

*Original  
& final  
12/15/80*

HUMAN RESOURCES DEPARTMENT  
Training & Development Division

December 16, 1980



M E M O R A N D U M

TO: Nassau County Board of County Commissioners  
FROM: Robert Freeland, Contracts Officer  
Training and Development Division *RF*  
RE: Budget Modification

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Please find enclosed a copy of the approved modification for your OUTREACH CENTER Program.

Enclosed also is a revised Monthly Financial Report reflecting the changes in your modification.

If you should have any questions, please direct your questions to Mr. C. Walter Crum, Jr. of this office.

RF/gec

Enclosures:

cc: Contract File



MONTHLY FINANCIAL REPORT

AGENCY NAME		NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS			
TITLE OF PROGRAM		NASSAU COUNTY OUTREACH CENTER		CONTRACT NO.	
FUNDING TITLE		OUTREACH		CONTRACT PERIOD 10/1/80-9/30/81	
FOR THE MONTH ENDING		PROGRAM ACTIVITY Outreach			
ITEM DESCRIPTION	BUDGET	LAST MONTH CUM. COST	THIS MONTH CUM. COST	PLANNED	PERCENT OF PLAN (COL. 3 - COL. 4)
<u>ADMINISTRATION</u>					
SALARIES	3,420.				
BENEFITS	855.				
SUPPLIES	45.				
OTHER SERVICES AND CHARGES	2,191.				
GEN. LIABILITY	-0-				
EQUIPMENT	-0-				
IN-DIRECT COST	-0-				
TOTAL ADMINISTRATION	6,511.				
WAGES PARTICIPANTS	-0-				
<u>FRINGES</u>					
BENEFITS					
GEN. LIABILITY					
TOTAL FRINGES - PARTICIPANTS	-0-				
<u>TRAINING</u>					
SALARIES					
BENEFITS					
SUPPLIES					
OTHER SERVICES AND CHARGES					
GEN. LIABILITY					
EQUIPMENT					
TOTAL TRAINING	-0-				
<u>SERVICES</u>					
SALARIES	23,117.				
BENEFITS	5,594.				
SUPPLIES	255.				
OTHER SERVICES AND CHARGES	7,044.				
GEN. LIABILITY	-0-				
EQUIPMENT	850.				
TOTAL SERVICES	36,860.				
TOTAL PROGRAM COST	43,371.				

CASH RECEIVED TO DATE \$	
CASH EXPENDED TO DATE \$	
PREPARED BY:	DATE
CERT. COR. BY:	DATE

PROPOSED PROGRAM CHANGES  
TO EXHIBIT A

**RECEIVED**  
DEC 5 1980

Training & Development Division

AGENCY NAME: NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS  
 PROJECT TITLE: NASSAU COUNTY OUTREACH CENTER  
 CETA TITLE I CONTRACT NO. \_\_\_\_\_ DATE SUBMITTED 12/05/80

Line Item Titles	Latest Previously Approved Budget/ Goal	Requested Change	Revised Budget or Goal
SEE ATTACHED:			
MODIFIED BUDGET			
JUSTIFICATION FOR CHANGE			
DESIGN SPECIFICATIONS			
Totals			

Requested Effective Date: \_\_\_\_\_

I hereby request that the above changes to Exhibit A of the referenced contract be approved and that the attached documents be included therein.

\* John F. Armstrong, Sr. December 05, 1980  
 SIGNATURE JOHN F. ARMSTRONG, SR. DATE  
 CHAIRMAN

\*This must be the signature of the individual authorized by the Contract

FOR TRAINING AND DEVELOPMENT USE ONLY:

Recommended By: Planning Jean Johnson Date Dec. 9, 1980  
 Fiscal C. Walter Cunniff, Jr. Date Dec. 10, 1980  
 Deputy Chief John A. Griffith Date Dec 11, 1980  
 Recommended Effective Date: Dec. 12, 1980  
 Approved By: Spencer G. Holland Date Dec. 12, 1980  
 DIVISION CHIEF

JUSTIFICATION FOR CHANGE

JUSTIFICATION: The Nassau County Outreach Center will continue with two staff persons instead of the four that were initially requested and this is due to the lack of available office space.

