

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY

Meeting Date: October 4, 2011

(X) Consent () Regular
() Ordinance () Public Hearing

Department

Submitted By: Community Services

Submitted For: Division of Senior Services (DOSS)

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to receive and file: Amendment No. 005 to Standard Agreement No. IP010-9500 (R2010-0842) for Emergency Home Energy Assistance for the Elderly Program (EHEAP) with Area Agency on Aging (AAA), for the period April 1, 2010, to August 31, 2011, to amend paragraphs 1.A, 1.D and Attachment I which increases the agreement amount by \$3,500 for a new total not-to-exceed \$170,538; amend paragraphs 1.B.2, 1.B.3 and 4.C which extends the agreement period for 3 months to end on November 30, 2011; and revise and replace Attachment II Agreement Report Schedule and Attachment V Statistical Report.

Summary: EHEAP is a home energy assistance program for seniors. AAA informs the designated lead agencies, such as DOSS, when unused federal funds are available. The unused funds are being distributed to DOSS to increase the spending authority for EHEAP crisis benefits to seniors. The spending authority allows the County to receive \$22,934 for outreach & administration and to refer eligible clients for crisis benefits directly paid by AAA, in the amount of \$147,604. Employee Jamie Estremera-Fitzgerald, serves on a County Advisory Board, the Criminal Justice Mental Health & Substance Abuse Planning Council. The Board/Council provides no regulation, oversight, management, or policy-setting recommendations regarding the AAA contract. Disclosure of this contractual relationship at a duly noticed public meeting is being provided in accordance with the provisions of Sect. 2-443, of the Palm Beach County Code of Ethics. The amendment was executed by the County Administrator in accordance with Resolution R2010-1942, which delegated authority to the County Administrator, or his designee, to sign documents related to DOSS/AAA grant amendments. In the area south of Hypoluxo Rd, the Volen Center, Inc. provides services under a similar AAA grant. (DOSS) Countywide except for portions of Districts 3, 4, 5, and 7 south of Hypoluxo Rd (TKF)

Background and Justification: Funds are used to provide emergency home energy assistance to seniors in crisis. Grant adjustments are made during the contract year to align services with need. This receive and file item is being submitted in accordance with Countywide PPM No. CW-0-051 to allow the Clerk's Office to note and receive the executed agreement.

Attachments: Amendment No. 005

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Recommended By:  9/7/11
Department Director Date

Approved By:  9/27/11
Assistant County Administrator Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	<u>3,500</u>	_____	_____	_____	_____
External Revenue	<u>(3,500)</u>	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
NET FISCAL IMPACT	<u>-0-</u>	<i>* see below</i>	_____	_____	_____
# ADDITIONAL FTE POSITIONS (Cumulative)	<u>-0-</u>	_____	_____	_____	_____

Is Item Included in Current Budget: Yes X No
 Budget Account No.: Fund 1006 Department 144 Unit 1483 Object Var.
 Program Var.

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

* Funding sources are Federal funds. There is no additional fiscal impact for this item. Previous resolution for EHEAP is Standard Agreement No. IP010-9500 (R2010-0842), Amendment No. 001 (R2011-0355), Amendment No. 002 (R2011-0725), Amendment No. 003 (R2011-0871), and Amendment 004 (R2011-114b).

Departmental Fiscal Review: Taruna Malhotra
 9/7/11

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Administration Comments:

[Signature] 9/20/11
 OFMB - VA 9/14 9/13/11 9/13/11
[Signature] 9/23/11
 Contract Administration

