to create and preserve jobs, and assist low-income families and individuals become financially stable.

- Opportunities for training and technical assistance will be provided through out the year both directly by DCA and in coordination with Florida Association for Community Action, Inc. (FACA). Agencies are expected to participate in this training.

- Quarterly reports on the ARRA funds are due to HHS no later than the 10th day after the end of each quarter. It is imperative that DCA receive your quarterly reports no later than the than six (6) calendar days after the end of each quarter of the program. Establish processes within your agency to comply with this time frame. Specific reporting forms and data required will be provided to you by email. The first report will be due in October.

If you have any questions or you cannot meet these deadlines, please contact your financial specialist at (850) 488-7541.

Enclosure

STATE OF FLORIDA

DEPARTMENT OF COMMUNITY AFFAIRS

FEDERALLY-FUNDED SUBGRANT AGREEMENT

COMMUNITY SERVICES BLOCK GRANT ARRA PROGRAM

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

THIS AGREEMENT IS ENTERED INTO BASED ON THE FOLLOWING REPRESENTATIONS:

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

B. The Department has received these grant funds from the State of Florida, and has the authority to subgrant these funds to the Recipient upon the terms and conditions below; and

C. The Department has statutory authority to disburse the funds under this Agreement.

THEREFORE, the Department and the Recipient agree to the following:

(1) SCOPE OF WORK

The Recipient shall perform the work in accordance with the Budget and Scope of Work, Attachment A of this Agreement.

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

The Recipient and the Department shall be governed by applicable State and Federal laws, rules and regulations, including those identified in Attachment B.

(3) PERIOD OF AGREEMENT

This Agreement shall begin upon execution by both parties or July 1, 2009, whichever is earlier and shall end September 30, 2010, unless terminated earlier in accordance with the provisions of Paragraph (12) of this Agreement.

(4) MODIFICATION OF CONTRACT

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

(5) RECORDKEEPING

(a) As applicable, Recipient's performance under this Agreement shall be subject to the federal "Common Rule: Uniform Administrative Requirements for State and Local Governments" (53 Federal Register 8034) or OMB Circular No. A-110, "Grants and Agreements with Institutions of Higher 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 to show its compliance with the terms of this Agreement, and the compliance of all subcontractors or consultants paid from funds under this Agreement, for a period of five years from the date the audit report is issued, and shall allow the Department or its designee, the State Chief Financial Officer or the State Auditor General access to the records upon request. The Recipient shall ensure that audit working papers are available to them upon request for a period of five years from the date the audit report is issued, unless extended in writing by the Department. The five year period may be extended for the following exceptions:

1. If any litigation, claim or audit is started before the five year period expires, and extends beyond the five year period, the records shall be retained 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 it is acquired shall be retained for five years after final disposition.

3. Records relating to real property acquired shall be retained for five years after the closing on the transfer of title.

(c) The Recipient shall maintain all records for the Recipient and for all subcontractors or consultants to be paid from funds provided under this Agreement, including documentation of all program costs, in a form sufficient to determine compliance with the requirements and objectives of the Budget and Scope of Work - Attachment A - 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 ordinarily mean during normal business hours of 8:00 a.m. to 5:00 p.m., local time, on Monday through Friday. "Agents" shall include, but not be limited to, auditors retained by the Department.

(6) AUDIT REQUIREMENTS

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

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

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

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

determination of amounts of Federal awards expended should be in accordance with the guidelines established by OMB Circular A-133, as revised. An audit of the Recipient conducted by the Auditor General in accordance with the provisions of OMB Circular A-133, as revised, will meet the requirements of this paragraph.

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

If the Recipient expends less than $500,000 in Federal awards in its fiscal year, an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, is not required. In the event that the Recipient expends less than $500,000 in Federal awards in its fiscal year and chooses 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 funds.

(e) Send copies of reporting packages for audits conducted in accordance with OMB Circular A-133, as revised, and required by subparagraph (d) above, when required by Section .320 (d), OMB Circular A-133, as revised, by or on behalf of the Recipient to:

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
[also send an electronic copy to aurilla.parrish@dca.state.fl.us]

and

Department of Community Affairs
Community Assistance Section
Tallahassee, Florida 32399-2100

Send the Single Audit reporting package and Form SF-SAC to the Federal Audit Clearinghouse by submission online at
http://harvester.census.gov/fac/collect/ddeindex.html

And to any 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 send 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 the following addresses:

Department of Community Affairs
Office of Audit Services
2555 Shumard Oak Boulevard
Tallahassee, Florida 32399-2100
[also send an electronic copy to aurilla.parrish@dca.state.fl.us]
and
Department of Community Affairs
Community Assistance Section
Shumard Oak Boulevard
Tallahassee, Florida 32399-2100

(g) By the date due, send any reports, management letter, or other information required to be submitted to the Department pursuant to this Agreement 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 should state the date that the reporting package was delivered to the Recipient 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.

(i) If the audit shows that all or any portion of the funds disbursed 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 days after the Department has notified the Recipient of such non-compliance.

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

(7) REPORTS

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

(b) Quarterly reports are due to the Department no later than six (6) calendar days after the end of each quarter of the program year and shall be sent each quarter until submission of the administrative close-out report. The ending dates for each quarter of the program year are March 31, June 30, September 30 and December 31.

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

(d) If all required reports and copies 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 other action as stated in Paragraph (11) REMEDIES. "Acceptable to the Department" means that the work product was completed in accordance with the Budget and Scope of Work.

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

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

(8) MONITORING

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

In addition to reviews of audits conducted in accordance with paragraph (6) above, monitoring procedures may include, but not be limited to, on-site visits by Department staff, limited scope audits, and/or other procedures. 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 Florida Chief Financial Officer or Auditor General. In addition, the Department will monitor the performance and financial management by the Recipient throughout the contract term to ensure timely completion of all tasks.

(9) LIABILITY

(a) Unless Recipient is a State agency or subdivision, as defined in Section 768.28, Fla. Stat., the Recipient is solely responsible to parties it deals with in carrying out the terms of this Agreement, and shall hold the Department harmless against all claims of whatever nature by third parties arising from the work performance 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 which is a state agency or subdivision, as defined in Section 768.28, Fla. Stat., agrees to be fully responsible for its negligent or tortious acts or omissions which result in claims or suits against the Department, and agrees to be liable for any damages proximately caused by the acts or omissions to the extent set forth in Section 768.28, Fla. Stat. Nothing herein is intended to serve as a waiver of sovereign immunity by any Recipient to which sovereign immunity applies. Nothing herein shall be construed as consent by a state agency or subdivision of the State of Florida to be sued by third parties in any matter arising out of any contract.

(10) DEFAULT

If any of the following events occur ("Events of Default"), all obligations on the part of the Department to make further payment of funds shall, if the Department elects, terminate and the Department has the option to exercise any of its remedies set forth in Paragraph (11). However, the Department may make payments or partial payments after any Events of Default without waiving the right to exercise such remedies, and without becoming liable to make any further payment:

(a) If any warranty or representation made by the Recipient in this Agreement or any previous agreement with the Department is or becomes false or misleading in any respect, or if the Recipient fails to keep or perform any of the obligations, terms or covenants in this Agreement or any previous agreement with the

Department and has not cured them in timely fashion, or is unable or unwilling to meet its obligations under this Agreement;

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

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

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

(11) REMEDIES

If an Event of Default occurs, then the Department may, upon thirty calendar days written notice to the Recipient and upon the Recipient's failure to cure within those thirty days, exercise any one or more of the following remedies, either concurrently or consecutively:

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

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

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

(d) Require that the Recipient refund to the Department any monies used for ineligible purposes under the laws, rules and regulations governing the use of these funds.

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

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

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

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

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

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

(g) Pursuing any of the above remedies will not keep the Department from pursuing any other remedies in this Agreement or provided at law or in equity. If the Department waives any right or remedy in this Agreement or fails to insist on strict performance by the Recipient, it will not affect, extend or waive any other right or remedy of the Department, or affect the later exercise of the same right or remedy by the Department for any other default by the Recipient.

