

ADD-ON

Agenda Item: **5G-1**

**PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS**

**AGENDA ITEM SUMMARY**

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|                                 |                                   |   |
|---------------------------------|-----------------------------------|---|
| Meeting Date: December 16, 2008 | <input type="checkbox"/> Consent  | <input checked="" type="checkbox"/> Regular |
|                                 | <input type="checkbox"/> Workshop | <input type="checkbox"/> Public Hearing     |

Department

Submitted By: Community Services

Submitted For: Community Action Program

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**I. EXECUTIVE BRIEF**

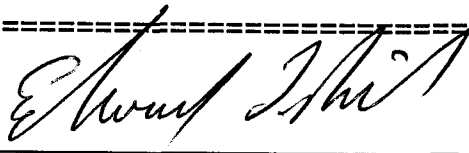
**Motion and Title:** Staff recommends motion to approve: A) Low Income Home Energy Assistance Program (LIHEAP) Agreement with the State of Florida Department of Community Affairs for the period of the date of execution by both parties through March 31, 2010, in an amount of \$4,503,903 for utility assistance to low income families; and B) three (3) temporary positions consisting of two (2) Receptionist III's and one (1) Data Processor.

**Summary:** LIHEAP funding of \$4,503,903 will enable PBC Community Action to provide utility assistance and prevent utility disconnection for approximately 10,950 low income households in Palm Beach County. The FY 2009-2010 contract represents a significant increase (380%) in federal funding for LIHEAP between FY 2008 and FY 2009. PBC Community Action will need to expand its outreach, intake and processing of applications in order to expend these funds. The majority of the work load will be handled by existing staff, however, three temporary positions funded by the grant will be needed to effectively administer the program. Adding these positions will ensure that sufficient staffing is available to meet the increased demand and to ensure that funds are expended by the end of the contract. (Community Action Program) Countywide (TKF)

**Background and Justification:** The FY 2009-2010 LIHEAP application was received on October 28, 2008, with instructions to return the contract as soon as possible but no later than December 31, 2008. Funding will enable PBC Community Action to serve approximately 10,950 low income households Countywide.

**Attachments:** FY 2009-2010 LIHEAP Grant Application  
Department of Community Affairs Memorandum

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|                 |   |
|-----------------|---|
| Recommended by: |  |
|                 | Department Director   |

12-12-2008  
Date

|              |   |
|--------------|---|
| Approved by: |  |
|              | Assistant County Administrator  |

12-15-08  
Date

## II. FISCAL IMPACT ANALYSIS

### A. Five Year Summary of Fiscal Impact:

| Fiscal Years            | <u>2008</u> | <u>2009</u>      | <u>2010</u>      | <u>2011</u> | <u>2012</u> |
|-------------------------|-------------|------------------|------------------|-------------|-------------|
| Capital Expenditures    | _____       | _____            | _____            | _____       | _____       |
| Operating Costs         | _____       | _____            | _____            | _____       | _____       |
| External Revenues       | _____       | <u>2,627,277</u> | <u>1,876,626</u> | _____       | _____       |
| Program Income (County) | _____       | _____            | _____            | _____       | _____       |
| In-Kind Match (County)  | _____       | _____            | _____            | _____       | _____       |

### NET FISCAL IMPACT

#### # ADDITIONAL FTE

POSITIONS (Cumulative) *3 temporary positions in FY 2009 & 2010 only.*

Is Item Included in Current Budget? Yes \_\_\_\_\_ No X  
Budget Account No.: Fund: 1009 Agency: 145 Org. 1462 Object: \_\_\_\_\_  
Reporting Category \_\_\_\_\_

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

Federal funds through the State of Florida Department of Community Affairs.

### C. Departmental Fiscal Review:

## III. REVIEW COMMENTS

- A. OFMB Fiscal and/or Contract Administration Comments:  
*The budget will be amended to appropriate the grants once the state signs off on the grant.*

*Atwillhite* 12-15-08  
OFMB  
*Tom CN*  
*12/15 12/15/08*

*Jim J. J...* 12/12/08  
Contract Dev. and Control

- B. Legal Sufficiency:

*J. J...* 12/15/08  
Assistant County Attorney

This Contract complies with our contract review requirements.

*NOTE: Not all of the funds are available at the outset of the contract. They will become available upon notification.*

- C. Other Department Review:

Department Director

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



STATE OF FLORIDA

# DEPARTMENT OF COMMUNITY AFFAIRS

"Dedicated to making Florida a better place to call home"

CHARLIE CRIST  
Governor

THOMAS G. PELHAM  
Secretary

## MEMORANDUM

TO: Low Income Home Energy Assistance Program Grantees

FROM: Paula Lemmo *PL*  
Community Program Manager

SUBJECT: Low Income Home Energy Assistance Program Contract Agreement

DATE: October 23, 2008

*Received  
10/28/08  
JMP*

Enclosed is the FY 2009-2010 Low Income Home Energy Assistance Program (LIHEAP) contract. This contract reflects a significant increase in federal funding for LIHEAP between FFY 2008 and FFY 2009. Given this dramatic change in funding, a number of issues need to be considered. Please read the following carefully.

- This contract will begin upon execution by both parties and will end March 31, 2010. Execute the FY 2009-2010 contracts as quickly as possible. Inform your management, board and fiscal department of this increase and the importance of expediting this contract so you can move quickly to get it signed.
- Return the executed contracts to the attention of your financial specialist at the Department of Community Affairs (DCA) no later than December 31, 2008.
- Review the balance of your FY 2007-2008 contract and the funds available in the FY 2009-2010 contract. We recommend that you develop an expenditure plan designed to budget these funds to provide services through March 31, 2010. Based on your plan, we recommend that you increase your outreach and services under your FY 2008 LIHEAP contract and expend those funds by January 31, 2009.
- You are required to expend all the funds in your LIHEAP FY 2008 contract before you begin to spend the FY 2009 contract funds.
- Your FY 2009 contract may begin before the FY 2008 contract ends. This will give DCA time to process advances prior to the end of the FY 2008 contract, therefore prevent interruptions in program services. For the month in which you complete the FY 2008 contract and begin the FY 2009 contract, you will provide two financial status reports to DCA, one for each contract.
- If you request an advance, you must put these funds in an interest bearing account, report the interest to DCA, and return the interest in accordance with your contract, federal regulations and the close-out report.

2555 SHUMARD OAK BOULEVARD ♦ TALLAHASSEE, FL 32399-2100  
850-488-8466 (p) ♦ 850-921-0781 (f) ♦ Website: [www.dca.state.fl.us](http://www.dca.state.fl.us)

♦ COMMUNITY PLANNING 850-488-2356 (p) 850-488-3309 (f) ♦  
♦ HOUSING AND COMMUNITY DEVELOPMENT 850-488-7956 (p) 850-922-5623 (f) ♦

- Because this increase is coming during the first half of the State fiscal year, DCA will need to request additional State budget authority. As a result, the amount you may spend is restricted to no more than 20% of the value of the contract until additional State budget authority becomes available. It is anticipated that DCA will receive additional budget authority in January 2009 to cover the balance of the State fiscal year. The final release of funds will be made in July 2009 once DCA receives the new State fiscal year budget authority.
- No one wants to have disallowed costs in the future. Make sure that you have up-to-date agency intake policies and procedures that your staff is well trained and sufficient oversight is provided.
- Discuss the increase with your energy vendors. Review your vendor agreements for ways to streamline your approval and payment process, and reduce the possibility of fraud.
- Review your staffing, office hours, outreach efforts, phone system, computer system, and appointment and intake process. Look for ways your program could run more efficiently and be more customer friendly.
- As of November 1, 2008 –
  - The once-a-year home energy assistance benefit will increase from a maximum of \$200 to \$300 (See attached matrix.)
    - Clarification – A household is eligible for the home energy assistance benefit only once within any 12 month period. Thus, if a customer received this benefit on September 1, 2008, they are not eligible for this benefit again until September 2, 2009.
  - The maximum winter (October 1 – March 31) and summer (April 1 – September 30) crisis assistance benefit will increase from \$400 per season to \$600 per season.
- Your FY 2009-2010 contract budget should be developed based on the “2009 Beginning Award” as shown on the attached chart. This amount should agree with the larger of the two amounts given on page 11, section (17)(a) of your contract. Note that a portion of these funds are Leveraging funds and have special limitations. See budget instructions. The amount in the column titled “2009 Released at 20% as of 10/21/08” is the maximum amount DCA will reimburse you (including your advance) until additional State authority is received.
- Several items of supporting documentation are required and must be submitted with your contract. See the Contract Proposal Instructions and Contract Proposal Checklist for details.
- Complete and return **three (3) copies** of the contract with original signatures. If you are a local government, Page 17 must be signed by the chief elected official. If you are a nonprofit corporation, then Page 17 must be signed by the board chairperson. See Contract Proposal Instructions for details.
- Please review the attached materials and begin working on your budget and work plans. There will be two telephone conference calls on Friday, October 31 to answer any questions you may have -- One from 9:30 a.m. - 11:00 a.m. for all non-profit agencies and one from 2:00 p.m. - 3:30 p.m. for the public agencies. The dial-in number is 888/808-6959 and conference code 9221867.

The attached contract forms were generated in Microsoft Word and Excel. Electronic copies of these forms have been e-mailed to you.

We know this will be a challenging year. In the past, LIHEAP agencies have been able to rise to the occasion and increase the level of their services when additional funds were available. We look forward to an exciting and successful year. If you have any questions, please contact your financial specialist at (850) 488-7541.

PL/hf  
Enclosures

CFDA NUMBER: 93.568

**FEDERALLY-FUNDED SUBGRANT AGREEMENT**

THIS AGREEMENT is entered into by the State of Florida, Department of Community Affairs, with headquarters in Tallahassee, Florida (hereinafter referred to as the "Department"), and Palm Beach County Board of County Commissioners, (hereinafter referred to as the "Recipient").

**THIS AGREEMENT IS ENTERED INTO BASED ON THE FOLLOWING REPRESENTATIONS:**

A. The Recipient represents that it is fully qualified and eligible to receive these grant funds to provide the services identified herein; and

B. The Department has received these grant funds from the State of Florida, and has the authority to subgrant these funds to the Recipient upon the terms and conditions below; and

C. The Department has statutory authority to disburse the funds under this Agreement.

THEREFORE, the Department and the Recipient agree to the following:

(1) SCOPE OF WORK

The Recipient shall perform the work in accordance with the Scope of Work, Attachment A, and Budget, Attachment J of this Agreement.

(2) INCORPORATION OF LAWS, RULES, REGULATIONS AND POLICIES

The Recipient and the Department shall be governed by applicable State and Federal laws, rules and regulations, including those identified in Attachment B.

(3) PERIOD OF AGREEMENT

This Agreement shall begin upon execution by both parties and shall end March 31, 2010, unless terminated earlier in accordance with the provisions of Paragraph (12) of this Agreement.

(4) MODIFICATION OF CONTRACT

Either party may request modification of the provisions of this Agreement. Changes which are agreed upon shall be valid only when in writing, signed by each of the parties, and attached to the original of this Agreement.

