



## **II. FISCAL IMPACT ANALYSIS**

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

Fiscal Years	2015	2016	2017	2018	2019
Capital Expenditures					
Operating Costs	25,000				
External Revenue	(25,000)				
Program Income					
In-Kind Match (County)					
NET FISCAL IMPACT	0				

# ADDITIONAL FTE POSITIONS (Cumulative)					
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Is Item Included In Current Budget: Yes X No \_\_\_\_\_

Budget Account No.:

Fund 1006 Dept 144 Unit Var. Object Var. Program Code/Period Var.

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

Funding source is the State of Florida. Sufficient funding is included in the current budget to meet County obligations.

Total Funding	1482	1483	Total
<b><u>Funds</u></b>	<b><u>RELIEF</u></b>	<b><u>EHEAP</u></b>	<b><u>Funds</u></b>
State	25,000	0	25,000
Match (10%)			
NSIP			
Program Income			
Addnl. County Funds			
Total	25,000	0	25,000

C. Departmental Fiscal Review: Taruna Malhotra  
Taruna Malhotra, Director, Financial & Support Svcs.


### **III. REVIEW COMMENTS**

**A. OFMB Fiscal and/or Contract Development and Control Comments:**

Sheng Mu  
OFMB KN 5020 AK  
4/30 13 4/30/15

Dr. J. Jacobson 5/7/15  
Contract Development and Control  
5-7-15 B. Check

**B. Legal Sufficiency:**

  
Assistant County Attorney

**C. Other Department Review:**

Department Director

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



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Division of Human  
and Veteran Services  
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**Palm Beach County  
Board of County  
Commissioners**

Priscilla A. Taylor, Mayor  
Paulette Burdick, Vice Mayor  
Hal R. Valeche  
Shelley Vana  
Steven L. Abrams  
Mary Lou Berger  
Jess R. Santamaria

**County Administrator**  
Robert Weisman

"An Equal Opportunity  
Affirmative Action Employer"

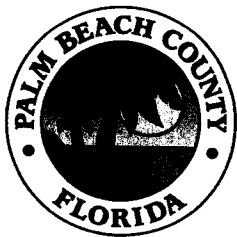


**MEMORANDUM**

**TO:** Robert Weisman, County Administrator  
**THRU:** Jon Van Arnam, Assistant County Administrator  
**FROM:** Channell Wilkins, Community Services Department Director  
**DATE:** April 7, 2015  
**RE:** **Division of Senior Services (DOSS) Amended Contracts**

Pursuant to Resolution R-2013-0242, your signature is needed for approval of the enclosed amendments. This resolution permits the County Administrator signatory authority on contract amendments related to DOSS/Area Agency on Aging (AAA) grants for no more than ten percent (10%) of the contracted amount or \$150,000, whichever is greater. Attached find amendments and resolution.

- A. Amendment 002 to Standard Agreement No. IR012-9500 (R2012-1635) for Respite for Elders Living in Everyday Families (**RELIEF**) with Area Agency on Aging of Palm Beach/Treasure Coast, Inc. (AAA), to increase overall total funding for the period July 1, 2014, through June 30, 2015, by \$15,000 in an amount not to exceed \$134,176; and to revise Attachment VII, Budget Summary; and to modify other portions of the standard agreement as necessary to reflect the required changes. RELIEF provides stipend volunteers to homebound seniors for in home respite to family/caregivers.
- B. Amendment 003 to Standard Agreement No. IR012-9500 (R2012-1635) for Respite for Elders Living in Everyday Families (**RELIEF**) with AAA, to increase overall total funding for the period July 1, 2014, through June 30, 2015, by \$10,000 in an amount not to exceed \$144,176; and to revise and replace Attachment VII, Budget Summary and Attachment III and amend Paragraph D of Standard Agreement. RELIEF provides stipend volunteers to homebound seniors for in-home respite to family/caregivers.
- C. Amendment 007 to Standard Agreement No. IP012-9500 (R2012-1633) for Emergency Home Energy Assistance Program (**EHEAP**) for the Elderly with AAA, to increase overall total funding for the period April 1, 2014, through March 31, 2015, by \$6,000 in an amount not to exceed \$9,759; and to amend paragraph 4 Standard Agreement; revise and replace Attachment III, Exhibit 1 and Attachment VII Budget Summary; and add Attachment XIV, EHEAP Rate Sheet. EHEAP is a home energy assistance program for seniors.



Staff will submit this item at the next BCC Commission meeting 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. For additional information, please contact Faith R. Manfra (561) 355-4750.

Approved:

*Tarune Malhotra*

Director, Financial & Support Svcs.

*Debra C. Dejeu*

Assistant County Attorney

*[Signature]*

Jon Van Arnam  
Assistant County Administrator

*[Signature]*

OFMB

Attachments: Resolution No. R-2013-0242  
Amendment 002 RELIEF  
Amendment 003 RELIEF  
Amendment 007 EHEAP

**RESOLUTION NO. R-2013-0242**

**RESOLUTION AMENDING RESOLUTION NO. 2010-1942 OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, AUTHORIZING THE COUNTY ADMINISTRATOR, OR HIS DESIGNEE, SIGNATORY AUTHORITY ON INDIVIDUAL AMENDMENTS AND ANY OTHER NECESSARY DOCUMENTS RELATED TO AREA AGENCY ON AGING OF PALM BEACH/TREASURE COAST, INC. (AAA) AND DEPARTMENT OF ELDER AFFAIRS (DOEA) GRANT AGREEMENTS/CONTRACTS FOR NOT MORE THAN TEN PERCENT (10%) OF THE GRANT AWARD OR \$150,000, WHICHEVER IS GREATER.**

**WHEREAS**, Palm Beach County has been notified that the Division of Senior Services is a Lead Agency which will receive Federal and State funds through Area Agency on Aging of Palm Beach/Treasure Coast, Inc.; and

**WHEREAS**, since streamlining of the agenda process has increased the length of time between Board meetings and it is imperative that individual amendments and any other necessary documents be executed with the greatest dispatch; and

**WHEREAS**, Palm Beach County has adopted an optional Home Rule Charter pursuant to Section 1(g) of Article VIII of the Florida State Constitution and Chapter 125 of the Florida Statutes; and

**WHEREAS**, Section 125.85, Florida Statutes, authorizes the delegation of any powers and duties not set forth therein by resolution or ordinance of the Board of County Commissioners; and

**WHEREAS**, the delegation of signing authority to the County Administrator, or his designee, on individual amendments and any other necessary documents related to AAA and DOEA grant agreements/contracts for not more than ten percent (10%) of the grant award or \$150,000, whichever is greater, would facilitate timely spending of grant funds which must be spent within a program year; and

**WHEREAS**, the agenda process is at times, not conducive to allowing documents to be executed with the greatest dispatch; and

**WHEREAS**, the delegation of signature authority to the County Administrator, or his designee, on individual amendments and any other necessary documents related to AAA and DOEA grant agreements/contracts would also allow for reallocation of funding in a more expeditious manner and would eliminate delays caused by such items to be brought before the Board of County Commissioners and would therefore be consistent with the goal of the grantee to expend funds in compliance with grant requirements; and

**WHEREAS**, Countywide PPM#CW-O-051 establishes procedures and policies regarding delegated authority for execution of County contracts, agreements, and grants.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, as follows:**

1. The foregoing recitals are true and correct and are expressly incorporated herein by reference and made a part hereof.

