

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: July 11, 2023 Consent Regular
 Ordinance Public Hearing

Department
Submitted By: Youth Services Department
Submitted For: Outreach and Community Programming Division

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve:

A) a First Amendment to Community Based Agency Contract with the American Association of Caregiving Youth, Inc. (AACY) (R2022-1150), for the period October 1, 2022 through September 30, 2025, to serve an additional 70 youth for expanded programming and activities during the summer of 2023, and increase the Contract by \$30,000 from \$120,000 to a new total contract amount not to exceed \$150,000; \$70,000 for FY2023 and \$40,000 each for FY2024 and FY2025; and

B) a Budget Transfer of \$30,000 in the General Fund from the Evidence-Based Programming unit (Unit 1451) to fund the additional cost associated with summer programming in year one of the Contract.

Summary: In October 2022, the Board of County Commissioners (Board) approved a Community Based Agency Contract with the AACY to provide services for the Caregiving Youth Project (CYP). AACY will increase the number of youth served, in FY2023 only, from 200 to 270. In FY2023, AACY expanded their services countywide and has already exceeded the contract projected 200 youth. AACY has identified youth in need of services during the summer months. Programming and activities provide social and emotional supports and opportunities for caregiving youth to socialize with their peers. The programming and activities include home visits to assess family needs, skills building sessions, summer events, recreational activities, transportation options for youth activities, field trips, and mentorship. These activities include field trips, FAU Camp Day, educational adventures such as: Manatee Lagoon/Beach Day as well as family engagements. Funds are available in the Community Based Agency (CBA) budget to support this need due to the termination of a contract by another CBA. It is important that caregiving youth continue to receive services during the summer months. AACY will continue to seek other funding in future years to meet increasing needs. In FY2022, AACY exceeded their projected number of youth served by 60%. After completion of each contract year, a report will be developed detailing AACY's progress in meeting their performance measurements. Countywide (HH)

Background and Justification: On October 4, 2022, the Board approved 20 Community Based Agency contracts from a Notice of Funding Opportunity Youth Services Department issued on March 7, 2022, which included AACY's contract in the Social and Emotional Learning Supports Action Area. The contract's services provide support to Caregiving Youth in middle and high school through AACY's professional services In School, Out-of-School, and At Home. The program seeks solutions as it promotes social and system change by integrating healthcare (body), education (mind), and community (spirit) to create a solid foundation of support services for this silent, hidden, and deserving youth population.

Attachment:

- 1. First Amendment to Community Based Agency Contract
- 2. Budget Transfer

Recommended by:  6/15/23
 Department Director Date

Approved by:  6/22/2023
 Assistant County Administrator Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2023	2024	2025	2026	2027
Capital Expenditures					
Operating Costs	\$70,000	\$40,000	\$40,000		
External Revenue					
Program Income (County)					
In-Kind Match (County)					
NET FISCAL IMPACT	\$70,000	\$40,000	\$40,000		
No. ADDITIONAL FTE POSITIONS (Cumulative)					

Is Item Included in Current Budget? Yes X No
 Does this item include the use of federal funds? Yes No X

Budget Account **Exp No:**
 Fund 0001 **Dept** 154 **Unit** 2069 **Obj** 8201
 Rev No:
 Fund **Dept** **Unit** **Obj**

B. Recommended Sources of Funds/Summary of Fiscal Impact:

The fiscal impact associated with this year 1 of this Contract shall be funded by existing 2023 ad valorem funding, which will be transferred from the evidence-based programming unit (Unit 1451). Years 2 and 3 will be included in proposed budget request to be funded from the evidence-based programming unit (Unit 1451).

Departmental Fiscal Review: Michelle Dene
~~20~~ 6/13/23

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Dev. and Control Comments:

ABD 6/15/23
 OFMB JA 6/14/23 \$6114

[Signature] 6/22/23
 Contract Development & Control
TRD 6/21/23

B. Legal Sufficiency:

[Signature] 6-22-23
 Assistant County Attorney

C. Other Department Review:

 Department Director

This summary is not to be used as a basis for payment.

**FIRST AMENDMENT TO
COMMUNITY BASED AGENCY CONTRACT**

This First Amendment is made as of the July 11, 2023, by and between Palm Beach County, a Political Subdivision of the State of Florida, by and through its Board of Commissioners, hereinafter referred to as the COUNTY, and American Association of Caregiving Youth, Inc., a not-for-profit corporation authorized to do business in the State of Florida, hereinafter referred to as the AGENCY, whose Federal I.D. is 65-0866677.

