

**BOARD OF COUNTY COMMISSIONERS
PALM BEACH COUNTY, FLORIDA
BUDGET AMENDMENT**

BGEX - 145 - 082412*1902
BGRV - 145 - 082412*0593

FUND 1009 - Low Income Home Energy Assistance Program

Use this form to provide budget for items not anticipated in the budget.

ACCT.NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED AS OF 10/01/12	REMAINING BALANCE
REVENUE								
145 1462 3168	Fed Grnt Indirect-Human Services	3,907,173	3,907,173	93,635		4,000,808		
Total Revenue		3,907,173	3,907,173	93,635	0	4,000,808		
EXPENDITURE								
145 1462 1201	Salaries & Wages Regular	556,541	556,541		72,850	483,691	0	483,691
145 1462 2101	Fica-Taxes	34,864	34,864		5,059	29,805	0	29,805
145 1462 2105	Fica-Medicare	8,153	8,153		1,012	7,141	0	7,141
145 1462 2201	Retirement Contributions-FRS	33,214	33,214		4,047	29,167	0	29,167
145 1462 2301	Insurance-Life & Health	141,569	141,569		18,213	123,356	0	123,356
145 1462 3404	Temp Serv/Contracted Salaries	30,140	30,140		6,776	23,364	0	23,364
145 1462 4420	Rent-Motor Pool Vehicles	4,668	4,668	2,000		6,668	0	6,668
145 1462 8301	Contributions for Individuals	3,040,719	3,040,719	199,592		3,240,311	0	3,240,311
Total Expenditures		3,907,173	3,907,173	201,592	107,957	4,000,808		

COMMUNITY SERVICES
INITIATING DEPARTMENT/DIVISION Channell Wilkins
Administration/Budget Department Approval
OFMB Department - Posted

Signatures _____ Date _____
Channell Wilkins

By Board of County Commissioners
At Meeting of October 2, 2012

Deputy Clerk to the
Board of County Commissioners

CONTRACT NO: 12EA-0F-10-60-01-023
MODIFICATION NO: 01

MODIFICATION OF AGREEMENT
BETWEEN
FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY
AND
Palm Beach County Board of County Commissioners

This Modification is made and entered into by and between the State of Florida, Department of Economic Opportunity, ("the Department"), and Palm Beach County Board of County Commissioners, the ("Recipient") to modify DEO Contract Number 12EA-0F-10-60-01-023, ("the Agreement").

WHEREAS, the Department and the Recipient have entered into the Agreement, pursuant to which the Department has provided a subgrant of \$3,907,173 to the Recipient; and

NOW, THEREFORE, in consideration of the mutual promises of the parties contained herein, the parties agree as follows:

1. Paragraph (17)(a) Funding/Consideration is hereby modified to read as follows:

"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 \$4,000,808 subject to the availability of funds and appropriate budget authority." This revised contract amount includes:

1.	\$	3,907,173	Current FFY 2012-2013 LIHEAP allocation
2.	+\$	93,635	Carryover (FY 2011-2012)
3.	+\$	<u>0</u>	Base Increase in Funding
	\$	4,000,808	Total Contract Amount

2. Attachment J (Budget Summary and Workplan) is hereby deleted in its entirety and replaced with Amended Attachment J.
3. Attachment K (Budget Detail) is hereby deleted in its entirety and replaced with Amended Attachment K.
4. All provisions of the Agreement being modified and any attachments thereto in conflict with this Modification shall be and are hereby changed to conform with this modification, effective as of the date of the last execution of this Modification by both parties.
5. All provisions not in conflict with this Modification remain in full force and effect, and are to be performed at the level specified in the Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this document as of the dates set out herein.

RECIPIENT

STATE OF FLORIDA
Department of Economic Opportunity

By: _____

By: _____

Shelley Vana, Chair
(Type Name and Title Here)

Ken Reecy, Assistant Director
Division of Community Development

Date: _____

Date: _____

59-6000785
Federal Identification Number

**APPROVED AS TO TERMS
AND CONDITIONS**

BY: 
DEPARTMENT HEAD

**REQUEST FOR MODIFICATION
TYPE: BUDGET SUMMARY AND/OR WORKPLAN ADJUSTMENT
AMENDED ATTACHMENT J
LIHEAP BUDGET SUMMARY AND WORKPLAN**