(12) TERMINATION

(a) The Department may terminate this Agreement for cause with thirty days written notice. Cause can include misuse of funds, fraud, lack of compliance with applicable rules, laws and regulations, failure to perform in a timely manner, and refusal by the Recipient to permit public access to any document, paper, letter, or other material subject to disclosure under Chapter 119, Fla. Stat., as amended.

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

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

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

(13) NOTICE AND CONTACT

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

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

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

(c) The name and address of the Representative of the Recipient to whom notices should be sent and who is responsible for the administration of this Agreement is identified in Attachment K, 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 provided as stated in (13)(a) above.

(14) SUBCONTRACTS

If the Recipient subcontracts any of the work required under this Agreement, a copy of the unsigned subcontract must be forwarded to the Department for review and approval before it is executed by the Recipient. The Recipient agrees to include in the subcontract that (i) the subcontractor is bound by the terms of this Agreement, (ii) the subcontractor is bound by all applicable state and federal laws and regulations, and (iii) the subcontractor shall hold the Department and Recipient harmless against all claims of whatever nature arising out of the subcontractor's performance of work under this Agreement, to the extent allowed and required by law. The Recipient shall document in the quarterly report the subcontractor's progress in performing its work under this Agreement.

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

(15) TERMS AND CONDITIONS

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

(16) ATTACHMENTS

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

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

(c) This Agreement has the following attachments (check all that are applicable):

Exhibit 1 - Funding Sources

Attachment A – Budget and Scope of Work

Attachment B – Program Statutes and Regulations

Attachment C – Recordkeeping

Attachment D – Reports

Attachment E – Justification of Advance

Attachment F – Warranties and Representations

Attachment G – Certification Regarding Debarment

Attachment H – Statement of Assurances

Attachment I – Property Management and Procurement

Attachment J – Special Conditions

Attachment K - Recipient Information

Attachment L – Workplan and Quarterly Report Form

(17) FUNDING/CONSIDERATION

(a) This is a cost-reimbursement Agreement. The Recipient shall be reimbursed for costs incurred in the satisfactory performance of work hereunder in an amount not to exceed $5,054,658, subject to the availability of funds. The Recipient is authorized to incur costs in an amount not to exceed $2,527,329 until further notification is received from the Department. Changes to the costs the Recipient may incur will be accomplished by notice from the Department to the Recipient, sent by certified mail, return receipt requested, to the Recipient's contact person identified in Attachment K, Recipient Information. The terms of the Agreement shall be considered to have been modified to allow the Recipient to incur additional costs upon the Recipient's receipt of the written notice from the Department.

(b) Any advance payment under this Agreement is subject to Section 216.181(16), Fla.Stat., and is contingent upon the Recipient's acceptance of the rights of the Department under Paragraph (12)(b) of this Agreement. The amount which may be advanced may not exceed the expected cash needs of the Recipient within the first three (3) months of the contract term. 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 below, the budget data on which the request is based and a justification statement shall be included in this Agreement as Attachment E. Attachment E will specify the amount of advance payment requested 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 and Scope of Work, Attachment A of this Agreement.

If the necessary funds are not available to fund this Agreement as a result of action by the United States Congress, the federal Office of Management and Budgeting, the State Chief Financial Officer, or under subparagraph (19)(h) of this Agreement, all obligations on the part of the Department to make any further payment of funds shall terminate, and the Recipient shall submit its closeout report within thirty (30) days of receiving notice from the Department.

(18) REPAYMENTS

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

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

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

(19) MANDATED CONDITIONS

(a) The validity of this Agreement is subject to the truth and accuracy of all the information, representations, and materials submitted or provided by the Recipient in this Agreement, in any later submission or response to a Department request, or in any submission or response to fulfill the requirements of this Agreement. All of said information, representations, and materials are incorporated by reference. The inaccuracy of the submissions or any material changes shall, at the option of the Department and with thirty 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 be in the Circuit Court of Leon County. If any provision of this Agreement is in conflict with any applicable statute or rule, or is unenforceable, then the provision shall be null and void to the extent of the conflict, and shall be severable, but shall not invalidate any other provision of this Agreement.

(c) Any power of approval or disapproval granted to the Department under the terms of this Agreement shall survive the term of this Agreement.

(d) This 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.) and the Florida Civil Rights and Fair Housing Acts (sections 760.01 – 760.37, Florida Statutes), which prohibit discrimination by public and private entities on the basis of disability in employment, public accommodations, transportation, state and local government services, and telecommunications.

(f) A person or organization 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 $25,000.00 for a period of 36 months from the date of being placed on the convicted vendor list or on the discriminatory vendor list.

(g) Any Recipient which is not a local government or state agency, and which receives funds under this Agreement from the federal government, 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 5-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 19(g)2. of this certification; and

4. have not within a 5-year period preceding this Agreement had one or more public transactions (federal, state or local) terminated for cause or default.

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

In addition, the Recipient shall send to the Department (by email or by facsimile transmission) the completed "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion" (Attachment G) for each intended subcontractor which Recipient plans to fund under this Agreement. Such form must be received by the Department before the Recipient enters into a contract with any subcontractor.

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

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

(j) Any bills for travel expenses shall be submitted in accordance with Section 112.061, Fla. Stat.

(k) The Department of Community Affairs reserves the right to unilaterally cancel this Agreement if the Recipient refuses to allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, Fla. Stat., which the Recipient created or received under this Agreement.

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

(m) The State of Florida will not intentionally award publicly-funded contracts to any contractor who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in 8 U.S.C. Section 1324a(e) [Section 274A(e) of the Immigration and Nationality Act ("INA")]. The Department shall consider the employment by any contractor of unauthorized aliens a violation of Section 274A(e) of the INA. Such violation by the Recipient of the employment provisions contained in Section 274A(e) of the INA shall be grounds for unilateral cancellation of this Agreement by the Department.

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

(o) All unmanufactured and manufactured articles, materials, and supplies which are acquired for public use under this Agreement must have been produced in the United States as required under 41 U.S.C. 10a, unless it would not be in the public interest or unreasonable in cost.

(20) LOBBYING PROHIBITION

(a) No funds or other resources received from the Department under 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 Recipient, 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 Recipient shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying."

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

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

(21) 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 has 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 is developed in the course of or as a result of work or services performed under this Agreement, or in any way connected with it, the Recipient shall refer the discovery or invention to the Department for a determination whether the State of Florida will seek patent protection in its name. Any patent rights accruing under or in connection with the performance of this Agreement are reserved to the State of Florida. If any books, manuals, films, or other copyrightable material are produced, the Recipient shall notify the Department. Any copyrights accruing under or in connection with the performance under this Agreement are transferred by the Recipient to the State of Florida.

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

(22) LEGAL AUTHORIZATION

The Recipient certifies that it has the legal authority to receive the funds under this Agreement and that its governing body has authorized the execution and acceptance of this Agreement. The Recipient also certifies that the undersigned person has the authority to legally execute and bind Recipient to the terms of this Agreement.

(23) ASSURANCES

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

STATE OF FLORIDA

DEPARTMENT OF COMMUNITY AFFAIRS

FEDERALLY FUNDED SUBGRANT AGREEMENT

COMMUNITY SERVICES BLOCK GRANT ARRA PROGRAM

SIGNATURE PAGE

Contract Number: 10SB-8B-11-23-01-117

IN WITNESS WHEREOF, the parties have executed this Agreement by their duly authorized officers on the day, month and year set forth below.