Because the two counselor positions will not be filled, this has caused the Monthly Operating Plan percentage to be far below the actual. Also, the office furniture and equipment requested are no longer needed, but rather other items to meet the needs of the present staff.

Practically all line items had to be changed. As costs were incurred for the past two months, it was recognized that some line items required increasing.

The Proposal Design Specifications also had to be changed to reflect a realistic picture of what the Nassau Outreach Center is actually doing versus what was planned. In effect, the present two staff persons must assume the job functions of the counselors.

NASSAU COUNTY OUTREACH CENTER

PROPOSAL DESIGN SPECIFICATIONS

FISCAL YEAR 1981

October 1, 1980 - September 30, 1981

DEFINITION OF PROGRAM:

The purpose of the program is to establish and maintain a central information and referral service for residents of Nassau County to disseminate information concerning the CETA Program to the public and provide qualified applicants from the area to maintain full occupancy of the slot levels available through various CETA Program activities.

PROPOSAL DESIGN SPECIFICATION

PROGRAM TITLE: NASSAU COUNTY OUTREACH CENTER

NAME OF APPLICANT: NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS

BOARD MEMBERS: HONORABLE JOHN F. ARMSTRONG, SR., CHAIRMAN  
POST OFFICE BOX 99  
CALLAHAN, FLORIDA 32011

HONORABLE GENE R. BLACKWELDER  
POST OFFICE BOX 1021  
FERNANDINA BEACH, FLORIDA 32034

HONORABLE JOHN F. CLAXTON  
ROUTE 1, BOX 548  
YULEE, FLORIDA 32097

HONORABLE DOUGLAS HODGES  
ROUTE 2, BOX 329  
HILLIARD, FLORIDA 32046

HONORABLE HAZEL JONES  
ROUTE 1, BOX 319  
FERNANDINA BEACH, FLORIDA 32034

A. GENERAL INFORMATION

1. Title of Proposal: Nassau County Outreach Center, a continuing program of three years duration.
2. Name of Applicant: Nassau County Board of County Commissioners.
3. Project Director and Contact Person: Beatrice B. Hall  
Outreach Specialist  
Nassau CETA Outreach Center

B. GENERAL ADMINISTRATION REQUIREMENTS

1. Daily hours of operation will be 8:00 A.M. - 5:00 P.M.
2. Days of operation will be Monday through Friday.
3. Holidays:

New Year's Day

Good Friday

Memorial Day

Independence Day

Labor Day

Veterans Day

Thanksgiving Day

The day after Thanksgiving

Christmas Eve

Christmas

4. Job descriptions (see Attachment A)
5. Organization Chart (Attachment B)
6. Other sources of agency funds. None.



7. Linkages with CETA and Non-CETA Programs. Outreach will continue to work harmoniously with all elements of CIC and other Non-CETA programs.
8. In-House Staff Training. Monthly staff conferences will be instigated by the Outreach Specialist for staff development and training. These conferences will include methodology, review, assessment and evaluation of programs for efficiency and effectiveness in the delivery of client services.
9. Procedures for Monitoring and Reviewing Program Services. Procedures will be established for monitoring and reviewing of the program services for efficiency and effectiveness. The Prime Sponsor will have CETA evaluators, as well.
10. The Nassau County Board of County Commissioners understand that all funded programs will be monitored monthly by the Prime Sponsor staff and may be evaluated in a major review at least once during the grant year.
11. The Prime Sponsor reserves the right to re-allocate excess funds that will remain at the end of any quarter.
12. The Nassau County Board of County Commissioners have provided the Prime Sponsor with the following:
  - a. A copy of its internal grievance procedures for staff; as outlined in the Personnel Policies and Procedures.
  - b. A copy of its internal grievance procedures for participants; as outlined in the Personnel Policies and Procedures.
  - c. A copy of its Personnel Policies and Procedures to include causes of dismissal/termination.
  - d. A copy of its Personnel Policies and Procedures pertaining to participant enrollment/termination.

e. A copy of its Equal Employment Opportunity/Affirmative Action Plan, or a definite time table for development and submittal of this Equal Employment Opportunity/Affirmative Action Plan.

