

PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: March 22, 2016 [X] Consent [] Regular [] Workshop [] Public Hearing
Department
Submitted By: Community Services
Submitted For: Community Action Program

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to ratify: signature of the Mayor on Modification No. 5 to the Florida Department of Economic Opportunity Federally Funded Subgrant Agreement No. 15EA-0F-10-60-01-023 (R2015-0470), for the period April 1, 2015, through March 31, 2016, for a total amount not to exceed \$3,360,459 to reallocate Low Income Home Energy Assistance Program (LIHEAP) budget lines between service programs.

Summary: The purpose of this modification is to reallocate Weather-Related funds to the Crisis Assistance and Home Energy budget line. LIHEAP dollars are reviewed throughout the contract year and reallocated to best fit the needs of the clients. The reallocation of LIHEAP funds in the amount of \$79,210 will enable Community Action Program (CAP) to increase the Crisis Assistance and Home Energy budget line. These funds will be used to prevent service disconnection or restore electric services to an additional 600 low income Palm Beach County residents. This modification does not change the total grant award amount of \$3,360,459. The emergency signature process was utilized because there was insufficient time to submit this application through the regular agenda process. County funds are not required. (Community Action Program) Countywide (HH)

Background and Justification: The LIHEAP Program has been administered by CAP since 1992. The FY 2015–2016 LIHEAP modification will continue to ensure that assistance is provided to low-income families to prevent energy service disconnection.

Attachments: Modification No. 5 to Agreement No. 15EA-0F-10-60-01-023 with Walkthrough Memo

Recommended By: Chad Withers 3-2-16
Department Director Date

Approved By: [Signature] 3-7-16
Deputy County Administrator Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2016	2017	2018	2019	2020
Capital Expenditures					
Operating Costs	\$3,360,459				
External Revenue	(\$3,360,459)				
Program Income					
In-Kind Match (County)					
NET FISCAL IMPACT	0				
# ADDITIONAL FTE POSITIONS (Cumulative)					


Is Item Included In Current Budget? Yes X No

Budget Account No.:

Fund 1009 Dept 145 Unit 1462 Object Var. Program Code/Period Var./GY 15

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

Funding source is the Florida Department of Economic Opportunity

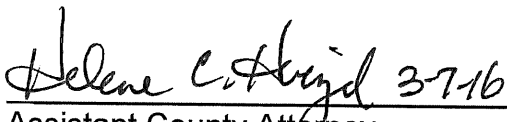
C. Departmental Fiscal Review: 
Taruna Malhotra, Director of Financial & Support Svcs

III. REVIEW COMMENTS

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

 3/4/16  3/4/16
 OFMB ^{KP} _{3/3} ^{SC} ^{JD} _{3/3} ^{NK} _{3/4/16} Contract Development and Control

B. Legal Sufficiency:

 3/7/16
Assistant County Attorney

C. Other Department Review:

Department Director

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



MEMORANDUM

Department of Community Services

810 Datura Street
West Palm Beach, FL 33401
(561) 355-4700
FAX: (561) 355-3863
www.pbcgov.com

TO: Mary Lou Berger, Mayor
Board of County Commissioners
THRU: Verdenia C. Baker, County Administrator
Board of County Commissioners
THRU: Jon Van Arnam, Deputy County Administrator
Board of County Commissioners
FROM: Channell Wilkins, Director
Community Services Department
DATE: January 19, 2015
RE: FY 2015 LIHEAP Modification No. 5

Palm Beach County
Board of County
Commissioners

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

County Administrator

Verdenia C. Baker

Pursuant to Section 309 of the Administrative Code, your signature is needed on the approval of the 2015-2016 Low Income Home Energy Assistance Program (LIHEAP) Grant Modification Agreement No. 15EA-0F-10-60-01-023 with the Florida Department of Economic Opportunity (DEO). This modification is for the movement of Weather-Related funds and additional funds to Crisis Assistance and Home Energy Assistance in the amount of \$79,210. The modification does not change the total grant award amount of \$3,360,459, but increases the budgeted line amount used to provide direct client assistance. These funds will be used to prevent service disconnection or restore electric services to an additional 600 low income Palm Beach County residents.

The LIHEAP Weather-Related modification was received on December 15, 2015 with instructions to return it as soon as possible, but no later than January 29, 2016. No County match funds are required. The emergency signature process is being utilized because there is not sufficient time to submit this item through the regular BCC agenda process and meet the return deadline. Staff will submit this item at the next available BCC Meeting.

If additional information is needed, please contact Channell Wilkins at 561-355-4702.

Approved by:

[Signature]

Director, Financial & Support Svcs.