RECIPIENT

Miami Dade County
(Type Recipient's Legal Name)

By: _____ Date: 7/29/09
(Authorized Signature)

George M. Burgess
(Print Name)

Title: County Manager

59-6000537
Federal Tax ID#

004148292
Dun and Bradstreet Date Universal Numbering System (DUNS) Number

DEPARTMENT OF COMMUNITY AFFAIRS

By: _____ Date: 8/28/09
(Authorized Signature)

Janice Browning, Director
Division of Housing and Community Director

EXHIBIT – 1

THE FOLLOWING FEDERAL RESOURCES ARE AWARDED TO THE RECIPIENT UNDER THIS AGREEMENT:

Separately list the following information for each federal program from which the resources awarded to the Recipient originate:

Federal Program:	Community Services Block Grant-American Recovery and Reinvestment Act (ARRA) of 2009
Federal agency:	United States Department of Health and Human Services
Catalog of Federal Domestic Assistance title:	Community Services Block Grant Program- ARRA
Catalog of Federal Domestic Assistance #:	93.710
Award amount:	$5,054,658

THE FOLLOWING COMPLIANCE REQUIREMENTS APPLY TO THE FEDERAL RESOURCES AWARDED UNDER THIS AGREEMENT:

Program: CSBG-ARRA 2009

Compliance Requirements

1. Eligible activities, services or commodities:
   The Recipient will use the CSBG-ARRA funds for the reduction of poverty, the revitalization of low-income communities, and the empowerment of low-income families and individuals in rural and urban areas to become fully self-sufficient. Recipients are strongly encouraged to support employment-related services and activities that create and sustain economic growth. These funds will be expended in accordance with the Program Statutes and Regulations, Attachment B, Budget and Scope of Work, Attachment A and Workplan and Quarterly Report Form, Attachment L of this Agreement and applicable OMB Circulars.

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

NOTE: For federal programs included in Exhibit 1, Section .400(d) of OMB Circular A-133, as revised requires, and for state projects included in Exhibit 1, Section 215.97(5)(a), Florida Statute, requires the information in Exhibit 1 to be provided to the Recipient.

Memorandum

MIAMI-DADE COUNTY

Date: APR 2 1 2009

To: Assistant County Managers
Special Assistants

From: George M. Burgess
County Manager

Subject: 2009 Signature Authority

Effective immediately, you are authorized to sign the following items for your respective departments on my behalf:

- Permits
- Take home vehicles
- Senior Management Performance Appraisal Forms
- Leave slips (your departments and your immediate staff)
- All domestic travel requests
- Telecommunications Device and Service Requests

Please use your judgment when reviewing items for signature. If an item is controversial, sensitive or otherwise significant, please forward it to my attention or discuss it with me personally.

Continue to process all correspondence for my signature, and for the Mayor's signature, through Jennifer Glazer-Moon.

Thank you for your cooperation.

c: Honorable Carlos Alvarez, Mayor
Denis Morales, Chief of Staff, Office of the Mayor

Cynthia Curry
Senior Advisor

Alex Munoz
Assistant County Manager

Alma Tejeda Hudak
Assistant County Manager

Susanne M. Torriente
Assistant County Manager

Ysela Llort
Assistant County Manager

Irene Taylor-Wooten
Special Assistant, Social Services

Jennifer Glazer-Moon
Special Assistant/Director
Office of Strategic Business Management

Howard Piper
Special Assistant, Management &
Performance Assessment

Miami-Dade Legislative Item
File Number: 061952

Printable PDF Format

File Number: 061952 **File Type:** Resolution **Status:** Adopted
Version: 0 **Reference:** R-959-06 **Control:** County Commission
File Name: STATE COMMUNITY SER. BLOCK GRANT FUNDS FOR CAA **Introduced:** 6/27/2006
Requester: Community Action Agency **Cost:** **Final Action:** 9/12/2006
Agenda Date: 9/12/2006 **Agenda Item Number:** 8B1A

Notes: PROCESS BY EG **Title:** RESOLUTION AUTHORIZING THE COUNTY MANAGER TO RECEIVE AND EXPEND STATE OF FLORIDA, COMMUNITY SERVICE BLOCK GRANT FUNDS FOR THE CONTINUED ADMINISTRATION OF THE MIAMI-DADE COMMUNITY ACTION AGENCY; AUTHORIZING THE COUNTY MANAGER TO EXECUTE AND AMEND SUCH CONTRACTS AND AGREEMENTS AS REQUIRED; AND TO APPLY FOR, RECEIVE AND EXPEND ADDITIONAL FUTURE FUNDS SHOULD THEY BECOME AVAILABLE UNDER THIS PROGRAM FOR THIS PURPOSE

Indexes: FUNDS **Sponsors:** NONE

Sunset Provision: No **Effective Date:** **Expiration Date:**
Registered Lobbyist: None Listed

Legislative History

Acting Body	Date	Agenda Item	Action	Sent To	Due Date	Returned	Pass/Fail
Board of County Commissioners	9/12/2006	8B1A	Adopted				P
Community Outreach, Safety & Healthcare Admin Cmte	7/12/2006	3A	Forwarded to BCC with a favorable recommendation				P

REPORT: Assistant County Attorney Ferrer read the foregoing proposed resolution into the record.

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Hearing no discussion or comments, the Committee proceeded to vote.

County Attorney	6/28/2006	Assigned	Glenn A. Saks	6/30/2006
REPORT:	"NED"			
County Manager	6/27/2006	Assigned	Mae D. Bryant	6/27/2006
County Manager	6/27/2006	Assigned	County Attorney	9/12/2006
REPORT:	CAA(COSHAC-7/12/2006-COMPARABLE ANALYSIS-R-27-06)			
County Manager	6/27/2006	Referred	Community Outreach, Safety & Healthcare Admin Cmte	7/12/2006

Legislative Text

TITLE
RESOLUTION AUTHORIZING THE COUNTY MANAGER TO RECEIVE AND EXPEND STATE OF FLORIDA, COMMUNITY SERVICE BLOCK GRANT FUNDS FOR THE CONTINUED ADMINISTRATION OF THE MIAMI-DADE COMMUNITY ACTION AGENCY; AUTHORIZING THE COUNTY MANAGER TO EXECUTE AND AMEND SUCH CONTRACTS AND AGREEMENTS AS REQUIRED; AND TO APPLY FOR, RECEIVE AND EXPEND ADDITIONAL FUTURE FUNDS SHOULD THEY BECOME AVAILABLE UNDER THIS PROGRAM FOR THIS PURPOSE

BODY
WHEREAS, this Board desires to accomplish the purpose outlined in the accompanying memorandum, a copy of which is incorporated herein by reference,

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA, that this Board authorizes the County Manager to receive and expend State of Florida, Department of Community Affairs, Community Services Block Grant funds in the approximate amount of $2,989,561 for the continuation of the Miami-Dade County Community Action Agency's Self Help Division; authorizes the County Manager or his designee to execute such contracts and agreements as are required, following their approval by the County Attorney's Office; to execute such other contracts as will serve to further the purposes described in the funding request, following their approval by the County Attorney's Office; to expend any and all monies received for he purposes described in the funding request; to apply for, receive, and expend additional future funds should they become available under this program for this purpose; to file and execute any necessary amendments to the agreement for and on behalf of Miami-Dade County, Florida; and to exercise amendments, modifications, renewal, cancellation and termination clauses of any contracts and agreements on behalf of Miami-Dade County, Florida.

HEADER

DATE:

TO: Honorable Chairman Joe A. Martinez
and Members, Board of County Commissioners

FROM: George M. Burgess
County Manager

SUBJECT: Authorization for the County Manager to Receive and Expend State Community Service Block Grant Funds for Miami-Dade County Community Action Agency

STAFF RECOMMENDATION
It is recommended that the Board approve the attached resolution, which authorizes the County Manager to receive and expend State of Florida, Department of Community Affairs, Community Services Block Grant (CSBG) funds in the approximate amount of $2,989,561 to continue providing services through the Miami-Dade County Community Action Agency's Self Help Division for the period October 1, 2006 through September 30, 2007; and to apply for, receive and expend additional future funds should they become available under this program for this purpose.

The grant requires a 27% match in the amount of $1,148,050. The match is comprised of a combination of cash and in-kind services. The cash portion of the match $1,091,000 in County General Funds is included in the Department's Resource Allocation Plan for the proposed 2006-07 Fiscal Year. The in-kind match totaling $57,050 is composed of allotted space acquired through space leases.