13. The Nassau County Board of County Commissioners fully understands that any items mentioned in (12) above not furnished, may cause proposal funding to be denied.

14. The Nassau County Board of County Commissioners agrees to act in accordance with, and provide services as allowed in:

a. CETA, Public Law 93-203 and any other applicable Federal Law, as amended.

b. The rules and regulations governing CETA, Federal Register, Vol. 44, No. 65.

15. If selected the Nassau County Board of County Commissioners, agrees to submit such reports and information as required by the Prime Sponsor to monitor and report on the CETA Program.

C. PROPOSAL DESIGN SPECIFICATION

1. The Nassau County Outreach Center is located in the county seat (Fernandina Beach) with services being provided on a daily basis and itinerate services scheduled to other areas of the county.

2. Staff of the Outreach Center will be employees of the Nassau County Board of County Commissioners.

3. The Outreach Center will operate as a branch of the Central Intake Center.

4. Staff of the Outreach Center will provide the following services:

a. Outreach will be responsible for providing the dissemination of necessary public information to the public and local community groups, so as to develop an awareness CETA Program availability.

- b. Intake/Verification determine program eligibility prior to enrollment and verify required documents.
  - c. Job Development and Placement (other than PSE) to CETA participants to ensure 80% positive outcome of terminations.
  - d. Provide client transportation.
5. The present client flow will describe how the client will be assisted by the Outreach Program.
  6. The overall goal of the Outreach Center is to enroll enough qualified applicants to maintain full occupancy of the slot levels available in the various program activities.

D. STAFFING

1. The staffing of this program will be as set forth in the proposed budget, organizational charts and job description.
2. The client flow will increase due to the additional manpower services that will be provided.

ATTACHMENT "A"

OUTREACH SPECIALIST  
POSITION DESCRIPTION

DISTINGUISHING CHARACTERISTICS OF WORK

This is a responsible supervisory position involving the exercise of independent judgement and initiative. The duties are those of coordinating all components of the program. It is essential that the Outreach Specialist is familiar with all aspects of the outreach program.

Work is performed under the supervision of the Chairman of the Board of Nassau County Commissioners and will be reviewed through observation of performance.

DUTIES INCLUDE

(NOTE: The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Coordinate the day to day activities of the outreach program.

Must have a thorough knowledge of principles, techniques, rules, regulations and policies of the department with the confidence to follow the guidelines set forth by the Board of County Commissioners and Consortium Staff.

Attend meetings as required by the Board of County Commissioners and Consortium Staff.

Exercise tact, courtesy and professionalism in meeting the complaints and dispensing information and service to the general public.

Maintain and promote accuracy and efficiency in records as required by the Consortium and the Board of County Commissioners.

Follows up on administrative orders and reports back on same.

Must be flexible and capable of filling any and all positions in the Outreach component.

Perform other related duties as assigned by the Board of County Commissioners and/or Consortium Staff.

#### WORKING CONDITIONS

Basic work day is eight hours per day, five days per week.

#### MINIMUM TRAINING AND EXPERIENCE

Graduation from accredited four year college or university with one year's experience in Social Services or related field. Related experience may be substituted on four year basis for educational requirements.

ATTACHMENT "A"

OUTREACH ASSISTANT  
POSITION DESCRIPTION

DISTINGUISHING CHARACTERISTICS OF WORK

This is a varied clerical type position extending into the routine areas maintenance of the program, record-keeping, filing, typing, verifying required information, and coordinating activities that are assigned.

Work is performed under the supervision of the Outreach Specialist.

DUTIES INCLUDE

Perform general clerical work requiring the use of the typewriter in the majority of duties.

File records, reports and other materials.

Perform general record-keeping activities.

Schedule potential applicants for interviews with Outreach Specialist.

Disseminate general information concerning CETA.

Schedule Intake appointments for perspective participants.

Assist with transporting clients.

Perform other related work as required by the Outreach Specialist.