(5) RECORDKEEPING

(a) As applicable, Recipient's performance under this Agreement shall be subject to the federal "Common Rule: Uniform Administrative Requirements for State and Local Governments" (53

Federal Register 8034) or OMB Circular No. A-110, "Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations," and either OMB Circular No. A-87, "Cost Principles for State and Local Governments," OMB Circular No. A-21, "Cost Principles for Educational Institutions," or OMB Circular No. A-122, "Cost Principles for Nonprofit Organizations." If this Agreement is made with a commercial (for-profit) organization on a cost-reimbursement basis, the Recipient shall be subject to Federal Acquisition Regulations 31.2 and 931.2.

(b) The Recipient shall retain sufficient records to show its compliance with the terms of this Agreement, and the compliance of all subcontractors or consultants paid from funds under this Agreement, for a period of five years from the date the audit report is issued, and shall allow the Department or its designee, the State Chief Financial Officer or the State Auditor General access to the records upon request. The Recipient shall ensure that audit working papers are available to them upon request for a period of five years from the date the audit report is issued, unless extended in writing by the Department. The five year period may be extended for the following exceptions:

1. If any litigation, claim or audit is started before the five year period expires, and extends beyond the five year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved.

2. Records for the disposition of non-expendable personal property valued at \$5,000 or more at the time it is acquired shall be retained for five years after final disposition.

3. Records relating to real property acquired shall be retained for five years after the closing on the transfer of title.

(c) The Recipient shall maintain all records for the Recipient and for all subcontractors or consultants to be paid from funds provided under this Agreement, including documentation of all program costs, in a form sufficient to determine compliance with the requirements and objectives of the Scope of Work - Attachment A - and all other applicable laws and regulations.

(d) The Recipient, its employees or agents, including all subcontractors or consultants to be paid from funds provided under this Agreement, shall allow access to its records at reasonable times to the Department, its employees, and agents. "Reasonable" shall ordinarily mean during normal business hours of 8:00 a.m. to 5:00 p.m., local time, on Monday through Friday. "Agents" shall include, but not be limited to, auditors retained by the Department.

(6) AUDIT REQUIREMENTS

(a) The Recipient agrees to maintain financial procedures and support documents, in accordance with generally accepted accounting principles, to account for the receipt and expenditure of funds under this Agreement.

(b) These records shall be available at reasonable times for inspection, review, or audit by state personnel and other personnel authorized by the Department. "Reasonable" shall ordinarily mean normal business hours of 8:00 a.m. to 5:00 p.m., local time, Monday through Friday.

(c) The Recipient shall provide the Department with the records, reports or financial statements upon request for the purposes of auditing and monitoring the funds awarded under this Agreement.

(d) If the Recipient is a State or local government or a non-profit organization as defined in OMB Circular A-133, as revised, and in the event that the Recipient expends \$500,000 or more in Federal awards in its fiscal year, the Recipient must have a single or program-specific audit conducted in accordance with the provisions of OMB Circular A-133, as revised. EXHIBIT 1 to this Agreement shows the Federal resources awarded through the Department by this Agreement. In determining the Federal awards expended in its fiscal year, the Recipient shall consider all sources of Federal awards, including Federal resources received from the Department. The determination of amounts of Federal awards expended should be in accordance with the guidelines established by OMB Circular A-133, as revised. An audit of the Recipient conducted by the Auditor General in accordance with the provisions of OMB Circular A-133, as revised, will meet the requirements of this paragraph.

In connection with the audit requirements addressed in this Paragraph 6 (d) above, the Recipient shall fulfill the requirements for auditee responsibilities as provided in Subpart C of OMB Circular A-133, as revised.

If the Recipient expends less than \$500,000 in Federal awards in its fiscal year, an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, is not required. In the event that the Recipient expends less than \$500,000 in Federal awards in its fiscal year and chooses to have an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, the cost of the audit must be paid from non-Federal funds.

(e) Send copies of reporting packages for audits conducted in accordance with OMB Circular A-133, as revised, and required by subparagraph (d) above, when required by Section .320 (d), OMB Circular A-133, as revised, by or on behalf of the Recipient to:

The Department of Community Affairs at each of the following addresses:

Department of Community Affairs

Office of Audit Services

2555 Shumard Oak Boulevard

Tallahassee, Florida 32399-2100

**[also send an electronic copy to [aurilla.parrish@dca.state.fl.us](mailto:aurilla.parrish@dca.state.fl.us)]**

and

Department of Community Affairs

Community Assistance Section

2555 Shumard Oak Boulevard

Tallahassee, Florida 32399-2100

The Federal Audit Clearinghouse designated in OMB Circular A-133, as revised (submit the number of copies required by Sections .320(d)(1) and (2), OMB Circular A-133, as revised), at the following address:

Federal Audit Clearinghouse

Bureau of the Census

1201 East 10<sup>th</sup> Street

Jeffersonville, IN 47132

Other Federal agencies and pass-through entities in accordance with Sections .320 (e) and (f), OMB Circular A-133, as revised.

(f) Pursuant to Section .320 (f), OMB Circular A-133, as revised, the Recipient shall send a copy of the reporting package described in Section .320 (c), OMB Circular A-133, as revised, and any management letter issued by the auditor, to the Department at the following addresses:

Department of Community Affairs

Office of Audit Services

2555 Shumard Oak Boulevard

Tallahassee, Florida 32399-2100

**[also send an electronic copy to [aurilla.parrish@dca.state.fl.us](mailto:aurilla.parrish@dca.state.fl.us)]**

and



Department of Community Affairs

Community Assistance Section

2555 Shumard Oak Boulevard

Tallahassee, Florida 32399-2100

(g) By the date due, send any reports, management letter, or other information required to be submitted to the Department pursuant to this Agreement in accordance with OMB Circular A-133, Florida Statutes, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as applicable.

(h) Recipients should state the date that the reporting package was delivered to the Recipient when submitting financial reporting packages to the Department for audits done in accordance with OMB Circular A-133 or Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General,

(i) If the audit shows that all or any portion of the funds disbursed were not spent in accordance with the conditions of this Agreement, the Recipient shall be held liable for reimbursement to the Department of all funds not spent in accordance with these applicable regulations and Agreement provisions within thirty days after the Department has notified the Recipient of such non-compliance.

(j) The Recipient shall have all audits completed by an independent certified public accountant (IPA), either a certified public accountant or a public accountant licensed under Chapter 473, Fla. Stat. The IPA shall state that the audit complied with the applicable provisions noted above. The audit must be received by the Department no later than nine months from the end of the Recipient's fiscal year.

(7) REPORTS

(a) The Recipient shall provide the Department with quarterly reports and a close-out report. These reports shall include the current status and progress by the Recipient and all subrecipients and subcontractors in completing the work described in the Scope of Work and the expenditure of funds under this Agreement, in addition to any other information requested by the Department.

(b) Quarterly reports are due to the Department no later than 21 days after the end of each quarter of the program year and shall be sent each quarter until submission of the administrative close-out report. The ending dates for each quarter of the program year are March 31, June 30, September 30 and December 31.

(c) The close-out report is due 45 days after termination of this Agreement or 45 days after completion of the activities contained in this Agreement, whichever first occurs.

(d) If all required reports and copies are not sent to the Department or are not completed in a manner acceptable to the Department, the Department may withhold further payments until they are completed or may take other action as stated in Paragraph (11) REMEDIES. "Acceptable to the Department" means that the work product was completed in accordance with the Budget and Scope of Work.

(e) The Recipient shall provide additional program updates or information that may be required by the Department.

(f) The Recipient shall provide additional reports and information identified in Attachment C.

(8) MONITORING

The Recipient shall monitor its performance under this Agreement, as well as that of its subcontractors and/or consultants who are paid from funds provided under this Agreement, to ensure that the Scope of Work and other performance goals are being achieved.

In addition to reviews of audits conducted in accordance with paragraph (6) above, monitoring procedures may include, but not be limited to, on-site visits by Department staff, limited scope audits, and/or other procedures. The Recipient agrees to comply and cooperate with any monitoring procedures/processes deemed appropriate by the Department. In the event that the Department determines that a limited scope audit of the Recipient is appropriate, the Recipient agrees to comply with any additional instructions provided by the Department to the Recipient regarding such audit. The Recipient further agrees to comply and cooperate with any inspections, reviews, investigations or audits deemed necessary by the Florida Chief Financial Officer or Auditor General. In addition, the Department will monitor the performance and financial management by the Recipient throughout the contract term to ensure timely completion of all tasks.

(9) LIABILITY

(a) Unless Recipient is a State agency or subdivision, as defined in Section 768.28, Fla. Stat., the Recipient is solely responsible to parties it deals with in carrying out the terms of this Agreement, and shall hold the Department harmless against all claims of whatever nature by third parties arising from the work performance under this Agreement. For purposes of this Agreement, Recipient agrees that it is not an employee or agent of the Department, but is an independent contractor.

(b) Any Recipient which is a state agency or subdivision, as defined in Section 768.28, Fla. Stat., agrees to be fully responsible for its negligent or tortious acts or omissions which result in claims or suits against the Department, and agrees to be liable for any damages proximately caused by the acts or omissions to the extent set forth in Section 768.28, Fla. Stat. Nothing herein is intended to serve as a waiver of sovereign immunity by any Recipient to which sovereign immunity applies. Nothing herein shall be construed as consent by a state agency or subdivision of the State of Florida to be sued by third parties in any matter arising out of any contract.

(10) DEFAULT

If any of the following events occur ("Events of Default"), all obligations on the part of the Department to make further payment of funds shall, if the Department elects, terminate and the Department has the option to exercise any of its remedies set forth in Paragraph (11). However, the Department may make payments or partial payments after any Events of Default without waiving the right to exercise such remedies, and without becoming liable to make any further payment:

(a) If any warranty or representation made by the Recipient in this Agreement or any previous agreement with the Department is or becomes false or misleading in any respect, or if the Recipient fails to keep or perform any of the obligations, terms or covenants in this Agreement or any previous agreement with the Department and has not cured them in timely fashion, or is unable or unwilling to meet its obligations under this Agreement;

(b) If material adverse changes occur in the financial condition of the Recipient at any time during the term of this Agreement, and the Recipient fails to cure this adverse change within thirty days from the date written notice is sent by the Department.

(c) If any reports required by this Agreement have not been submitted to the Department or have been submitted with incorrect, incomplete or insufficient information;

(d) If the Recipient has failed to perform and complete in timely fashion any of its obligations under this Agreement.

(11) REMEDIES

If an Event of Default occurs, then the Department may, upon thirty calendar days written notice to the Recipient and upon the Recipient's failure to cure within those thirty days, exercise any one or more of the following remedies, either concurrently or consecutively:

(a) Terminate this Agreement, provided that the Recipient is given at least thirty days prior written notice of such termination. The notice shall be effective when placed in the United States,

first class mail, postage prepaid, by registered or certified mail-return receipt requested, to the address set forth in paragraph (13) herein;

(b) Begin an appropriate legal or equitable action to enforce performance of this Agreement;

(c) Withhold or suspend payment of all or any part of a request for payment;

(d) Require that the Recipient refund to the Department any monies used for ineligible purposes under the laws, rules and regulations governing the use of these funds.

(e) Exercise any corrective or remedial actions, to include but not be limited to:

1. request additional information from the Recipient to determine the reasons for or the extent of non-compliance or lack of performance,

2. issue a written warning to advise that more serious measures may be taken if the situation is not corrected,

3. advise the Recipient to suspend, discontinue or refrain from incurring costs for any activities in question or

4. require the Recipient to reimburse the Department for the amount of costs incurred for any items determined to be ineligible;

(f) Exercise any other rights or remedies which may be otherwise available under law.