B. Legal Sufficiency:

[Signature] 9/26/11
 Assistant County Attorney

C. Other Department Review:

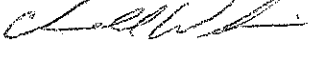
 Department Director

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



MEMORANDUM

TO: Robert Weisman
County Administrator

FROM: Channell Wilkins, Director 
Community Services

DATE: August 23, 2011

RE: Division of Senior Services (DOSS)
Amended Contract

Department of Community Services
Division of Senior Services
Administration

- Central Office
810 Datura Street, Suite 300
West Palm Beach, FL 33401
Tel: (561) 355-4746
FAX: (561) 355-3222
- North Office
5217 Northlake Boulevard
Palm Beach Gardens, FL 33418
Tel: (561) 694-5435
FAX: (561) 694-9611
- South Office
3680 Lake Worth Road
Lake Worth, FL 33461
Tel: (561) 357-7100
FAX: (561) 357-7114
- West Office
2916 State Road #15
Belle Glade, FL 33430
Tel: (561) 996-4808
FAX: (561) 992-1011

www.pbcgov.com

Pursuant to Resolution R-2010-1942, your signature is needed for the approval of the enclosed amended contract. This resolution authorizes the County Administrator signatory authority on contract amendments related to DOSS/ Area Agency on Aging of Palm Beach/Treasure Coast, Inc. (AAA) grants for no more than ten percent (10%) of the contracted amount or \$150,000, whichever is greater. Please find attachments and resolution attached.

The reallocation of funding is due to budgetary alignments from the AAA and would facilitate the spending of funds in a timely manner.

Staff will submit this item at the Board's October 4, 2011 Commission Agenda as a "Receive and File" item to allow the clerk's office to note and receive the documents in accordance with PPM CW-O-051.

If additional information is needed, please contact Faith Manfra, (561) 355-4750.

Palm Beach County
Board of County Commissioners

- Karen T. Marcus, Chair
- Shelley Vana, Vice Chair
- Paulette Burdick
- Steven L. Abrams
- Burt Aaronson
- Jess R. Santamaria
- Priscilla A. Taylor

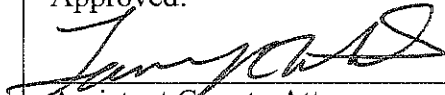
County Administrator

Robert Weisman

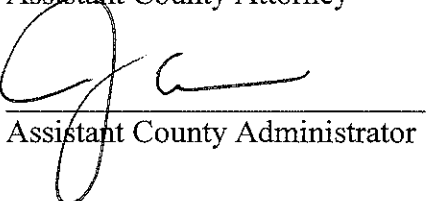
"An Equal Opportunity
Affirmative Action Employer"

Official Electronic Letterhead

Approved:


Assistant County Attorney


Community Services Fiscal Director


Assistant County Administrator

Attachments: EHEAP Amendment No. 005
Resolution No. R2010-1942

This AMENDMENT, entered into by the Area Agency on Aging of Palm Beach/Treasure Coast, Inc., hereinafter referred to as the "Agency," and Palm Beach County Board of County Commissioners, hereinafter referred to as the "Provider", amends Agreement No. IP010-9500.

The purpose of this amendment is to: (1) amend Paragraphs 1.A, 1.D, and Attachment I of the Standard Agreement to increase the total amount of the agreement by \$3,500.00; (2) amend paragraphs 1.B.2 and 1.B.3 of the Standard Agreement in order to extend the Agreement performance period for an additional period of three months to allow for the completion of the Agreement as provided in s. 287.057 (12) F.S.; (3) amend Paragraph 4.C of the Standard Agreement; (4) revise and replace Attachment II, Agreement Report Schedule; (5) revise and replace Attachment V, Emergency Home Energy Assistance for the Elderly Program - Statistical Report.

(1) Paragraph I.A is amended to read:

A. Agreement Amount

The Agency will pay the Provider for services according to the conditions of this agreement in an amount not to exceed **\$170,538.00**, subject to the availability of funds.

Paragraph 1.D of the Standard Agreement is hereby amended to read:

D. Source of Funds:

Services rendered and paid for under any other agreement or from any other source are not eligible for reimbursement under this agreement. The funds awarded to the Provider pursuant to this agreement consist of the following:

Program Title	Year	Funding Source	CFDA#	Fund Amounts
Emergency Home Energy Assistance	2010-2011	U.S. Dept. of Health and Human Services	93.568	\$170,538.00
TOTAL FUNDS CONTAINED IN THIS AGREEMENT:				\$170,538.00

ATTACHMENT I, Budget Summary, is hereby replaced with the revised Budget Summary, attached hereto.