MANAGER'S BACKGROUND
Since 1965 the Miami-Dade Community Action Agency (CAA) has provided a myriad of services to low-income individuals and families. Through the department's Self Help Division, residents are provided a range of services designed to aid residents in reaching economic self-sufficiency through a variety of core services.

Residents receive assistance in securing and retaining meaningful employment; attaining an adequate education; making better use of available income; obtaining and maintaining adequate housing and a suitable living environment; as well as emergency assistance through loans or grants to meet immediate and urgent individual and family needs including the need for health related assistance. Services are provided to the residents of Miami-Dade County at various CAA centers throughout Miami-Dade. Residents are referred to the center nearest their home based on their zip code. There are sixteen (16) centers located in Miami-Dade County that provide these services which are identified in Attachment 1.

Funding for the upcoming 2006-2007 program year is estimated to serve 34,000 residents at the approximate cost of $121.69 per resident.

The Comparable Analysis for FY 2005-06 and FY 2006-07 is included as Attachment 2. Also attached

is a copy of the last Resolution (R-27-06) authorizing the County Manager to receive and expend these funds.

CAA SELF HELP PROGRAM

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2009 BCC Meeting Calendar | Miami-Dade County Code of Ordinances

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1) Complete the Detail worksheets first.
2) Enter the Recipient Name, Contract Number and the CSBG-ARRA Grant Funds information directly on this page.
3) All other fields should fill automaticly once you have completed the Detail worksheets.
4) Be careful not to over-write the formulas.
5) Blocks that are grayed out should be left empty.
6) Do not change the formating or location of any cells or add columns or rows on this chart.
7) See Budet Instructions for additional guidance.
8) Once completed, this page (without the instructions) should be printed and inserted into the CSBG-ARRA contract at Attachment A-1.

ARRA - CSBG ATTACHMENT A-1

BUDGET SUMMARY

Recipient:	**Miami Dade County**		
Contract #:	**10SB-8B-11-23-01-117**		
BUDGET LINE ITEM	**CSBG-ARRA FUNDS ONLY**		**ARRA BUDGETED AMOUNT**
1	**CSBG-ARRA Grant Funds**		5,054,658.00
2	Cash Match		
3	In-Kind Match		
4	**TOTAL MATCH (Line 2 + Line 3)**		
5	**TOTAL FUNDS (Line 1 + Line 4)**		
	ADMINISTRATIVE EXPENSES		
6	**RECIPIENT** (Salaries + Fringe, Rent, Utilities, Travel, Other)		**38,446.00**
7	**SUB-RECIPIENT** (Salaries + Fringe, Rent, Utilities, Travel, Other)		**0.00**
8	**TOTAL ADMINISTRATIVE (Line 6 + Line 7)**		**38,446.00**
9	**ADMINISTRATIVE EXPENSE PERCENT** (Line 8 divided by Line 1) Cannot exceed 15% of CSBG allocation on line 1.		**0.8%**
	PROGRAM EXPENSES		
	RECIPIENT DIRECT CLIENT ASSISTANCE EXPENSES		
	10a	**Subtotal - Recipient Direct Client Assistance Expenses tied to National Goals 1 and 2. (Add together all Goal 1 and 2 related expenses.)**	**4,988,819.00**
	10b	**Subtotal - Recipient Direct Client Assistance Expenses tied to National Goals 6.**	**0.00**
10	RECIPIENT DIRECT CLIENT ASSISTANCE EXPENSES (10a + 10b)		**4,988,819.00**
11	RECIPIENT OTHER EXPENSES (Salaries + Fringe, Rent, Utilities, Travel, Other)		**27,393.00**
12	SUBTOTAL RECIPIENT PROGRAM EXPENSES (Line 10 + 11)		**5,016,212.00**
	SUB-RECIPIENT DIRECT CLIENT ASSISTANCE EXPENSES		
	13a	**Subtotal - Sub-Recipient Direct Client Assistance Expenses tied to National Goals 1 and 2. (Add together all Goal 1 and 2 related expenses.)**	**0.00**
	13b	**Subtotal - Sub- Recipient Direct Client Assistance Expenses tied to National Goals 6.**	**0.00**
13	SUB-RECIPIENT DIRECT CLIENT ASSISTANCE EXPENSES (13a + 13b)		**0.00**
14	SUB-RECIPIENT OTHER EXPENSES (Salaries + Fringe, Rent, Utilities, Travel, Other)		**0.00**
15	SUBTOTAL SUB-RECIPIENT PROGRAM EXPENSES (Line 13 + Line 14)		**0.00**
16	TOTAL PROGRAM EXPENSES (Line 12 + Line 15)		**5,016,212.00**
17	SECONDARY ADMINISTRATIVE EXPENSES		**0.00**
18	*GRAND TOTAL EXPENSES (Line 8 + Line 16+ Line 17)*		**5,054,658.00**
19	**Total Recipient and Sub-recipient Direct Client Assistance Expenditures tied to National Goals 1 and 2. (Line10a + 13a)**		**4,988,819.00**
20	**Percent of Funds Budgeted for Goal 1 and 2 Activities:** Divide the Total Direct Client Assistance Expenses for Goal 1 and 2 by the CSBG-ARRA Grant Funds. (Line 19 divided by Line 1) This amount must be equal to or greater than 30%.		**98.7%**

i:\bca\cast\csp_unit\2010_CSBG_ARRA_Contract\CSBG ARRA Forms\10 CSBG ARRA Budget

CSBG-ARRA
ATTACHMENT A-2
SUB-RECIPIENT INFORMATION

N/A

SUB-RECIPIENT #1 INFORMATION	
Sub-Recipient Name:	
Mailing Address:	
Street Address: (If Different)	
Contact Person:	Title:
CEO:	Amount of Sub-Agreement: $
Telephone: ( )	E-mail:

SUB-RECIPIENT #2 INFORMATION	
Sub-Recipient Name:	
Mailing Address:	
Street Address: (If Different)	
Contact Person:	Title:
CEO:	Amount of Sub-Agreement: $
Telephone: ( )	E-mail:

SUB-RECIPIENT #3 INFORMATION	
Sub-Recipient Name:	
Mailing Address:	
Street Address: (If Different)	
Contact Person:	Title:
CEO:	Amount of Sub-Agreement: $
Telephone: ( )	E-mail:

SUB-RECIPIENT #4 INFORMATION	
Sub-Recipient Name:	
Mailing Address:	
Street Address: (If Different)	
Contact Person:	Title:
CEO:	Amount of Sub-Agreement: $
Telephone: ( )	E-mail:

SUB-RECIPIENT #5 INFORMATION	
Sub-Recipient Name:	
Mailing Address:	
Street Address: (If Different)	
Contact Person:	Title:
CEO:	Amount of Sub-Agreement: $
Telephone: ( )	E-mail:

PAGE 18

BUDGET DETAIL PAGES

1) This is a worksheet for CAAs to use in calculating and reporting planned expenditures.
2) You may add rows as needed to adequately describe and itemize budgeted expenditues.
3) To the right of the chart are helpful hints and instructions. Also see the Budget Instructions.
4) The numbers in the first column, "Budget Line Item," correspond to the line on the Budget Summary page.

