

**PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS**

## AGENDA ITEM SUMMARY

**Meeting Date: September 14, 2010**      **(X) Consent**      **( ) Regular**  
    **( ) Ordinance**      **( ) Public Hearing**

## Department

**Submitted By:** Community Services

**Submitted For: Division of Senior Services**

## I. EXECUTIVE BRIEF

**Motion and Title: Staff recommends motion to receive and file:** Revised Attachment II - Agreement Report Schedule to Standard Agreement No. IP010-9500 (R2010-0842) for the Emergency Home Energy Assistance (EHEAP) Program with the Area Agency on Aging of Palm Beach/Treasure Coast, Inc. (AAA) for the period April 1, 2010, through July 1, 2011.


**Summary:** The revised Attachment II - Agreement Report Schedule modifies the standard agreement to include the submission of additional monthly reports by the Division of Senior Services to the AAA to authorize benefit payments for EHAEP. In the area south of Hypoluxo Road, the Volen Center provides services under a similar agreement from the AAA. (DOSS) Countywide except for portions of Districts 3, 4, 5, and 7 south of Hypoluxo Road (TKF)

**Background and Justification:** The AAA has made revisions to Attachment II of Standard Agreement No. IP010-9500 for the EHEAP. A receive and file is being prepared to ensure the revised attachment is noted and filed in the Clerk's Office in accordance with PPM CW-O-051.

**Attachments:**

1. EHEAP Standard Agreement No. IP010-9500 revised Attachment II - Agreement Report Schedule

Recommended By: Clark W. [Signature] 8/23/10  
Department Director Date

Approved By:  8/30/10  
Assistant County Administrator Date

## II. FISCAL ANALYSIS IMPACT

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

Fiscal Years	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	_____	_____	_____	_____	_____
External Revenue	_____	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
NET FISCAL IMPACT	<u>0* see below</u>				
# ADDITIONAL FTE POSITIONS (Cumulative)	_____	_____	_____	_____	_____

Is Item Included in Current Budget: Yes X No \_\_\_\_\_  
 Budget Account No.: Fund 1006 Dept. 144 Unit. 1483 Obj. Var.  
 Program Code Var.

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

Departmental Fiscal Review: Tauna Malhotra

## III. REVIEW COMMENTS

### A. OFMB Fiscal and/or Contract Administration Comments:

\* There is no fiscal impact on this item.

[Signature]  
 JB 8/10 OFMB JA 8/26/10 8/25/10  
[Signature]

[Signature] 8/30/10  
 Contract Administration

### B. Legal Sufficiency:

[Signature] 8/30/10  
 Assistant County Attorney

### C. Other Department Review:

\_\_\_\_\_  
 Department Director

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

**ATTACHMENT II****AGREEMENT REPORT SCHEDULE**

<b>Report</b>	<b>Report Name</b>	<b>Submit to the Agency on this Date</b>
1	August Payment Transmittal Report	Sep 1 <sup>st</sup> & 16 <sup>th</sup>
2	August Case File Review	Sep 6 <sup>th</sup> & 21 <sup>st</sup>
3	September Payment Transmittal Report	Oct 1 <sup>st</sup> & 16 <sup>th</sup>
4	September Case File Review	Oct 6 <sup>th</sup> & 21 <sup>st</sup>
5	EHEAP for the Elderly Statistical Report # 3	Oct 10
6	October Payment Transmittal Report	Nov 1 <sup>st</sup> & 16 <sup>th</sup>
7	October Case File Review	Nov 6 <sup>th</sup> & 21 <sup>st</sup>
8	November Payment Transmittal Report	Dec 1 <sup>st</sup> & 16 <sup>th</sup>
9	November Case File Review	Dec 6 <sup>th</sup> & 21 <sup>st</sup>
10	December Payment Transmittal Report	Jan 1 <sup>st</sup> & 16 <sup>th</sup>
11	December Case File Review	Jan 6 <sup>th</sup> & 21 <sup>st</sup>
12	EHEAP for the Elderly Statistical Report # 4	Jan 10
13	January Payment Transmittal Report	Feb 1 <sup>st</sup> & 16 <sup>th</sup>
14	January Case File Review	Feb 6 <sup>th</sup> & 21 <sup>st</sup>
15	February Payment Transmittal Report	Mar 1 <sup>st</sup> & 16 <sup>th</sup>
16	February Case File Review	Mar 6 <sup>th</sup> & 21 <sup>st</sup>
17	March Payment Transmittal Report	April 1 <sup>st</sup> & 16 <sup>th</sup>
18	March Case File Review	April 6 <sup>th</sup> & 21 <sup>st</sup>
19	EHEAP for the Elderly Statistical Report # 5	April 10
20	Final Request for Payment / Closeout Report	May 10

Note # 1: Submission of expenditure reports may or may not generate a payment request. If final expenditure report reflects funds due back to the Agency, payment is to accompany the report.