

RESOLUTION R-97-42

RESOLUTION OF MANATEE COUNTY, FLORIDA,
SUPPORTING THE COMMUNITY SERVICES BLOCK GRANT
APPLICATION OF MANATEE OPPORTUNITY COUNCIL, INC.

WHEREAS, Community Services Block Grant Funds have been made available from the Florida Department of Community Affairs; and

WHEREAS, Manatee County has previously approved the application of Manatee Opportunity Council pursuant to Rule 9B-22.007, Florida Administrative Code; and

WHEREAS, Manatee Opportunity Council will receive their allocation through a modification to an agreement between the Department of Community Affairs and the Manatee Opportunity Council pursuant to the provisions of Rule 9B-22.007, Florida Administrative Code, without submitting a new application; and

WHEREAS, the Department of Community Affairs has sought approval from Manatee County Government of the Contract Modification as no application is required.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MANATEE COUNTY, FLORIDA, AS FOLLOWS:

1. Manatee County hereby approves the 1997 Contract Modification #1 for the Community Service Block Grant Funds as provided in Attachment A to this Resolution, which approval is understood to be the same as the approval of an application as required under Rule 9B-22.007, Florida Administrative Code.

2. It is understood that neither Manatee County Government nor its Board of County Commissioners are the grantees and do not accept any responsibility for grants management, audit exceptions, or local match. All grant requirements shall be the full responsibility of the Manatee Opportunity Council, Inc.

ADOPTED, with a quorum present and voting this the 25th day of February, 1997.

BOARD OF COUNTY COMMISSIONERS OF
MANATEE COUNTY, FLORIDA

Patricia M. Glass
PATRICIA M. GLASS

TITLE: CHAIRMAN

ATTEST: [Signature]
CLERK OF THE CIRCUIT COURT

BY: [Signature]



CONTRACT NO: 9758-SH-08-51-04-011
MODIFICATION NO: 1
(Final Federal Allocation)

MODIFICATION OF AGREEMENT
BETWEEN
FLORIDA DEPARTMENT OF COMMUNITY AFFAIRS
AND
MANATEE OPPORTUNITY COUNCIL, INCORPORATED

The agreement for the period October 1, 1996 to September 30, 1997, between the Department of Community Affairs and Manatee Opportunity Council, Incorporated, bearing the above contract number is modified by mutual agreement of the parties as follows:

Clause (16)(a) Funding/Consideration is hereby amended to read

"This is a cost-reimbursement agreement. The grantee shall be reimbursed for costs incurred in the satisfactory performance of work hereunder in an amount not to exceed \$ 206,127, subject to the availability of cash." This figure includes:

- 1. \$173,256 Current FFY 1996-97 contract allocation.
- 2. + \$22,810.42 Final federal allocation funds available for FFY 1996-97.
- 3. + \$0: Carry-Over funds (unexpended FFY 1996 CSBG funds).
- 4. + \$8,061 FY 1997 Five Percent (5%) Local Government Share allocation(s) for the following counties: (Resolutions must be attached)
 - 1 Manatee \$8,061

Attachment D(4)(2), Match Requirements is hereby amended as follows

The Grantee shall provide as matching funds for services under this agreement the following amounts:

\$ 4,123 CASH \$ 37,104 IN-KIND

ATTACHMENT A:
Budget Changes

ATTACHMENT A:
Work Plan Changes

All other provisions of the contract not in conflict with this modification remain in full force and effect.

GRANTEE

STATE OF FLORIDA
DEPARTMENT OF COMMUNITY AFFAIRS

By: Roosevelt Jackson

By: _____

Roosevelt Jackson, Chairman
(Type Name and Title)

Rosa M. Morgan, Chief
Bureau of Community Assistance

Date: 2/11/97

Date: _____

59-620-8766
Federal Identification Number

**ATTACHMENT A
AMENDED GRANTER BUDGET SUMMARY**

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Client: **MANATE OPPORTUNITY COUNCIL, INC.**