ARRA - CSBG ATTACHMENT A-3

BUDGET DETAIL

ARRA-CSBG FUNDS ONLY				
RECIPIENT:		Miami Dade County		
CONTRACT #:		10SB-8B-11-23-01-117		
BUDGET LINE ITEM	NPI	EXPENSE DESCRIPTION	ARRA BUDGETED AMOUNT	
		ADMINISTRATIVE EXPENSES		
		RECIPIENT ADMINISTRATIVE EXPENSES		
		Salaries + Fringe + Benefits	35,446.00	Provide separate list of positions with salaries, fringe and benefits itemized. Cost allocation worksheet should include all positions paid with this grant.
		Rent and utilities		Cost allocation worksheet should include all shared costs paid with this grant.
		Indirect cost		Submit documentation of the approved indirect cost rate and how it is to be applied.
		Audit	3,000.00	
		General Liability Insurance		
		Other Forms of Agency Insurance - Specify		
		Office supplies		Include postage, copying, and other consumable supplies. Do not include equipment.
		Office equipment		Provide explanation and description of any single item costing over $500.
		Travel		All travel must be directly related to this contract and related activities. All conference or training travel or out-of-state travel must be detailed and itemized.
		Other		Provide explanation and description of any other costs. Any single item costing over $500 must be detailed.
6		TOTAL RECIPIENT ADMINISTRATIVE EXPENSES	38,446.00	

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BUDGET LINE ITEM	NPI	EXPENSE DESCRIPTION N/A	ARRA BUDGETED AMOUNT	COMPLETE THIS WORKSHEET ONLY IF YOU HAVE SUB-RECIPIENTS. COMPLETE A WORKSHEET FOR EACH SUB-RECIPIENT.
		SUB-RECIPIENT'S NAME:		
		SUB-RECIPIENT ADMINISTRATIVE EXPENSES		
		Salaries + Fringe + Benefits		Provide a separate list of positions with salaries, fringe and benefits itemized. Cost allocation worksheet should include all positions paid with this grant.
		Rent and utilities		Cost allocation worksheet should include all shared costs paid with this grant.
		Indirect cost		Submit documentation of the approved indirect cost rate and how it is to be applied.
		Audit		
		General Liability Insurance		
		Other Forms of Agency Insurance - Specify		
		Office supplies		Include postage, copying, and other consumable supplies. Do not include equipment.
		Office equipment		Provide explanation and description of any single item costing over $500.
		Travel		All travel must be directly related to this contract and related activities. All conference or training travel or out-of-state travel must be detailed and itemized.
		Other		Provide explanation and description of any other costs. Any single item costing over $500 must be detailed.
7		**TOTAL SUB-RECIPIENT ADMINISTRATIVE EXPENSES**	0.00	

L8

BUDGET LINE ITEM	NPI	EXPENSE DESCRIPTION N/A	ARRA BUDGETED AMOUNT	COMPLETE THIS WORKSHEET ONLY IF YOU HAVE SUB-RECIPIENTS. COMPLETE A WORKSHEET FOR EACH SUB-RECIPIENT.
		SUB-RECIPIENT'S NAME:		
		SUB-RECIPIENT ADMINISTRATIVE EXPENSES		
		Salaries + Fringe + Benefits		Provide a separate list of positions with salaries, fringe and benefits itemized. Cost allocation worksheet should include all positions paid with this grant.
		Rent and utilities		Cost allocation worksheet should include all shared costs paid with this grant.
		Indirect cost		Submit documentation of the approved indirect cost rate and how it is to be applied.
		Audit		
		General Liability Insurance		
		Other Forms of Agency Insurance - Specify		
		Office supplies		Include postage, copying, and other consumable supplies. Do not include equipment.
		Office equipment		Provide explanation and description of any single item costing over $500.
		Travel		All travel must be directly related to this contract and related activities. All conference or training travel or out-of-state travel must be detailed and itemized.
		Other		Provide explanation and description of any other costs. Any single item costing over $500 must be detailed.
7		**TOTAL SUB-RECIPIENT ADMINISTRATIVE EXPENSES**	0.00	

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BUDGET LINE ITEM	NPI	EXPENSE DESCRIPTION N/A	ARRA BUDGETED AMOUNT	COMPLETE THIS WORKSHEET ONLY IF YOU HAVE SUB-RECIPIENTS. COMPLETE A WORKSHEET FOR EACH SUB-RECIPIENT.
		SUB-RECIPIENT'S NAME:		
		SUB-RECIPIENT ADMINISTRATIVE EXPENSES		
		Salaries + Fringe + Benefits		Provide a separate list of positions with salaries, fringe and benefits itemized. Cost allocation worksheet should include all positions paid with this grant.
		Rent and utilities		Cost allocation worksheet should include all shared costs paid with this grant.
		Indirect cost		Submit documentation of the approved indirect cost rate and how it is to be applied.
		Audit		
		General Liability Insurance		
		Other Forms of Agency Insurance - Specify		
		Office supplies		Include postage, copying, and other consumable supplies. Do not include equipment.
		Office equipment		Provide explanation and description of any single item costing over $500.
		Travel		All travel must be directly related to this contract and related activities. All conference or training travel or out-of-state travel must be detailed and itemized.
		Other		Provide explanation and description of any other costs. Any single item costing over $500 must be detailed.
7		**TOTAL SUB-RECIPIENT ADMINISTRATIVE EXPENSES**	**0.00**	

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BUDGET LINE ITEM	NPI	EXPENSE DESCRIPTION N/A	ARRA BUDGETED AMOUNT	COMPLETE THIS WORKSHEET ONLY IF YOU HAVE SUB-RECIPIENTS. COMPLETE A WORKSHEET FOR EACH SUB-RECIPIENT.
		SUB-RECIPIENT'S NAME:		
		SUB-RECIPIENT ADMINISTRATIVE EXPENSES		
		Salaries + Fringe + Benefits		Provide a separate list of positions with salaries, fringe and benefits itemized. Cost allocation worksheet should include all positions paid with this grant.
		Rent and utilities		Cost allocation worksheet should include all shared costs paid with this grant.
		Indirect cost		Submit documentation of the approved indirect cost rate and how it is to be applied.
		Audit		
		General Liability Insurance		
		Other Forms of Agency Insurance - Specify		
		Office supplies		Include postage, copying, and other consumable supplies. Do not include equipment.
		Office equipment		Provide explanation and description of any single item costing over $500.
		Travel		All travel must be directly related to this contract and related activities. All conference or training travel or out-of-state travel must be detailed and itemized.
		Other		Provide explanation and description of any other costs. Any single item costing over $500 must be detailed.
7		**TOTAL SUB-RECIPIENT ADMINISTRATIVE EXPENSES**	**0.00**	

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BUDGET LINE ITEM	NPI	EXPENSE DESCRIPTION N/A	ARRA BUDGETED AMOUNT	COMPLETE THIS WORKSHEET ONLY IF YOU HAVE SUB-RECIPIENTS. COMPLETE A WORKSHEET FOR EACH SUB-RECIPIENT.
		SUB-RECIPIENT'S NAME:		
		SUB-RECIPIENT ADMINISTRATIVE EXPENSES		
		Salaries + Fringe + Benefits		Provide a separate list of positions with salaries, fringe and benefits itemized. Cost allocation worksheet should include all positions paid with this grant.
		Rent and utilities		Cost allocation worksheet should include all shared costs paid with this grant.
		Indirect cost		Submit documentation of the approved indirect cost rate and how it is to be applied.
		Audit		
		General Liability Insurance		
		Other Forms of Agency Insurance - Specify		
		Office supplies		Include postage, copying, and other consumable supplies. Do not include equipment.
		Office equipment		Provide explanation and description of any single item costing over $500.
		Travel		All travel must be directly related to this contract and related activities. All conference or training travel or out-of-state travel must be detailed and itemized.
		Other		Provide explanation and description of any other costs. Any single item costing over $500 must be detailed.
7		**TOTAL SUB-RECIPIENT ADMINISTRATIVE EXPENSES**	0.00	