WORKING CONDITIONS

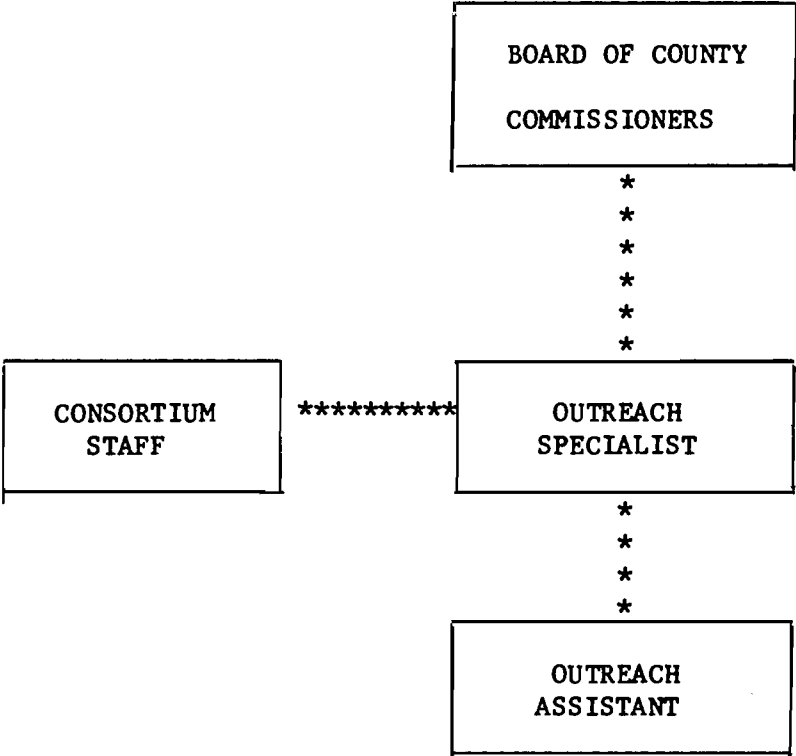
Basic work day is eight hours per day, five days per week.

MINIMUM TRAINING AND EXPERIENCE

Graduation from a standard high school. Two year's experience as secretary. Ability to type at a rate of 45 - 50 correct words a minute.

NASSAU COUNTY OUTREACH CENTER

ORGANIZATIONAL CHART



SUBCONTRACTOR: NASSAU COUNTY BOARD OF COUNTY

PROGRAM YEAR: 1981

COMMISSIONERS

DATE SUBMITTED:

PROJECT TITLE: NASSAU COUNTY OUTREACH CENTER

PROJECT ACTIVITY:

OUTREACH

BUDGET APPLICATION SUMMARY

I. Administration 15%	<u>6,511</u>
II. Wages (Participant)	<u>-0-</u>
III. Fringe Benefits (Participant)	<u>-0-</u>
IV. Training	<u>-0-</u>
V. Services To Clients	<u>36,860</u>
VI. Worksite Supervision (YCCIP Projects <u>only</u> )	<u></u>
Total Budget:	<u>43,371</u>

\*\* When Submitting final budget please ROUND ALL figures to the nearest dollar.



6,511.

I. Administration: (TOTAL)

11 - Salaries (TOTAL)

- A. Staff Salaries & Wages (list on Schedule A) 3,420.
- B. Other Wages (Specify) \_\_\_\_\_

13 - Fringe Benefits (TOTAL)

(List rate and method of calculation) 855.

- A. FICA (6.13% from 10/01/80 to 12/30/80 = 53.) 224.
- B. W/C (6.65% from 01-01-81 to 09/30/81 15% 171.) (4.6221%) 159.
- C. Group Ins. (32.68x3mosx2=197. 48.00x9mosx2=864.) 160.
- D. Unemployment Ins.-State 15%
- E. Retirement 9.1% 312.
- F. Other (Specify) \_\_\_\_\_

14 - Supplies (Total)

45.

- A. Office Supplies 45.
- B. Janitorial Supplies \_\_\_\_\_
- C. Publications (list) \_\_\_\_\_
- D. Special Supplies (list) \_\_\_\_\_
- E. Other (Specify) \_\_\_\_\_

17 - Other Services & Charges (TOTAL)

2,191.