Mod # 1

Contract # 97SB-5H-08-51-04-Q11

REVENUE SOURCES	PERCENT	MATCH	TOTAL AMT.	NOTES:	
CSBG GRANT FUNDS			206,127	- Round all figures up to the nearest dollar	
CASH MATCH	2 %	4,123		- Provide a minimum of 2% - Cash Match	
IN-KIND MATCH	18 %	37,104		- 20% - Total Match	
TOTAL MATCH (Line 2 + Line 3)	20 %		41,227	- If not under match 199% Cash Match is unacceptable.	
TOTAL FUNDS (Line 1 + Line 4)			247,354		
CSBG FUNDED PROGRAMS ONLY EXPENSE CATEGORY	(1) CASH FUNDS	(2) CASH MATCH	(3) IN-KIND MATCH	(4) AMENDED TOTAL	(5) PREVIOUS TOTAL
GRANTEE ADMINISTRATIVE EXPENSE:					
1. Salaries including fringe	15,315	---	---	15,315	13,851
2. Rent and Utilities	4,083	---	---	4,083	4,083
3. Travel	3,471	---	---	3,471	1,896
4. Other	7,900	---	---	7,900	6,458
5. SUBTOTAL (Lines 6 through 9)	30,769	---	---	30,769	26,288
NONGRANTEE ADMINISTRATIVE EXPENSE:					
1. Salaries including fringe	---	---	---	---	---
2. Rent and Utilities	---	---	---	---	---
3. Travel	---	---	---	---	---
4. Other	---	---	---	---	---
5. SUBTOTAL (Lines 11 through 14)	---	---	---	---	---
6. TOTAL ADMINISTRATIVE EXPENSE: (Line 10 + Line 15)	30,769	---	---	30,769	26,288
7. TOTAL CSBG ADMINISTRATIVE %	15 %	(Percentage cannot exceed 15% of Line 1)			
GRANTEE PROGRAM EXPENSE:					
1. Salaries including fringe	117,422	---	25,200	142,622	121,309
2. Rent and Utilities	25,856	---	11,904	37,760	37,757
3. Travel	4,353	---	---	4,353	1,263
4. Other	27,727	4,123	---	31,850	23,691
5. SUBTOTAL (Lines 18 through 21)	175,358	4,123	37,104	216,585	184,020
NONGRANTEE PROGRAM EXPENSE:					
1. Salaries including fringe	---	---	---	---	---
2. Rent and Utilities	---	---	---	---	---
3. Travel	---	---	---	---	---
4. Other	---	---	---	---	---
5. SUBTOTAL (Line 23 through 26)	---	---	---	---	---
6. TOTAL PROGRAM EXPENSE: (Line 22 + Line 27)	175,358	4,123	37,104	216,585	184,020
7. SECONDARY ADMIN. EXPENSE:					
8. GRAND TOTAL EXPENSE: (Line 16 + Line 28 + Line 29)	206,127	4,123	37,104	247,354	210,308

ATTACHMENT A
 AMENDED CSRG BUDGET DETAIL

NAME OF GRANTEE: Manatee Opportunity Council, Inc

LINE ITEM NO.	EXPENDITURE DETAIL	CSRG FUNDS	CASH MATCH	IN-KIND MATCH
	Round up line item totals to dollars. Do not use cents or decimals in totals.			
	<u>ADMINISTRATION EXPENSE</u>			
6	<u>Salaries</u>			
	Community Service Director/Executive Director \$28,90 x 450 hrs.	\$12,960		
	Total Salaries	\$12,960		
	<u>Fringe Benefits</u>			
	FICA @ .0765	\$ 991		
	FUT @ .015 (Florida Unemployment Tax)	194		
	Health & Life Insurance	526		
	Workers Comp. Insurance @ .05	644		
	Total Fringe Benefits	\$ 2,355		
	Total Personnel	\$15,315		
7	<u>Rent & Utilities</u>			
	Rent/Central Office	\$ 2,880		
	Utilities/Electric	468		
	Telephone	735		
	Total Rent & Utilities	\$ 4,083		
8	<u>Travel</u>			
	Local Admin. staff 1,200 mi. @ \$.29/mi.	\$ 348		
	FACA Spring Meeting, Executive Director Hotel & meals 4 days @ \$120/day	480		
	Travel 460 mi. @ \$.29/mi.	133		
	FACA Fall Meeting, Executive Director Hotel & meals 4 days @ \$120/day	480		
	Travel 500 mi. @ \$.29/mi.	145		
	Florida Council on Aging, Executive Director Hotel & meals 4 days @ \$120/day	480		
	Travel 52 mi. @ \$.20/mi.	15		
	National Assoc. Council on Aging Executive Director hotel & meals 4 days @ \$120/day	480		
	Airfare	210		
	National Assoc. of Community Action Agencies Executive Director hotel & meals 4 days @ \$120/day	480		
	Airfare	220		
	Total Travel	\$ 3,471		

Explain sources of cash and in-kind match

ATTACHMENT A
 AMENDED CSBG BUDGET DETAIL

NAME OF GRANTEE: _____

LINE ITEM NO.	EXPENDITURE DETAIL. <small>Round up line item totals to dollars. Do not use cents or decimals in totals.</small>	CSBG FUNDS	CASH MATCH	IN-KIND MATCH
9	<u>Other</u> Office Supplies Printing Supplies Janitorial Supplies Comprehensive Liability Insurance Tuition & Seminars Dues & Subscriptions Pest Control Independent Audit Rental Copier RRM Office Equipment Postage Security Administrative Expense <div style="text-align: right;">Total Other</div> <div style="text-align: right;">Project Total</div>	 \$ 539 375 316 185 900 600 107 500 638 237 520 60 2,923 \$ 7,900 \$30,769		

Explain sources of cash and in-kind match:

ATTACHMENT A
 AMENDED CSBG BUDGET DETAIL

NAME OF GRANTEE: MANATEE OPPORTUNITY COUNCIL, INC.

