

**Lee County Board Of County Commissioners
Agenda Item Summary**

Blue Sheet No. 20030943

1. REQUESTED MOTION:

ACTION REQUESTED: Request Board approval for a grant between Lee County and the Florida Department of Education. Approve budget resolution in the amount of \$120,000.00, in account string 11072915500.503490 and a revenue string, 11072915500.334720.9003. This grant is for the Adult Education and Family Literacy Community Technology Program at Schandler Hall.

WHY ACTION IS NECESSARY: Board is required to approve all grants and to formalize the acceptance of the grant to provide a service to the community.

WHAT ACTION ACCOMPLISHES: To provide an education and literacy program to the residents of Lee County.

2. DEPARTMENTAL CATEGORY:
COMMISSION DISTRICT #

C11D

3. MEETING DATE:

08-26-2003

4. AGENDA:

- CONSENT
- ADMINISTRATIVE
- APPEALS
- PUBLIC
- WALK ON
- TIME REQUIRED:

5. REQUIREMENT/PURPOSE:
(Specify)

- STATUTE
- ORDINANCE
- ADMIN. CODE
- OTHER

6. REQUESTOR OF INFORMATION:

- A. COMMISSIONER
- B. DEPARTMENT Parks and Recreation
- C. DIVISION

BY: John Yarbrough

John Yarbrough

7. BACKGROUND:

The Florida Department of Education awarded project no. 817-1914A-4PCT2 to Lee County Parks and Recreation in collaboration with Lee County Community Tennis Association – First Serve Initiative, and Literacy Volunteers of Lee County. This Grant allows Lee County Parks and Recreation, as part of the adult education programs offered at Schandler Hall, to assist residents in the area in completing high school diplomas or obtaining GED's, assisting in literacy levels, English as a second language, and the access of computers, as well as computer training. This project will also provide adult students and their children opportunities to participate in public service within their community by offering neighborhood improvement programs in addition to comprehensive family literacy programs and adult basic education. In conjunction with the nutrition and physical fitness program at Schandler to promote a healthy lifestyle, this grant will also provide job skills training.

Lee County Parks and Recreation will act as the fiscal agent for this grant as well as providing the Schandler Hall building and some staff for the match requirement. LCCTA and the Literacy Volunteers of America will provide: staff, marketing, reference materials, social events, outings, furniture and administration of program.

8. MANAGEMENT RECOMMENDATIONS:

9. RECOMMENDED APPROVAL:

A Department Director	B Purchasing or Contracts	C Human Resources	D Other	E County Attorney	F Budget Services	G County Manager								
<i>AS</i>	<i>N/A</i>			<i>KTB</i>	<i>CA 8/14/03</i>									
<i>AS 8-13-03</i>	<i>N/A</i>			<i>8/13/03</i>	<table border="1"> <tr> <td>OA</td> <td>OM</td> <td>Risk</td> <td>GC</td> </tr> <tr> <td><i>8/13/03</i></td> <td><i>8/14/03</i></td> <td><i>8/13/03</i></td> <td><i>8/13/03</i></td> </tr> </table>	OA	OM	Risk	GC	<i>8/13/03</i>	<i>8/14/03</i>	<i>8/13/03</i>	<i>8/13/03</i>	<i>HS 8/14/03</i>
OA	OM	Risk	GC											
<i>8/13/03</i>	<i>8/14/03</i>	<i>8/13/03</i>	<i>8/13/03</i>											

10. COMMISSION ACTION:

- APPROVED
- DENIED
- DEFERRED
- OTHER

Rec. by CoAtty
Date: <i>8/13/03</i>
Time: <i>8:40 pm</i>
Forwarded To:
<i>Co. Admin 8/13/03 2:25 pm</i>

RECEIVED BY COUNTY ADMIN
<i>CA</i>
<i>8/13 3:30</i>
COUNTY ADMIN FORWARDED TO:
<i>8/14/03</i>

RESOLUTION

Amending the MSTU Budget, Fund 15500 to incorporate the unanticipated receipts into Estimated Revenues and Appropriations for the fiscal year 2002-2003.

WHEREAS, in compliance with the Florida Statutes 129.06(2), it is the desire of the Board of County Commissioners of Lee County, Florida, to amend the MSTU Budget, Fund 15500 for \$ 120,000 of the unanticipated revenue from Grant funding and an appropriation of a like amount for grant expenditures and;

WHEREAS, the MSTU Budget, Fund 15500 shall be amended to include the following amounts which were previously not included.