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BUDGET LINE ITEM	NATIONAL PERFORMANCE INDICATOR (NPI) EXPENSE DESCRIPTION	ARRA BUDGETED AMOUNT
	PROGRAM EXPENSES	
	RECIPIENT DIRECT CLIENT ASSISTANCE EXPENSES	
10a	1.1 Employment	
	1.2 Employment Supports	
		92,000.00
	1.3 Economic Asset Enhancement and Utilization	
	2.1 Community Improvement and Revitalization	
		2,037,745.00
	2.2 Community of Life and Assets	
	2.3 Community Engagement	
	2.4 Employment Growth from ARRA Funds	
		2,859,074.00
	Subtotal - Recipient Direct Client Assistance Expenses tied to National Goals 1 and 2. (Add together all Goal 1 and Goal 2 related expenses.)	4,988,819.00
	Do you have any sub-recipient direct client assistance expenses? If no, complete the check below. If yes, skip the following check.	
	CHECK: Divide the Subtotal-Recipient Direct Client Assistance Expenses for Goal 1 and 2 by the total CSBG-ARRA Grant Funds. This amount must be equal to or greater than 30%.	98.7%
10b	6.1 Independent Living	
	6.2 Emergency Food	
	6.3 Child and Family Development	
	6.4 Family Support	
	6.5 Service Counts	
	Subtotal - Recipient Direct Client Assistance Expenses tied to National Goals 6.	0.00
10	RECIPIENT DIRECT CLIENT ASSISTANCE EXPENSES (Add together the Subtotal for Goals 1, 2, and 6 Expenses.)	4,988,819.00

BUDGET LINE ITEM	NPI	EXPENSE DESCRIPTION	ARRA BUDGETED AMOUNT	
		PROGRAM EXPENSES		
		RECIPIENT OTHER PROGRAM EXPENSE		
		Salaries + Fringe + Benefits		Provide a separate list of positions with salaries, fringe and benefits itemized. Cost allocation worksheet should include all positions paid for with this grant.
		Rent		Cost allocation worksheet should include all shared costs paid for with this grant.
		Utilities		May include electricity, internet access, water, phone service, etc.
		Office supplies	21,999.00	Include postage, copying, and other consumable supplies. Do not include equipment.
		Office equipment		Provide explanation and description of any single item costing over $500. May include purchases, leases, maintance and repairs.
		Travel	5,394.00	All travel must be directly related to this contract and activities. All conference or training travel or out-of-state travel must be detailed and itemized.
		Other		Provide explanation and description of any other costs. Any single item costing over $500 must be detailed.
11		**TOTAL RECIPIENT OTHER PROGRAM EXPENSE**	**27,393.00**	

If you have subrecipients, you must complete the subrecipient worksheets.

If you claim secondary administration expenses, you must complete the Secondary Admin worksheet.

If you have no subrecipients and you do not claim secondary administration expenses, you are finished with the worksheets and ready to review and finalize the Budget Summary.

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BUDGET LINE ITEM	NATIONAL PERFORMANCE INDICATOR (NPI) EXPENSE DESCRIPTION N/A	ARRA BUDGETED AMOUNT
	PROGRAM EXPENSES	
	SUB-RECIPIENT DIRECT CLIENT ASSISTANCE EXPENSES	
SUB-RECIPIENT'S NAME:		
13a	**1.1 Employment**	
	1.2 Employment Supports	
	1.3 Economic Asset Enhancement and Utilization	
	2.1 Community Improvement and Revitalization	
	2.2 Community of Life and Assets	
	2.3 Community Engagement	
	2.4 Employment Growth from ARRA Funds	
	Subtotal - Sub-Recipient Direct Client Assistance Expenses tied to National Goals 1 and 2. (Add together all Goal 1 and 2 related expenses.)	0.00
13b	**6.1 Independent Living**	
	6.2 Emergency Food	
	6.3 Child and Family Development	
	6.4 Family Support	
	6.5 Service Counts	
	Subtotal - Sub-Recipient Direct Client Assistance Expenses tied to National Goal 6.	0.00

COMPLETE THIS WORKSHEET ONLY IF YOU HAVE SUB-RECIPIENTS. COMPLETE A WORKSHEET FOR EACH SUB-RECIPIENT.

Insert as many lines as you need under each NPI to describe each expenditure.

I:\bca\cast\csp_unit\2010_CSBG_ARRA_Contract\CSBG ARRA Forms\10 CSBG ARRA Budget

BUDGET LINE ITEM	NATIONAL PERFORMANCE INDICATOR (NPI) EXPENSE DESCRIPTION N/A	ARRA BUDGETED AMOUNT
	PROGRAM EXPENSES	
	SUB-RECIPIENT DIRECT CLIENT ASSISTANCE EXPENSES	
SUB-RECIPIENT'S NAME:		
13a	1.1 Employment	
	1.2 Employment Supports	
	1.3 Economic Asset Enhancement and Utilization	
	2.1 Community Improvement and Revitalization	
	2.2 Community of Life and Assets	
	2.3 Community Engagement	
	2.4 Employment Growth from ARRA Funds	
	Subtotal - Sub-Recipient Direct Client Assistance Expenses tied to National Goals 1 and 2. (Add together all Goal 1 and 2 related expenses.)	0.00
13b	6.1 Independent Living	
	6.2 Emergency Food	
	6.3 Child and Family Development	
	6.4 Family Support	
	6.5 Service Counts	
	Subtotal - Sub-Recipient Direct Client Assistance Expenses tied to National Goal 6.	0.00

COMPLETE THIS WORKSHEET ONLY IF YOU HAVE SUB-RECIPIENTS. COMPLETE A WORKSHEET FOR EACH SUB-RECIPIENT.

Insert as many lines as you need under each NPI to describe each expenditure.

BUDGET LINE ITEM	NATIONAL PERFORMANCE INDICATOR (NPI) EXPENSE DESCRIPTION N/A	ARRA BUDGETED AMOUNT
	PROGRAM EXPENSES	
	SUB-RECIPIENT DIRECT CLIENT ASSISTANCE EXPENSES	
SUB-RECIPIENT'S NAME:		
13a	1.1 Employment	
	1.2 Employment Supports	
	1.3 Economic Asset Enhancement and Utilization	
	2.1 Community Improvement and Revitalization	
	2.2 Community of Life and Assets	
	2.3 Community Engagement	
	2.4 Employment Growth from ARRA Funds	
	Subtotal - Sub-Recipient Direct Client Assistance Expenses tied to National Goals 1 and 2. (Add together all Goal 1 and 2 related expenses.)	0.00
13b	6.1 Independent Living	
	6.2 Emergency Food	
	6.3 Child and Family Development	
	6.4 Family Support	
	6.5 Service Counts	
	Subtotal - Sub-Recipient Direct Client Assistance Expenses tied to National Goal 6.	0.00

COMPLETE THIS WORKSHEET ONLY IF YOU HAVE SUB-RECIPIENTS. COMPLETE A WORKSHEET FOR EACH SUB-RECIPIENT.

Insert as many lines as you need under each NPI to describe each expenditure.

BUDGET LINE ITEM	NATIONAL PERFORMANCE INDICATOR (NPI) EXPENSE DESCRIPTION N/A	ARRA BUDGETED AMOUNT
	PROGRAM EXPENSES	
	SUB-RECIPIENT DIRECT CLIENT ASSISTANCE EXPENSES	
SUB-RECIPIENT'S NAME:		
13a	1.1 Employment	
	1.2 Employment Supports	
	1.3 Economic Asset Enhancement and Utilization	
	2.1 Community Improvement and Revitalization	
	2.2 Community of Life and Assets	
	2.3 Community Engagement	
	2.4 Employment Growth from ARRA Funds	
	Subtotal - Sub-Recipient Direct Client Assistance Expenses tied to National Goals 1 and 2. (Add together all Goal 1 and 2 related expenses.)	0.00
13b	6.1 Independent Living	
	6.2 Emergency Food	
	6.3 Child and Family Development	
	6.4 Family Support	
	6.5 Service Counts	
	Subtotal - Sub-Recipient Direct Client Assistance Expenses tied to National Goal 6.	0.00

COMPLETE THIS WORKSHEET ONLY IF YOU HAVE SUB-RECIPIENTS. COMPLETE A WORKSHEET FOR EACH SUB-RECIPIENT.

Insert as many lines as you need under each NPI to describe each expenditure.