- A. Travel-Local (Specify) 103.  
(300 mi.x12 mos. x .19 x15%)
- B. Travel-Out-of-Town 122.  
(Requires prior written approval)
- C. (Professional Services)  
(Specify what kind & rate) \_\_\_\_\_
- D. Insurance
  - 1. Bonding (blanket)
  - 2. Other (Specify) 182.  
(auto insurance premium)
- E. Postage (15%) 12.13. *lwr*
- F. Telephone-number of lines 394.  
and % of cost

Basic rates \$141. Jax. line x 12  
 Per month 36. local line x 12  
 500. long distance calls, installation, etc. Total \$ 2,624.

- G. Utilities - % of cost 15% 27.
- H. Maintenance-Building & Grounds \_\_\_\_\_
- I. Repair-Equipment (list) 75.  
IBM Typewriter
- J. Rental-Equipment 209.  
(list type & rate)
- K. Copier @116 per mo.x15%  
Space Rental (cost per sq. 66.  
ft. and % of cost) .585  
(Depreciation: (20 yrs.) 23.972 = .024403 (359,141) = \$438 annually at 15%)
- L. Other (Specify) 1,000.  
Professional meetings

18 - Supervision Allocation

29 - General Liability  
(List rate & method of calculation)

69 - Equipment

- A. Furniture (list) \_\_\_\_\_
- B. Office Equipment (list) \_\_\_\_\_
- C. Other (Specify) \_\_\_\_\_

94 - Indirect Costs - (List rate and base)

II. Wages: (TOTAL)

11 - Participant - (Specify using number of slots, hourly rate, and number of weeks)

<u>No of Slots</u>	<u>Hourly Rate</u>	<u>No. of Hours/Day</u>	<u>No. of Days</u>	<u>Total Costs</u>
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____

Totals \_\_\_\_\_ XXXXX XXXXXXXXXX \$ \_\_\_\_\_

III. Fringe Benefits: (TOTAL) \_\_\_\_\_

13 - Participant (List rate and method of calculation)

- A. FICA \_\_\_\_\_
- B. W/C \_\_\_\_\_
- C. Group Ins. \_\_\_\_\_
- D. Unemployment - State \_\_\_\_\_
- E. Other (Specify) \_\_\_\_\_

29 - General Liability  
(List rate of method of calculation) \_\_\_\_\_

IV. Training: (TOTAL) \_\_\_\_\_

11 - Salaries \_\_\_\_\_

- A. Staff Salaries & Wages  
(List on Schedule A) \_\_\_\_\_
- B. Other Wages (Specify) \_\_\_\_\_

13 - Fringe Benefits: (TOTAL) \_\_\_\_\_  
(List rate and method of calculation)

- A. FICA \_\_\_\_\_
- B. W/C \_\_\_\_\_
- C. Group Ins. \_\_\_\_\_
- D. Unemployment - State \_\_\_\_\_
- E. Retirement \_\_\_\_\_
- F. Other (Specify) \_\_\_\_\_

14 - Supplies: (TOTAL) \_\_\_\_\_

- A. Training Supplies(list) \_\_\_\_\_
- B. Training Aids (list) \_\_\_\_\_
- C. Books \_\_\_\_\_
- D. Other (Specify) \_\_\_\_\_

17 - Other Services & Charges: (TOTAL) \_\_\_\_\_

- A. Telephone (number of  
lines & % of cost) \_\_\_\_\_
- B. Utilities (% of cost) \_\_\_\_\_

C. Equipment Repairs (list) \_\_\_\_\_

D. Equipment Rental \_\_\_\_\_  
(Specify what & rate)

E. Space Rental (cost per sq. ft. & % of cost) \_\_\_\_\_

F. Other (Specify) \_\_\_\_\_

29 - General Liability: (TOTAL) \_\_\_\_\_  
(List rate & method of calculation)

32 - Less Than Class Training Costs (Contractual Services)  
(Specify number of slots, etc.) \_\_\_\_\_

69 - Equipment: (TOTAL) \_\_\_\_\_

A. Furniture (list) \_\_\_\_\_

B. Office Equipment (list) \_\_\_\_\_

C. Other (Specify) \_\_\_\_\_

V. Services to Clients: (TOTAL) 36,860.

11 - Salaries 23,117.