(g) Pursuing any of the above remedies will not keep the Department from pursuing any other remedies in this Agreement or provided at law or in equity. If the Department waives any right or remedy in this Agreement or fails to insist on strict performance by the Recipient, it will not affect, extend or waive any other right or remedy of the Department, or affect the later exercise of the same right or remedy by the Department for any other default by the Recipient.

(12) TERMINATION

(a) The Department may terminate this Agreement for cause with thirty days written notice. Cause can include misuse of funds, fraud, lack of compliance with applicable rules, laws and regulations, failure to perform in a timely manner, and refusal by the Recipient to permit public access to any document, paper, letter, or other material subject to disclosure under Chapter 119, Fla. Stat., as amended.

(b) The Department may terminate this Agreement for convenience or when it determines, in its sole discretion, that continuing the Agreement would not produce beneficial results in

line with the further expenditure of funds, by providing the Recipient with thirty calendar days prior written notice.

(c) The parties may agree to terminate this Agreement for their mutual convenience through a written amendment of this Agreement. The amendment shall state the effective date of the termination and the procedures for proper closeout of the Agreement.

(d) In the event that this Agreement is terminated, the Recipient will not incur new obligations for the terminated portion of the Agreement after the Recipient has received the notification of termination. The Recipient will cancel as many outstanding obligations as possible. Costs incurred after receipt of the termination notice will be disallowed. The Recipient shall not be relieved of liability to the Department because of any breach of Agreement by the Recipient. The Department may, to the extent authorized by law, withhold payments to the Recipient for the purpose of set-off until the exact amount of damages due the Department from the Recipient is determined.

(13) NOTICE AND CONTACT

(a) All notices provided under or pursuant to this Agreement shall be in writing, either by hand delivery, or first class, certified mail, return receipt requested, to the representative identified below at the address set forth below and said notification attached to the original of this Agreement.

(b) The name and address of the Division contract manager for this Agreement is:

Paula Lemmo, Community Program Manager

Department of Community Affairs

2555 Shumard Oak Boulevard

Tallahassee, Florida 32399-2100

Telephone: (850) 488-7541

Fax: (850) 588-2488

Email: [paula.lemmo@dca.state.fl.us](mailto:paula.lemmo@dca.state.fl.us)

(c) The name and address of the Representative of the Recipient responsible for the administration of this Agreement is stated in Attachment I, Recipient Information, Section III (b) of this Agreement.

(d) In the event that different representatives or addresses are designated by either party after execution of this Agreement, notice of the name, title and address of the new representative will be provided as stated in (13)(a) above.

(14) SUBCONTRACTS

If the Recipient subcontracts any of the work required under this Agreement, a copy of the unsigned subcontract must be forwarded to the Department for review and approval before it is executed by the Recipient. The Recipient agrees to include in the subcontract that (i) the subcontractor is bound by the terms of this Agreement, (ii) the subcontractor is bound by all applicable state and federal laws and regulations, and (iii) the subcontractor shall hold the Department and Recipient harmless against all claims of whatever nature arising out of the subcontractor's performance of work under this Agreement, to the extent allowed and required by law. The Recipient shall document in the quarterly report the subcontractor's progress in performing its work under this Agreement.

For each subcontract, the Recipient shall provide a written statement to the Department as to whether that subcontractor is a minority vendor, as defined in Section 288.703, Fla. Stat.

(15) TERMS AND CONDITIONS

This Agreement contains all the terms and conditions agreed upon by the parties.

(16) ATTACHMENTS

(a) All attachments to this Agreement are incorporated as if set out fully.

(b) In the event of any inconsistencies or conflict between the language of this Agreement and the attachments, the language of the attachments shall control, but only to the extent of the conflict or inconsistency.

(c) This Agreement has the following attachments:

Exhibit 1 - Funding Sources

Attachment A – Scope of Work

Attachment B – Program Statutes and Regulations

Attachment C – Reports

Attachment D – Property Management and Procurement

Attachment E – Statement of Assurances

Attachment F – Special Conditions

Attachment G – Warranties and Representations

Attachment H – Certification Regarding Debarment

Attachment I – Recipient Information

Attachment J – Budget Summary and Workplan

Attachment K – Budget Detail

Attachment L – Multi-County Fund Distribution

Attachment M – Justification of Advance Payment

(17) FUNDING/CONSIDERATION

(a) This is a cost-reimbursement Agreement. The Recipient shall be reimbursed for costs incurred in the satisfactory performance of work hereunder in an amount not to exceed \$4,503,903, subject to the availability of funds and appropriate budget authority. The Recipient is authorized to incur costs in an amount not to exceed \$900,781 until further notification is received by the Department. As funds and budget authority are available, changes to the costs the Recipient may incur will be accomplished by notice from the Department to the Recipient, in the form of certified mail, return receipt requested, to the Recipient's contact person identified in Attachment I, Recipient Information. The terms of the Agreement shall be considered to have been modified to allow the Recipient to incur additional costs upon the Recipient's receipt of the written notice from the Department.

(b) Any advance payment under this Agreement is subject to Section 216.181(16), Fla.Stat., and is contingent upon the Recipient's acceptance of the rights of the Department under Paragraph (12)(b) of this Agreement. The amount which may be advanced may not exceed the expected cash needs of the Recipient within the first three (3) months of the contract term. For a federally funded contract, any advance payment is also subject to federal OMB Circulars A-87, A-110, A-122 and the Cash Management Improvement Act of 1990. If an advance payment is requested below, the budget data on which the request is based and a justification statement shall be included in this Agreement as Attachment M. Attachment M will specify the amount of advance payment needed and provide an explanation of the necessity for and proposed use of these funds.

(c) After the initial advance, if any, payment shall be made on a reimbursement basis as needed. The Recipient agrees to expend funds in accordance with the Scope of Work, Attachment A and Budget Detail, Attachment K, of this Agreement.

If the necessary funds are not available to fund this Agreement as a result of action by the United States Congress, the federal Office of Management and Budgeting, the State Chief Financial Officer or under subparagraph (20)(h) of this Agreement, all obligations on the part of the Department to make any further payment of funds shall terminate, and the Recipient shall submit its closeout report within thirty days of receiving notice from the Department.

(18) REPAYMENTS

All refunds or repayments to be made to the Department under this Agreement are to be made payable to the order of "Department of Community Affairs" and mailed directly to the Department at the following address:

Department of Community Affairs

Cashier

Finance and Accounting

2555 Shumard Oak Boulevard

Tallahassee FL 32399-2100

In accordance with Section 215.34(2), Fla. Stat., if a check or other draft is returned to the Department for collection, Recipient shall pay to the Department a service fee of Fifteen Dollars (\$15.00) or Five Percent (5%) of the face amount of the returned check or draft, whichever is greater.

(19) MANDATED CONDITIONS

(a) The validity of this Agreement is subject to the truth and accuracy of all the information, representations, and materials submitted or provided by the Recipient in this Agreement, in any later submission or response to a Department request, or in any submission or response to fulfill the requirements of this Agreement. All of said information, representations, and materials is incorporated by reference. The inaccuracy of the submissions or any material changes shall, at the option of the Department and with thirty days written notice to the Recipient, cause the termination of this Agreement and the release of the Department from all its obligations to the Recipient.

(b) This Agreement shall be construed under the laws of the State of Florida, and venue for any actions arising out of this Agreement shall be in the Circuit Court of Leon County. If any provision of this Agreement is in conflict with any applicable statute or rule, or is unenforceable, then the provision shall be null and void to the extent of the conflict, and shall be severable, but shall not invalidate any other provision of this Agreement.

(c) Any power of approval or disapproval granted to the Department under the terms of this Agreement shall survive the term of this Agreement.

(d) This Agreement may be executed in any number of counterparts, any one of which may be taken as an original.

(e) The Recipient agrees to comply with the Americans With Disabilities Act (Public Law 101-336, 42 U.S.C. Section 12101 et seq.), which prohibits discrimination by public and private entities



on the basis of disability in employment, public accommodations, transportation, State and local government services, and telecommunications.

(f) A person or organization who has been placed on the convicted vendor list following a conviction for a public entity crime or on the discriminatory vendor list may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with a public entity, and may not transact business with any public entity in excess of \$25,000.00 for a period of 36 months from the date of being placed on the convicted vendor list or on the discriminatory vendor list.

(g) Any Recipient which is not a local government or state agency, and which receives funds under this Agreement from the federal government, certifies, to the best of its knowledge and belief, that it and its principals:

1. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a federal department or agency;
2. have not, within a five-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. are not presently indicted or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any offenses enumerated in paragraph 19(g)2. of this certification; and
4. have not within a five-year period preceding this Agreement had one or more public transactions (federal, state or local) terminated for cause or default.

If the Recipient is unable to certify to any of the statements in this certification, then the Recipient shall attach an explanation to this Agreement.

**In addition, the Recipient shall send to the Department (by email or by facsimile transmission) the completed "Certification Regarding Debarment, Suspension, Ineligibility And Voluntary Exclusion" (Attachment H) for each intended subcontractor which Recipient plans to**

fund under this Agreement. Such form must be received by the Department before the Recipient enters into a contract with any subcontractor.

(h) The State of Florida's performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Legislature, and subject to any modification in accordance with Chapter 216, Fla. Stat. or the Florida Constitution.

(i) All bills for fees or other compensation for services or expenses shall be submitted in detail sufficient for a proper preaudit and postaudit thereof.

(j) Any bills for travel expenses shall be submitted in accordance with Section 112.061, Fla. Stat.

(k) The Department of Community Affairs reserves the right to unilaterally cancel this Agreement if the Recipient refuses to allow public access to all documents, papers, letters or other material subject to the provisions of Chapter 119, Fla. Stat., which the Recipient created or received under this Agreement.

(l) If the Recipient is allowed to temporarily invest any advances of funds under this Agreement, any interest income shall either be returned to the Department or be applied against the Department's obligation to pay the contract amount.

(m) The State of Florida will not intentionally award publicly-funded contracts to any contractor who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in 8 U.S.C. Section 1324a(e) [Section 274A(e) of the Immigration and Nationality Act ("INA")]. The Department shall consider the employment by any contractor of unauthorized aliens a violation of Section 274A(e) of the INA. Such violation by the Recipient of the employment provisions contained in Section 274A(e) of the INA shall be grounds for unilateral cancellation of this Agreement by the Department.

(n) The Recipient is subject to Florida's Government in the Sunshine Law (Section 286.011, Fla. Stat.) with respect to the meetings of the Recipient's governing board or the meetings of any subcommittee making recommendations to the governing board. All of these meetings shall be publicly noticed, open to the public, and the minutes of all the meetings shall be public records, available to the public in accordance with Chapter 119, Fla. Stat.

(o) All unmanufactured and manufactured articles, materials and supplies which are acquired for public use under this Agreement must have been produced in the United States as required under 41 U.S.C. 10a, unless it would not be in the public interest or unreasonable in cost.

(20) LOBBYING PROHIBITION

(a) No funds or other resources received from the Department under this Agreement may be used directly or indirectly to influence legislation or any other official action by the Florida Legislature or any state agency.

(b) The Recipient certifies, by its signature to this Agreement, that to the best of his or her knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the Recipient, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the Recipient shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying."