(2) Paragraph 1.B.2 of the Standard Agreement is hereby amended to read:

2. This Agreement shall end on November 30, 2011.

Paragraph 1.B.3 of the Standard Agreement is hereby amended to read:

3. The service dates for this Agreement are from April 1, 2010 to August 31, 2011

(3) Paragraph 4.C of the Standard Agreement is hereby amended to read:

C. Program Reports

The Provider shall submit to the Consumer Services Consultant the "Emergency Home Energy Assistance for the Elderly Statistical Report," Attachment V, on the due date stated on Attachment II.

The service report entitled, "EHEAP Enrollment and Exception Statistical Report," in CIRTS, for the Provider shall be submitted to the Agency when it is made available by the Department of Elder Affairs.

(4) Attachment II, Agreement Report Schedule, is hereby replaced with the revised Attachment II, Agreement Report Schedule attached hereto.

(5) Attachment V, Emergency Home Energy Assistance for the Elderly Statistical Report, is hereby replaced with the revised Attachment V, Emergency Home Energy Assistance for the Elderly Statistical Report.

This amendment shall be effective on the last date that the amendment has been signed by both parties.

All provisions in the agreement and any attachments thereto in conflict with this amendment shall be and are hereby changed to conform with this amendment.


All provisions not in conflict with this amendment are still in effect and are to be performed at the level specified in the agreement.

This amendment and all its attachments are hereby made a part of this agreement.

IN WITNESS WHEREOF, the parties hereto have caused this 6 page amendment to be executed by their officials there unto duly authorized.

**PALM BEACH COUNTY, West
Palm Beach/FLORIDA, A Political Subdivision
of the State of Florida**

**AREA AGENCY ON AGING
OF PALM BEACH/TREASURE
COAST, INC.**

SIGNED BY: 
Robert Weisman, County Administrator

SIGNED BY: 

DATE: 8/25/2011

NAME: Michael Dyer

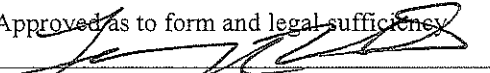
SHARON R. BOCK, Clerk and Comptroller
BY: _____

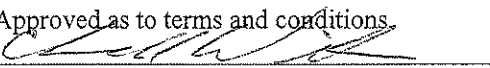
TITLE: First Vice Chair

DATE: _____

DATE: 8/17/2011

FEDERAL ID NUMBER: 59-6000785
FISCAL YEAR END: _____

Approved as to form and legal sufficiency

Assistant County Attorney

Approved as to terms and conditions.

Department Director

ATTACHMENT I

EMERGENCY HOME ENERGY ASSISTANCE FOR THE ELDERLY PROGRAM

BUDGET SUMMARY

Original
 Amendment X

1.	Administration	\$1,800.00
2.	Crisis/Services	\$147,604.00
3.	Outreach	\$21,134.00
4.	Total	\$170,538.00
5.	Projected minimum number of Consumers to be served:	

NOTE: Eligible households may be provided with one benefit per season up to and not to exceed six hundred dollars per benefit. The minimum number of consumers may reflect multiple duplicated consumers if a consumer receives a benefit in both seasons.

AGREEMENT REPORT SCHEDULE

Report	Report Name	Submit to the Agency on this Date
1	April Expenditure Report	May 10
2	May Expenditure Report	Jun 10
3	June Expenditure Report	July 10
	EHEAP for the Elderly Statistical Report # 1	July 10
4	July Expenditure Report	Aug 10
5	August Expenditure Report	Sep 10
6	September Expenditure Report	Oct 10
7	EHEAP for the Elderly Statistical Report # 2	Oct 10
8	October Expenditure Report	Nov 10
9	November Expenditure Report	Dec 10
10	December Expenditure Report	Jan 10
11	EHEAP for the Elderly Statistical Report # 3	Jan 10
12	January Expenditure Report	Feb 10
13	February Expenditure Report	Mar 10
14	March Expenditure Report	April 10
15	EHEAP for the Elderly Statistical Report #5	April 10
16	April Expenditure Report	May 10
17	May Expenditure Report	June 10
18	EHEAP for the Elderly Statistical Report # 6	June 10
19	June Expenditure Report	July 10
20	EHEAP for the Elderly Statistical Report #7	July 10
21	July Expenditure Report	August 10
22	August Expenditure Report	September 10
23	EHEAP for the Elderly Statistical Report #8	September 10
24	Final Request for Payment / Closeout Report	September 15

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.