A. Staff Salaries & Wages 23,117.  
(List on Schedule A)

B. Other Wages (Specify) \_\_\_\_\_

13 - Fringe Benefits: (TOTAL) 5,594.

A. FICA (6.13% - See 13-A = 357.)  
(6.65% - See 13-A = 1,161.) 1,518.

B. W/C 4.6221% 1,069.

C. Group Ins. (32.68x3mos.x2)  
(48.00x9mos.x2) 903.

D. Unemployment - State \_\_\_\_\_

E. Retirement 9.1% 2,104.

F. Other (Specify) \_\_\_\_\_

14 - Supplies: (TOTAL) 255.

A. Office Supplies 255.

B. Special Supplies(list) \_\_\_\_\_

C. Printing & Reproduction \_\_\_\_\_

D. Other (Specify) \_\_\_\_\_

17 - Other Services & Charges (TOTAL) \_\_\_\_\_ 7,044.

A. Travel-Local (Specify) \_\_\_\_\_ 582.  
(300mi.x12mos.x.19x85%)

B. Travel - Consortium \_\_\_\_\_ 2,116.  
(Beach, Baker & Nassau)  
(950mi.x12mos.x.19)

C. Child Care (Specify) \_\_\_\_\_

D. Client Transportation \_\_\_\_\_ 342.  
(Specify)  
(150x12x.19)

E. Special Services \_\_\_\_\_

F. Medical/Dental \_\_\_\_\_

G. Space Rental (Cost per \_\_\_\_\_ 373.  
sq. ft. & % of cost)  
(\*See 17-K (85%))

H. Utilities (% of cost) \_\_\_\_\_ 153.  
(85%)

I. Telephone (% of cost) \_\_\_\_\_ 2,231.  
(\*See 17-F (85%))

J. Postage \_\_\_\_\_ 63.

K. Equipment Rental \_\_\_\_\_ 1,184.  
(Specify)  
(\*See 17-J (85%))

L. Other (Specify) \_\_\_\_\_

29 - General Liability: (TOTAL) \_\_\_\_\_

69 - Equipment: (TOTAL) \_\_\_\_\_ 850.

A. Furniture (List) \_\_\_\_\_ 700.  
(See below \*)

B. Office Equipment (list) \_\_\_\_\_ 75.  
Calculator

C. Other (Specify) \_\_\_\_\_ 75.  
(Drapes)

VI. Worksite Supervision \_\_\_\_\_

11 - Salaries (From Schedule A) \_\_\_\_\_

A. Staff Salaries & Wages \_\_\_\_\_

13 - Fringe Benefits: (list rate and method \_\_\_\_\_  
of calculation)

- \* 1 typing stand 150.
- 1 acoustical panel 350.
- 1 desk lamp 50.
- 1 reference stand 50.
- 1 book case 100.

- A. FICA \_\_\_\_\_
- B. Workmen's Comp. \_\_\_\_\_
- C. Health Ins. \_\_\_\_\_
- D. Unemployment Comp. \_\_\_\_\_
- E. Retirement \_\_\_\_\_
- F. Other (Specify) \_\_\_\_\_



Fiscal Questionnaire

1. Federal Employer ID No. WP 1863042
2. State Unemployment Compensation No. 975550
3. Chief Financial Officer: Name D. O. Oxley, Clerk  
Bus. Phone 261-6127 - 355-6275
4. Custodian of Accounting Records: Name D. O. Oxley, Clerk  
Bus. Phone 261-6127 - 355-6275
5. Workman's Compensation: Carrier Aetna Insurance Company  
Policy No. WC 14 79 96
6. General Liability Insurance: Carrier Auto Owners Insurance Company  
Policy No. 752312 20237145
7. Fidelity Bond: Carrier Auto Owners Insurance Company  
Policy No. 20237145  
Amount 20,000.00