3. The Recipient shall require that this certification be included in the award documents for all subawards (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

(21) COPYRIGHT, PATENT AND TRADEMARK

**ANY AND ALL PATENT RIGHTS ACCRUING UNDER OR IN CONNECTION WITH THE PERFORMANCE OF THIS AGREEMENT ARE HEREBY RESERVED TO THE STATE OF FLORIDA. ANY AND ALL COPYRIGHTS ACCRUING UNDER OR IN CONNECTION WITH THE**

**PERFORMANCE OF THIS AGREEMENT ARE HEREBY TRANSFERRED BY THE RECIPIENT TO  
THE STATE OF FLORIDA.**

(a) If the Recipient has a pre-existing patent or copyright, the Recipient shall retain all rights and entitlements to that pre-existing patent or copyright unless the Agreement provides otherwise.

(b) If any discovery or invention is developed in the course of or as a result of work or services performed under this Agreement, or in any way connected with it, the Recipient shall refer the discovery or invention to the Department for a determination whether the State of Florida will seek patent protection in its name. Any patent rights accruing under or in connection with the performance of this Agreement are reserved to the State of Florida. If any books, manuals, films, or other copyrightable material are produced, the Recipient shall notify the Department. Any copyrights accruing under or in connection with the performance under this Agreement are transferred by the Recipient to the State of Florida.

(c) Within thirty days of execution of this Agreement, the Recipient shall disclose all intellectual properties relating to the performance of this Agreement which he or she knows or should know could give rise to a patent or copyright. The Recipient shall retain all rights and entitlements to any pre-existing intellectual property which is so disclosed. Failure to disclose will indicate that no such property exists. The Department shall then, under Paragraph (b), have the right to all patents and copyrights which accrue during performance of the Agreement.

**(22) LEGAL AUTHORIZATION**

The Recipient certifies that it has the legal authority to receive the funds under this Agreement and that its governing body has authorized the execution and acceptance of this Agreement. The Recipient also certifies that the undersigned person has the authority to legally execute and bind Recipient to the terms of this Agreement.

(23) ASSURANCES

The Recipient shall comply with any Statement of Assurances incorporated as Attachment E.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement.

**RECIPIENT:**

**PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS**

\_\_\_\_\_  
(Type Legal Name of Recipient)

By: \_\_\_\_\_

**John F. Koons, Chairman**  
\_\_\_\_\_  
(Type Name and Title)

Date: \_\_\_\_\_

**59-60000785**

\_\_\_\_\_  
(Federal Identification Number)

**STATE OF FLORIDA:**

**DEPARTMENT OF COMMUNITY AFFAIRS**

By: \_\_\_\_\_

Janice Browning, Director  
Division of Housing and Community  
Development

Date: \_\_\_\_\_

**APPROVED AS TO TERMS  
AND CONDITIONS**

**BY:**

  
\_\_\_\_\_  
**DEPARTMENT HEAD**

EXHIBIT - 1

THE FOLLOWING FEDERAL RESOURCES ARE AWARDED TO THE RECIPIENT UNDER THIS AGREEMENT:

*NOTE: If the resources awarded to the Recipient are from more than one Federal program, provide the same information shown below for each Federal program and show total Federal resources awarded.*

Federal Program

Federal Agency: U.S. Department of Health and Human Services

Catalog of Federal Domestic Assistance title and Number: 93.568

Grantee: Palm Beach County Board of County Commissioners

Award Amt: \$4,503,903

THE FOLLOWING COMPLIANCE REQUIREMENTS APPLY TO THE FEDERAL RESOURCES AWARDED UNDER THIS AGREEMENT:

*NOTE: If the resources awarded to the Recipient represent more than one Federal program, list applicable compliance requirements for each Federal program in the same manner as shown below.*

Federal Program:

List applicable compliance requirements as follows:

1. First applicable compliance requirement (e.g., eligible activities, services or commodities):

The Recipient will use the LIHEAP funds to provide energy payment assistance to low income consumers. These funds will be expended in accordance with the Scope of Work, Attachment A, Program Statutes and Regulations, Attachment B, Budget Summary and Workplan, Attachment J, and applicable OMB Circulars.

2. Second applicable compliance requirement (e.g. eligibility requirements for recipients of the federal resources):

The Recipient will comply with applicable OMB Circulars and eligibility requirements as set forth in U.S. Department of Health and Human Services regulations codified in:

Title 45 of the Code of Federal Regulations, Part 96 – Block Grants, and

Title 31 of the Code of Federal Regulations, Part 205 – Cash Management Improvement Act of 1990.

3. Etc.

*NOTE: Instead of listing the specific compliance requirements as shown above, the State awarding agency may elect to use language that requires the Recipient to comply with the requirements of applicable provisions of specific laws, rules, regulations, etc., For example, for Federal Program 1, the language may state that the Recipient must comply with specific laws, rules, or regulations that pertain to how the awarded resources must be used or how eligibility determinations are to be made. The state awarding agency, if practical, may want to attach a copy of the specific law, rule, or regulation referred to.*

NOTE: Section .400(d) of OMB Circular A-133, as revised, and Section 215.97(5)(a), Florida Statutes, require that the information about Federal Programs and State Projects included in Exhibit 1 be provided to the Recipient.

**LIHEAP  
Attachment A  
Budget and Scope of Work**

The Recipient shall, or will ensure through subcontracts that subcontractors shall, utilize the funds provided under this Agreement to:

- A. Conduct outreach activities designed to ensure that eligible households, especially households with elderly or disabled individuals, young children and those with the highest percentage of their income required to pay for their home energy are made aware of the assistance available under this Agreement.
- B. The Recipient shall enter into a Memorandum of Understanding (MOU) with all Weatherization Assistance Programs (WAP) in their service area. The Memorandum of Understanding shall detail cooperative efforts and shall describe the actions that will be taken by both parties to assure the coordination, partnership and referrals. The Recipient in coordination with the local WAP agency shall develop a system by which LIHEAP recipients who have received more than three LIHEAP benefits in the last 18 months and who are homeowners, are referred to the WAP provider.
- C. Make home visits to home-bound clients, especially the elderly or disabled, for completion of the program application or eligibility determination when other assistance is not adequate.
- D. Make LIHEAP home energy assistance payments based on a state-provided payment matrix and worksheet. The payment amount is based on the household's income level as compared to the national poverty guidelines. This takes into account both gross income and family size. The lower the income, the higher the benefit level.
- E. Make vendor payments directly to fuel providers or recipients on behalf of eligible clients, or in instances where vendor agreements cannot be negotiated, make payments directly to clients in the form of a two party check.
- F. Determine the correct amount of each crisis benefit based on the minimum necessary to resolve the crisis, but not more than the maximum per household and maximum per item limits set by the Department.

**LIHEAP  
ATTACHMENT A  
SCOPE OF WORK**

- G. Establish a Memoranda of Understanding (MOU) with service area Emergency Home Energy Assistance for the Elderly Program (EHEAP) providers. The Agreement will ensure coordination of services, avoid duplication of assistance, and increase the quality of services provided to elderly participants.
- H. Check LIHEAP records and Emergency Home Energy Assistance for the Elderly Program (EHEAP) records (for households with elderly members) to avoid duplicate crisis assistance payments during the same heating or cooling season.
- I. When the applicant is not in a life threatening situation, take actions that will resolve the emergency within 48 hours of the application approval for a crisis benefit.
- J. When the applicant is in a life threatening situation, take actions that will resolve the emergency situation within 18 hours of the application approval for a crisis benefit.
- K. Make home energy payments within 30 days of the date the application is approved.
- L. The Recipient will, within 15 working days of receiving the client's application, furnish in writing, to all applicants a Notice of Approval which includes the type and amount of assistance to be paid on their behalf or a Notice of Denial which includes appeal information.
- M. Maintain a separate client file for each LIHEAP client that includes at least the following information:
  - 1. Client's name, address, sex, age;
  - 2. Names and ages and identification documentation of all household members;
  - 3. Income amount and method of verification for all household members;
  - 4. Income Documentation to support eligibility;
  - 5. Statement of self-declaration of income if applicable;
  - 6. If the total household income is less than 50% of the current Federal Poverty Guidelines and no one in the household is receiving food stamps, include a statement of how basic living expenses i.e., food, shelter and transportation are being provided.



**LIHEAP  
ATTACHMENT A  
SCOPE OF WORK**

7. Date client was interviewed;
  8. Services provided;
  9. Copies of approval or denial letters provided to the client;
  10. If preference is given due to a disability, documentation of such, disability income or physician's statement;
  11. Documentation of client's obligation to pay an energy bill.
  12. All LIHEAP assistance applications must be signed by the client and by the Recipient's representative and supervisory/edit staff.
- N. Recipients are required to have written applicant appeal procedures. Any applicant denied LIHEAP services must be provided a written notice of the denial which includes the appeal process and the reason(s) for the denial. At a minimum, the written Notice of Denial and Appeals shall contain the reason for the denial, under what circumstances the client may reapply, what information or documentation is needed for the person to reapply, the name and address to whom the re-application or appeal should be sent, and the phone number of the Recipient. Appeal provisions must also be posted in a prominent place within the office where it is on view for all applicants.
- Q. The Recipient will make payments to those applicants with the "highest home energy needs and lowest household income," which will be determined by taking into account both the energy burden and the unique situation of such households that results from having members of vulnerable populations, including very young children, the disabled, and frail older individuals.
- P. Recipients serving multi-county areas must provide the Department with a description of how direct client assistance funds will be allocated among the counties. The allocation methodology must be based at least in part on the 150% of poverty population within each of the counties served. This information must be reported in Attachment L to this Agreement.

**LIHEAP  
ATTACHMENT A  
SCOPE OF WORK**

- Q. When LIHEAP funds are not available or are insufficient to meet the emergency home energy needs of an applicant, the Recipient will assist the applicant to secure help through other community resources.
- R. The Recipient shall agree to treat owners and renters equitably under the Agreement.
- S. The Recipient shall be responsible for entering into written agreements with home energy suppliers which include all of the following requirements:
- (1) Provisions to assure that no household receiving assistance will be treated adversely because of such assistance under applicable provisions of state law or public regulatory requirements.
  - (2) Any home energy supplier receiving direct payments agrees not to discriminate, either in the cost of goods supplied or the services provided, against the eligible household on whose behalf payments are made.
  - (3) Only energy related elements of a utility bill are to be paid. In no instance may water or sewage charges be paid except if required by the vendor under the crisis category to meet the requirement of resolving the crisis. Vendors must be made aware that those charges are the responsibility of the client.
  - (4) The Recipient or subcontractor shall make vendors aware that when the benefit amount to the client does not pay for the complete charges owed by a client, that the client is responsible for the remaining amount owed.
- T. The Recipient will be responsible for determining the eligibility of the clients applying for the LIHEAP program. Client eligibility is based on the following factors:
- (1) The Recipient may only assist households who are or were residing in their LIHEAP Service area at the time the home energy costs were incurred.
  - (2) The client must complete an application and return all required information and verification to the Recipient or subcontractor while funds remain available. verifying an obligation to pay for home energy costs.

