



BCC Mtg. Date: November 1, 2016

## AGENDA ITEM

### Interoffice Memorandum

October 10, 2016

TO: Mayor Teresa Jacobs  
And  
Board of County Commissioners

THRU: Lonnie C. Bell, Jr., Director *Lonnie C Bell Jr*  
Family Services Department

FROM: Sherry Paramore, Manager *SP*  
Community Action Division

CONTACT: Mike Robinson, Family Services Administrator  
(407) 836-8918

SUBJECT: FY 2016-2017 Community Services Block Grant (CSBG) Bridge Funding  
Subgrant Agreement between the Florida Department of Economic  
Opportunity and Orange County, Florida  
November 1, 2016 Consent Agenda/All Districts

The Community Services Block Grant (CSBG) is a federal grant designed to assist low-income families and individuals whose income is at or below 125% of the Federal Poverty Level to become more self-sufficient. On an annual basis federal funds are sent to the Florida Department of Economic Opportunity, which enters into a contract with the County.

The Florida Department of Economic Opportunity wishes to enter into a bridge funding agreement in anticipation of execution of the FFY 2017 CSBG Subgrant Agreement between the recipient (Florida Department of Economic Opportunity) and the subrecipient (the County).

The 2016-2017 Bridge Funding Subgrant Agreement is a cost reimbursement agreement, not to exceed \$142,859. There are no matching funds required for the agreement, and there will be no additional cost to the county. The term of this agreement is from October 1, 2016 through September 30, 2017.

Funds are to be used to enhance and strengthen family services programs for low-income families, youth, and seniors to assist in empowering them to become self-sufficient. This is in accordance with legal policy guidelines and is a continuation of an existing program.

**ACTION REQUESTED: Approval and execution of Federal Fiscal Year (FFY) 2017 Florida Community Services Block Grant (CSBG) Bridge Funding Subgrant Agreement Number: 17SB-0D-12-00-01-019/E1887 between the Florida Department of Economic Opportunity and Orange County in the amount of \$142,859 for Community Services Block Grant (CSBG) funding and authorization for the County Mayor or designee to approve any increases; decreases, or amendments to this contract. The term of this Agreement is from October 1, 2016 through September 30, 2017.**

Attachment

C: Randy Singh, Assistant County Administrator  
Lonnie C. Bell, Jr., Director, Family Services Department  
Wanzo Galloway, County Attorney's Office  
John Petrelli, Manager, Risk Management  
Jamilie Clemens, Grants Supervisor  
Patria Morales, Grant Coordinator  
Yolanda Brown, Fiscal Manager

BCC Mtg. Date: November 1, 2016

**FEDERAL FISCAL YEAR (FFY) 2017 FLORIDA COMMUNITY SERVICES BLOCK GRANT (CSBG)  
BRIDGE FUNDING SUBGRANT AGREEMENT  
AGREEMENT NUMBER: 17SB-0D-12-00-01-019 / E1887**

**RECIPIENT/PASS-THROUGH ENTITY:** FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY

**SUBRECIPIENT:** Orange County

**PURPOSE:** To provide access to funding in anticipation of execution of the FFY 2017 CSBG Subgrant Agreement by Recipient and Subrecipient.

**BRIDGE FUNDING SUBAWARD & RELEASE AMOUNT:** \$142,859.00

**BRIDGE FUNDING SUBAWARD AGREEMENT BUDGET:**

CSBG-FUNDED PROGRAM EXPENSE CATEGORY	BUDGETED AMOUNT
ADMINISTRATIVE EXPENSES <i>(not to exceed 15% of total FFY17 award)</i>	\$10,000
DIRECT CLIENT EXPENSES	\$130,000
OTHER PROGRAM EXPENSES	\$2,859
SECONDARY ADMINISTRATIVE EXPENSES	\$0
<b>TOTAL EXPENSES</b>	<b>\$142,859</b>