2. The County Administrator, or his designee, is hereby expressly authorized to execute, on behalf of the Board of County Commissioners, individual amendments and any other necessary documents related to the AAA and DOEA within the defined threshold effective March 12, 2013.

3. This delegation of signature authority is strictly limited to the parameters set forth herein above so that the execution of the aforementioned document by the County Administrator constitutes a ministerial act on his part in accordance with PPM #CW-O-051.

The foregoing resolution was offered by Commissioner Berger who moved its adoption. The motion was seconded by Commissioner Taylor and upon being put to a vote, the vote was as follows:

Commissioner Steven L. Abrams, Mayor	<u>Aye</u>
Commissioner Priscilla A. Taylor, Vice Mayor	<u>Aye</u>
Commissioner Hal R. Valeche	<u>Aye</u>
Commissioner Paulette Burdick	<u>Aye</u>
Commissioner Shelley Vana	<u>Aye</u>
Commissioner Mary Lou Berger	<u>Aye</u>
Commissioner Jess R. Santamaria	<u>Aye</u>

The Mayor thereupon declared the Resolution duly passed and adopted this 12th day of March, 2013.

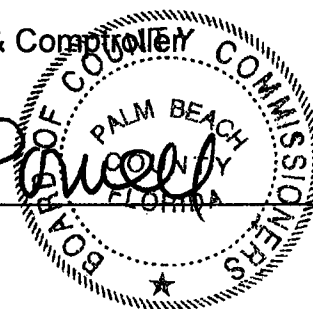
**APPROVED AS TO FORM  
LEGAL SUFFICIENCY**

By: [Signature]  
County Attorney

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

Sharon R. Bock, Clerk & Comptroller  
Palm Beach County

By: [Signature]  
Deputy Clerk



**APPROVED AS TO TERMS  
AND CONDITIONS**

BY: [Signature]  
DEPARTMENT HEAD

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" and collectively referred to as the "Parties", amends Agreement IR012-9500.

The purpose of this amendment is to increase the overall total funding for the period July 1, 2014 through June 30, 2015 by \$15,000.00 and to revise ATTACHMENT VII, BUDGET SUMMARY.

Additionally, this amendment (1) amends Paragraph D, of the Standard Agreement; (2) revises Paragraph I.6 of the Standard Agreement; (3) adds Paragraphs L.9 and L.10 to the Standard Agreement; (4) revises Paragraph Q.1 of the Standard Agreement; (5) revises Paragraph GG of the Standard Agreement; (6) adds Paragraph BBB.5 to the Standard Agreement; (7) revises Section I.A.1 of ATTACHMENT I; (8) revises Section I.B.3 of ATTACHMENT I; (9) revises Section I.C.2 of ATTACHMENT I; (10) revises Section II.A.2 of ATTACHMENT I; (11) revises Section II.A.2.4 of ATTACHMENT I; (12) revises Section II.A.2.5 of ATTACHMENT I; (13) revises Section II.A.2.10 of ATTACHMENT I; (14) revises Section II.A.2.11 of ATTACHMENT I; (15) revises Section II.C.2 of ATTACHMENT I; (16) revises Section II.C.2.1 of ATTACHMENT I; (17) revises Section II.C.2.2 of ATTACHMENT I; (18) revises Section II.C.2.3 of ATTACHMENT I; (19) revises Section II.C.2.4 of ATTACHMENT I; (20) revises Section II.D.1 of ATTACHMENT I; (21) revises Section II.D.2 of ATTACHMENT I; (22) revises Section II.D.4 of ATTACHMENT I; (23) revises Section II.F.2 of ATTACHMENT I; (24) revises Section III.A of ATTACHMENT I; (25) revises Section III.B of ATTACHMENT I; (26) revises Section III.B.5 of ATTACHMENT I; (27) revises Section III.B.6 of ATTACHMENT I; (28) revises and replaces ATTACHMENT III, EXHIBIT I; (29) revises and replaces ATTACHMENT VII, Budget Summary; (30) revises and replaces ATTACHMENT XII-A, RELIEF Monthly Service Record; (31) revises and replaces ATTACHMENT C, Certification Regarding Scrutinized Companies Lists; and (32) revises and replaces ATTACHMENT G, RELIEF Program Volunteer Time and Travel Log.

**STANDARD AGREEMENT:**

(1) Paragraph D of the Standard Agreement, is hereby amended to read:

**D. Agreement Amount**

The Agency agrees to pay for contracted services according to the terms and conditions of this Agreement in an amount not to exceed the Total Agreement Amount per funding year outlined below or the rate schedule, with expenditures to be based upon an approved annual budget, subject to adjustment in accordance with Attachment II and subject to the availability of funds. Any costs or services paid for under any other contract or agreement or from any other source are not eligible for payment under this agreement.

These funds are allocated for the period July 1, 2012 – June 30, 2013

<b>Funding Allocation</b>				
<b>Program Title</b>	<b>Year</b>	<b>Funding Sources</b>	<b>CSFA</b>	<b>Amount</b>
Respite for Elders Living in Everyday Families - Palm Beach County	2012-2013	General Revenue	65.006	\$104,400.00
<b>TOTAL AGREEMENT AMOUNT:</b>				<b>\$104,400.00</b>

These funds are allocated for the period July 1, 2013 through June 30, 2014.

<b>Funding Allocation</b>				
<b>Program Title</b>	<b>Year</b>	<b>Funding Sources</b>	<b>CSFA</b>	<b>Amount</b>
Respite for Elders Living in Everyday Families - Palm Beach County	2013-2014	General Revenue	65.006	\$112,000.00
<b>TOTAL AGREEMENT AMOUNT:</b>				<b>\$112,000.00</b>

These funds are allocated for the period July 1, 2014 through June 30, 2015.