ESTIMATED REVENUES

Prior Total:		
Additions		\$87,615,816
11072915500.334720.9003	Parks & Recreation-Family Literacy Community Technology Program	\$ 120,000
Amended Total Estimated Revenues		\$87,735,816

APPROPRIATIONS

Prior Total:		\$87,615,816
Additions		
11072915500.503490	Other Contracted Services	\$ 120,000
Amended Total Appropriations		\$87,735,816

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Lee County, Florida, that the MSTU Budget, Fund 15500 is hereby amended to show the above additions to its Estimated Revenue and Appropriation Accounts.

Duly voted upon and adopted in Chambers at a regular Public Hearing by the Board of County Commissioners on this ____ day of _____, 2003.

ATTEST:
CHARLIE GREEN, EX-OFFICIO CLERK

BOARD OF COUNTY COMMISSIONERS
LEE COUNTY, FLORIDA

BY: _____
DEPUTY CLERK

CHAIRMAN

APPROVED AS TO FORM

OFFICE OF COUNTY ATTORNEY

DOC TYPE YA
LEDGER TYPE BA

GRANT AT A GLANCE

GRANT AWARD INFORMATION

1. County Grant ID (project #): 0729
2. Title of Grant: Community Technology Program
3. Amount of Award: \$120,000
4. Amount of Match Required: \$70,000
5. Type of Match: Inkind staff & op.
 (cash, in-kind etc)

6. SOURCE OF GRANT FUNDS & CATALOG NUMBER:

FEDERAL <input checked="" type="checkbox"/> CFDA #84.002	STATE <input type="checkbox"/> CSFA #
----------------------------------------------------------	---------------------------------------

7. Agency Contract Number: 817-1914A-4PCT2

8. Contract Period:	Begin Date: 7/1/03	End Date: 6/30/04
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9. Name of Subrecipient(s)

10. Business Unit(s): 11072915500.
 11072915500.334720.9003

11. Scope of Grant: (describe project). Collaboration with CTA – First Service, Literacy Volunteers of Lee County and Parks and Rec. to increase literacy levels to adults in tice area as well as job skills, etc.

12. Has this Grant been Funded Before? YES NO If YES When?

13. Is Grant Funding Anticipated in Subsequent Years? YES NO

14. If Grant Funding Ends Will This Program Be Continued at County Expense? YES NO

If YES What is the Lee County Budget Impact:

1st Year 120,000	2 nd Year 120,000	3 rd Year 120,000
4 th Year 120,000	5 th Year	

Check Box if Additional Information on Program and Budget Impact is provided in *Comment Section* on page 2

ADMINISTERING DEPARTMENT INFORMATION

1. Department: Parks and Recreation
2. Contacts:

Program Mgr. Jeanne Hopkins	Phone #: 461-7418
Fiscal Mgr. Jeanne Hopkins	Phone #:461-7418

GRANTOR AGENCY INFORMATION

(The agency you signed this agreement with)

- 1. Grantor Agency: Department of Education – Workforce Development
- 2. Program Title/Division: Florida Department of Education
- 3. Agency Contact: Dr. Keith Brown
- 4. Phone Number: (850) 245-9037
- 5. Mailing Address: 325 Turlinton Building W., Gaines Street
Tallahassee, FL 32399-0400

SOURCE OF FUNDS

1. Original Funding

Source: Dept. of Ed – Workforce Development
(name of agency where funding originated from)

2. Pass Through Agency: Florida Department of Education

(middleman if any? Example: federal \$\$ from US DOT given to STATE of FL DOT -- then from STATE DOT to Lee County DOT --- STATE of FL DOT is the pass-through agency).

3. Additional Information for Other Agencies Involved:

**3a. Is the County a Grantee
or Subrecipient in #3 above:**

REPORTING REQUIREMENTS

1. Does this grant require a separate subfund? YES NO
(Example: you need to return interest earnings)

Please Explain:

2. Is funding received in advance? YES NO
(If YES, please indicate conditions for returning residual proceeds, or interest and the address to return it to, if different from the Grantor Agency Information)

Project contains two separate performance deliverable payment schedules. Base funding 60% and performance allocation 40% of project.