**TERMS AND CONDITIONS:**

1. Except as specified in Paragraph Number 2 below, the terms and conditions of the FFY 2016 CSBG Subgrant Agreement by and between Recipient and Subrecipient, agreement number 16SB-0D-12-00-01-019, including any amendments thereto, apply to this Bridge Funding Subgrant Agreement (Agreement) and are incorporated by reference. The subaward and release funding in this Agreement is subject to availability and the Florida Legislator's grant to Recipient of required applicable budgetary authority. Any conflict between provisions of this Agreement and the FFY 2016 CSBG Subgrant Agreement by and between Recipient and Subrecipient are to be resolved in favor of this Agreement.
2. The work performed under this Agreement shall be performed in accordance with the FFY 2017 CSBG Subgrant Agreement template and Florida's FFY 2017 CSBG Model State Plan.
3. Subrecipient shall provide services to eligible participants, as defined in Attachment A, section C.(8), *Scope of Work*, of the FFY 2016 CSBG Subgrant Agreement by and between Recipient and Subrecipient, for eligible activities, as defined in Attachment A, section C.(6), *Scope of Work*, of the FFY 2016 CSBG Subgrant Agreement by and between Recipient and Subrecipient, in accordance with Subrecipient's CSBG Annual Workplan as submitted to and approved by DEO, and operate during its regular business hours as Identified in Attachment F, *Warranties and Representations*, of the FFY 2016 CSBG Subgrant Agreement by and between Recipient and Subrecipient ("Deliverable"). Subrecipient must provide services for eligible activities to a minimum of one eligible participant per month and operate during Subrecipient's regular business hours in order to submit and be paid for reimbursement ("Minimum Level of Service"). Subrecipient's completion of the Minimum Level of Service must be evidenced by monthly submission of the Monthly Financial Status Report, as described in Attachment C, *Reports*, of the FFY 2016 CSBG Subgrant Agreement by and between Recipient and Subrecipient, certifying Subrecipient operated during its identified regular business hours and reporting the number of eligible participants serviced. Subrecipient's submission of a signed and completed Monthly Financial Status Report is Subrecipient's acknowledgement and certification that all expenditures listed therein: are reasonable, necessary, allowable, and allocable; were expended in accordance with the terms and conditions of this Agreement as well as all applicable federal, state, and local laws, regulations and written guidance; and have been reconciled with supporting documentation by Subrecipient, which is readily available to Recipient upon request. Failure to successfully complete the Minimum Level of Service for the Deliverable, as determined by DEO in its sole discretion, will result in nonpayment; however, this does not preclude Subrecipient from receiving payment upon DEO's later determination of successful completion of the Deliverable.

4. All reimbursements under this Agreement will be made upon submission of an approved Monthly Financial Status Report, as noted above, are associated with the October 1, 2016 - March 31, 2018 funding period, and are not to exceed the bridge funding subaward allocation above.

5. Payments made to Subrecipient pursuant to this Agreement shall be applied against the FFY 2017 CSBG Subgrant Agreement. Recipient and Subrecipient understand and agree the subaward amount referenced in this Agreement are a portion of, and are not in any way, an addition to the FFY 2017 CSBG award.

6. Upon execution of the FFY 2017 CSBG Subgrant Agreement by and between Recipient and Subrecipient, this Agreement shall terminate.

**ADDITIONAL SUBAWARD INFORMATION:**

FFY 2016 CSBG Subgrant Agreement Number:	16SB-0D-12-00-01-019
FLAIR FFY 2016 CSBG Agreement Number:	E1823
Subrecipient's DUNS Registered Name:	Orange, County of
Subrecipient's DUNS Number:	064797251
Subrecipient's Fiscal Contact Information:	Rachel McCoy, (407) 836-7455
Federal Award Identification Number:	G-16B2FLCOSR
Federal Award Date:	August 2, 2016
Federal Grant Period:	October 1, 2015 - September 30, 2017
Subaward Period of Performance Start & End Date:	October 1, 2016 - March 31, 2018
Federal Award Project Description:	Funding to eligible entities to alleviate the causes and conditions of poverty in communities
Federal Awarding Agency:	U.S. Department of Health and Human Services
Contact Information of Pass-Through Entity Awarding Official:	Taylor Teepell, Director, Division of Community Development, 850-717-8475
Catalog of Federal Domestic Assistance Number:	93.569
Catalog of Federal Domestic Assistance Title:	Community Services Block Grant (formula grant)
Award for Research and Development (Yes/No):	No
Indirect Cost Rate:	15.9273%

In consideration of the mutual covenants set forth above, Recipient and the Subrecipient have caused to be executed this Agreement by their undersigned duly authorized officials, effective October 1, 2016.

SUBRECIPIENT:

*1917 daleharden*  
Teresa Jacobs  
County Mayor

Date: *11.1.16*



RECIPIENT:

*[Signature]*  
Taylor Teepell, Director  
Division of Community Development

Date: *11/21/16*

Approved as to form and legal sufficiency, subject only to full and proper execution by the Parties.

Office of the General Counsel  
Department of Economic Opportunity

By: *Karen G. Gentry*

Date: *11-14-16*