RECIPIENT: PBC BOARD OF COUNTY COMMISSIONERS
 CONTRACT NO: 12EA-0F-10-60-01-023

FOR DEO USE ONLY	
Mod Number:	-----
Date Reviewed:	-----
Effective Date:	-----

I. REVISED BUDGET SUMMARY

LIHEAP FUNDS ONLY	Last Approved Budget Amount	Adjustments to Approved Budget (plus or minus) Optional	TOTAL Modified Budget B + C
1 TOTAL FUNDS	3,907,173.00		3,907,173.00
ADMINISTRATIVE EXPENSES (Cell 2D cannot exceed 8.5% of Cell 1D)			
<i>Maximum Administrative Expenses:</i> \$332,109.71			
2 Salaries incl Fringe, Rent, Utilities, Travel, Other	332,109.00	0.00	332,109.00
OUTREACH EXPENSES (Cell 3D cannot exceed Cell 1D minus Cell 2D times .15)			
<i>Maximum Outreach Expenses:</i> \$536,259.60			
3 Salaries incl Fringe, Rent, Utilities, Travel, Other	536,259.00	(105,957.00)	430,302.00
DIRECT CLIENT ASSISTANCE			
4 Home Energy Assistance <i>Cell 4D must be at least 25% of Cell 1D</i> Minimum Home Energy: \$976,793.25	976,794.00	93,635.00	1,070,429.00
5 Crisis Assistance	1,983,867.00	105,957.00	2,089,824.00
6 Weather Related / Supply Shortage / Disaster <i>Cell 6D must be at least 2% of Cell 1D</i> Minimum Weather Related: \$78,143.46	78,144.00	0.00	78,144.00
7 Subtotal Direct Client Assistance (Line 4 + Line 5 + Line 6)	3,038,805.00	199,592.00	3,238,397.00
LEVERAGING FUNDS ONLY			
8 Home Energy Assistance			0.00
9 Crisis Assistance			0.00
10 Subtotal Leveraging Assistance (Line 8 + Line 9)	0.00	0.00	0.00
11 GRAND TOTALS	3,907,173.00	93,635.00	4,000,808.00

WORKPLAN

Type of Assistance	Last Approved Estimated Number of Households	# of Households REPORTED as of most recent Quarterly Report	Amended Estimated Number of Households	Estimated Cost Per Household**	Amended Estimated Expenditures***
LIHEAP (Direct Client Assistance)					
Home Energy	3,907	2,260	4,282	250.00	1,070,429.00
Crisis Assistance	7,935	2,412	4,644	450.00	2,089,824.00
Weather Related/Supply	391	0	391	200.00	78,144.00
TOTAL	12,233	4,672	9,316		3,238,397.00
LEVERAGE (Direct Client Assistance)					
Home Energy					0.00
Crisis Assistance					0.00
TOTAL					0.00

* If less than 8.5% of Line 1 is budgeted for Administrative Expenses, the maximum allowed for Outreach Expenses may be increased. The total Administrative Expenses plus the total Outreach Expenses may not exceed the sum of the original maximum allowed for these items.

Total of Line 2 plus Line 3 may not exceed: \$868,369.31 Amount budgeted Line 2 + Line 3 = \$762,411.00

** Estimated Cost per Household must be based on the agency's historic average cost or an explanation provided.

*** Estimated Expenditures given in the Workplan, must agree with the corresponding values on Lines 4-7.

RECIPIENT: PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS
 BY:

	SHELLEY VANA	CHAIR	
SIGNATURE	NAME (PRINT OR TYPE)	TITLE	DATE

FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY, DIVISION ON COMMUNITY DEVELOPMENT
 BY:

	Hilda Frazier	Planning Manager, Community Assistance Section	
BY:	Paula Lemmo	Program Manager, Community Assistance Section	DATE
BY:	Ken Reecy	Asst. Dir., Office of Housing and Community Development	DATE

REQUEST FOR MODIFICATION
 TYPE: BUDGET DETAIL ADJUSTMENT
 AMENDED ATTACHMENT K
 LIHEAP BUDGET DETAIL

RECIPIENT: PBC BOARD OF COUNTY COMMISSIONERS

CONTRACT NO: 12EA-0F-10-60-01-023

FOR DEO USE ONLY	
Mod Number:	
Date Reviewed:	
Effective Date:	

LINE ITEM NO.	EXPENDITURE DETAIL <small>Round line items up to dollars - do not use cents and decimals in totals.</small>	BUDGETED AMOUNT	NET CHANGE
1	Administrative Costs		
2	Salaries, Includes fringe		
	FICA 6.2%		
	Medicare 1.45%		
	Retirement 5.56%		
	Health & Life 11,604/Yr		
	The balance of Community Direct Client or CSBG Action LIHEAP Salaries other program are paid from CSBG categories		
	Program Coordinator (\$2602/PP x 26) x .50 1 person @ 50%	\$33,831.00	
	Com. Out. Specialist III (\$2293/pp x 26) x .50 1 person @ 50%	\$29,804.00	
	Sr. Com. Action Specialist (2586/pp x 26) x .50 1 person @ 50%	\$33,618.00	
	Clerical Specialist (\$1717 pp x 26) x 1 1 person @ 50%	\$22,318.00	
	Recep. (Temp) (1080/pp x 26 x 6) 6 persons @ \$100%	\$168,480.00	
	WC (\$6,606), UC \$2,066) Prop. & Cas. Ins	\$12,356.00	
	TOTAL ADMIN. PERSONNEL EXP.	\$300,407.00	
	Office Supplies (Paper, Postage pens, files, paperclips staples, cartriges etc.)	\$17,093.00	
	Graphics (banners envelopes, posters folders, brochures)	\$6,000.00	
	Advertisement (radio bus wraps, billboard bus shelters)	\$3,609.00	
	Travel (LIHEAP conf. Hotel and per diem)	\$2,500.00	
	Total Admin. Non Personnell	\$32,435.00	
	TOTAL ADMIN EXP	\$332,109.00	