<b>Funding Allocation</b>				
<b>Program Title</b>	<b>Year</b>	<b>Funding Sources</b>	<b>CSFA</b>	<b>Amount</b>
Respite for Elders Living in Everyday Families - Palm Beach County	2014-2015	General Revenue	65.006	\$134,176.00
<b>TOTAL AGREEMENT AMOUNT:</b>				<b>\$134,176.00</b>



(2) **Paragraph I.6 of the Standard Agreement is hereby revised to read:**

- I.6 In accordance with s. 287.135 F.S., any Provider on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List (Lists), created pursuant to s. 215.473 F.S., is ineligible to enter into or renew an agreement with the Agency for goods or services of \$750,000 or more. Pursuant to s. 287.135 F.S., the Agency may terminate this Agreement if the Provider is found to have submitted a false certification of its status on the Lists or has been placed on the Lists. Further, the Provider is subject to civil penalties, attorney's fees and costs and any costs for investigations that led to the finding of false certification. If this Agreement contains \$750,000 or more, the Provider shall complete and sign **ATTACHMENT C**, Certification Regarding Scrutinized Companies Lists, prior to the execution of this Agreement

(3) **Paragraphs L.9 and L.10 are hereby added to the Standard Agreement:**

- L.9 If, under this Agreement, the Provider is providing services and is acting on behalf of the Agency as provided under section 119.011(2), Florida Statutes, the Provider, subject to the terms of section 287.058(1)(c), Florida Statutes, and any other applicable legal and equitable remedies, shall:
- a) Keep and maintain public records that ordinarily and necessarily would be required by the public agency in order to perform the services.
  - b) Provide the public with access to public records on the same terms and conditions that the Agency would provide the records and at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
  - c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law.
  - d) Meet all requirements for retaining public records and transfer, at no cost, to the Agency all public records in possession of the Provider upon termination or expiration of the Agreement and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the Agency in a format that is compatible with the information technology systems of the Agency.
- L.10 The Agency may unilaterally cancel this Agreement, notwithstanding any other provisions of this Agreement, for refusal by the Provider to comply with Sections 12.9 of this Agreement by not allowing public access to all documents, papers, letters, or other material made or received by the Provider in conjunction with the Agreement, unless the records are exempt from Section 24(a) of Article I of the State Constitution and Section 119.07(1), Florida Statutes.

(4) **Paragraph Q.1 of the Standard Agreement is hereby revised to read:**

**Q.1 Indemnification**

The Provider shall indemnify, save, defend, and hold harmless the Agency and its agents and employees from any and all claims, demands, actions, causes of action of whatever nature or character, arising out of or by reason of the execution of this Agreement or performance of the services provided for herein. It is understood and agreed that the Provider is not required to indemnify the Agency for claims, demands, actions or causes of action arising solely out of the Agency's negligence. Provider's obligation to indemnify and defend shall be triggered on the seventh (7<sup>th</sup>) day following the Agency's notice of claim for indemnification to Provider.

Provider's inability to evaluate liability or its evaluation of liability shall not excuse Provider's duty to defend and indemnify the Agency, within seven (7) calendar days following notice by the Agency. Notice shall be given by registered or certified mail, return receipt requested. Only an adjudication or judgment after the highest appeal is exhausted specifically finding the Provider not liable shall excuse performance of this provision by Provider. The Provider's obligations under this paragraph are contingent upon the Agency giving the Provider: (1) prompt written notice of any action or threatened action for which the Agency is seeking indemnification; (2) the opportunity to take over and settle or defend any such action at the Provider's sole expense, and (3) assistance in defending the action at the Provider's sole expense. The Provider shall not be liable for any cost, expense or compromise incurred or made by the Agency in any legal action without the Provider's prior written consent, which shall not be unreasonably withheld.

Except to the extent permitted by s. 768.28, F.S., or other Florida law, Paragraph Q.1 is not applicable to Agreements executed between the Agency and state agencies or subdivisions defined in s. 768.28(2), F.S.

(5) Paragraph GG of the Standard Agreement is hereby revised to read:

**GG. Data Integrity and Safeguarding Information**

The Provider shall maintain an appropriate level of security to safeguard client information including:

- 1) having all new CIRTs user accounts approved by the proper designated authority at the Provider agency
- 2) maintaining a log of CIRTs user accounts and status of accounts
- 3) ensuring CIRTs user accounts are disabled upon termination of employment
- 4) ensuring no client information leaves the provider agency without approval from management
- 5) ensuring that any client information leaving the agency in electronic format is encrypted
- 6) ensuring no client information in paper form is removed from the provider agency
- 7) developing a business continuity plan
- 8) Nightly backups of data to ensure recovery from losses due to electrical outages, accidental deletion, and data corruption
- 9) Keeping and maintaining a data backup log
- 10) Enforcing that all Provider subcontractors are compliant with these said data safeguards

The Provider shall complete and sign ATTACHMENT IV prior to the execution of this Agreement.

Electronic client records and files must be stored in an encrypted format at all times. Storage devices include, but not limited to, computer servers, mobile devices such as laptops, notebooks, and phones, removable media such as CDs, jump drives, DVDs, and tape. Access shall be

limited to staff members requiring the information in order to provide a service to the client.

The Provider shall not send any client information via email unless the information is sent in a secured manner through a data encryption service for email systems or if the client file(s) are encrypted prior to sending via email.

When faxing client information the Provider shall:

1. Limit the client information to the minimum necessary to accomplish the purpose of the communication
2. When faxing to a client, do not fax sensitive protected health information (PHI) such as PHI related to alcohol abuse, drug abuse, mental health issues, HIV testing, antigens indicating hepatitis infection, sexually transmitted diseases (STD), or presence of malignancy
3. Take reasonable precautions to ensure that the intended recipient is either available to receive the fax as it arrives or has exclusive access to the fax machine
4. Pre-program frequently used non-patient fax numbers to minimize potential for misdirected faxes. Confirm pre-programmed numbers at least every six (6) months
5. If there is any reason to question the accuracy of a fax number, contact the recipient to confirm the number prior to faxing PHI
6. When faxing PHI, use fax cover sheets that include the following information:
  - Sender's name, facility, telephone and fax number
  - Date and time of transmission
  - Number of pages being faxed including cover sheet
  - Intended recipient's name, facility, telephone and fax number
  - Name and number to call to report a transmittal problem or to inform of a misdirected fax
  - If notified of a misdirected fax, instruct the unintended recipient to mail back the information or destroy the information by shredding
  - Confidentiality notice such as the following:

**"Confidentiality Notice:** The material contained in this facsimile transmission is either private, confidential, privileged, contains Protected Health Information (PHI) or constitutes a work product protected by law and is intended only for the use of the individual(s) named above. If you are not the recipient, be advised that unauthorized use, disclosure, copying, distribution or the taking of any action is strictly prohibited. If you have received this transmission in error, please immediately destroy this facsimile and notify us via the telephone number listed above. HIPAA-023 Rev. (4103)"

(6) **Paragraph BBB.5 is hereby added to the Standard Agreement:**

BBB.5 Upon expiration or termination of the Agreement the Provider and subcontractor(s) shall transfer all public records in its possession to the Agency and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements at no cost to the Agency. All electronically stored records shall be provided to the Agency in a format that is compatible with the Agency's information technology system(s).