WITNESSETH:

WHEREAS, the parties entered into a Community Based Agency Contract (Contract) dated October 4, 2022, (R2022-1150) in the amount of \$120,000, to fund the Caregiving Youth Project, from October 1, 2022, through September 30, 2025; and

WHEREAS, the parties desire to increase the Contract by \$30,000, for a new total not to exceed amount of \$150,000.

NOW, THEREFORE, in consideration of the mutual promises contained herein, the COUNTY and the AGENCY agree as follows:

1. The foregoing recitals are true and correct and incorporated herein by reference.
2. **ARTICLE 1 – SERVICES**, Paragraph 3 is hereby replaced in its entirety with the following:

The COUNTY'S representative/liaison during the performance of this Contract shall be Ike Powell, Director of Outreach & Community Programming (telephone no. 561-242-5704).

3. **ARTICLE 3 – PAYMENTS TO THE AGENCY**, Paragraph A is hereby replaced with the following:
 - A. The COUNTY shall pay to the AGENCY for services rendered under this Contract not to exceed a total amount of ONE HUNDRED FIFTY THOUSAND DOLLARS (\$150,000) over a three (3) year period of which SEVENTY THOUSAND DOLLARS (\$70,000) is budgeted in FY2023 with an anticipated annual allocation of FORTY THOUSAND DOLLARS (\$40,000) in each subsequent fiscal year for the term of this Contract. The AGENCY will bill the COUNTY on a monthly basis, or as otherwise provided, at the amounts set forth in the attached **Exhibit B-1** (Unit Cost of Service Rate and Definition) for services rendered toward the completion of the attached Scope of Work. Where incremental billings for partially completed items are permitted, the total billings shall not exceed the estimated percentage of completion as of the billing date.

4. **ARTICLE 3 – PAYMENTS TO THE AGENCY**, Paragraph F is hereby replaced with the following:

F. Final Invoice: In order for both parties herein to close their books and records, the AGENCY will clearly state "final invoice" on the AGENCY'S final/last billing to the COUNTY pursuant to this amendment. This shall constitute the AGENCY'S certification that all services have been properly performed and all charges and costs have been invoiced to Palm Beach County. Any other charges not properly included on this final invoice are waived by the AGENCY.

5. **ARTICLE 14 – ACCESS AND AUDITS**, Paragraph C is hereby replaced in its entirety with the following:

- C. Two (2) bound originals of the audit are due thirty (30) days after receipt of the financial audit report by the Independent Certified Public Accountant or a Public Accountant licensed under Chapter 473, Florida Statutes, or nine (9) months after the close of the fiscal year. The complete financial audit report, including all items specified herein, shall be sent directly to:

Palm Beach County Youth Services Department
Attn: Ike Powell, Director of Outreach & Community Programming
50 S. Military Trail, Suite 203
West Palm Beach, FL 33415

6. **Exhibit A** is hereby replaced in its entirety with **Exhibit A-1**, attached hereto and incorporated herein by reference.
7. **Exhibit B** is hereby replaced in its entirety with **Exhibit B-1**, attached hereto and incorporated herein by reference.
8. All other provisions of the Contract not modified in this First Amendment remain in full force and effect.

{Remainder of page left blank intentionally}

IN WITNESS WHEREOF, the Board of County Commissioners of Palm Beach County, Florida has made and executed this First Amendment on behalf of the COUNTY and the AGENCY has hereunto set its hand the day and year above written.

AGENCY:

American Association of Caregiving Youth, Inc.

Company Name

DocuSigned by:
Connie Siskowski

B432A18C3ADB464...

Signature

Connie Siskowski

Typed Name

Founder & President

Title

ATTEST:

**JOSEPH ABRUZZO, CLERK OF THE
CIRCUIT COURT & COMPTROLLER**

By: _____

Deputy Clerk

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

DocuSigned by:
Helene C. Hvizd

D233AA1DB87543B...

By: _____

County Attorney

COUNTY:

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS**

By: _____

Gregg K. Weiss, Mayor

APPROVED AS TO TERMS
AND CONDITIONS

DocuSigned by:
Ike Powell

E15D3C31607B437...