LINE ITEM NO.	EXPENDITURE DETAIL	CSBG FUNDS	CASH MATCH	IN-KIND MATCH
	Round up line item totals to dollars. Do not use cents or decimals in totals.			
18	<u>PROGRAMMATIC EXPENSE</u>			
	<u>Salaries</u>			
	1 Community Service Coordinator/Exec. Dir. \$28.00/hr. @ 664 hrs.	\$ 19,123		
	1 Senior Center & Project Contact Director \$11.10/hr. @ 2,080 hrs.	23,109		
	1 Family Self-Sufficiency Specialist \$8.64/hr @ 2,080 hrs.	17,921		
	1 Outreach Specialist \$7.35/hr @ 1,040 hrs.	7,644		
	1 Outreach Counselor/Family Self-Sufficiency \$7.00/hr @ 2,080 hrs.	14,560		
	1 Senior Center Assistant \$5.54/hr. @ 1,040 hrs.	5,626		
	1 Information & Referral Clerk \$6.83/hr @ 1,560 hrs.	10,655		
	Total Salaries	\$ 98,638		
	*In-kind volunteers \$5.00/hr. @ 5,040			\$25,200
	<u>Fringe Benefits</u>			
	FICA @ 7.65%	\$ 7,546		
	FUT @ .015 (Florida Unemployment Tax)	1,398		
	Health & Life Insurance	4,908		
	Worker's Compensation @ .05	4,932		
	Total Fringe Benefits	\$ 18,784		
	Total Salaries & Fringes	\$117,422		
19	<u>Rent & Utilities</u>			
	Rent/General Office	\$ 13,364		
	Rent/Sr. Center - Bradenton Housing Project	4,200		
	Utilities - Electric	3,295		
	Telephone - general office	2,264		
	Telephone - Sr. Center	2,201		
	Water	532		
	Total Rent & Utilities	\$ 25,856		
	<u>*In-kind Rent & Utilities Senior Centers</u>			
	Woodwinds Sr. Center \$410/mo. x 12 mos.			\$ 4,920
	Anna Gayle Center \$502/mo. 12 mos.			6,024
	Fairgrounds - Commodity Distribution Center \$138/mo. x 6 mos.			828
	Storage shed in Duetto @ \$22/mo. x 6 mos.			132
				11,904
	*IN-KIND MATCH SOURCES: Volunteer work hours, donations of space for Senior Centers, and from Fairgrounds & storage, including rent and utilities.			

(Explains sources of cash and in-kind match.)

ATTACHMENT A
 AMENDED CSWG BUDGET DETAIL

NAME OF ORGANIZATION: MANATEE OPPORTUNITY COUNCIL, INC.

LINE ITEM NO.	EXPENDITURE DETAIL	CSWG FUNDS	CASH MATCH	IN-KIND MATCH
	<i>Round up line items totals to dollars. Do not use cents in decimals in totals.</i>			
	PROGRAMMATIC EXPENSE CONTINUED			
20	<u>Travel</u>			
	Local - 4,458 mi. @ \$.29/mi.	\$ 1,290		
	FACA Spring Meeting - 2 Outreach Workers 4 days @ \$100/day hotel & meals	800		
	Travel 460 mi. @ \$.29/mi.	133		
	FACA Fall meeting 2 Outreach Workers 4 days @ \$100/day hotel & meals	800		
	Travel 500 mi. @ \$.29 mi.	145		
	Florida Council on Aging Sr. Center Director 4 days @ \$120/day hotel & meals	480		
	Travel 52 mi. @ \$.29/mi.	15		
	National Council on Aging Sr. Center Director 4 days @ \$120/day hotel & meals	480		
	Airfare	210		
	Total Travel	\$ 4,353		
21	<u>Other</u>			
	Program Supplies	\$ 1,288		
	Office Supplies	5,500		
	Printing Supplies	900		
	Janitorial Supplies	1,337		
	Comprehensive Liability Insurance	1,696		
	Tuition & Seminars	1,035		
	Dues & Subscriptions	500		
	Pest Control	320		
	Independent Audit	1,200		
	Rental copier	1,988		
	R&M Office Equipment	852		
	Postage	1,070		
	Security	840		
	Allocated Admin. Expense	4,198		
	Client Assistance, rent, prescriptions & utilities	5,000		
	*Donations of Cash (Match)		\$ 4,123	
	Total Other	\$ 27,727		\$ 37,104
	Total Program Expense	\$175,358	\$ 4,123	\$ 37,104
	 *CASH MATCH SOURCES: Donations from area churches, organizations and individuals.			