ATTACHMENT V									
Emergency Home Energy Assistance for the Elderly Program - Statistical Report									
Provider: _____			Contract Year: <u>3/1/2010-8/31/2011</u>			Contract #: <u>IP010 -9500</u>			
Check One: Crisis		Weather-Related/Supply-Shortage							
ASSISTED HOUSEHOLD REPORT <i>(Required Data)</i> <small>*See note</small>		March 1 - March 31 <i>(Heating)</i>	April 1 - June 30 <i>(Cooling)</i>	July 1 - September 30 <i>(Cooling)</i>	October 1 - December 31 <i>(Heating)</i>	January 1 - March 31 <i>(Heating)</i>	April 1 - May 31 <i>(Cooling)</i>	June 1 - June 30 <i>(Cooling)</i>	July 1 - August 31 <i>(Cooling)</i>
ASSISTED HOUSEHOLD REPORT DIRECTIONS: Provide statistics on all households assisted through EHEAP. This report is due by the 10th day of the month following the end of the reporting period. For reporting purposes, use Total Gross Annualized Income from page 2, #1 of the EHEAP application.									
1. Number of Households Assisted:									
		2. Households Assisted with Gross Income:							
A. Under 75% Poverty Level									
B. 75% - 100% Poverty Level									
C. 101% - 125% Poverty Level									
D. 126% - 150% Poverty Level									
E. Over 150% Poverty Level									
		3. Households with at Least One Member:							
A. 60 Years or older									
B. Disabled									
C. Age 5 years or under									
		4. Unduplicated Households Assisted:							
During this reporting period, how many households received EHEAP assistance for the first time under this contract. (Count each household only once during the entire contract period).									
APPLICANT HOUSEHOLD REPORT <i>(Required Data)</i> <small>*See note</small>		March 1 - March 31 <i>(Heating)</i>	April 1 - June 30 <i>(Cooling)</i>	July 1 - September 30 <i>(Cooling)</i>	October 1 - December 31 <i>(Heating)</i>	January 1 - March 31 <i>(Heating)</i>	April 1 - May 31 <i>(Cooling)</i>	June 1 - June 30 <i>(Cooling)</i>	July 1 - August 31 <i>(Cooling)</i>
APPLICANT HOUSEHOLD REPORT DIRECTIONS: Provide statistics on all households applying for EHEAP assistance, whether they did or did not receive assistance.									
1. Number of Applicant Households:									
		2. Applicant Households with Gross Income:							
A. Under 75% Poverty									
B. 75% - 100% Poverty									
C. 101% - 125% Poverty									
D. 126% - 150% Poverty									
E. Over 150% Poverty									
F. No Income Data Avail.									
Signature: _____					Date: _____				
*The report must include all program activities for the P010 agreement (FY 2010 funds). Do not include activities paid for with FY 2009 funds. A separate report is required for Weather-Related/Supply-Shortage, if applicable.									
DOEA Form 116 Revised 1/2010									

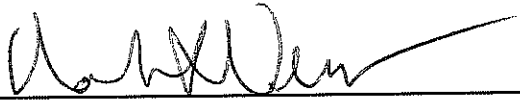
Attestation Statement

Agreement Number IP010-9500
Amendment Number 005

I, Robert Weisman, County Administrator, attest that no changes or revisions have been made to
(Provider Representative)

the content of the above referenced agreement/contract or amendment between the Area Agency on
Aging of Palm Beach/Treasure Coast, Inc. and Palm Beach County Board of County Commissioners.


The only exception to this statement would be for changes in page formatting, due to the differences in
electronic data processing media, which has no affect on the agreement/contract content.



8/25/2011

Signature of Provider Representative

Date

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

COUNTY ATTORNEY