(7) **Section I.A.1 of Attachment I is hereby revised to read:**

1. **AGREEMENT ACRONYMS**  
Department of Elder Affairs (DOEA)  
Client Information and Registration Tracking System (CIRTS)  
Respite for Elders Living in Everyday Families (RELIEF)  
Planning and Service Area (PSA)

(8) **Section I.B.3 of ATTACHMENT I is hereby revised to read:**

3. **Incorporation of Reference Memoranda**  
In accordance with s. 287 F.S., as amended and Department of Financial Services', Chief Financial Officer Memoranda, the following memoranda are provided for informational purposes and incorporated by reference:
  - (1) CFO Memo No. 02: Release date, October 3, 2012;
  - (2) CFO Memo No. 06: Release date, July 27, 2012;
  - (3) CFO Memo No. 01: Release date, July 26, 2012; and
  - (4) CFO Memo No. 04: Release date, June 30, 2006

(9) **Section I.C.2 of ATTACHMENT I is hereby revised to read:**

2. **Program Eligibility**  
To receive assistance from the RELIEF program:
  - (1) The family unit is unable to pay for evening/weekend respite without jeopardizing other basic needs; and
  - (2) The homebound elderly individual is age 60 or older and without the family unit's assistance would need to be moved to an assisted living or nursing facility.
  - (3) The client may not be enrolled in a Medicaid capitated long-term care program.

(10) **Section II.A.2 of ATTACHMENT I is hereby revised to read:**

2. **Volunteer Recruitment**  
The Provider shall ensure the recruitment of a sufficient number of volunteers to meet a total annual goal of 16,772 hours of service during the Agreement period. Recruited volunteers shall be representative of the community they serve.

(11) **Section II.A.2.4 of ATTACHMENT I is hereby revised to read:**

**2.4 Volunteer Training**

The Provider shall ensure that volunteers participate in at least 20 hours of pre-service training before providing any services to clients. After completing pre-service training, volunteers must complete an additional 3 hours of training each quarter. Volunteers shall be provided information regarding training goals including scheduled meeting dates in –service training and recognition events. The purpose of volunteer training is to:

- (1) Give more detailed instruction on working with elders who have special or exceptional needs,
- (2) Share information and guidance on matters pertinent to aging,
- (3) Provide information about community resources which can be accessed by clients.

Volunteer training hours must be recorded on the RELIEF Program Volunteer Time and Travel Log ATTACHMENT G in order to be reimbursed for hours of training.

(12) **Section II.A.2.5 of ATTACHMENT I is hereby revised to read:**

**2.5 Volunteer Stipend Payments**

The Provider may provide volunteers with a stipend, not to exceed the current federal minimum wage. A volunteer stipend is provided for a period of service and is not an hourly wage. All hour of service performed must be recorded on the RELIEF Program Volunteer Time and Travel Log (ATTACHMENT G) in order to be reimbursed for hours served.

(13) **Section II.A.2.10 of ATTACHMENT I is hereby revised to read:**

**2.10 Volunteer Records**

The Provider shall ensure the collection of current and accurate volunteer data for each volunteer. The Provider shall store volunteer records in locked files. Personal information contained on the enrollment forms, such as home address, may be disclosed only with the express prior written permission of the volunteer. Records are also be subject to state law or local ordinance governing access to records. The RELIEF Volunteer File Checklist, ATTACHMENT XIII shall be used as reference to ensure each file contains the following signed and/or completed information:

- (1) Position Description;
- (2) Volunteer Application;
- (3) Reference Check Documentation;
- (4) Criminal History record;
- (5) Confidentiality Statement;
- (6) Statement of Understanding (allowable and prohibited activities);
- (7) Respite Assignment Sheets;
- (8) RELIEF Program Time and Travel Log;
- (9) Training agenda and sign-in sheets;
- (10) Grievance procedures for Senior Companion Program volunteers only; and
- (11) Additional paperwork for Senior Companion Volunteers

(14) **Section II.A.2.11 of ATTACHMENT I is hereby revised to read:**

**2.11 Volunteer Recognition**

The Provider shall ensure at least one recognition event is held during the term of this agreement that recognizes the work and accomplishments of volunteers. Volunteer recognition events may be included in orientation/training scheduling plans.

(15) **Section II.C.2 of ATTACHMENT I is hereby revised to read:**

**2. Programmatic Reports**

The Provider is responsible for responding in a timely fashion to routine and/or special requests for information and reports required by the Agency. The Provider must establish due dates for any subcontractors that permit the Provider to meet the Agency's reporting requirements. Reports and information that the Provider shall provide to the Agency include, but are not limited to, RELIEF Monthly Service Record and CIRTIS reports.

(16) **Section II.C.2.1 of ATTACHMENT I is hereby revised to read:**

**2.1 RELIEF Monthly Service Record**

The Provider shall submit to the Agency a complete and accurate RELIEF Monthly Service Record and CIRTIS report, (ATTACHMENT XII), by the dates provided in ATTACHMENT VIII, AGREEMENT REPORT SCHEDULE. Monthly Service Records are completed based on RELIEF Program Time and Travel Logs (ATTACHMENT G) that have been signed and dated by both the volunteer and volunteer supervisor.

(17) **Section II.C.2.2 of ATTACHMENT I is hereby revised to read:**

**2.2 Background Screening Affidavit of Compliance**

To demonstrate compliance with section P of the Standard Agreement, the Provider shall submit ATTACHMENT A, Background Screening Affidavit of Compliance annually, by September 15<sup>th</sup>.

(18) **Section II.C.2.3 of ATTACHMENT I is hereby revised to read:**

**2.3 E-Verify Compliance**

To demonstrate compliance with section H.1.12 of the Standard Agreement, the Provider shall submit ATTACHMENT B, Verification of Employment Status Certification annually, by July 15<sup>th</sup>.

(19) **Section II.C.2.4 of ATTACHMENT I is hereby revised to read:**

**2.4 The Provider will ensure the collection and maintenance of client and service information on a monthly basis for the CIRTIS or any such system designated by the Agency. Maintenance includes valid exports and backups of all data and systems according to Agency standards.**

The Provider, among other requirements, must anticipate and prepare for the loss of information processing capabilities. The routine backing up of all data and software is required to recover from losses or outages of the computer system. Data and software essential to the continued operation of Provider functions must be backed up. The security controls over the backup resources shall be as stringent as the protection required of the

primary resources. It is recommended that a copy of the backed up data be stored in a secure, offsite location. The Provider shall maintain written policies and procedures for computer system backup and recovery and shall have the same requirement in its contracts and/or agreements with Subcontractors. These policies and procedures will be made available to the Agency upon request.