**ATTACHMENT A
 AMENDED CSBG SUBGRANTEE BUDGET SUMMARY**

NAME OF GRANTEE: Manatee Opportunity Council, Inc.

NAME OF SUBGRANTEE: N/A

MAILING ADDRESS OF SUBGRANTEE: _____

CONTACT PERSON: _____

TITLE: _____

TELEPHONE () _____

Note: The following line items (11-15 and 23-27) must correspond to the CSBG budget summary of the grantee. If there is more than one subgrantee, it is the grantee's responsibility to ensure that the total of all subgrantee budgets add correctly.

CSBG FUNDED PROGRAMS ONLY	(1) CSBG FUNDS	(2) CSBG MATCH	(3) IN-KIND MATCH	(4) AMENDED TOTAL	(5) PREVIOUS TOTAL
SUBGRANTEE ADMIN. EXPENSE					
11. Salaries including fringe.....					
12. Rent and Utilities.....					
13. Travel.....					
14. Other.....					
15. SUBTOTAL (Lines 11-14).....					
SUBGRANTEE PROGRAM EXPENSE					
23. Salaries including fringe.....					
24. Rent and Utilities.....					
25. Travel.....					
26. Other.....					
27. SUBTOTAL (Lines 23-26).....					
TOTAL EXPENSES: (Lines 15 + 27)...					

The subgrantee certifies that the data included in the subgrantee budget and the subgrantee work plan are true and correct. The subgrantee agrees to comply with all rules and regulations relating to the Community Services Block Grant and understands that this budget and work plan will become a part of the agreement between the grantee and the Department of Community Affairs.

APPROVED BY: _____
 (President of the Board) (Signature) (Date)

ATTESTED BY: _____
 (Type Name) (Signature) (Date)

**ATTACHMENT A
AMENDED CSBG WORK PLAN**

GRANTEE: Manatee Opportunity Council, Inc. GEOGRAPHIC AREA TO BE SERVED: Manatee County
 SUBGRANTEE: _____ CONTRACT # 97SB-5H-08-51-04-011 PROGRAM AREA _____

OBJECTIVE 1. Original objective 2. Amended Objective - include units of measurable services & number of clients to be served. 3. Reason for Change	ACTIVITIES OF THE AMENDED OBJECTIVE Describe the sequential steps to be taken to accomplish the objective	START DATE	END DATE	NONDUPLICATION STATEMENT Indicate any other program in your agency or other agencies in the community which provides similar services. Explain how you will avoid duplication of services.
<p>ORIGINAL OBJECTIVE: To provide approximately 32 units of emergency assistance to approximately 32 low-income CSBG eligible clients for rent, food, utilities and prescriptions.</p> <p>AMENDED OBJECTIVE: To provide approximately 50 units of emergency assistance to approximately 50 low-income CSBG eligible clients for rent, food, utilities and prescriptions.</p> <p>A unit of service will consist of one support assistance such as payment of rent, utility, or prescriptions. Reason for change: Increase in number of clients requiring emergency assistance.</p>	<p>5.0 Interview clients, determine eligibility and decide on assistance to be provided. Director (CSBG) and Outreach Specialist.</p> <p>5.1 Maintain clients files with proper documentation.</p> <p>5.2 Continue appropriate payment of bills with landlords, utility companies and drug stores.</p> <p>5.3 Refer clients to other agencies and services when needed. (HRS, Manatee Religious Services)</p> <p>5.4 Encourage clients to seek counseling on money management, personal problems, etc. to avoid on-going problems keeping them in poverty. In-house social service team available for financial counseling when applicable.</p> <p>5.5 Client information on Traker System for easy access for staff information.</p>	<p>10/1/96</p> <p>10/1/96</p> <p>10/1/96</p> <p>10/1/96</p> <p>10/1/96</p>	<p>3/30/97</p> <p>3/30/97</p> <p>3/30/97</p> <p>3/30/97</p> <p>3/30/97</p>	<p>Demand exceeds resources. Coordination with Manatee Religious Services, HRS, Churches, and Salvation Army prevent duplication.</p>