RECIPIENT:	PBC BOARD OF COUNTY COMMISSIONERS		
BY:		SHELLEY VANA	
	SIGNATURE	NAME (PRINT OR TYPE)	CHAIR TITLE
			DATE
FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY, DIVISION ON COMMUNITY DEVELOPMENT			
BY:		Hilda Frazier	Planning Manager, Community Assistance Section
			DATE
BY:		Paula Lemmo	Program Manager, Community Assistance Section
			DATE

**REQUEST FOR MODIFICATION
TYPE: BUDGET DETAIL ADJUSTMENT
AMENDED ATTACHMENT K
LIHEAP BUDGET DETAIL**

RECIPIENT: PBC BOARD OF COUNTY COMMISSIONERS

PAGE 2 OF 3

CONTRACT NO: 12EA-0F-10-60-01-023

LINE ITEM NO.	EXPENDITURE DETAIL <small>Round line items up to dollars - do not use cents and decimals in totals.</small>	BUDGETED AMOUNT	NET CHANGE (Plus or Minus)
3	Outreach Expenses		
	Salaries figures below include fringe FICA 6.2% Medicare 1.4% Retirement 5.56% Health & Life 11604		
	The balance of Community Direct Client Asst. or Action LIHEAP Staff CSBG other Program are paid from CSBG Categories		
	Com. Outreach Spec. III \$2293 ppp for 26 pp x 1 1 person @ 50%	\$29,804.00	
	Sr. Com. Outreach Spec. \$2586 ppp x 26 pp x 1 1 person @ 50%	\$33,618.00	
	Com. Outreach Specialist \$1959 ppp x 26 pp x 1 1 person @ 50%	\$25,467.00	
	Com. Outreach Specialist \$2468 ppp x 26 pp x 4 4 people @ 50%	\$128,336.00	-\$134,518.00
	Sr. Com. Action Specialist \$1468 ppp x 13 pp x 1 1 person @ 50%	\$19,089.00	
	Sr. Com. Action Specialist \$979 ppp 13 pp x 1 1 person @ 50%	\$12,727.00	
	Com. Outreach Specialist \$2629 ppp 26pp x 1) 50% LIHEAP	\$34,178.00	
	Data Processor (Temp) (\$15/hr x 1494 hours) 100% LIHEAP The balance of salaries paid below to the Div. of Human Services employ. funding source.	\$22,413.00	
	Case Manager (DHS) \$554 ppp 13 pp x 7 80% from DHS 7 persons @ 20%	\$50,090.00	
	Case Mgmt. Supervisor \$531 ppp x 13 x 2 80% from DHS 2 persons @ 20%	\$13,707.00	
	The balance of salaries paid to the Division of Senior Services' (DOSS) funding source		
	Clerical (DOSS) \$449 ppp x 13 pp x 2 80% from DOSS 2 persons 20%	\$11,674.00	
	Asst. Ctr. Mng. (DOSS) \$382 ppp x 13 pp x 2 80% from DOSS 2 persons @ 20%	\$9,939.00	
	Case Manager (DOSS) \$453 ppp x 13 pp x 2 80% from DOSS 2 persons @ 20%	\$11,785.00	
	Caseworker Sup. (DOSS) \$749 ppp x 13 pp x 2 80% from DOSS 2 person @ 20%	\$19,475.00	
	Total Outreach Personnell Expenses	\$424,302.00	

**REQUEST FOR MODIFICATION
TYPE: BUDGET DETAIL ADJUSTMENT
AMENDED ATTACHMENT K
LIHEAP BUDGET DETAIL**

RECIPIENT: PBC BOARD OF COUNTY COMMISSIONERS

CONTRACT NO: 12EA-0F-10-60-01-023

LINE ITEM NO.	EXPENDITURE DETAIL <small>Round line items up to dollars - do not use cents and decimals in totals.</small>	BUDGETED AMOUNT	NET CHANGE (Plus or Minus)
3	<p style="text-align: center;">Outreach Non-Personel Expenses</p> <p>Leased vehicle and maintenance at \$667 a month x 12 (home visits for LIHEAP)</p> <p style="text-align: right;">\$8,000.00</p> <p>Total Outreach Non Personnel</p> <p style="text-align: right;">\$8,000.00</p> <p style="text-align: center;">TOTAL OUTREACH EXPENSES</p> <p style="text-align: center;">DIRECT CLIENT ASSISTANCE</p> <p>Home Energy Assistance</p> <p style="text-align: right;">\$1,070,429.00</p> <p style="text-align: right;">\$93,635.00</p> <p>Crisis Assistance</p> <p style="text-align: right;">\$2,089,824.00</p> <p style="text-align: right;">\$105,957.00</p> <p>Weather Related Crisis WRC</p> <p style="text-align: right;">\$78,144.00</p> <p>Total Direct Client Assistance</p> <p style="text-align: right;">\$3,244,397.00</p> <p>No Leveraging Fund</p> <p>GRAND TOTAL</p> <p style="text-align: right;">\$4,000,808.00</p>		