**(20) Section II.D.1 of ATTACHMENT I is hereby revised to read:**

**1. Outcomes and Outputs**

- (1) The Provider shall timely submit to the Agency all reports and all information as required by the Agreement.
- (2) The Provider shall maintain all information described in this ATTACHMENT I, Section 2.4, Records and Documentation.

**(21) Section II.D.2 of ATTACHMENT I is hereby revised to read:**

**2. Performance Measures**

The performance of the Provider in providing services described in this Agreement shall be measured by the following:

- (1) The Provider has provided at least 16,772 hours of respite care;
- (2) All volunteers providing services to clients have completed volunteer orientation and
- (3) All volunteers have completed at least 3 hours of training per quarter

**(22) Section II.D.4 of ATTACHMENT I is hereby revised to read;**

**4. MANDATORY PARTICIPATION: TRAINING, CONFERENCES OR CERTIFICATION PROGRAMS**

The Provider shall ensure staff supporting the program participates in program teleconferences. Program staff is strongly encouraged to participate in volunteer management certification programs offered by local volunteer centers.

(23) **Section II.F.2 of ATTACHMENT I is hereby revised to read:**

**2. Agreement Monitoring**

The Agency will review and evaluate the performance of the Provider under the terms of this Agreement. Monitoring shall be conducted through direct contact with the Provider through telephone, in writing, or an on-site visit. The Agency's determination of acceptable performance shall be conclusive. The Provider agrees to cooperate with the Agency in monitoring the progress of completion of the service tasks and deliverables. The Agency may use, but is not limited to, one or more of the following methods for monitoring:

- (1) Desk reviews and analytical reviews;
- (2) Scheduled, unscheduled and follow-up on-site visits;
- (3) Client visits;
- (4) Review of independent auditor's reports;
- (5) Review of third-party documents and/or evaluation;
- (6) Review of progress reports;
- (7) Review of customer satisfaction surveys;
- (8) Agreed-upon procedures review by an external auditor or consultant;
- (9) Limited-scope reviews; and
- (10) Other procedures as deemed necessary.

(24) **Section III.A of ATTACHMENT I is hereby revised to read:**

**A. STATEMENT OF METHOD OF PAYMENT**

This is a fixed rate for services agreement. The Agency agrees to pay for contracted services according to the terms and conditions of this agreement in an amount not to exceed the Total Agreement Amount per funding year outlined above subject to the availability of funds.

(25) **Section III.B of ATTACHMENT I is hereby revised to read:**

**B. REQUESTS FOR PAYMENT**

The Provider shall submit requests for payment to the Agency on Agency approved forms. Duplication or replication of both forms via data processing equipment is permissible, provided all data elements are in the same format as included on agency forms.

(26) **Section III.B.5 of ATTACHMENT I is hereby revised to read:**

**5. Date for Final Request for Payment**

The final request for payment will be due to the Agency annually no later than August 1<sup>st</sup>.

(27) **Section III.B.6 of ATTACHMENT I is hereby revised to read:**

**6. Documentation for Payment**

The Provider shall maintain documentation to support payment requests that shall be available to the Agency or authorized individuals, such as Department of Financial Services, upon request.



The Provider will enter all required data per the Department of Elder Affairs' CIRTIS Policy Guidelines for clients and services in the CIRTIS database. Data will be entered into CIRTIS before the Agency submits their request for payment and expenditure reports to the Department of Elder Affairs.

The Provider will run monthly CIRTIS reports and verify that client and service data in CIRTIS is accurate. This report will verify client information provided by the Provider and will be reviewed by the Agency before the Provider's request can be approved by the Agency.

- (28) ATTACHMENT III, EXHIBIT-1 is hereby replaced with the following ATTACHMENT III, EXHIBIT -1.

**ATTACHMENT III  
EXHIBIT - 1**

**1. FEDERAL RESOURCES AWARDED TO THE SUBRECIPIENT PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:**

PROGRAM TITLE	FUNDING SOURCE	CFDA	AMOUNT
<b>TOTAL FEDERAL AWARD</b>			

**COMPLIANCE REQUIREMENTS APPLICABLE TO THE FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:**

**2. STATE RESOURCES AWARDED TO THE RECIPIENT PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:**

**MATCHING RESOURCES FOR FEDERAL PROGRAMS**

PROGRAM TITLE	FUNDING SOURCE	CFDA	AMOUNT
<b>TOTAL STATE AWARD</b>			\$0

**STATE FINANCIAL ASSISTANCE SUBJECT TO Sec. 215.97, F.S.**

PROGRAM TITLE	FUNDING SOURCE	CSFA	AMOUNT
Respite for Elders Living in Everyday Families	General Revenue/	65006	\$134,176.00
<b>TOTAL AWARD</b>			\$134,176.00

**COMPLIANCE REQUIREMENTS APPLICABLE TO STATE RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:**

STATE  
FINANCIAL  
ASSISTANCE  
Section 215.97,  
Fla. Stat.  
Chapter 69I-5, Fla. Admin. Code

(29) Attachment VII, Budget Summary is replaced with the following Attachment VII.  
ATTACHMENT VII

**BUDGET SUMMARY**  
**(For the Period July 1, 2012-June 30, 2013)**  
**RESPITE FOR ELDERS LIVING IN EVERYDAY FAMILIES**

The unit rate payable under this contract is outlined below, which shall be submitted to the Agency on DoEA Form 109.

Hours of Service	Units	Unit Rate	
14,400	1 unit = 1 hour of service	\$7.25	\$104,400.00

The unit rate includes a volunteer stipend and covers other volunteer expenses such as volunteer recruitment and retention, volunteer training, and service related travel.

**BUDGET SUMMARY**  
**(For the Period July 1, 2013-June 30, 2014)**  
**RESPITE FOR ELDERS LIVING IN EVERYDAY FAMILIES**

The unit rate payable under this contract is outlined below, which shall be submitted to the Agency on DoEA Form 109.

Hours of Service	Units	Unit Rate	
15,448	1 unit = 1 hour of service	\$7.25	\$112,000.00

The unit rate includes a volunteer stipend and covers other volunteer expenses such as volunteer recruitment and retention, volunteer training, and service related travel.

**BUDGET SUMMARY**  
**(For the Period July 1, 2014-June 30, 2015)**  
**RESPITE FOR ELDERS LIVING IN EVERYDAY FAMILIES**

The unit rate payable under this contract is outlined below, which shall be submitted to the Agency on DoEA Form 109.