COMMENTS--INSTRUCTIONS:

We are currently seeking other grants. to continue funding for this program.

11072915500

FLORIDA DEPARTMENT OF EDUCATION Project Application

TAPS Number
4B003

Please return to: Florida Department of Education Bureau of Grants Management Room 325B, Turlington Building 325 West Gaines Street Tallahassee, Florida 32399-0400 Telephone: (850) 488-3473 Suncom: 278-3473	A) Program Name: Adult Education and Family Literacy Front Porch Florida (Continuation) <i>Community Technology</i> FY 2002-2003 Project #	DOE USE ONLY Date Received 2003 MAY 30 AM 11:55 RECEIVED GRANTS MANAGEMENT BUILDING						
B) Name and Address of Eligible Applicant: Lee County Board of County Commissioners Schandler Hall Community Park 3410 Palm Beach Blvd. Ft. Myers, FL 33916		Project Number (DOE Assigned) 817-1914-44 817-1914-44						
C) Total Funds Requested: \$ 120,000 <hr/> DOE USE ONLY Total Approved Project: \$ 120,000	D) Applicant Contact Information 4PCT2 <table border="1"> <tr> <td data-bbox="623 765 1067 851"> Contact Name: Betty Henderson </td> <td data-bbox="1084 765 1537 851"> Mailing Address: 419 Florence Ave Ft. Myers, FL 33905 </td> </tr> <tr> <td data-bbox="623 851 1067 937"> Telephone Number: (239) 694-6467 </td> <td data-bbox="1084 851 1537 937"> SunCom Number: </td> </tr> <tr> <td data-bbox="623 937 1067 1024"> Fax Number: (239) 461-7420 </td> <td data-bbox="1084 937 1537 1024"> E-mail Address: skiddles5@earthlink.net </td> </tr> </table>		Contact Name: Betty Henderson	Mailing Address: 419 Florence Ave Ft. Myers, FL 33905	Telephone Number: (239) 694-6467	SunCom Number:	Fax Number: (239) 461-7420	E-mail Address: skiddles5@earthlink.net
Contact Name: Betty Henderson	Mailing Address: 419 Florence Ave Ft. Myers, FL 33905							
Telephone Number: (239) 694-6467	SunCom Number:							
Fax Number: (239) 461-7420	E-mail Address: skiddles5@earthlink.net							

CERTIFICATION

I, John Yarbrough, (Please Type Name) do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of general assurances and specific programmatic assurances for this project. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.

Further, I understand that it is the responsibility of the agency head to obtain from its governing body the authorization for the submission of this application.

E) *John Yarbrough*
 Signature of Agency Head



DOE 100A
Rev 03/02

(See authorization letter attached)

246
6/3/03

**Florida Department of Education
Project Award Notification**

KB

1 PROJECT RECIPIENT Lee County Board of County Commissioners		2 PROJECT NUMBER 817-1914A-4PCT2	
3 PROJECT/PROGRAM TITLE Adult - Community Technology Program - Continuation TAPS # 4B003		4 AUTHORITY: Federal: Adult Education and Family Literacy Act (ABFLA) State Grant Programs Title II of the Workforce Investment Act of 1998. CFDA No. 84.002	
5 AMENDMENT INFORMATION Amendment Number: Type of Amendment: Effective Date:		6 PROJECT PERIODS Budget Period: 07/01/2003 - 06/30/2004 Program Period: 07/01/2003 - 06/30/2004	
7 AUTHORIZED FUNDING Current Approved Budget: \$120,000.00 Amendment Amount: \$0.00 Estimated Roll Forward: \$0.00 Total Project Amount: \$120,000.00		8 METHOD OF PAYMENT Performance	
9 TIMELINES Last date for incurring expenditures and issuing purchase orders: <u>06/30/2004</u> Date that all obligations are to be liquidated and final disbursement reports submitted: <u>08/20/2004</u> Last date for receipt of proposed amendments: Refund date of unexpended funds; mail to DOE Comptroller, 325 W. Gaines Street, 944 Turlington Building, Tallahassee, Florida 32399-0400: Date for program report, mail to appropriate program office.			
10 DOE CONTACTS Program: Greg Downing Office: Bureau Chief, Workforce Education Phone: (850) 245-0446 Email: Greg.Downing@fldoe.org Grants Management: Unit B (850) 245-0498		11 DOE FISCAL DATA DBS: 559000 EO: 4A Object: 720000	
12 TERMS AND SPECIAL CONDITIONS			
<input checked="" type="checkbox"/> This project and any amendments are subject to the procedures outlined in the <u>Project Application and Amendment Procedures for Federal and State Programs</u> (Green Book) and the General Assurances for Participation in Federal and State Programs.			
<input type="checkbox"/> For federal cash advance projects, monthly expenditures must be submitted to the Comptroller's Office by the 20 th of each month for the preceding month's disbursements utilizing the On-Line Disbursement Reporting System.			
<input type="checkbox"/> Any unexpended general revenue funds must be returned by check issued to the Florida Department of Education, with the final expenditure report. The check must clearly identify the project number for which funds are being returned.			
<input type="checkbox"/> In the event that the Governor and Cabinet are required to impose a mandatory reserve on the current year appropriation, this Agreement shall be amended to place in reserve the amount determined by the Department of Education to be necessary because of the mandatory reserve in the appropriation.			
<input checked="" type="checkbox"/> No more than five percent allowable for administrative cost.			
<input checked="" type="checkbox"/> Other: See Page 2, Item 12			
13 APPROVED:			
 Authorized Official on behalf of Jim Horn Commissioner of Education		<u>7-30-03</u> Date of Signing	
			