By: _____

Youth Services Department

EXHIBIT A-1
SCOPE OF WORK

Contract Period: October 01, 2022 - September 30, 2025

Agency Name: American Association of Caregiving Youth, Inc.

Program Name: Caregiving Youth Project (CYP)

Target Population: Middle School Age Youth, High School Age Youth

Geographic area(s) served: Countywide

Commission District(s): District 1, District 2, District 3, District 4, District 5, District 6, District 7

Overview:

Caregiving youth sacrifice their education, health, well-being, and childhood to provide care for family members who are ill, injured, elderly, or disabled. In partnership with schools, the CYP model is already successful in Palm Beach County middle and high schools, as demonstrated by reducing the external barriers to learning incurred by children, through no fault of their own, and as a result of the health conditions of a family member(s). By identifying youth caregivers in sixth grade, followed by parental consent, CYP participants receive ongoing support In School, Out of School, and At Home. As a result, they have remained in school, progressed to the next grade level, improved grades, demonstrated social skills, and have learned they are no longer alone in their caregiving role.

Evidence-based model or promising practice:

Promising Practice - Caregiving Youth Project Model

Observed Need/Risk Factor(s) that will be addressed:

According to the What Works Survey, more than 10,000 middle and high school students in Palm Beach County have a dual caregiving role. They assist in many levels of care for loved ones; however, with limited resources, the CYP focus on those in the most intensive situations, who provide at least 20 hours a week of assistance. They are otherwise a hidden, vulnerable, and at-risk population. These forgotten youth often sacrifice their education, health, well-being, and childhood to perform adult-sized responsibilities of providing care for chronically ill, injured, elderly, or disabled family members who are of any age.

Services:

The AGENCY will provide the following services:

- Home visits/special projects – Family Specialist meet with the family in the home for assessment; many collaborating partners assist and AACY works to secure special funding for non-budgeted needs. Examples include ramps for wheelchairs, mold removal, supplies for equipment, and more
- Lunch and Learn sessions – Once or twice a month in school.

- Camp Treasure is a time for students to spend the night away from their caregiving duties and be with others who are also caregivers. They get a chance to make friends, communicate with those who are going through the same things, get a night to relax knowing that their care receiver is being taken care of, and more.
- Events – in person and virtual allow the students time to engage conversations with others who are also caregivers, a time to enjoy and just be a teenager for a day. That may sound like a small thing, but for our Caregiving Youth it rejuvenates them and makes them feel less alone. Most are also educational.
- Family outings provide time for the entire family to be with others who are also struggling with being caregivers. Parents who can talk about the difficulties of knowing your children are carrying a heavy burden. The toll it takes on a parent is emotionally draining.
- Mentorship – MACY (Mentor a Caregiving Youth) gives the youth one on one attention from someone who is there because they care and want to provide them with a fun activity, like a movie or lunch at a restaurant.
- Skills Building sessions – a 6-week foundation course in 6th grade followed by three times/year for 7th and 8th graders; monthly in high school – using a copyrighted age and graduated information through high school.
- Transportation options for youth activities -aligned with the scope of work (FY23 May - September).

Outcomes:

The following outcomes will be tracked:

- 243 of 270 (90%) Youth will increase feeling socially supported within their environment as evidenced by pre-post assessment for FY23.
- 243 of 270 (90%) Youth will increase engagement in out of school time activities as evidenced by programmatic attendance records for FY23.
- 180 of 200 (90%) Youth will increase feeling socially supported within their environment as evidenced by pre-post assessment for FY24-25.
- 180 of 200 (90%) Youth will increase engagement in out of school time activities as evidenced by programmatic attendance records for FY24-25.

Reports Submission:

The Agency shall provide monthly, quarterly and annual data for all program participants funded in this Contract. The reports shall be presented in a format acceptable to COUNTY.

- Monthly Report format, Exhibit A-1, Form 1
- Quarterly Report format, Exhibit A-1, Form 2
- Logic Model, Exhibit A-1, Form 3
- Annual Report format, Exhibit A-1, Form 4

Projected number of Clients Served:

270 Youth Unduplicated (FY23) (200 Youth Unduplicated FY24-25)

EXHIBIT A-1, FORM 1
Monthly Reports Format

The AGENCY will submit monthly reports by entering program specific data into the CBA Portal.