[Signature]
Assistant County Attorney

[Signature]

OFMB

Jon Van Arnam
Deputy County Administrator

"An Equal Opportunity
Affirmative Action Employer"

**STATE OF FLORIDA
DEPARTMENT OF ECONOMIC OPPORTUNITY**

CFDA Number: 93.568

Agreement Number: 15EA-0F-10-60-01-023

**FEDERALLY-FUNDED SUBGRANT AGREEMENT
LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP)
MODIFICATION NUMBER [5]**

THIS MODIFICATION Number [5] is entered into between the State of Florida, Department of Economic Opportunity, with headquarters in Tallahassee, Florida, hereinafter referred to as "DEO," and COUNTY OF, PALM BEACH, hereinafter referred to as "Recipient" (each individually a "Party" and collectively "the Parties").

WHEREAS, Section (4) of the Agreement provides that any modification of the Agreement shall be in writing and executed by the Parties;

WHEREAS, DEO and Recipient have entered into the Agreement, pursuant to which DEO has provided an Agreement of Three Million Three Hundred Sixty Thousand Four Hundred Fifty Nine Dollars and Zero Cents (\$3,360,459) to Recipient;

WHEREAS, Section H of Attachment B to the Agreement governs the retention, use, and release of Weather Related/Supply Shortage emergency assistance funds, and DEO wishes to release those funds to the Subrecipient pursuant to the Agreement; and

WHEREAS, the Parties wish to modify the Agreement as set forth herein;

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

1. The following exhibits and/or attachments to the Agreement are hereby deleted in their entirety and replaced. Any exhibit or attachment so replaced must indicate that it is a modification of the exhibit or attachment it replaces. (Check all that are applicable):

- Exhibit 1 - Audit Requirements
- Exhibit 1-A - Funding Sources
- Exhibit 2 - Audit Compliance Certification
- Exhibit 3 - Federal Requirements
- Attachment A - Scope of Work
- Attachment B - Program Statutes and Regulations
- Attachment C - Reports
- Attachment D - Property Management and Procurement
- Attachment E - Statement of Assurances
- Attachment F - Warranties and Representations
- Attachment G - Certification Regarding Debarment

- Attachment H – Trafficking Victims Protection Act of 2000
- Attachment I - Recipient Information
- Attachment J - Budget Summary, Workplan and Deliverables
- Attachment K – Budget Detail
- Attachment L – Multi-County Fund Distribution
- Attachment M - Justification of Advance Payment

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STATE OF FLORIDA
DEPARTMENT OF ECONOMIC OPPORTUNITY
FEDERALLY FUNDED SUBGRANT AGREEMENT MODIFICATION
SIGNATURE PAGE

IN WITNESS WHEREOF, the Parties have duly executed and delivered this Modification as of the date set forth below.

RECIPIENT

COUNTY OF PALM BEACH

(Type Legal Name of Recipient)

By: Mary Lou Berger

Mary Lou Berger, Mayor

(Type Name and Title Here)

Date: 1/20/14

59-6000785

Federal Identification Number

078470481

DUNS* Number

15EA-0F-10-60-01-023

Agreement Number

Attest:

Sharon R. Bock
Clerk and Comptroller

By: _____

Deputy Clerk

Approved As To Terms
And Conditions

By: Chad W. L.

Department Director

STATE OF FLORIDA

DEPARTMENT OF ECONOMIC OPPORTUNITY

By: _____

Julie A. Dennis, Interim Director
Division of Community Development

Date: _____

Approved as to form and legal
sufficiency, subject only to full and
proper execution by the Parties.

Office of the General Counsel
Department of Economic Opportunity

By: _____

Approved Date: _____

Approved As To Form
And Legal Sufficiency

By: Helene C. Berg

Assistant County Attorney

**FY2015 LIHEAP AGREEMENT
MODIFIED ATTACHMENT J
BUDGET SUMMARY, WORKPLAN AND DELIVERABLES**

RECIPIENT: County of Palm Beach

AGREEMENT: 15EA-OF-10-60-01-023

FOR DEO USE ONLY
Mod No:
Reviewed By:
Date Reviewed:

SECTION I: BUDGET SUMMARY

A.	B.	C.	D.
LIHEAP FUNDS ONLY	Last Approved Budget Amount	Adjustments to Approved Budget Increase/ (Decrease)	TOTAL MODIFIED BUDGET
1 TOTAL LIHEAP FUNDS	3,360,459.00		3,360,459.00
ADMINISTRATIVE EXPENSES (Cell 2D cannot exceed 8.5% of Cell 1D*)			
<i>Maximum Administrative Expenses:</i> \$285,639.02			
2 Salaries incl Fringe, Rent, Utilities, Travel, Other	171,701.00	(12,000.00)	159,701.00
OUTREACH EXPENSES (Cell 3D cannot exceed Cell 1D minus Cell 2D times .15)			
<i>Maximum Outreach Expenses:</i> \$480,113.70			
3 Salaries incl Fringe, Rent, Utilities, Travel, Other	423,753.00		423,753.00
DIRECT CLIENT ASSISTANCE			
4 Home Energy Assistance <i>Cell 4D must be at least 25% of Cell 1D</i> Minimum Home Energy: \$840,114.75	1,515,990.00	12,000.00	1,527,990.00
5 Crisis Assistance	1,181,805.00	67,210.00	1,249,015.00
6 Weather Related / Supply Shortage / Disaster <i>Cell 6D must be at least 2% of Cell 1D</i> Minimum Weather Related: \$67,209.18	67,210.00	(67,210.00)	0.00
7 Subtotal Direct Client Assistance (Line 4 + Line 5 + Line 6)	2,765,005.00	12,000.00	2,777,005.00
10 GRAND TOTALS	3,360,459.00	0.00	3,360,459.00

SECTION II: WORKPLAN AND DELIVERABLES

Type of Assistance	Last Approved Estimated Number of Households	Amended Estimated Number of Households	Estimated Cost Per Household**	Amended Estimated Expenditures***
Summer Home Energy	3,032	3,059	250.00	764,750.00
Winter Home Energy	3,032	3,059	250.00	764,750.00
Summer Crisis	1,011	1,313	475.00	623,675.00
Winter Crisis	1,011	1,313	475.00	623,675.00
Weather Related/Supply Shortage	141			0.00
TOTAL	8,227	8,744		2,776,850.00

* 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:	\$765,752.72	Amount budgeted	Line 2 + Line 3 =	\$583,454.00
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** Estimated Cost per Household must be based on the agency's historic average cost.

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

**FY 2015 LIHEAP AGREEMENT
MODIFIED ATTACHMENT K
ADMINISTRATIVE AND OUTREACH EXPENSE BUDGET DETAIL (Lines 2-3)**

Recipient: County of Palm Beach

Agreement #: 15EA-OF-10-60-01-023

Instructions: *On the form below, enter the detail of the figures listed on the Budget Summary. If more space is needed, copy this form copy this form to another tab and name the new tabs "Budget Detail 1", "Budget Detail 2", etc.*

Line Item Number	Expenditure Detail <small>(Round all line items to dollars. Do not use cents and decimals in totals. Totals must agree with Attachment J)</small>	LIHEAP FUNDS
2	Administrative Costs	
	Salaries, Include Fringe	
	FICA 6.2%	
	Medicare 1.45%	
	Retirement 7.16%	
	Health & Life 12,050/yr	
	The Balance of Community Action LIHEAP salaries are paid from CSBG Direct Client or CSBG other program categories.	
	Program Coordinator (\$2855.46/pp x 26) x 1 person @ 50%	37,121.00
	Community Outreach Specialist III (KM) (\$2487.53/pp x 26) x.25 1 person @ 25%	16,169.00
	Senior Community Action Specialist (SG) (\$2808.76/pp x 26) x 1 person @ 25%	18,257.00
	Senior Community Action Specialist (YD) (\$2471.38/pp x 26) x 1 person @ 25%	16,064.00
	Clerical Specialist (\$2697.76/pp x 26) x.50 1 person @ 50%	35,071.00
	WC (\$1,606) UC (\$6,353) Prop. & Cas. Ins. \$4,397	12,356.00
	TOTAL ADMIN. PERSONNEL EXP.	135,038.00
	Office Supplies (Paper, pens, files, paperclips, staples, cartridges)	3,447.00
	Postage	1,000.00
	Advertisement and graphics (radio, billboard, posters, banners, brochures)	2,000.00
	Travel (LIHEAP conf. Hotel and per diem)	5,000.00
	Communication Air Cards, Cell Phone	1,500.00
	Office Equipment	1,000.00
	Rent (Belle Glade Office) \$875x12 months @50% (other 50% paid from CSBG)	5,250.00
	Mileage @.445 cents per mile	3,000.00
	Utilities (Belle Glade Office) \$411x12 months @50% (other 50% paid from CSBG)	2,466.00
	TOTAL ADMIN. NON PERSONNEL	24,663.00
	TOTAL ADMIN. EXP.	159,701.00
3	Outreach Expenses	
	Salaries , Include Fringe	
	FICA 6.2%	
	Medicare 1.45%	
	Retirement 7.16%	
	Health & Life 12,050/yr	
	The Balance of Community Action LIHEAP salaries are paid from CSBG Direct Client or CSBG other program categories	