**INSTRUCTIONS
PROJECT AWARD NOTIFICATION**

- 1 **Project Recipient:** Agency, Institution or Non-Governmental entity to which the project is awarded.
- 2 **Project Number:** This is the agency number, grant number, and project code that must be used in all communication. (Projects with multiple project numbers will have a separate DOE-200 for each project number).
- 3 **Project Description:** Title of program and/or project. TAPS #: Departmental tracking number.
- 4 **Authority:** Federal Grants - Public Law or authority and CFDA number. State Grants - Appropriation Line Item Number and/or applicable statute and state identifier number.
- 5 **Amendment Information:** Amendment number (consecutively numbered), type (programmatic, budgeting, time extension or others) in accordance with the Project Application and Amendment Procedures for Federal and State Programs (Green Book), and effective date.
- 6 **Project Periods:** The periods for which the project budget and program are in effect.
- 7 **Authorized Funding:** Current Approved Project (total dollars available prior to any amendments); Amendment Amount (total amount of increase or decrease in project funding); Estimated Roll Forward (roll forward funds which have been estimated into this project); and Total Project Amount (total dollars awarded for this project).
- 8 **Method of Payment:** Federal Cash Advance (generally requested via Federal Cash Advance Request System); Quarterly Payment (based on the state fiscal year or the project period); Reimbursement (based on recipient expenditures); Performance Based (Please refer to Terms and Special Conditions); and Other (Please refer to Terms and Special Conditions).
- 9 **Timelines:** Date requirements for financial and program reporting/requests to the Department of Education.
- 10 **DOE Contacts:** Program contact for program issues, Grants Management Unit for processing issues, and Comptroller's Office number for payment information.
- 11 **DOE Fiscal Data:** A unique payment number assigned by the Department of Education.
- 12 **Terms and Special Conditions:** Listed items apply to this project. (Additional space provided on Page 2 of 2 if needed.)
- 13 **Approved:** Approval signature from the Florida Department of Education and the date signature was affixed.
- 12 **Continuation of Terms and Special Conditions** from page 1 of 2 if needed.

Funds for any performance based projects will be disbursed upon receipt of an invoice for products and services submitted in accordance with the approved schedule. Documentation should be submitted to Grants Management, Department of Education, 325 West Gaines Street, Room 325B, Tallahassee, Florida 32399-0400

By August 20, 2004 the following must be completed:

- A. All obligations must be liquidated
- B. Project Disbursement Report (DOE 399) and the appropriate deliverables must be submitted with the final invoice for payment. If any agency's actual cost of this project is less than the amount received, a refund check made payable to the Department of Education must be attached.

Should you have any questions regarding these special conditions please call Grants Management at (850) 245-0498.