BUDGET LINE ITEM	NATIONAL PERFORMANCE INDICATOR (NPI) EXPENSE DESCRIPTION N/A	ARRA BUDGETED AMOUNT
	PROGRAM EXPENSES	
	SUB-RECIPIENT DIRECT CLIENT ASSISTANCE EXPENSES	
SUB-RECIPIENT'S NAME:		
13a	**1.1 Employment**	
	1.2 Employment Supports	
	1.3 Economic Asset Enhancement and Utilization	
	2.1 Community Improvement and Revitalization	
	2.2 Community of Life and Assets	
	2.3 Community Engagement	
	2.4 Employment Growth from ARRA Funds	
	Subtotal - Sub-Recipient Direct Client Assistance Expenses tied to National Goals 1 and 2. (Add together all Goal 1 and 2 related expenses.)	0.00
13b	**6.1 Independent Living**	
	6.2 Emergency Food	
	6.3 Child and Family Development	
	6.4 Family Support	
	6.5 Service Counts	
	Subtotal - Sub-Recipient Direct Client Assistance Expenses tied to National Goal 6.	0.00

COMPLETE THIS WORKSHEET ONLY IF YOU HAVE SUB-RECIPIENTS. COMPLETE A WORKSHEET FOR EACH SUB-RECIPIENT.

Insert as many lines as you need under each NPI to describe each expenditure.

BUDGET LINE ITEM	NPI	EXPENSE DESCRIPTION	ARRA BUDGETED AMOUNT
		PROGRAM EXPENSES	
		CHECK DIRECT CLIENT ASSISTANCE EXPENSES	
10a		**Bring forward from earlier worksheet -- Recipient Direct Client Assistance Expenditures tied to National Goals 1 and 2.**	**4,988,819.00**
13a		**Bring forward from earlier worksheet -- Sub-Recipient Direct Client Assistance Expenses tied to National Goals 1 and 2.**	**0.00**
19		**Total Recipient and Sub-recipient Direct Client Assistance Expenditures tied to National Goals 1 and 2. (Line10a + 13a)**	**4,988,819.00**
20		**CHECK: Divide the Total Direct Client Assistance Expenses for Goal 1 and 2 by the total CSBG-ARRA Grant Funds. This amount must be equal to or greater than 30%.**	**0.99**

This page will automaticly fill once you have completed all the Recipient and Sub-recipient Direct Client Assistance Expenditures worksheets.

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BUDGET LINE ITEM	NPI	EXPENSE DESCRIPTION N/A	ARRA BUDGETED AMOUNT	COMPLETE THIS WORKSHEET ONLY IF YOU HAVE SUB-RECIPIENTS.
SUB-RECIPIENT OTHER PROGRAM EXPENSES				
SUB-RECIPIENT:				
		Salaries + Fringe + Benefits		Provide a separate list of positions with salaries, fringe and benefits itemized. Cost allocation worksheet should include all positions paid with this grant.
		Rent		Cost allocation worksheet should include all shared costs paid with this grant.
		Utilities		May include electricity, internet access, water, phone service, etc.
		Office supplies		Include postage, copying, and other consumable supplies. Do not include equipment.
		Office equipment		Provide explanation and description of any single item costing over $500. May include purchases, leases, maintance and repairs.
		Travel		All travel must be directly related to this contract and activities. All conference or training travel or out-of-state travel must be detailed and itemized.
		Other		Provide explanation and description of any other costs. Any single item costing over $500 must be detailed.
14		**SUB-RECIPIENT OTHER PROGAM EXPENSE**	**0.00**	

100

BUDGET LINE ITEM	NPI	EXPENSE DESCRIPTION N/A	ARRA BUDGETED AMOUNT	COMPLETE THIS WORKSHEET ONLY IF YOU HAVE SUB-RECIPIENTS.
SUB-RECIPIENT OTHER PROGRAM EXPENSES				
SUB-RECIPIENT:				
		Salaries + Fringe + Benefits		Provide a separate list of positions with salaries, fringe and benefits itemized. Cost allocation worksheet should include all positions paid with this grant.
		Rent		Cost allocation worksheet should include all shared costs paid with this grant.
		Utilities		May include electricity, internet access, water, phone service, etc.
		Office supplies		Include postage, copying, and other consumable supplies. Do not include equipment.
		Office equipment		Provide explanation and description of any single item costing over $500. May include purchases, leases, maintance and repairs.
		Travel		All travel must be directly related to this contract and activities. All conference or training travel or out-of-state travel must be detailed and itemized.
		Other		Provide explanation and description of any other costs. Any single item costing over $500 must be detailed.
14		**SUB-RECIPIENT OTHER PROGAM EXPENSE**	**0.00**	

10

BUDGET LINE ITEM	NPI	EXPENSE DESCRIPTION N/A	ARRA BUDGETED AMOUNT	COMPLETE THIS WORKSHEET ONLY IF YOU HAVE SUB-RECIPIENTS.
SUB-RECIPIENT OTHER PROGRAM EXPENSES				
SUB-RECIPIENT:				
		Salaries + Fringe + Benefits		Provide a separate list of positions with salaries, fringe and benefits itemized. Cost allocation worksheet should include all positions paid with this grant.
		Rent		Cost allocation worksheet should include all shared costs paid with this grant.
		Utilities		May include electricity, internet access, water, phone service, etc.
		Office supplies		Include postage, copying, and other consumable supplies. Do not include equipment.
		Office equipment		Provide explanation and description of any single item costing over $500. May include purchases, leases, maintance and repairs.
		Travel		All travel must be directly related to this contract and activities. All conference or training travel or out-of-state travel must be detailed and itemized.
		Other		Provide explanation and description of any other costs. Any single item costing over $500 must be detailed.
14		SUB-RECIPIENT OTHER PROGAM EXPENSE	0.00	

BUDGET LINE ITEM	NPI	EXPENSE DESCRIPTION N/A	ARRA BUDGETED AMOUNT	COMPLETE THIS WORKSHEET ONLY IF YOU HAVE SUB-RECIPIENTS.
SUB-RECIPIENT OTHER PROGRAM EXPENSES				
SUB-RECIPIENT:				
		Salaries + Fringe + Benefits		Provide a separate list of positions with salaries, fringe and benefits itemized. Cost allocation worksheet should include all positions paid with this grant.
		Rent		Cost allocation worksheet should include all shared costs paid with this grant.
		Utilities		May include electricity, internet access, water, phone service, etc.
		Office supplies		Include postage, copying, and other consumable supplies. Do not include equipment.
		Office equipment		Provide explanation and description of any single item costing over $500. May include purchases, leases, maintance and repairs.
		Travel		All travel must be directly related to this contract and activities. All conference or training travel or out-of-state travel must be detailed and itemized.
		Other		Provide explanation and description of any other costs. Any single item costing over $500 must be detailed.
14		**SUB-RECIPIENT OTHER PROGAM EXPENSE**	**0.00**	

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BUDGET LINE ITEM	NPI	EXPENSE DESCRIPTION N/A	ARRA BUDGETED AMOUNT	COMPLETE THIS WORKSHEET ONLY IF YOU HAVE SUB-RECIPIENTS.
SUB-RECIPIENT OTHER PROGRAM EXPENSES				
SUB-RECIPIENT:				
		Salaries + Fringe + Benefits		Provide a separate list of positions with salaries, fringe and benefits itemized. Cost allocation worksheet should include all positions paid with this grant.
		Rent		Cost allocation worksheet should include all shared costs paid with this grant.
		Utilities		May include electricity, internet access, water, phone service, etc.
		Office supplies		Include postage, copying, and other consumable supplies. Do not include equipment.
		Office equipment		Provide explanation and description of any single item costing over $500. May include purchases, leases, maintance and repairs.
		Travel		All travel must be directly related to this contract and activities. All conference or training travel or out-of-state travel must be detailed and itemized.
		Other		Provide explanation and description of any other costs. Any single item costing over $500 must be detailed.
14		**SUB-RECIPIENT OTHER PROGAM EXPENSE**	**0.00**	