**LIHEAP  
ATTACHMENT A  
SCOPE OF WORK**

- (3) The client must provide a fuel bill for home energy or provide other documentation
- (4) The client must have a total gross household income of not more than 150% of the current OMB federal poverty level for their household's size.
- (5) Applicants receiving Supplemental Security Income (SSI), Food Stamps or have applied for and are currently eligible for Weatherization Assistance Program (WAP) or Community Services Block Grant (CSBG) funds automatically qualify for LIHEAP; however, the benefit levels are the same as other qualified applicants.
- (6) To receive crisis assistance, the applicant must have a verifiable home energy crisis.
- (7) If the applicant lives in government subsidized housing, the Recipient must determine if all or part of their utility costs are paid directly or indirectly by the government and take the following actions:
  - (a) The applicant is not eligible for assistance if their home heating and cooling costs are totally included in their rent and they have no obligation to pay any portion of the costs.
  - (b) For Crisis Assistance Only: If the applicant receives an energy subsidy through Section 8 or a Public Housing Authority, then the agency must subtract the amount of the subsidy available to the applicant during the period covered by the utility bill from the allowable LIHEAP crisis benefit calculated for the household.
  - (c) The applicant is eligible for non-crisis, home energy assistance once at the same level as other applicants with no deductions.
- (8) The client must not reside in a group living facility or a home where the cost of residency is at least partially paid through any foster care or residential program administered by the state.
- (9) The client must not be a student living in a dormitory.

**LIHEAP  
ATTACHMENT A  
SCOPE OF WORK**

**U. OTHER SPECIAL REQUIREMENTS**

- (1) The Recipient shall ensure that no person shall be excluded from participation in any activity of the program on the grounds of race, color, national origin, sex or age, and such person shall not be subjected to discrimination under any activity funded in whole or in part with these funds.
- (2) The Recipient will define in a written policy what criteria and verification will be used to determine if a household has a "home energy crisis" and eligible for crisis assistance. The policy must encourage households to seek assistance prior to incurring non-energy penalties such as disconnect/reconnect fees, additional deposit, interest or late payment penalties, etc.
- (3) The Recipient will not charge applicants a fee or accept donations from an applicant to provide LIHEAP benefits.
- (4) The Recipient will be in a location and operate during hours available to clients.
- (5) The Recipient will refund, with non-federal funds, to the Department, all funds incorrectly paid on behalf of clients that cannot be collected from the client.
- (6) The Recipient will have appropriate staff attend training sessions as scheduled by the Department to cover LIHEAP policies and procedures.
- (7) The Recipient will furnish training for all staff members assigned responsibilities for the program.
- (8) The Recipient will take applications when it has a signed Agreement and adequate funding, and continue taking applications until the Agreement expires or funds are exhausted.
- (9) The Recipient must have adequate procedures in place to ensure that LIHEAP funds are appropriately budgeted and expended to sufficiently allow for energy assistance benefits in both the heating and cooling seasons.

**LIHEAP  
ATTACHMENT A  
SCOPE OF WORK**

- (10) The Recipient will operate both program components in a manner that makes them available to all potentially eligible clients in their service area.
- (11) The Recipient will secure and maintain an internet computer service and notify the Department of its e-mail address.
- (12) The Recipient will post the following notice in a conspicuous place at all points where LIHEAP applications are received: No money, cash or checks, will be requested or received from customers in a LIHEAP office. If an employee asks for money, report this to the agency Executive Director or Department Head.

**LIHEAP  
ATTACHMENT B  
PROGRAM STATUTES AND REGULATIONS**

**A. INCORPORATION OF LAWS, RULES, REGULATIONS AND POLICIES**

The applicable documents governing service provision regulations are in the Common Rule, 45 CFR Part 74, 76 and 92, or OMB Circular No. A-110, "Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations," and either OMB Circular No. A-87, "Cost Principles for State and Local Governments," OMB Circular No. A-21, "Cost Principles for Educational Institutions," or OMB Circular No. A-122, "Cost Principles for Nonprofit Organizations," and OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations." If this Agreement is made with a commercial (for-profit) organization on a cost-reimbursement basis, the Recipient shall be subject to Federal Acquisition Regulations 31.2 and 931.2. Low-Income Home Energy Assistance Act of 1981 (Title XXVI of the Omnibus Budget Reconciliation Act of 1981, Public Law 97-35) as amended and the LIHEAP Manual. The following Federal Department of Health and Human Services regulations codified in Title 45 of the Code of Federal Regulations are also applicable under this Agreement:

1. Part 16 – Procedures of the Departmental Grant Appeals Board;
2. Part 30 - Claims Collection;
3. Part 76 - Debarment and Suspension from Eligibility for Financial Assistance  
(Nonprocurement);
4. Part 80 - Nondiscrimination under programs receiving Federal assistance through the  
Department of Health and Human Services (HHS), Effectuation of Title VI of the Civil Rights  
Act of 1964;
5. Part 81 - Practice and procedure for hearings under Part 80 of this Title;
6. Part 84 – Nondiscrimination on the basis of handicap in programs and activities  
receiving Federal financial assistance.
7. Part 86 - Nondiscrimination on the basis of sex in education programs and activities  
receiving Federal financial assistance.
8. Part 87 – Equal Treatment for Faith Based Organizations;
9. Part 91 - Nondiscrimination on the Basis of Age in HHS programs or activities receiving  
Federal Financial Assistance;

**LIHEAP  
ATTACHMENT B  
PROGRAM STATUTES AND REGULATIONS**

10. Part 93 - New restrictions on lobbying;
11. Part 96 - Block Grants;
12. Part 100 - Intergovernmental Review of Department of Health and Human Services  
Programs and activities;

**B. PROJECTS OR PROGRAMS FUNDED IN WHOLE OR PART WITH FEDERAL MONEY**

The Recipient assures, as stated in Section 508 of Public Law 103-333, that all statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all grantees receiving Federal funds, including but not limited to State and local governments and recipients of Federal research grants, shall clearly state:

- (1) the percentage of the total costs of the program or project which will be financed with Federal money,
- (2) the dollar amount of Federal funds for the project or program, and
- (3) percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

**C. INTEREST FROM CASH ADVANCES**

Recipients shall invest cash advances in compliance with section .21 (h) (2) (i) of the Common Rule and section .22 of OMB Circular A-110 as revised. Recipients shall maintain advances of Federal funds in interest-bearing accounts unless one of the following conditions applies:

**NON-PROFITS ONLY:**

1. The Recipient or subcontractor receives less than \$120,000 in total Federal awards per year.
2. The best reasonably available interest bearing account would not be expected to earn interest in excess of \$250 per year on all Federal cash balances.

**LIHEAP  
ATTACHMENT B  
PROGRAM STATUTES AND REGULATIONS**

3. The depository would require an average or minimum balance so high that it would not be feasible within the expected Federal and non-Federal cash resource. Interest earned off cash advances shall be reflected on the monthly financial status report and the close-out report.

**LOCAL GOVERNMENTS ONLY:**

Except for interest earned on advance of funds exempt under the inter-governmental Cooperation Action (31 U.S.C 6501 et. seq.) and the Indian Self-Determination Act (23 U.S.C. 450), grantees and sub-grantees shall promptly, but at least quarterly, remit interest earned on advances to the Federal agency. The grantee or sub-grantee may keep interest amounts up to \$100 per year for administrative expenses.

**D. PROGRAM INCOME**

The Recipient may reapply program income for eligible program projects or objectives. The amount of program income and its disposition must be reported to the Department at the time of submission of the final close-out report.

**E. MODIFICATIONS**

- (1) The Department shall not be obligated to reimburse the Recipient for outlays in excess of the funded amount of this Agreement unless and until the Department officially approves such expenditures by executing a written modification to the original Agreement.
- (2) The line item budget, as given in Attachment J of this Agreement and reported on the monthly financial status reports, may not be altered without a written budget modification with the exceptions of the items listed below:
- (a) The Recipient may transfer unobligated budgeted line items within a budget category as long as the budget category subtotal remains the same. Each line item must meet all contractual budget requirements. For the purpose of transferring funds, the following are considered budget categories:  
Administrative Expenses, Outreach Expenses and Direct Client Assistance.



**LIHEAP  
ATTACHMENT B  
PROGRAM STATUTES AND REGULATIONS**

- (b) Any and all Administrative Expenses and Outreach Expenses may be transferred to any Direct Client Assistance line item without additional written authorization. Each line item must meet all contractual budget requirements.
  - (c) With the exceptions given in (a) and (b) above, all requests for modifications to increase or decrease any line item by more than 20% must be submitted to the Department for approval thirty (30) days prior to the anticipated implementation date. Failure to meet this time frame may result in reimbursement delays.
  - (d) A letter of explanation and a revised budget summary and workplan page must be provided to the Department for any line item changes prior to the submission of a financial status report in which the changes are implemented. This is not a formal modification, but will provide the Department with advance notice and a description of information concerning the budget revisions.
  - (e) None of the budget transfers may violate this Agreement or OMB Circulars A-110, Common Rule, A-121 or A-87. Your information will be reviewed by the Department for compliance with these circulars.
- (3) All requests for formal modifications must be submitted to the Department for approval in writing at least thirty (30) days prior to the anticipated implementation date. The Recipient must use a LIHEAP modification package, approved by the Department, which includes an amended budget summary and workplan page and amended budget detail page.
  - (4) Only unobligated funds may be transferred from one line item to another line item.

**F. BONDING**

- (1) Non-Profit Organizations: The Recipient agrees to purchase a blanket fidelity bond covering all officers, employees and agents of the Recipient holding a position of trust and authorized to handle funds received or disbursed under this Agreement. Individual bonds apart from the blanket bond are not acceptable. The amount of the bond must cover each officer, employee and agent up to an amount equal to at least one-half of the total LIHEAP agreement amount.

**LIHEAP  
ATTACHMENT B  
PROGRAM STATUTES AND REGULATIONS**

- (2) Local Governments: The Recipient agrees to purchase a fidelity bond in accordance with Section 113.07, Fla. Stat. The fidelity bond must cover all officers, employees and agents of the Recipient holding a position of trust and authorized to handle funds received or disbursed under this Agreement.

**G. MONITORING**

- (1) The Recipient shall allow the Department to carry out monitoring, evaluation and technical assistance and shall ensure the cooperation of its employees, and of any sub-recipients with whom the Recipient contracts to carry out program activities.
- (2) Training and technical assistance shall be provided by the Department, within limits of staff time and budget, upon request by the Recipient and/or upon determination by the Department of Recipient need.

**H. OTHER PROVISIONS**

- (1) The Recipient must budget a minimum of twenty-five (25) percent of the total Agreement funds for Home Energy Assistance.
- (2) The Recipient must budget a minimum of two (2) percent of the total Agreement funds for Weather Related/Supply Shortage emergency assistance. These funds must be held in this budget line item category until December 15 of the program year for use in response to a possible disaster. These funds will only be used during state or federal emergencies declared by the President, the Governor or the Secretary of the Department as he/she deems necessary. In the event of an emergency being officially declared, if the Recipient or the Department finds that two percent of the budget is not sufficient to meet the emergency, the Recipient may draw on other Agreement categories, up to fifty percent (50%) of the total Agreement budget, without additional written authorization. After December 15, if no emergency has been declared, the Recipient may allocate these funds to the crisis or the home energy category of the program without additional written authorization from the Department. When funds are distributed for a weather-related/supply shortage emergency, the Department will provide binding directives as to the allowable

**LIHEAP  
ATTACHMENT B  
PROGRAM STATUTES AND REGULATIONS**

expenditures of the funds. The Recipient will comply with these directives or agree that these funds will remain with the Department.

- (3) In addition to the record keeping and audit requirements contained in Sections (5) and (6) of this Agreement, the books, records, and documents required under this Agreement must also be available for copying and mechanical reproduction on or off the premises of the Recipient.
- (4) If the U.S. Department of Health and Human Services initiates a hearing regarding the expenditure of funds provided under this Agreement, the Recipient shall cooperate with, and upon written request, participate with the Department in the hearing.
- (5) All records, including supporting documentation of all program costs, shall be sufficient to determine compliance with the requirements and objectives of the Scope of Work, Attachment A, and all other applicable laws and regulations.