FLORIDA DEPARTMENT OF EDUCATION Project Application

TAPS Number 4B003

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B) Name and Address of Eligible Applicant: Lee County Board of County Commissioners Schandler Hall Community Park 3410 Palm Beach Blvd. Ft. Myers, FL 33916	Project Number (DOE Assigned) 817-1913A-3PCT1
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C) Total Funds Requested: \$ 120,000 <hr style="width: 80%; margin-left: 0;"/> DOE USE ONLY Total Approved Project: \$	D) Applicant Contact Information <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"> Contact Name: Betty Henderson </td> <td style="width: 50%;"> Mailing Address: 419 Florence Ave Ft. Myers, FL 33905 </td> </tr> <tr> <td> Telephone Number: (239) 694-6467 </td> <td> SunCom Number: </td> </tr> <tr> <td> Fax Number: (239) 461-7420 </td> <td> E-mail Address: skiddles5@earthlink.net </td> </tr> </table>	Contact Name: Betty Henderson	Mailing Address: 419 Florence Ave Ft. Myers, FL 33905	Telephone Number: (239) 694-6467	SunCom Number:	Fax Number: (239) 461-7420	E-mail Address: skiddles5@earthlink.net
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Further, I understand that it is the responsibility of the agency head to obtain from its governing body the authorization for the submission of this application.

E) 

 Signature of Agency Head

BOARD OF COUNTY COMMISSIONERS

Bob Janes
District One

Douglas R. St. Cerny
District Two

Ray Judah
District Three

Andrew W. Coy
District Four

John E. Albion
District Five

Donald D. Stilwell
County Manager

James G. Yeager
County Attorney

Diane M. Parker
County Hearing
Examiner

May 27, 2003

Mr. Keith Brown

Florida Department of Education
Bureau of Contract Management
Room 325B, Turlington Building
325 West Gaines Street
Tallahassee, FL 32399-0400



Dear Mr. Brown,

Please accept this letter as authorization for John Yarbrough, Director of Lee County Parks and Recreation, to sign as an official representative of Lee County, any documentation related to the Community Technology Program Grant Application.

This grant application was submitted by Lee County Parks and Recreation in collaboration with Lee County Community Tennis Association's First Serve Initiative and Literacy Volunteers of Lee County.

If you have any concerns or questions, please contact me.

Sincerely,



Ray Judah, Chairman
Lee County Board of County Commissioners

Self-Evaluation Assessment for Continuation Projects

Projects recommended for continuation and subsequent funding must show all successful performance accomplishments during the first project year. This self-assessment is required for continuation. Any shortfall or negative answer must be explained.

Agency Name: Lee County Board of County Commissioners **Project#:** 817-1913A-3PCTII

1. Have all projected performance deliverables and goals been accomplished? **Yes**
2. Have all projected core indicators been completed? **No, We still need to count three more individuals in the GED/HS Diploma core measure: One person has taken his GED test but we have not received notification that he passed the test as of this date. We have two individuals that will be receiving their HS diplomas by the end of May.**
3. Are the services provided to the indicated target population consistent with the original project plan? **Yes**
4. Are all applicable financial and non-financial cooperative arrangements still in place? **Yes**
5. Are all expenditures in proportion to performance accomplishments as of March 31? **Yes**
6. Quarterly and all other reporting requirements (FA 399, NRS, other requirements as applicable) accurate and on time? **Yes**
7. Are all applicable deliverables and/or invoices on schedule?
 - a. Indicator #1 25% 50% 75% 100% Other *159%
 - b. Indicator#2 25% 50% 75% 100% Other * 71%
 - c. Indicator#3 25% 50% 75% 100% Other *194%

Do you need technical assistance? **NO**

How did the participants benefit from this program?

The Community Technology Initiative offers a wide variety of services that address the skills needed to improve economic conditions in the community. Our program has strengthened the entire family unit by focusing on children and their parents giving them the confidence and ability to communicate effectively with each other.

How will the continuation of this project assist with furthering the Governor's Reading Initiative?

As the Governor's Reading Initiative states, there is a statistical correlation between poor academic achievement and poverty. The Community Technology Program's focus is on breaking the cycle of illiteracy in families thus enabling those families and their community to reach their full potential.

Prepared by: *Elizabeth Henderson, First Grade Specialist*
Name & Title

Authorized: *[Signature]* 5-18-03
Appropriate Agency Head Date

DOE Use Only Justification: _____ Grants Administration Approval _____	Approved _____ Not Approved _____ _____ Date _____
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