MONTHLY COMPLIANCE REPORT COMMUNITY BASED AGENCY CONTRACT

Contract Period: 10/01/2022 - 09/30/2023

American Association of Caregiving Youth, Inc.

Month: Choose an item.

Services	Current Status	Explanation
Home visits/special projects – Family Specialist meet with the family in the home for assessment; many collaborating partners assist and AACY works to secure special funding for non-budgeted needs. Examples include ramps for wheelchairs, mold removal, supplies for equipment, and more	Choose an item.	Please report actual # of clients served through this activity or # of event occurrences. If none, or if service is delayed, provide a brief explanation.
Lunch and Learn sessions – Once or twice a month in school.	Choose an item.	Please report actual # of clients served through this activity or # of event occurrences. If none, or if service is delayed, provide a brief explanation.
Camp Treasure is a time for students to spend the night away from their caregiving duties and be with others who are also caregivers. They get a chance to make friends, communicate with those who are going through the same things, get a night to relax knowing that they care receiver is being taken care of, and more.	Choose an item.	Please report actual # of clients served through this activity or # of event occurrences. If none, or if service is delayed, provide a brief explanation.
Events – in person and virtual allow the students time to engage conversations with others who are also caregivers, a time to enjoy and just be a teenager for a day. That may sound like a small thing, but for our Caregiving Youth it rejuvenates them and makes them feel less alone. Most are also educational.	Choose an item.	Please report actual # of clients served through this activity or # of event occurrences. If none, or if service is delayed, provide a brief explanation.

<p>Family outings provide time for the entire family to be with others who are also struggling with being caregivers. Parents who can talk about the difficulties of knowing you children are carrying a heavy burden. The toll it takes on a parent is emotionally draining.</p>	<p>Choose an item.</p>	<p>Please report actual # of clients served through this activity or # of event occurrences. If none, or if service is delayed, provide a brief explanation.</p>
<p>Mentorship – MACY (Mentor a Caregiving Youth) gives the youth one on one attention from someone who is there because they care and want to provide them with a fun activity, like a movie or lunch at a restaurant.</p>	<p>Choose an item.</p>	<p>Please report actual # of clients served through this activity or # of event occurrences. If none, or if service is delayed, provide a brief explanation.</p>
<p>Skills Building sessions – a 6-week foundation course in 6th grade followed by three times/year for 7th and 8th graders; monthly in high school – using a copyrighted age and graduated information through high school.</p>	<p>Choose an item.</p>	<p>Please report actual # of clients served through this activity or # of event occurrences. If none, or if service is delayed, provide a brief explanation.</p>
<p>Transportation options for youth activities -aligned with the scope of work (FY23 May - September).</p>	<p>Choose an item.</p>	<p>Please report actual # of clients served through this activity or # of event occurrences. If none, or if service is delayed, provide a brief explanation.</p>

Please list any program specific challenges your agency experienced during this reporting period:

[Click here to list any program specific challenges your agency experienced during this reporting period.](#)

Please list any program specific accomplishments your agency experienced during this reporting period:

[Click here to list any program specific accomplishments your agency experienced during this reporting period.](#)

Please report your outcomes achieved for this month.

Target: 243 of (270) Youth will increase feeling socially supported within their environment as evidenced by pre-post assessment for FY23.

Actual for the month: ___ of ___ (___%)

Total number served this month:

Target: 243 of (270) Youth will increase engagement in out of school time activities as evidenced by programmatic attendance records for FY23.

Actual for the month: ___ of ___ (___%)

Total number served this month:

Target: 180 of (200) Youth will increase feeling socially supported within their environment as evidenced by pre-post assessment for FY24-25.

Actual for the month: ___ of ___ (___%)

Total number served this month:

Target: 180 of (200) Youth will increase engagement in out of school time activities as evidenced by programmatic attendance records for FY24-25.

Actual for the month: ___ of ___ (___%)

Total number served this month:

Unit Cost of Service Rate Definition

A unit of service is defined as one hour of direct or indirect staff time and related work that may include the identification, assessment, and support by professional staff of one student in the Caregiving Youth Project who will receive services among which will include life skills development, home assessment, group trips, activities, mentoring, data entry and reporting.