Hours of Service	Units	Unit Rate	
16,772	1 unit = 1 hour of service	\$8.00	\$134,176.00

The unit rate includes a volunteer stipend and covers other volunteer expenses such as volunteer recruitment and retention, volunteer training, and service related travel.

The unit rate includes a volunteer stipend not to exceed \$5.15 per hour of service and covers other volunteer expenses such as volunteer recruitment and retention, volunteer training, and service related travel.

(30) Attachment XII-A is replaced with the following Attachment XII-A.

ATTACHMENT XII-A

RELIEF Monthly Service Record

Provider: \_\_\_\_\_  
Reporting Period: \_\_\_\_\_

Volunteer Name (Include all active and inactive volunteers.)	Active This Month	Inactive This Month	Evening Respite Hours Served	Weekend Respite Hours Served	Other Respite Hours Served	Total Respite Hours Served	Training Hours this Month	Total Hours Served
Last Name, First Name	X	X	0.00	0.00	0.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.00	0.00	0.00
TOTAL			0.00	0.00	0.00	0.00	0.00	0.00

(31) Attachment C is replaced with the following Attachment C.

**ATTACHMENT C**

**CERTIFICATION REGARDING SCRUTINIZED COMPANIES LISTS**

The undersigned, an authorized representative of the Provider named in the Agreement to which this form is an attachment, hereby certifies that:

- (1) The Provider understands that pursuant to s. 287.135 F.S., any company at the time of bidding or submitting a proposal for a new contract or renewal of an existing contract, that is on the "Scrutinized Companies with Activities in Sudan List" or the "Scrutinized Companies with Activities in the Iran Petroleum Sector List (collectively, "the Lists") is ineligible for, and may not bid on, submit a proposal for, or enter into or renew a contract with the Area Agency on Aging of Palm Beach/Treasure Coast, Inc.(Agency) for goods or services of \$1 million or more.
- (2) The Provider understands that, pursuant to s. 287.135 F.S., any company that submits a false certification to the Agency is subject to civil penalties, attorney's fees and costs and any costs for investigations that led to the finding of false certification.
- (3) The Provider understands that the Agreement to which this form is an attachment may be terminated by the Agency if the Provider submits a false certification or has been placed on the Lists.

This certification, required by Florida law, 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.

\_\_\_\_\_  
Signature  
(Same as Agreement signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Robert Weisman  
County Administrator

\_\_\_\_\_  
Palm Beach County Board of County Commissioners

(32) Attachment G is replaced with the following Attachment G.

ATTACHMENT G

RELIEF Program Volunteer Time and Travel Log

RELIEF Provider Agency: \_\_\_\_\_

Volunteer Name: \_\_\_\_\_  
Month/Year \_\_\_\_\_

Day	Date	Client Name	Time In	Time Out	Total Service Hours	Training Hours	Total Hours	Travel (miles)	Client/Caregiver Signature
Sunday									
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Sunday									
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
TOTALS									

I certify that the hours and mileage recorded on this timesheet are true and accurate.

RELIEF Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Volunteer Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Supervisor Use Only:

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

Total Training Hours: \_\_\_\_\_

Total Evening Hours: \_\_\_\_\_

Total Weekend Hours: \_\_\_\_\_

Total Other Hours: \_\_\_\_\_

Total Service Hours: \_\_\_\_\_

Total # Miles: \_\_\_\_\_

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 of its attachments are hereby made a part of this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this 18 page amendment to be executed by their officials there unto duly authorized.

**Provider:** PALM BEACH COUNTY, FLORIDA,  
A Political Subdivision of the State of  
Florida

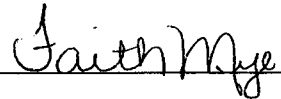
**AREA AGENCY ON AGING OF PALM  
BEACH/TREASURE COAST, INC.**

SIGNED  
BY:



Robert Weisman, County Administrator

SIGNED BY:



DATE:

4/8/15

SHARON R. BOCK, Clerk and Comptroller

NAME:

Faith Myer

TITLE:

Secretary

BY:

DATE:

DATE:

Feb 2015

Federal Tax ID: 59-6000785

Fiscal Year Ending Date:

Approved as to form and legal sufficiency



Assistant County Attorney

Approved as to terms and conditions



Department Director

Originating R#: R2012-1635

**Attestation Statement**Agreement/Contract Number IR012-9500Amendment Number 002

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

been made to the content of the above referenced agreement/contract or amendment between the Area Agency on Aging 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 effect on the agreement/contract content.

\_\_\_\_\_  
Signature of Provider Representative4/2/10  
Date



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" and collectively referred to as the "Parties", amends Agreement IR012-9500.

The purpose of this amendment is to increase the overall total funding for the period July 1, 2014 through June 30, 2015 by \$10,000.00 and to revise ATTACHMENT VII, BUDGET SUMMARY.

Additionally, this amendment (1) amends Paragraph D, of the Standard Agreement; revises and replaces ATTACHMENT III; and (3) revises and replaces ATTACHMENT VII, Budget Summary.

**STANDARD AGREEMENT:**

(1) Paragraph D of the Standard Agreement, is hereby amended to read:

**D. Agreement Amount**

The Agency agrees to pay for contracted services according to the terms and conditions of this Agreement in an amount not to exceed the Total Agreement Amount per funding year outlined below or the rate schedule, with expenditures to be based upon an approved annual budget, subject to adjustment in accordance with Attachment II and subject to the availability of funds. Any costs or services paid for under any other contract or agreement or from any other source are not eligible for payment under this agreement.

These funds are allocated for the period July 1, 2012 – June 30, 2013

Funding Allocation				
Program Title	Year	Funding Sources	CSFA	Amount
Respite for Elders Living in Everyday Families - Palm Beach County	2012-2013	General Revenue	65.006	\$104,400.00
<b>TOTAL AGREEMENT AMOUNT:</b>				<b>\$104,400.00</b>

These funds are allocated for the period July 1, 2013 through June 30, 2014.

Funding Allocation				
Program Title	Year	Funding Sources	CSFA	Amount
Respite for Elders Living in Everyday Families - Palm Beach County	2013-2014	General Revenue	65.006	\$112,000.00
<b>TOTAL AGREEMENT AMOUNT:</b>				<b>\$112,000.00</b>

These funds are allocated for the period July 1, 2014 through June 30, 2015.

Funding Allocation				
Program Title	Year	Funding Sources	CSFA	Amount
Respite for Elders Living in Everyday Families - Palm Beach County	2014-2015	General Revenue	65.006	\$144,176.00
<b>TOTAL AGREEMENT AMOUNT:</b>				<b>\$360,576.00</b>

(2) ATTACHMENT III, EXHIBIT-1 is hereby replaced with the following ATTACHMENT III, EXHIBIT -1.