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BUDGET LINE ITEM	NPI	EXPENSE DESCRIPTION N/A	ARRA BUDGETED AMOUNT	
		SECONDARY ADMINISTRATIVE EXPENSES		
		Salaries + Fringe + Benefits		Provide a separate list of positions with salaries, fringe and benefits itemized. Cost allocation worksheet should include all positions paid for with this grant.
		Rent and utilities		Cost allocation worksheet should include all shared costs paid for with this grant.
		Indirect cost		Submit documentation of the approved indirect cost rate and how it is to be applied.
		Audit		
		General Liability Insurance		
		Other Forms of Agency Insurance - Specify		
		Office supplies		Include postage, copying, and other consumable supplies. Do not include equipment.
		Office equipment		Provide explanation and description of any single item costing over $500.
		Travel		All travel must be directly related to this contract and activities. All conference or training travel or out-of-state travel must be detailed and itemized.
		Other		Provide explanation and description of any other costs. Any single item costing over $500 must be detailed.
		SUB-RECIPIENT (Salaries + Fringe, Rent, Utilities, Other)		
17		**TOTAL SECONDARY ADMINISTRATIVE EXPENSES**	0.00	

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CSBG Stimulus Work Sheet

Adm.	Audit	3000									
	Asst Div Director 15% (93,912)		0832	14,087	942	220	1,388	1,320	43	1,100	19,099
	Fiscal Coord. 15% (78,338)		0831	11,751	797	186	1,157	1,320	36	1,100	16,347
Total											**38,446**

1.2 E	Child Care					
		Weekly Cost	# Weeks	# children	Total	
		$175	8	40	56,000	**92,000**

1.2 F	Transportation	(Provide Transportation for job search or to job)			
		Amt Loaded	Card Cost	# Cards	Total
	Easy Go Passes	$120	2	140	33,600
	Easy Ticket 1 day	$ 6		400	2,400
					36,000
2.1 A	Micro Enterprise Grants				
	10 grants X $5000				50,000

1.1A,1.2A 2.1I,2.4A	Training Positions	Hrly Rate	#hours	#Individuals	#PP		Total
	Entry Level/Environmental/Tech	12	80	10	26		249,600
	Biotechnology	13.65	80	10	26		283,920
	Electrician	12.81	80	10	26		266,448
	Carpenter	10.3	80	15	26		321,360
	Health Care Certified N A	10.5	80	9	26		196,560
	Health Care Certified LPN	14.67	80	4	26		122,054
	Criminology/Forensic Science	22.16	80	6	26		276,557
							1,716,499
	Fica	106,422.95					
	Mica	24,889.24					
	Ret	121,734.12					
		253,046.31					1,969,546

2.1 I		Cost	# ordered	Total	
	20 Computers (used by customers to research job opportunities & do on line applications)	910	20	18,200	**2,037,746**

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2.4 A	Youth Workers (OCC-9695)							Sal/Fringes
		Hrly Rate	Hrs	Days	# Part.		Total	
	40 youth	7.25	3	190	40		165,300	287,210
	40 youth	7.25	5	70	40		101,500	
	266 youth	7.25	5	70	266		674,975	726,611
							941,775	
		Total 306		40 only	266 only			
	Fica	58390.05		16541.6	41,848			
	Mica	13655.7375		3868.6	9,787			
	Retirement	0			0			
		72045.7875		20410.2	51,636		**1,013,821**	

2.4 A	Proposed Staff	OCC		Salary	Fica	Mica	Ret	Grp Health	Grp Life	Flex	Total
	10 Office Support Specialist 2	0021		350,200	22,394	5,237	34,495	88,002	1,059	11,000	512,388
	1 Job Training Specialist – Richard	3814		57,906	3,658	856	5,704	8,800	175	1,100	78,199
	4 Job Developers – Wanda, Richard, Chatez Juan	3806		164,563	10,476	2,450	16,209	35,201	498	4,400	233,797
	5 Job Developers	3806		225,050	14,294	3,343	22,167	44,001	681	5,500	315,036
	3 Training Specialist – Janet, Paul, Nelo	0420		140,533	8,918	2,086	13,843	26,401	425	3,300	195,504
	1 Training Specialist 2 – Olga	0422		69,336	4,367	1,021	6,830	8,800	210	1,100	91,664
	5 Social Worker 1 –	3006		246,200	15,605	3,650	24,251	44,001	745	5,500	339,951
	Asst Director 45% (140,000)	3791		63,005	3,937	921	6,206	3,960	191	495	78,714
	55% General Fund										**1,845,253**
											2,859,074

5.1F	Roma Training	# Trips	Cost	# Staff	#days	
	Airfare (3 staff / 2 trips each)	2	350	3		2,100
	Per Diem	2	33	3	3	594
	Hotel	2	150	3	3	2,700
	Total Travel					5,394
Program	Office Supplies					
	14 sites X 1571				21,999	**27,393**

5,054,658

Total Grant **5,054,658**

7/27/2009 5054658 0

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N/A

CSBG-ARRA
ATTACHMENT A-4
SECONDARY ADMINISTRATIVE EXPENSES

Secondary Administrative Expense requested: Yes _____ No __X__ Name of Recipient:

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 CSBG-ARRA funds. See Attachment H, Section (11) and the General Instructions for additional information. *The secondary program must be directly related to the anticipated outcomes of CSBG-ARRA as described in the Budget Detail and Workplan.*

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. National Performance Indicator (NPI) supported by this secondary administrative funding. (From Attachment L, Workplan and Quarterly Report Form)	NPI:	NPI:	NPI:	

[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 A-3 for the amount on line 4 for each program above.

FY 2009-2010
COMMUNITY SERVICES BLOCK GRANT (CSBG)
POVERTY INCOME GUIDELINES*

125% OF POVERTY INCOME GUIDELINES

PEOPLE IN THE HOUSEHOLD	125%
1	$ 13,538
2	$ 18,213
3	$ 22,888
4	$ 27,563
5	$ 32,238
6	$ 36,913
7	$ 41,588
8	$ 46,263
Add this amount for each additional person in the household with more than 8 people.	$ 4,675

- These income limits are based on the 2009 U. S. Department of Health and Human Services Poverty Guidelines published in the *Federal Register*, Vol. 74, Number 14, January 23, 2009 pp. 4199-4202.

COMMUNITY SERVICES BLOCK GRANT (CSBG)
FY 2010-2011 ALLOWABLE SOURCES OF INCOME

ALLOWABLE SOURCES OF INCOME (Includes total annual cash receipts before taxes from all sources)	UNALLOWABLE SOURCES OF INCOME
1. Money wages and salaries before any deductions 2. Net receipts from non-farm employment (receipts from a person's own unincorporated business, professional enterprise, or partnership, after deductions for business expenses) 3. Net receipts from farm self-employment (receipts from a farm which one operates as an owner, renter, or sharecropper, after deductions for farm operating expenses) 4. REGULAR PAYMENTS FROM: Social Security Railroad retirement Unemployment compensation Strike benefits from union funds Worker's compensation Veteran's payments Public Assistance or Temporary Assistance for Needy Families (TANF), Supplemental Security Income, and non-federally funded General Assistance or General Relief money payments. 6. Training stipends 7. Alimony 8. Child Support 9. Military family allotment or other regular support from a family member or someone not living in the household 10. Private pensions 11. Government employee pensions (including military retirement pay) 12. Regular insurance or annuity payments 13. College or university scholarships 14. Grants 15. Fellowships 16. Assistantship 17. Dividends 18. Interest 19. Net rental income 20. Net royalties 21. Periodic receipts from estates or trusts 22. Net gambling or lottery winnings	1. CAPITAL GAINS Any Assets drawn down as withdrawals from a bank, the sale of property, a house or a car. 2. Tax Refunds 3. Gifts 4. Loans 5. Lump-sum inheritances 6. One-time insurance payments 7. Compensation for injury 8. NON-CASH BENEFITS Employer-paid or union paid portion of health insurance or other employee benefits Food or housing received in lieu of wages The value of food and fuel produced and consumed on farms. The imputed value of rent from owner-occupied non-farm or farm housing.