Unit Cost of Service Rate is \$40.00

Total Cost of Service \$40,000.00

[Click here to report on number of units being claimed for this reporting period.](#)

Unit Cost of Service Rate Definition FY23 only

A unit of service during out of school time programming is defined as one hour of direct or indirect staff time and related work that may include planning, traveling to, and participating in group trips, events, family outings, camp treasure, and activities defined within the scope, data entry and reporting, and additional resources such as transportation (single or shared rides), admission to summer events, and food.

***This increased Unit Cost of Service Rate is limited to the term beginning May 1, 2023 through September 30, 2023, to support the Out of School Time programming for the summer in Year 1 of this agreement only.**

Unit Cost of Service Rate is \$50.00*

Total Cost of Service \$30,000.00

[Click here to report on number of units being claimed for this reporting period.](#)

Report approved and submitted by: *Click or tap here to enter text.*

Title of signatory: *Click or tap here to enter text.*

EXHIBIT A-1, FORM 2
Quarterly Reports Format

The AGENCY will submit quarterly reports by entering program specific data into the CBA Portal.



CBA Quarterly Outcomes Report

Outcome	Validator	Projected %	Actual Outcome %	Projected # to be Served	Actual # Served	Projected # to Attain Outcome	For GCS Review	Comments
Mentors are successfully matched with mentees.	Mentor/Mentee Matching Log	80%	101%	100	156	80	Y	
Mentors complete training and demonstrate effective interactions, and address trauma.	Attendance logs and training records for mentors	90%	76%	100	76	90	N	
Youth achieve and/or maintain academic achievements.	Student progress and report cards	95%	75%	100	75	95	Y	

EXHIBIT A-1, FORM 3
Logic Model

American Association of Caregiving Youth, Inc.

LOGIC MODEL

 Family

 Agency

 Community

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8
Problem/Situation	Service/Activity	Outcome	Indicator	Results	Measurement Tool	Data Source	Frequency
<u>Instruction:</u> Need/ Problem/ Situation	<u>Instruction:</u> What your Agency is doing, such as meetings, trainings, and events in order to achieve outcomes; include # of Clients Serviced, Timeframe & # of Units	<u>Instruction:</u> Statement of Results Expected, such as change in knowledge, attitudes, skills, behaviors, conditions	<u>Instruction:</u> Number (#) and Percent (%) of Clients Expected to Achieve Outcome (# of Clients ÷ by # Served)	<u>Instruction:</u> Actual Number (#) and Percent (%) of Clients who Achieve the Outcome (# of Clients who achieved the outcome ÷ # Served)	<u>Instruction:</u> Evidence Collected (provide specific name of tool; examples of tools include: pre/post surveys or assessments, progress reports	<u>Instruction:</u> Collection Procedure & Personnel Responsible	<u>Instruction:</u> Time & Frequency of Evaluation/Outcome Measurement
Participants in high school need social interactions with other caregiving youth and families.	Events-Camp Treasure, events, (movies, trips, zoo, etc.) mentorship, holiday parties, and reunion to allow time to interact with peers. Transportation options for youth activities.	Youth will increase engagement in out of school time activities as evidenced by programmatic attendance records.	243 of 270 (90%) Youth will increase engagement in out of school time activities as evidenced by programmatic attendance records for FY23.		Attendance records	Director of the Caregiving Youth Project	Sign-in sheet before each activity
Caregiving Youth needs time with others who can show them support and understanding.	Camp Treasure, Activities, and Mentorship will allow participants to be engaged in social activities. Transportation options for youth activities.	Youth will increase feeling socially supported within their environment as evidenced by pre-post assessment.	243 of 270 (90%) Youth will increase feeling socially supported within their environment as evidenced by pre-post assessment for FY23.		Pre/Post assessment	Director of the Caregiving Youth Project	Beginning and end of the school year.
Participants in high school need social interactions with other caregiving youth and families.	Events-Camp Treasure, events, (movies, trips, zoo, etc.) mentorship, holiday parties, and reunion to allow time to interact with peers. Transportation options for youth activities.	Youth will increase engagement in out of school time activities as evidenced by programmatic attendance records.	180 of 200 (90%) Youth will increase engagement in out of school time activities as evidenced by programmatic attendance records for FY24-25.		Attendance records	Director of the Caregiving Youth Project	Sign-in sheet before each activity
Caregiving Youth needs time with others who can show them support and understanding.	Camp Treasure, Activities, and Mentorship will allow participants to be engaged in social activities. Transportation options for youth activities.	Youth will increase feeling socially supported within their environment as evidenced by pre-post assessment.	180 of 200 (90%) Youth will increase feeling socially supported within their environment as evidenced by pre-post assessment for FY24-25.		Pre/Post assessment	Director of the Caregiving Youth Project	Beginning and end of the school year.
Mission Statement		We champion youth who care for chronically ill, injured, elderly or disabled family members, support their role as caregivers, safeguard and celebrate their success in school and life.					