ATTACHMENT III  
EXHIBIT – 1

1. FEDERAL RESOURCES AWARDED TO THE SUBRECIPIENT PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:

PROGRAM TITLE	FUNDING SOURCE	CFDA	AMOUNT
TOTAL FEDERAL AWARD			

COMPLIANCE REQUIREMENTS APPLICABLE TO THE FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:

2. STATE RESOURCES AWARDED TO THE RECIPIENT PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:

MATCHING RESOURCES FOR FEDERAL PROGRAMS

PROGRAM TITLE	FUNDING SOURCE	CFDA	AMOUNT
TOTAL STATE AWARD			\$0

STATE FINANCIAL ASSISTANCE SUBJECT TO Sec. 215.97, F.S.

PROGRAM TITLE	FUNDING SOURCE	CSFA	AMOUNT
Respite for Elders Living in Everyday Families	General Revenue	65.006	\$144,176.00
TOTAL AWARD			\$144,176.00

COMPLIANCE REQUIREMENTS APPLICABLE TO STATE RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:

STATE  
FINANCIAL  
ASSISTANCE  
Section 215.97,  
Fla. Stat.  
Chapter 69I-5, Fla. Admin. Code

- (29) Attachment VII, Budget Summary is replaced with the following Attachment VII.  
**ATTACHMENT VII**

**BUDGET SUMMARY**  
**(For the Period July 1, 2012-June 30, 2013)**  
**RESPIRE FOR ELDERS LIVING IN EVERYDAY FAMILIES**

The unit rate payable under this contract is outlined below, which shall be submitted to the Agency on DoEA Form 109.

Hours of Service	Units	Unit Rate	
14,400	1 unit = 1 hour of service	\$7.25	\$104,400.00

The unit rate includes a volunteer stipend and covers other volunteer expenses such as volunteer recruitment and retention, volunteer training, and service related travel.

**BUDGET SUMMARY**  
**(For the Period July 1, 2013-June 30, 2014)**  
**RESPIRE FOR ELDERS LIVING IN EVERYDAY FAMILIES**

The unit rate payable under this contract is outlined below, which shall be submitted to the Agency on DoEA Form 109.

Hours of Service	Units	Unit Rate	
15,448	1 unit = 1 hour of service	\$7.25	\$112,000.00

The unit rate includes a volunteer stipend and covers other volunteer expenses such as volunteer recruitment and retention, volunteer training, and service related travel.

**BUDGET SUMMARY**  
**(For the Period July 1, 2014-June 30, 2015)**  
**RESPIRE FOR ELDERS LIVING IN EVERYDAY FAMILIES**

The unit rate payable under this contract is outlined below, which shall be submitted to the Agency on DoEA Form 109.

Hours of Service	Units	Unit Rate	
18,022	1 unit = 1 hour of service	\$8.00	\$144,176.00

The unit rate includes a volunteer stipend and covers other volunteer expenses such as volunteer recruitment and retention, volunteer training, and service related travel.

**The unit rate includes a volunteer stipend not to exceed \$5.15 per hour of service and covers other volunteer expenses such as volunteer recruitment and retention, volunteer training, and service related travel.**

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 of its attachments are hereby made a part of this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this 5 page amendment to be executed by their officials there unto duly authorized.

**Provider:** **PALM BEACH COUNTY, FLORIDA,**  
**A Political Subdivision of the State of**  
**Florida**

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

SIGNED  
BY:



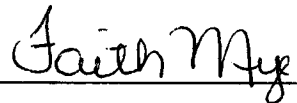
Robert Weisman, County Administrator

DATE:

4/8/15

SHARON R. BOCK, Clerk and Comptroller

SIGNED BY:



Faith Myer

NAME:

BY:

TITLE:

Secretary

DATE:

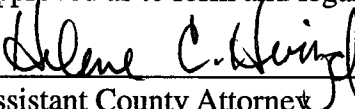
DATE:

3/6/15

Federal Tax ID: 59-6000785

Fiscal Year Ending Date:

Approved as to form and legal sufficiency



Assistant County Attorney

Approved as to terms and conditions



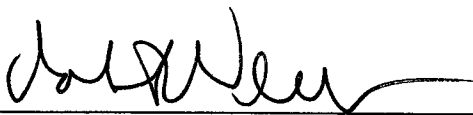
Department Director

Originating R#: R2012-1635 4

**Attestation Statement**Agreement/Contract Number IR012-9500Amendment Number 003

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

been made to the content of the above referenced agreement/contract or amendment between the Area Agency on Aging 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 effect on the agreement/contract content.

\_\_\_\_\_  
Signature of Provider Representative4/8/10  
Date

This AMENDMENT entered into by the Area Agency on Aging of Palm Beach/Treasure Coast, hereinafter referred to as the “Agency” and Palm Beach County Board of County Commissioners, hereinafter referred to as “Provider” amends Agreement IP012-9500.

The purpose of this amendment is to increase the overall total funding for the period April 1, 2014 through March 31, 2015 by \$6,000.00. Additionally, this amendment (1) amends paragraph 4 of the Standard Agreement; (2) revises and replaces Attachment III, Exhibit – 1; (3) revises and replaces Attachment VII Budget Summary; (4) and adds Attachment XIV, EHEAP Rate Sheet.

**STANDARD AGREEMENT:**

(1) Paragraph 4 of the Standard Agreement is hereby amended to read:

**4. Agreement Amount**

For the 2012-2013 funding period, the Agency awards the Provider for services in accordance with the conditions of this Agreement in an amount not to exceed \$10,713.00 subject to the availability of funds. The Agency will provide a spending authority for this funding period in the amount of \$147,548.00 for client services.

These funds are allocated for the period August 1, 2012 – March 31, 2013

Funding Allocation				
Program Title	Year	Funding Sources	CFDA	Amount
Emergency Home Energy Assistance Program	2012-2013	U.S. Health and Human Services	93.568	\$10,713.00
TOTAL AGREEMENT AMOUNT:				\$10,713.00

For the 2013-2014 funding period, the Agency awards the Provider for services in accordance with the conditions of this Agreement in an amount not to exceed \$11,606.00 subject to the availability of funds. The Agency will provide a spending authority for this funding period in the amount of \$146,061.00 for client services.