**LIHEAP  
ATTACHMENT C  
REPORTS**

- A. Annual reports - Within 45 days after the end of the Agreement the Recipient shall submit a LIHEAP Close-out Report, including the LIHEAP Final Financial Report, a refund check for any unspent funds, and the LIHEAP Final Program Report.
- B. Monthly reports - The LIHEAP Monthly Financial Status Report must be provided to the Department by no later than the twenty-first (21<sup>st</sup> day) of each month following the end of the reporting month in which funds were expended.
- C. Quarterly Reports - For each county the Recipient serves, the LIHEAP Household Quarterly Program Report must be provided to the Department by no later than the twenty-first (21<sup>st</sup>) day of the month following the end of the last month of the quarterly reporting period.
- D. Upon reasonable notice, the Recipient shall provide such additional program updates or information as may be required by the Department, including supporting or source documentation for any reports identified above in this section.

The reports shall be submitted to:

Ms. Hilda Frazier, Manager

Florida Department of Community Affairs

Division of Housing & Community Development

2555 Shumard Oak Boulevard

Tallahassee, FL 32399-2100

Fax: (850) 488-2488

**LIHEAP  
ATTACHMENT D  
PROPERTY MANAGEMENT AND PROCUREMENT**

- A. All such property purchased under this Agreement shall be inventoried annually and an inventory report shall be made available to the Department upon request.
- B. All property purchased under this Agreement shall be listed on the property records of the Recipient. Said listing shall include a description of the property, model number, manufacturer's serial number, funding source, information needed to calculate the federal and/or state share, date of acquisition, unit cost, property inventory number and information on the location, use and condition, transfer, replacement or disposition of the property.
- C. Title (Ownership) to all nonexpendable property acquired with funds from this Agreement shall be vested in the Department upon completion or termination of the Agreement.
- D. The Recipient agrees to comply with Section 507 of Public Law 103-333. As stated in this section, it is the sense of Congress that, to the extent practicable, all equipment and products purchased with funds made available in this Act should be American made.

**LIHEAP  
ATTACHMENT E  
STATEMENT OF ASSURANCES**

**A. Interest of Certain Federal Officials**

No member of or delegate to the Congress of the United States, and no Resident Commissioner, shall be admitted to any share of part of this Agreement or to any benefit to arise from the same.

**B. Interest of Members, Officers, or Employees of Recipient, Members of Local Governing Body, or Other Public Officials.**

No member, officer, or employee of the Recipient, or its delegates or agents, no member of the governing body of the locality in which the program is situated, and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the program during his tenure or for one year thereafter, shall have any interest, direct or indirect, in any contract or subcontract, or the proceeds thereof, for work to be performed in connection with the program assisted under this Agreement. The Recipient shall incorporate or cause to be incorporated in all such Agreements, a provision prohibiting such interest pursuant to the purposes of this subsection. No board member, officer or employee will be permitted to receive any remuneration or gift in any amount. Board members may receive travel expenses in accordance with s. 112.061, Florida Statutes.

**C. Nepotism**

The Recipient agrees to abide by the provisions of s. 112.3135, Fla. Stat., pertaining to nepotism in their performance under this Agreement

**D. LIHEAP Assurances**

The Recipient hereby assures and certifies as a condition of receipt of Low Income Home Energy Assistance Program funds, that it and its subcontractors will comply with the applicable requirements of Federal and State laws, rules, regulations, and guidelines. As part of its acceptance and use of LIHEAP funds, the Recipient assures and certifies that:

**LIHEAP  
ATTACHMENT E  
STATEMENT OF ASSURANCES**

- (1) The Recipient possesses the legal authority to administer the program as approved by the Recipient's governing body, including all assurances contained herein.
- (2) The Recipient possesses the sound controls and fund accounting procedures necessary to adequately safeguard the assets of the agency, check the accuracy and reliability of accounting data, promote operating efficiency and maintain compliance with prescribed management policies of the agency.
- (3) The Recipient will permit and cooperate with Federal and State investigations designed to evaluate compliance with the law.
- (4) The Recipient will give the Department, the Auditor General or any authorized representatives, complete access to examine all records, books, papers or documents related to all program operations of the grant, including those of any sub-contractor.
- (5) The Recipient will comply with non-discrimination provisions, in accordance with Florida Statutes; Section 677 of P.L. 97-35; Titles VI and VII of the Civil Rights Act of 1964; and 45 C.F.R. Parts 84, 86 and 90.
- (6) The Recipient will comply with section 680 of Public Law 97-35, as amended, which prohibits use of LIHEAP funds for purchase or improvement of land, or the purchase, construction, or permanent improvement of any building or other facility.
- (7) The LIHEAP application and all its attachments, including budget data, are true and correct.
- (8) The Recipient will prohibit any political activities in accordance with Section 678F(b) of 42 USC 9918, as amended.
- (9) Administration of this program has been approved by the Recipient's governing body by official action, and the officer who signs it is duly authorized to sign this Agreement.

**LIHEAP  
ATTACHMENT E  
STATEMENT OF ASSURANCES**

- (10) The Recipient agrees to comply with Public Law 103-227, Part C, Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (Act). This Act requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through States or local governments. Federal programs include grants, cooperative agreements, loans or loan guarantees, and contracts. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug and alcohol treatment. The Recipient further agrees that the above language will be included in any subawards which contain provisions for children's services and that all subrecipients shall certify compliance accordingly. Failure to comply with the provisions of this law may result in the imposition of a civil monetary penalty of up to \$1,000 per day.
- (11) The Recipient will have a published and publicized local outreach office number when the outreach office is open a minimum of 40 hours per week, or toll-free telephone number.



**LIHEAP  
ATTACHMENT F  
SPECIAL CONDITIONS**

- A. The Recipient and its subrecipients shall comply with the following special conditions:

NONE

- B. Failure of the Recipient or its subrecipients to comply with the special conditions under this Agreement shall be cause for the immediate suspension of payments, and may be cause for the immediate termination of this Agreement.

**LIHEAP  
ATTACHMENT G  
WARRANTIES AND REPRESENTATIONS**

**Financial Management**

Recipient's financial management system must include the following:

- (1) Accurate, current and complete disclosure of the financial results of this project or program.
- (2) Records that identify the source and use of funds for all activities. These records shall contain information pertaining to grant awards, authorizations, obligations, un-obligated balances, assets, outlays, income and interest.
- (3) Effective control over and accountability for all funds, property and other assets. Recipient shall safeguard all assets and assure that they are used solely for authorized purposes.
- (4) Comparison of expenditures with budget amounts for each Request for Payment. Whenever appropriate, financial information should be related to performance and unit cost data.
- (5) Written procedures for determining whether costs are allowed and reasonable under the provisions of the applicable OMB cost principles and the terms and conditions of this Agreement.
- (6) Cost accounting records that are supported by backup documentation.

**Competition**

All procurement transactions shall be done in a manner to provide open and free competition. The Recipient shall be alert to conflicts of interest as well as noncompetitive practices among contractors that may restrict or eliminate competition or otherwise restrain trade. In order to ensure excellent contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, invitations for bids and/or requests for proposals shall be excluded from competing for such procurements. Awards shall be made to the bidder or offeror whose bid or offer is responsive to the solicitation and is most advantageous to the Recipient, considering the price, quality and other factors. Solicitations shall clearly set forth all requirements that the bidder or offeror must fulfill in order for the bid or offer to be evaluated by the Recipient. Any and all bids or offers may be rejected when it is in the Recipient's interest to do so.

### Codes of Conduct

The Recipient shall maintain written standards of conduct governing the performance of its employees engaged in the award and administration of contracts. No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by public grant funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated, has a financial or other interest in the firm selected for an award. The officers, employees, and agents of the Recipient shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to subcontracts. The standards of conduct shall provide for disciplinary actions to be applied for violations of the standards by officers, employees, or agents of the Recipient.

### Business Hours

The Recipient shall have its offices open for business, with the entrance door open to the public, and at least one employee on site, from 8:00 A.M. to 5:00 P.M.

### Licensing and Permitting

All subcontractors or employees hired by the Recipient shall have all current licenses and permits required for all of the particular work for which they are hired by the Recipient.

**Attachment H  
Certification Regarding  
Debarment, Suspension, Ineligibility  
And Voluntary Exclusion**

- (1) The prospective subcontractor of the Recipient, \_\_\_\_\_, certifies, by submission of this document, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the Recipient's subcontractor is unable to certify to the above statement, the prospective subcontractor shall attach an explanation to this form.

SUBCONTRACTOR:

\_\_\_\_\_

By: \_\_\_\_\_

Signature

\_\_\_\_\_  
Recipient's Name

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
DCA Contract Number

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Date

LINEAP  
REVISED ATTACHMENT I - RECIPIENT INFORMATION

FEDERAL YEAR: 08

CONTRACT PERIOD: Date of Signing to March 31, 2010

FOR DCA USE ONLY

DATE RECEIVED: \_\_\_\_\_ REVISION(S) RCVD: \_\_\_\_\_

I. **RECIPIENT CATEGORY:** ( ) Non-Profit (X) Local Government ( ) Tribal Government

II. **COUNTIES TO BE SERVED WITH THESE FUNDS:** Palm Beach County

III. **GENERAL ADMINISTRATIVE INFORMATION**

a. Name of Recipient: Palm Beach County Board of County Commissioners  
Community Action Program of Palm Beach County

b. Name of Executive Director or Chief Administrator: Maureen Perrault

c. Recipient Address:  
810 Datura Street  
City: West Palm Beach, FL Zip Code: 33401  
Telephone: ( 561 ) 355-4727 County: Palm Beach  
Fax: ( 561 ) 355-4192  
E-Mail Address: mperraul@co.palm-beach.fl.us

d. Mailing Address (if different from above):  
Same  
\_\_\_\_\_, FL Zip Code: \_\_\_\_\_

e. Chief Elected Official (for local governments) or President/ Chairman of Board (corporations):  
Name: Addie L. Greene  
Title: Chairperson, Palm Beach County Board of County Commissioners  
Mailing Address (Home or Business other than Recipient's)  
Address: P.O. Box 1989  
City: West Palm Beach, FL Zip Code: 33401  
Telephone: ( 561 ) 355-2207

f. Official to Receive State Warrant:  
Name: Sharon R. Bock  
Title: Chief Deputy Clerk of Courts/BCC  
Mailing Address: P.O. Box 4036  
City: West Palm Beach, FL Zip Code: 33402

g. Recipient Contacts:  
(1) Program: Name: Maureen Perrault Title: Coordinator, PBC Community Action  
Mailing Address: 810 Datura Street  
West Palm Beach, FL Zip Code: 33401  
Telephone: ( 561 ) 355-4727  
Fax: ( 561 ) 355-4192  
E-Mail Address: mperraul@pbcgov.com

(2) Fiscal: Name: Rebecca Webb Title: Fiscal Manager II  
Mailing Address: 810 Datura Street  
West Palm Beach, FL Zip Code: 33401  
Telephone: ( 561 ) 355-4716  
Fax: ( 561 ) 355-3863  
E-Mail Address: rwebb@pbcgov.com

h. Person(s) authorized to sign fiscal reports: Rebecca Webb, Fiscal Manager II

IV. **AUDIT** Recipient Fiscal Year: From: 10/01/2008 To: 09/30/2009

Audit is due nine (9) months from the end of the recipient's fiscal year: \_\_\_\_\_