EXHIBIT A-1, FORM 4

Annual Report Format

The AGENCY will submit an annual report by entering program specific data into the CBA Portal.



ANNUAL REPORT COMMUNITY BASED AGENCY CONTRACT

Contract Period: 10/01/2022 - 09/30/2023

Executive Summary

Agency Name: American Association of Caregiving Youth, Inc.

Program Name: Caregiving Youth Project (CYP)

Reporting Period: 10/01/2022 - 09/30/2023

Prepared By: *Click here to enter name and contact information of the person preparing this report.*

Methods: *Click here to enter a short statement of the evaluation methodology.*

Outcomes: *Click here to enter a short statement about the program's outcomes.*

Conclusion: *Click here to enter a short statement that indicates if the program achieved its stated outcomes.*

Recommendations: *Click here to enter a short statement that include recommendations to address challenges and improve this program.*

Report approved and submitted by: *Click or tap here to enter text.*

Title of signatory: *Click or tap here to enter text.*

Date: *Click or tap here to enter date.*

Annual Report

Introduction:

Provide a brief description about your agency and the funded program.

Click here to enter text.

Scope of Work:

Describe the program's scope of work.

Click here to enter text.

Services:

- Home visits/special projects – Family Specialist meet with the family in the home for assessment; many collaborating partners assist and AACY works to secure special funding for non-budgeted needs. Examples include ramps for wheelchairs, mold removal, supplies for equipment, and more
- Lunch and Learn sessions – Once or twice a month in school.
- Camp Treasure is a time for students to spend the night away from their caregiving duties and be with others who are also caregivers. They get a chance to make friends, communicate with those who are going through the same things, get a night to relax knowing that their care receiver is being taken care of, and more.
- Events – in person and virtual allow the students time to engage conversations with others who are also caregivers, a time to enjoy and just be a teenager for a day. That may sound like a small thing, but for our Caregiving Youth it rejuvenates them and makes them feel less alone. Most are also educational.
- Family outings provide time for the entire family to be with others who are also struggling with being caregivers. Parents who can talk about the difficulties of knowing your children are carrying a heavy burden. The toll it takes on a parent is emotionally draining.
- Mentorship – MACY (Mentor a Caregiving Youth) gives the youth one on one attention from someone who is there because they care and want to provide them with a fun activity, like a movie or lunch at a restaurant.
- Skills Building sessions – a 6-week foundation course in 6th grade followed by three times/year for 7th and 8th graders; monthly in high school – using a copyrighted age and graduated information through high school.
- Transportation options for youth activities -aligned with the scope of work (FY23 May - September).

Demographics:

Describe and provide totals for the population you served. Highlight any demographic information that is program specific, specify 'other' categories, and provide a summary of challenges and accomplishments serving this population.

Click here to enter text.

Gender	(#)	(%)
Female		

Male		
FTM		
MTF		
Other		
Non-binary		
Not Applicable		
Unknown		
Age	(#)	(%)
0-4		
5-10		
11-13		
14-18		
19-22		
>22		
Unknown		
Not Applicable		
Race	(#)	(%)
Asian/Pacific Islander		
Black or African American		
Hispanic or Latino/a		
Native American or American Indian		
White		
Other		
Multiracial		
Not Applicable		
Unknown		
Family Type	(#)	(%)
Two Parent Household		
Single Parent Female Head of Household		
Single Parent Male Head of Household		
Grandparents		
Other		
Unknown		
Not Applicable		
Household Income	(#)	(%)
\$0.00		
<\$19,999		

\$20-29,999	
\$30-39,999	
\$40-49,999	
\$50-59,999	
>\$60,000	
Unknown	
Not Applicable	

Methodology:

Describe your process of data collection and data analysis. Include any statistical techniques and particular calculations you employed, and explain the rationale for your process.

Click here to enter text.

Outcomes:

Provide a narrative of your findings as supported by your data analysis. List and summarize outcome results as indicated below:

Target: 243 of 270 (90%) Youth will increase feeling socially supported within their environment as evidenced by pre-post assessment for FY23.