Line Item Number	Expenditure Detail and all line items to dollars. Do not use cents and decimals in totals. Totals must agree with Attachme			LIHEAP FUNDS
3	Outreach Expenses			
	Community Outreach Specialist III (KM)	(\$2487.53/pp x 26) x.25	1 person @ 25%	16,169.00
	Senior Community Action Specialist (SG)	(\$2808.76/pp x 26) x.25	1 person @ 25%	18,257.00
	Community Outreach Specialist I (GL)	(\$1827.76/pp x 26) x .50	1 person @ 50%	23,761.00
	Community Outreach Specialist I (CH)	(\$2719.69/pp x 26) x .50	1 person @ 50%	35,356.00
	Senior Community Action Specialist (YD)	(\$2471.38/pp x 26) x.25	1 person @ 25%	16,064.00
	Community Outreach Specialist I (DP)	(\$2761.23/pp x 26) x .50	1 person @ 50%	35,896.00
	Community Outreach Specialist I (AM)	(\$1827.76/pp x 26) x .50	1 person @ 50%	23,761.00
	Community Outreach Specialist I (JS)	(\$2904.84/pp x 26) x .50	1 person @ 50%	37,763.00
	Community Outreach Specialist I (ED)	(\$1790.92/pp x 26) x .25	1 person @ 25%	11,641.00
	Community Outreach Specialist I (Vacant)	(\$1790.92/pp x 26) x .25	1 person @ 25%	11,641.00
	Community Outreach Specialist II (AB)	(\$1892.84/pp x 26) x .50	1 person @ 50%	24,607.00
	County Temporary Staff (ED)	(\$1227.15/pp x 26) x .50	1 person @ 50%	15,953.00
	County Temporary Staff (SO)	(\$1227.15/pp x 26) x .50	1 person @ 50%	15,953.00
	County Temporary Staff (CM)	(\$1227.15/pp x 26) x .50	1 person @ 50%	15,953.00
	County Temporary Staff (ZR)	(\$1227.15/pp x 26) x .50	1 person @ 50%	15,953.00
	County Temporary Staff (Vacant)	(\$1227.15/pp x 26) x .50	1 person @ 50%	15,953.00
	Non Permanent Temporary Staff	(6714 Hrs. @ \$12.00 per hr)		80,572.00
	PERSONNEL EXPENSES			415,253.00
	Leased Vehicle and Maintenance	\$708.33 x 12 (home visits for LIHEAP)		8,500.00
	NON PERSONNEL EXPENSES			8,500.00
	TOTAL OUTREACH EXPENSES			423,753.00
	Direct Client Assistance			
	Home Energy Assistance			1,527,990.00
	Crisis Assistance			1,249,015.00
	Weather Related Crisis (WRC)			0.00
	TOTAL DIRECT CLIENT ASSISTANCE			2,777,005.00
	GRAND TOTAL			3,360,459.00

**FY 2015 LIHEAP AGREEMENT
MODIFIED ATTACHMENT L
MULTI-COUNTY FUND DISTRIBUTION**

RECIPIENT: County of Palm Beach

AGREEMENT #: 15EA-OF-10-60-01-023

Number of Counties to be Served with this agreement: 1

If the Recipient will serve more than one county with this agreement, complete the form below. Describe how you will equitably allocate LIHEAP resources to each of the counties you serve. This plan must be in part based on the 150% poverty population of each county.

Instructions: Enter appropriate data only in the cells below that are highlighted in yellow. Percentages will automatically populate when the total direct client assistance amount and all three columns for each county are filled in.

Poverty Population Data Source: Provide the U. S. Census data source for the 150% of poverty population used including the year of the data. If any other data or factors are used in allocating the funds, describe and give the source.

Data Source and Description:	N/A
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COUNTY	150% POVERTY POPULATION	COUNTY'S % OF POVERTY POPULATION IN SERVICE AREA	TOTAL DIRECT CLIENT ASSISTANCE	% OF AGENCY'S DIRECT CLIENT ASSISTANCE DOLLARS ALLOCATED TO THIS COUNTY
			COUNTY ALLOCATION	
			\$2,777,005.00	
	0		\$0.00	
	0		\$0.00	
	0		\$0.00	
	0		\$0.00	
	0		\$0.00	
	0		\$0.00	
	0		\$0.00	
	0		\$0.00	
	0		\$0.00	
	0		\$0.00	
	0		\$0.00	
Total Budgeted Direct Client Assistance*	0	0%	\$0.00	0.00%

* Total County Allocation must be equal to Total Direct Client Assistance (Attachment J, Budget Summary and Workplan, Line 7).