LIHEAP ATTACHMENT J  
BUDGET SUMMARY AND WORKPLAN

RECIPIENT: Palm Beach County Community Action Program

I. BUDGET SUMMARY

| LIHEAP FUNDS ONLY  |  | BUDGETED AMOUNT |
|--|--|-----------------|
| 1. LIHEAP Funds (No leveraging Funds)  |  | 4,501,029       |
| ADMINISTRATIVE EXPENSES  |  |                 |
| 2. Salaries including Fringe, Rent, Utilities, Travel, Other (Total cannot exceed 8.5% of Line1)   |  | 217,414         |
| OUTREACH EXPENSES  |  |                 |
| 3. Salaries including Fringe, Rent, Utilities, Travel, Other. (Total cannot exceed 15% of the difference between Line 1 and Line 2 [Line 1 minus Line 2 times .15] See exception in footnote). |  | 554,070         |
| DIRECT CLIENT ASSISTANCE   |  |                 |
| 4. Home Energy Assistance (Must be at least 25% of Line 1)   |  | 1,125,258       |
| 5. Crisis Assistance   |  | 2,514,257       |
| 6. Weather Related/Supply Shortage/Disaster ( must be at least 2% of Line 1.)  |  | 90,030          |
| 7. TOTAL DIRECT CLIENT ASSISTANCE (lines 4 +5+6)   |  | 3,729,545       |
| LEVERAGING FUNDS ONLY  |  |                 |
| 8. Home Energy Assistance  |  | 2,874           |
| 9. Crisis Assistance   |  | 0               |
| 10. TOTAL LEVERAGING (LINES 8 +9)  |  | 2,874           |
| 11. GRAND TOTAL (Lines 2+3+7+10)   |  | 4,503,903       |

II. DIRECT CLIENT ASSISTANCE PLAN

| Type of Assistance:             | Estimated # of Households to be Served | Estimated Cost Per Household | Estimated Expenditures (Col. 1 x Col. 2) |
|---------------------------------|--|------------------------------|--|
| Home Energy                     | 4,500                                  | 250.06                       | 1,125,258                                |
| Crisis                          | 6,200                                  | 405.52                       | 2,514,257                                |
| Weather Related/Supply shortage | 450                                    | 200.06                       | 90,030                                   |
| Leveraging - Home Energy        | 20                                     | 143.70                       | 2,874                                    |
| Leveraging - Crisis             | 0                                      | 0                            | 0  |
| TOTAL                           | 11,170                                 |                              | 3,732,419                                |

*Outreach Exception: If less than 8.5% of Line 1 is budgeted for Administrative Expenses, the Recipient may increase the Outreach Expenses. The total Administrative Expenses plus outreach Expenses may not exceed the sum of the original maximum allowed for these line items.*

*The Estimated Expenditures reported in the Assistance Plan must agree with the corresponding line item in the Budget Summary.*

LIHEAP  
ATTACHMENT K

### III ADMINISTRATIVE AND OUTREACH EXPENSE BUDGET DETAIL (Budget Summary Lines 2-3)

[illegible]

LIHEAP  
ATTACHMENT K

### III ADMINISTRATIVE AND OUTREACH EXPENSE BUDGET DETAIL (Budget Summary Lines 2-3)

| Line Item Number | EXPENDITURE DETAIL<br>(Round up line items to dollars. Do not use cents and decimals in totals) | LIHEAP FUNDS   |
|------------------|---|----------------|
| 2.               | Computers 2@ 1,500 = 3,000  | 47,570         |
|                  | Scanners 1,750  |                |
|                  | Utilities 2,000   |                |
|                  | Office Supplies 20,000  |                |
|                  | Postage 1,000   |                |
|                  | Graphics 1,500  |                |
|                  | Travel - Per Diem 2 Trips @1,200 2,400  |                |
|                  | - Mileage miles @.585 1,170   |                |
|                  | Rental - Bldg. (office space) 13,750  |                |
|                  | Communications 1,000  |                |
|                  | <b>TOTAL ADMINISTRATIVE EXPENSES</b>  | <b>217,414</b> |



**LIHEAP  
ATTACHMENT K**

**III ADMINISTRATIVE AND OUTREACH EXPENSE BUDGET DETAIL (Budget Summary Lines 2-3)**

| Line Item<br>Number | EXPENDITURE DETAIL<br>(Round up line items to dollars. Do not use cents and decimals<br>in totals)  | LIHEAP FUNDS |
|---------------------|---|--------------|
| 3.                  | <p>Salaries Including Fringe</p> <p><b><u>Josephine Carey - CAS</u></b><br/>Salary @ 100%</p> <p>A) 19 pay periods @ 1,743.56/pay period=33,127.64 <span style="float: right;">46,460</span></p> <p style="padding-left: 40px;">FICA 6.20% <span style="float: right;">2,053.91</span></p> <p style="padding-left: 40px;">Med 1.45% <span style="float: right;">480.35</span></p> <p style="padding-left: 40px;">Retirement 10.85% <span style="float: right;">3,594.35</span></p> <p style="padding-left: 40px;">Life &amp; Health 9,100 <span style="float: right;">7,204.16</span></p> <p style="padding-left: 40px;">Longevity <span style="float: right;">N/A</span></p> <p>B) 11 Pay periods @1,787.15/pay period = 19,658.65 <span style="float: right;">27,466</span></p> <p style="padding-left: 40px;">FICA 6.2% <span style="float: right;">1,218.83</span></p> <p style="padding-left: 40px;">Med 1.45% <span style="float: right;">285.05</span></p> <p style="padding-left: 40px;">Retirement 10.85% <span style="float: right;">2,132.96</span></p> <p style="padding-left: 40px;">Life &amp; Health 9,100 <span style="float: right;">4,170.76</span></p> <p style="padding-left: 40px;">Longevity <span style="float: right;">N/A</span></p> <p><b><u>Bettye Dillard - CAS</u></b><br/>Salary @ 100%</p> <p>A) 19 pay periods @ 1,117.84/pay period=21,238.96 <span style="float: right;">32,371</span></p> <p style="padding-left: 40px;">FICA 6.20% <span style="float: right;">1,316.81</span></p> <p style="padding-left: 40px;">Med 1.45% <span style="float: right;">306.37</span></p> <p style="padding-left: 40px;">Retirement 10.85% <span style="float: right;">2,304.42</span></p> <p style="padding-left: 40px;">Life &amp; Health 9,100 <span style="float: right;">7,204.16</span></p> <p style="padding-left: 40px;">Longevity <span style="float: right;">N/A</span></p> <p>B) 11 Pay periods @1,145.79/pay period = 12,603.69 <span style="float: right;">19,106</span></p> <p style="padding-left: 40px;">FICA 6.2% <span style="float: right;">781.43</span></p> <p style="padding-left: 40px;">Med 1.45% <span style="float: right;">182.75</span></p> <p style="padding-left: 40px;">Retirement 10.85% <span style="float: right;">1,367.50</span></p> <p style="padding-left: 40px;">Life &amp; Health 9,100 <span style="float: right;">4,170.76</span></p> <p style="padding-left: 40px;">Longevity <span style="float: right;">N/A</span></p> |              |

**LIHEAP  
ATTACHMENT K**

**III ADMINISTRATIVE AND OUTREACH EXPENSE BUDGET DETAIL (Budget Summary Lines 2-3)**

| Line Item<br>Number | EXPENDITURE DETAIL<br>(Round up line items to dollars. Do not use cents and decimals<br>in totals)  | LIHEAP FUNDS |
|---------------------|---|--------------|
| 3.                  | <p>Salaries Including Fringe</p> <p><b><u>Cynthia Hatton - CAS</u></b><br/>Salary @ 100%</p> <p>A) 19 pay periods @ 1,715.11/pay period=32,587.09 <span style="float: right;">44,590</span></p> <p style="padding-left: 40px;">FICA 6.20% <span style="float: right;">2,020.40</span></p> <p style="padding-left: 40px;">Med 1.45% <span style="float: right;">327.51</span></p> <p style="padding-left: 40px;">Retirement 10.85% <span style="float: right;">2,450.69</span></p> <p style="padding-left: 40px;">Life &amp; Health 9,100 <span style="float: right;">7,204.16</span></p> <p style="padding-left: 40px;">Longevity <span style="float: right;">N/A</span></p> <p>B) 11 Pay periods @1,757.15/pay period =19,328.65 <span style="float: right;">27,077</span></p> <p style="padding-left: 40px;">FICA 6.2% <span style="float: right;">1,198.94</span></p> <p style="padding-left: 40px;">Med 1.45% <span style="float: right;">280.39</span></p> <p style="padding-left: 40px;">Retirement 10.85% <span style="float: right;">2,098.15</span></p> <p style="padding-left: 40px;">Life &amp; Health 9,100 <span style="float: right;">4,170.76</span></p> <p style="padding-left: 40px;">Longevity <span style="float: right;">N/A</span></p> |              |

LIHEAP  
ATTACHMENT K

III ADMINISTRATIVE AND OUTREACH EXPENSE BUDGET DETAIL (Budget Summary Lines 2-3)

| Line Item<br>Number | EXPENDITURE DETAIL<br>(Round up line items to dollars. Do not use cents and decimals<br>in totals)  | LIHEAP FUNDS                  |
|---------------------|---|-------------------------------|
| 3.                  | <p>Outreach Expenses - Salaries</p> <p>As part of the new Department home Energy Initiative, select staff from the Division of Human Services and the Division of Senior Services will be trained to take LIHEAP applications. A percentage of their time will be dedicated to LIHEAP.</p> <p>21 employees @ 20% of average salary plus fringe (\$85,000)<br/>= \$17,000</p> <p>21 x \$17,000 = \$357,000</p> <p style="text-align: center;">TOTAL OUTREACH</p> | <p>357,000</p> <p>554,070</p> |

**LIHEAP  
ATTACHMENT K**

**III ADMINISTRATIVE AND OUTREACH EXPENSE BUDGET DETAIL (Budget Summary Lines 2-3)**

| Line Item<br>Number | EXPENDITURE DETAIL<br>(Round up line items to dollars. Do not use cents and<br>decimals in totals) | LIHEAP FUNDS     |
|---------------------|--|------------------|
| 4.                  | Home Energy Assistance   | 1,125,258        |
| 5.                  | Crisis Assistance  | 2,514,257        |
| 6.                  | WRC - Weather Related  | 90,030           |
| 7.                  | Total Direct Client Assistance   | 3,729,545        |
| 8.                  | Leveraging - HEA           2,874   |                  |
| 10.                 | Total Leveraging   | 2,874            |
| 11.                 | <b>GRAND TOTAL</b>   | <b>4,503,903</b> |

# COMMUNITY ACTION PROGRAMS

## TARGET AREA CENTERS

**Administration**

810 Datura Street  
West Palm Beach, FL 33401  
Receptionist  
Special Events Line

Maureen Perrault, Director 355-4727  
June Lucas, Secretary 355-4726  
Donnie Cunningham  
Nadja Compass (Temp.) 355-4792  
355-4289

**Fax #: 355-4192****L.I.H.E.A.P**

810 Datura Street  
West Palm Beach, FL 33401

Kathryn McNealy 355-4733 / 355-4794  
Joyce Frank 355-4723  
Dorothy Hazard 355-4292  
Vacant 355-9905  
Velma Garrett 355-4706  
Deneen Schexnider 355-4290  
355-4783  
Rachael Pritchard (Temp.) 355-4782  
Patti Merryman (Temp.)