These funds are allocated for the period April 1, 2013 – March 31, 2014

Funding Allocation				
Program Title	Year	Funding Sources	CFDA	Amount
Emergency Home Energy Assistance Program	2013-2014	U.S. Health and Human Services	93.568	\$11,606.00
TOTAL AGREEMENT AMOUNT:				\$11,606.00

For the 2014-2015 funding period, the Agency awards the Provider for services in accordance with the conditions of this Agreement in an amount not to exceed \$9,759.00 subject to the availability of funds. The Agency will provide a spending authority for this funding period in the amount of \$142,867.00 for client services.

These funds are allocated for the period April 1, 2014 – March 31, 2015

Funding Allocation				
Program Title	Year	Funding Sources	CFDA	Amount
Emergency Home Energy Assistance Program	2014-2015	U.S. Health and Human Services	93.568	\$9,759.00
TOTAL AGREEMENT AMOUNT:				\$9,759.00

TOTAL FEDERAL AWARD FOR FUNDING YEARS 2012-2013, 2013-2014, AND 2014-2015:	\$473,119.00
--	--------------

(2) Attachment III, Exhibit–1 is amended to read as follows:

ATTACHMENT III  
EXHIBIT -1

1. FEDERAL RESOURCES AWARDED TO THE PROVIDER PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:

PROGRAM TITLE	YEAR	FUNDING SOURCE	CFDA	AMOUNT
Emergency Home Energy Assistance Program	2012-2013	U.S. Health and Human Services	93.568	\$158,261.00
PROGRAM TITLE	YEAR	FUNDING SOURCE	CFDA	AMOUNT
Emergency Home Energy Assistance Program	2013-2014	U.S. Health and Human Services	93.568	\$162,232.00
PROGRAM TITLE	YEAR	FUNDING SOURCE	CFDA	AMOUNT
Emergency Home Energy Assistance Program	2014-2015	U.S. Health and Human Services	93.568	\$152,626.00
TOTAL FEDERAL AWARD FOR FUNDING YEARS 2012-2013, 2013-2014, AND 2014-2015:				\$473,119.00



ATTACHMENT VII

(3) Attachment VII Budget Summary is replaced with the following Attachment VII:

EMERGENCY HOME ENERGY ASSISTANCE FOR THE ELDERLY PROGRAM  
BUDGET SUMMARY

PSA: 9

Original     

Amendment 007

PROVIDER: Palm Beach County Board of County Commissioners

2012-2013 FUNDING YEAR

1.	Administration*	\$1,800.00
2.	Outreach*	\$8,913.00
3.	EHEAP Benefits (Crisis)	\$147,548.00
4.	Weather-Related/Supply-Shortage**	\$0.00
5.	Total	\$158,261.00
6.	Projected minimum number of consumers to be served (Crisis):	245
7.	Projected minimum number of consumers to be served (Weather-Related/SupplyShortage):	0

2013-2014 FUNDING YEAR

1.	Administration*	\$1,800.00
2.	Outreach*	\$9,806.00
3.	EHEAP Benefits (Crisis)	\$146,061.00
4.	Weather-Related/Supply-Shortage**	\$4,565.00
5.	Total	\$162,232.00
6.	Projected minimum number of consumers to be served (Crisis):	243
7.	Projected minimum number of consumers to be served (Weather-Related/SupplyShortage):	8

2014-2015 FUNDING YEAR

1.	Administration*	\$1,200.00
2.	Outreach*	\$8,559.00
3.	EHEAP Benefits (Crisis)	\$142,867.00
4.	Weather-Related/Supply-Shortage**	\$0.00
5.	Total	\$152,626.00
6.	Projected minimum number of consumers to be served (Crisis):	220
7.	Projected minimum number of consumers to be served (Weather-Related/SupplyShortage):	0

**NOTE:** Eligible households may be provided with one benefit per season up to six hundred dollars per benefit. The minimum number of consumers may reflect duplicated consumers if a consumer received a benefit in both seasons.

**\*Allowable administrative and outreach funds may be used for emergency energy assistance benefits upon approval of the transfer by the Agency.**

(4) ATTACHMENT XIV is hereby added to the Standard Agreement

ATTACHMENT XIV

DIVISION OF SENIOR SERVICES			
EHEAP RATE SHEET			
COUNTY	PROGRAM	SERVICE	REIMBURSABLE UNIT RATE
PALM BEACH	EHEAP	INTAKE	\$22.85

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 of its attachments are hereby made a part of this Agreement.

IN WITNESS WHEREOF, the Parties hereto have caused this 8 page agreement to be executed by their officials there unto duly authorized.

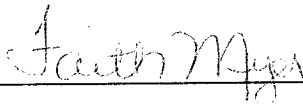
**Provider:** **PALM BEACH COUNTY, FLORIDA,**  
**A Political Subdivision of the State of**  
**Florida**

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

SIGNED  
BY:

  
Robert Weisman, County Administrator

SIGNED BY:



DATE:

4/8/15

SHARON R. BOCK, Clerk and Comptroller

NAME:

Faith Myer

TITLE:

Board Secretary

BY:

DATE:

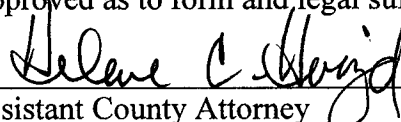
DATE:

3/17/15

Federal Tax ID: 59-6000785

Fiscal Year Ending Date:

Approved as to form and legal sufficiency

  
Assistant County Attorney

Approved as to terms and conditions

  
Department Director

Originating R #: R 2012-1633

15-0823

BOARD OF COUNTY COMMISSIONERS  
PALM BEACH COUNTY, FLORIDA  
BUDGET AMENDMENT  
FUND 1006 DOSS - Administration

Page 1 of 1 pages  
  
BGRV - 144- 030215\*494  
BGEX - 144- 030215\*1005

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/	REMAINING
							ENCUMBERED AS OF 4/7/15	
<u>REVENUES</u>								
<u>DOSS-RELIEF</u>								
144-1482-3469	State Grant Other Human Services	108,000	118,400	25,000		143,400		
	Total Receipts and Balances	8,187,418	9,571,990	25,000	0	9,596,990		
<u>EXPENDITURES</u>								
<u>DOSS-RELIEF</u>								
144-1482-4931	Allowances	196, 909	207,309	25,000		232,309		
	Total Appropriations & Expenditures	8,187,418	9,571,990	25,000	0	9,596,990		

COMMUNITY SERVICES

INITIATING DEPARTMENT/DIVISION Channell Wilkins


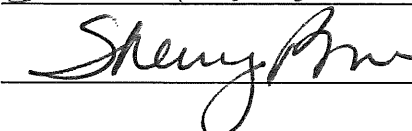
Administration/Budget Department Approval

OFMB Department - Posted

Signatures

Date

By Board of County Commissioners  
At Meeting of May 19, 2015

  
 5/4/15

Deputy Clerk to the  
Board of County Commissioners