Actual for the grant year: ___ of ___ (___%) achieved outcome, as evidence by [click here to enter Data Validator](#).

Target: 243 of 270 (90%) Youth will increase engagement in out of school time activities as evidenced by programmatic attendance records for FY23.

Actual for the grant year: ___ of ___ (___%) achieved outcome, as evidence by [click here to enter Data Validator](#).

Target: 180 of 200 (90%) Youth will increase feeling socially supported within their environment as evidenced by pre-post assessment for FY24-25.

Actual for the grant year: ___ of ___ (___%) achieved outcome, as evidence by [click here to enter Data Validator](#).

Target: 180 of 200 (90%) Youth will increase engagement in out of school time activities as evidenced by programmatic attendance records for FY24-25.

Actual for the grant year: ___ of ___ (___%) achieved outcome, as evidence by [click here to enter Data Validator](#).

Charts:

Additional charts, graphs, descriptive statistics, and statistical outputs may also be included in this section.

Click here to enter text, charts, or graphs.

Conclusions:

Conclude your report by summarizing your findings. Explain the impact of the outcomes above with program-related quantitative and qualitative data as applicable. Discuss any challenges and limitations of your program as well as your successes. Explain recommended changes to the programs based on your findings.

Click here to enter text.

EXHIBIT B-1
UNIT COST OF SERVICE RATE AND DEFINITION

The Scope of Work to be completed by the AGENCY as defined in **Exhibit A-1**, consist of submission to the COUNTY of certain "deliverables" as expressly indicated below. Compensation for the work tasks stated herein shall be in accordance with the following Unit Cost of Service Rate and Definition:

Program Name: Caregiving Youth Project (CYP)	Community Based Agency: American Association of Caregiving Youth, Inc.	
Contract Period: October 01, 2022 - September 30, 2023		
Unit Cost of Service Rate Definition	Unit Cost of Service Rate	Total Cost of Service
A unit of service is defined as one hour of direct or indirect staff time and related work that may include the identification, assessment, and support by professional staff of one student in the Caregiving Youth Project who will receive services among which will include life skills development, home assessment, group trips, activities, mentoring, data entry and reporting.	\$40.00	\$40,000 annually
A unit of service during out of school time programming is defined as one hour of direct or indirect staff time and related work that may include planning, traveling to, and participating in group trips, events, family outings, camp treasure, and activities defined within the scope, data entry and reporting, and additional resources such as transportation (single or shared rides), admission to summer events, and food. *This increased Unit Cost of Service Rate is limited to the term beginning May 1, 2023 through September 30, 2023 to support the Out of School Time programming for the summer in Year 1 of this agreement only.	\$50.00*	\$30,000 FY23 (May through September only)
TOTAL CONTRACT		\$150,000
Deliverables Description: If Unit Cost is based on Hours of Staff Time		
<ul style="list-style-type: none"> • Timesheet (examples include time attendance records, activity log) • • Proof of Payroll Expense (examples include copies of paystubs, automated payroll reports) • Cover Memo/Invoice (signed by authorized representative, including statement as to all units being claimed were 100% allocated to the Scope of Work) 		

2023-0742

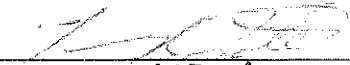

BGEX 154 0613230000000001433

BOARD OF COUNTY COMMISSIONERS
PALM BEACH COUNTY, FLORIDA

BUDGET TRANSFER
FUND 0001 General Fund

ACCOUNT NAME AND NUMBER	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED AS OF 06/13/2023	REMAINING BALANCE
<u>EXPENDITURES</u>							
0001-154-1451-3401 Other Contractual Services *	1,807,046	31,301	0	30,000	1,301	0	1,301
0001-154-2069-8201 Contributions-Non-Govts Agnees	0	40,000	30,000	0	70,000	40,000	30,000
TOTALS			30,000	30,000			

YOUTH SERVICES DEPARTMENT
INITIATING DEPARTMENT/DIVISION
Administration/Budget Department Approval
OFMB Department - Posted

Signatures & Dates
 6/15/23
 6/15/23

BY BOARD OF COUNTY COMMISSIONERS
AT MEETING OF 07/11/2023
Deputy Clerk to the
Board of County Commissioners