**Boynton Beach TAC**

410 E. Boynton Beach Blvd.  
Suite B  
Boynton Beach, FL 33435

Josephine Carey 694-5498 (Main Line)  
Silvia Ricketts (Temp.) 694-5495, 5496 & 5497

**Fax #: 738-5083****Delray Beach TAC**

610 S.W. 15<sup>th</sup> Ave.  
Delray Beach, FL 33444

Myrna Silvas 278-8090  
Bettye Dillard 274-6358  
Aldine Dorival (Temp.)

**Fax #: 274-8574****Jupiter TAC**

6415 Indiantown Road  
Jupiter, FL 33458

Cynthia Hatton 694-5471  
Mary Powell 694-5472 (73, 74 & 75)

**Fax #: 741-2041****Lake Worth TAC**

1699 Wingfield Street  
Lake Worth, FL 33460

Sheila Thomas 694-5415  
Lynn Patterson 694-5416  
Sharon Odums (Temp.) 694-5418

**Fax #: 582-6807****Pahokee TAC**

380 E. 5<sup>th</sup> Street  
Pahokee, FL 33476

Gayle Love 1-924-7232 (Direct Line)  
1-924-7178/79 (Headstart)

**Fax #: 924-2249****Riviera Beach TAC**

1440 Dr. M.L.K Blvd.  
Riviera Beach, FL 33404

Cynthia Morrow 845-4670 (4671 & 4672)  
Diane Peterson **Fax #: 845-4673**  
Angenette Smith  
Beverly Thornton (Temp.)

**South Bay/Belle Glade TAC**

625 Martin Luther King Blvd.  
South Bay, FL 33493

Mary Allen 1-996-6721  
Linda Evans 1-996-0660 & (0661)  
James Scott, Driver **Fax #: 993-0132**  
Paula Joseph (Temp.)

**Palm Beach County Community Action Agency  
AND  
Area Agency on Aging, Palm Beach Treasure Coast**

**MEMORANDUM OF UNDERSTANDING**

This Memorandum of Understanding is made this 21<sup>st</sup> day of March, 2008 between the Palm Beach County Community Action Agency, operating as the Low Income Home Energy Assistance Program for Palm Beach County, hereinafter referred to as PBC Community Action Agency, and the Area Agency on Aging, Palm Beach Treasure Coast, operating for Planning and Service area (PSA) 9, herein after referred to as Agency on Aging.

**1. Objective:**

- a. To maintain a climate of cooperation in order to achieve maximum efficiency and effectiveness.
- b. To develop a coordinated system for referring recipients of Emergency Home Energy Assistance for the Elderly Program (EHEAP) and LIHEAP Program services.

**2. Under this Agreement, the PBC Community Action Agency agrees to the following:**

- a. To accept referrals from the Division of Senior Services for Palm Beach County (DOSS, 810 Datura Street, Suite 300, West Palm Beach, FL 33401; 561 355-4746 - serving Hypoluxo Road north to county line) and Mae Volen Senior Center (1515 W. Palmetto Road, Boca Raton, FL 33486; 561 395-8920 - serving Hypoluxo Road south to county line).
- b. Notify DOSS and/or MVSC when a referral cannot be served under the LIHEAP Program, so that they may make other referrals on behalf of the consumer.

**3. Under this Agreement, PBC Community Action Agency agrees to the following:**


- a. Check LIHEAP records and Emergency Home Energy Assistance for the Elderly Program (EHEAP) records (for households with elderly members) to avoid duplicate crisis assistance payments during the same heating or cooling season.

**4. Termination: this agreement may be terminated by either party upon no less than thirty (30) calendar days notice, without cause, unless a lesser time is mutually agreed upon by both parties, in writing. Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery.**

5. Terms of Memorandum: this Memorandum of understanding is effective on the date of the last agency signature. The memorandum has no expiration date. Amendment will be made as deemed necessary and agreed to by the signing parties.

In witness whereof, the parties have caused this two (2) page agreement to be executed by their undersigned officials as duly authorized.

**PBC Community Action Agency**


  
Signature

Kathryn McNealy  
Print Name

LIHEAP Supervisor  
Title

3/24/08  
Date

**Area Agency on Aging  
Palm Beach Treasure Coast**

  
Signature

Alan Sadowsky  
Print Name

President  
Title

4/24/08  
Date

# LOW INCOME HOME ENERGY ASSISTANCE PROGRAM VENDOR PAYMENT AGREEMENT

The undersigned home energy supplier hereby agrees to meet the following conditions in order to receive vendor payments for the home energy assistance and crisis assistance categories of the Low Income Home Energy Assistance Program:

1. That eligible households will only be charged, through the company's normal billing process, the actual unpaid difference between the vendor payment made through the program and the actual remaining unpaid cost of home energy.
2. That households receiving assistance under the program will not be treated adversely because of receipt of this assistance.
3. That eligible households on whose behalf a vendor payment is received, either in the cost of goods supplied or in the service provided, will not be discriminated against.
4. That only heating and cooling related elements of a fuel bill are eligible for payment, except when notified by the agency making the payment that it is a crisis payment.
5. That when the benefit to the client does not pay the complete charges owed by the client, that the client is responsible for the remaining owed.

## Lake Worth Utilities

Company Name

(561) 533-7300

Company Area Code and Telephone Number

P. O. Box 404

Street Address or Post Office Box

Lake Worth

FL.

33460

City

State

Zip

Pat Grissom

Name and Title of Authorizing Company Official

Pat Grissom

Signature of Authorizing Company Official

6-26-01

Date



# LOW INCOME HOME ENERGY ASSISTANCE PROGRAM VENDOR PAYMENT AGREEMENT

The undersigned home energy supplier hereby agrees to meet the following conditions in order to receive vendor payments for the home energy assistance and crisis assistance categories of the Low Income Home Energy Assistance Program:

1. That eligible households will only be charged, through the company's normal billing process, the actual unpaid difference between the vendor payment made through the program and the actual remaining unpaid cost of home energy.
2. That households receiving assistance under the program will not be treated adversely because of receipt of this assistance.
3. That eligible households on whose behalf a vendor payment is received, either in the cost of goods supplied or in the service provided, will not be discriminated against.
4. That only heating and cooling related elements of a fuel bill are eligible for payment, except when notified by the agency making the payment that it is a crisis payment.
5. That when the benefit to the client does not pay the complete charges owed by the client, that the client is responsible for the remaining owed.

Florida Power & Light Company

Company Name

(561) 640-2540

company Area Code and Telephone Number

P.O. Box 8768

Street Address or Post Office Box

West Palm Beach, Florida 33407

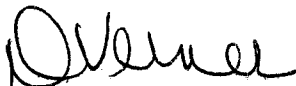
City

State

Zip

Diane Verner, East Area Manager

Name and Title of Authorizing Company Official



Signature of Authorizing Company Official

3/24/08

Date



PALM BEACH COUNTY  
CERTIFICATE OF SELF INSURANCE COVERAGE  
PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS

Date Issued

February 5, 2004rlc

## INSURED:

PALM BEACH COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA,  
THE PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS, ITS  
EMPLOYEES, AGENTS AND OFFICIALS

SELF INSURED ACCOUNT NO. 103

ADMINISTERED BY:

Gallagher Bassett Insurance Services, Inc.

This Certificate is issued as a matter of information only and confers no rights upon the Certificate Holder. This Certificate does not amend, extend, nor alter the coverages or defense afforded by the self-insurance plans below.

| Type of Coverage   | Effective Date | Expiration Date           | Limits of Liability - in Thousands   |
|--|----------------|---------------------------|--|
| <u>GENERAL LIABILITY</u><br>(X) Comprehensive<br>(X) Premises/Operations<br>(X) Products/Completed Operations<br>(X) Contractual<br>(X) Independent Contractors<br>(X) Broad Form Property Damage<br>(X) Personal Injury<br>(X) Errors & Omissions   | 11/1/90        | Until canceled or revoked | Bodily Injury,<br>Property Damage<br>Personal Injury<br>Combined<br>\$100 per Claimant<br>\$200 per Occurrence<br><br>Self-Insured in accordance with S. 768.28 F.S. |
| <u>AUTOMOBILE LIABILITY</u><br>(X) Any Auto<br>( ) All Owned Autos<br>(Private Passenger Autos)<br>( ) All Owned Autos<br>(Other than Private Passenger)<br>(X) Hired Autos<br>(X) Non Owned Autos   | 11/1/90        | Until canceled or revoked | Bodily Injury<br>Property Damage<br>Combined<br>\$100 per Claimant<br>\$200 per Occurrence<br><br>Self-Insured in accordance with S. 768.28 F.S.                     |
| <u>WORKERS COMPENSATION</u><br>(X) INCLUDING EMPLOYERS LIABILITY   | 1/1/99         | Until canceled or revoked | WC Statutory Limits 100/500/100<br><br>Self-Insured in accordance with S. 440 F.S.   |
| <u>EMPLOYEE DISHONESTY</u>   | 10/1/05        | 10/1/06                   | \$50,000 excess of \$25,000 S.I.R.   |
| <u>DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS:</u><br>Community Services Block Grant (CSBG) application  |                |                           |  |
| <u>CANCELLATION:</u> Should any of the above described coverages be canceled before the expiration date thereof, the issuing County will endeavor to mail 10 days written notice to the Certificate Holder named, but failure to mail such notice shall impose no obligation or liability of any kind upon the County, its agents, or representatives. |                |                           |  |
| <u>CERTIFICATE HOLDER</u><br>Jim Zimmerman<br>State of Florida<br>Department of Community Affairs<br>2555 Shumard Oak Boulevard<br>Tallahassee, Florida 32399-2100   |                |                           |  |
| <u>Carol Zoellner</u><br>CAROL ZOELLNER, ARM, DIRECTOR   |                |                           |  |

Risk Management Department, 160 Australian Avenue, Suite 401, W. Palm Beach, FL 33406 (561) 233-5400

**MEMORANDUM OF UNDERSTANDING**  
Between  
Palm Beach County Community Action Program  
And  
Indiantown Non-Profit Housing, Inc.

This Memorandum of Understanding outlines the actions that will be taken by the above mentioned parties to assure the coordination and partnership of the Low Income Home Energy Assistance Program (LIHEAP) and Indian River.

**A. PBC Community Action Will:**

Refer homeowners who have received more than three LIHEAP benefits in the last eighteen (18) months to Indiantown Non-Profit Housing, Inc. (WAP Provider). Display and distribute any WAP program information provided to PBC Community Action.

**B. Indiantown Non-Profit Housing, Inc. Will:**

Interview clients who are referred to WAP by PBC Community Action Program to determine eligibility for services and advise PBC Community Action of the status of eligibility/services.

**IN WITNESS WHEREOF**, Palm Beach County Community Action Program and Indiantown Non-Profit Housing, Inc. have caused the Memorandum of Understanding to be duly executed as of the date signed and agreed upon:

By: Kathryn McNealy  
Kathryn McNealy, LIHEAP Program Supervisor

3/22/07  
Date

By: Donna Carman  
Donna Carman, Indiantown Non-Profit Housing, Inc.

3/19/07  
Date