# PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS

	AG	ENDA ITE	M SUMMARY	
Meeting Date: Ju	une 20, 2017	[X] [ ]	Consent Ordinance	[ ] Regular [ ] Public Hearing
Submitted By: Submitted For:	Community Se Division of Ser		ces	
		I. EXECL	JTIVE BRIFF	

## Motion and Title: Staff recommends motion to approve:

**A)** Amendment 004 to Standard Agreement No. IP015-9500 (R2015-1449) for Emergency Home Energy Assistance Program (EHEAP) with the Area Agency on Aging of Palm Beach/Treasure Coast, Inc. (AAA), for the period April 1, 2015, through March 31, 2017, to revise, amend, and replace portions of the standard agreement with a new amount not to exceed \$8,240 to provide home energy assistance to seniors;

**B)** Renewal Agreement IP015-9500 to Standard Agreement No. IP015-9500 (R2015-1449) for EHEAP with AAA, for the period April 1, 2017, through March 31, 2018, to revise, amend, and replace portions of the standard agreement and outline funding allocations for an amount not to exceed \$20,328 for the FY 2017 agreement period, to provide home energy assistance to seniors; and

**C)** Downward Budget Amendment of \$3,182 in the Division of Senior Services Administration Fund to align the budget to the actual grant award.

**Summary:** EHEAP is a home energy assistance program funded by the U.S. Department of Health and Human Services via AAA and provides an emergency home energy assistance program for seniors. The purpose of this renewal agreement is to make changes to the standard agreement and outline funding allocations for the FY 2017 agreement period. Grant adjustments are made during the contract year to align services with need. Amendment 004 to Standard Agreement No. IP015-9500 is necessary to incorporate changes made to the standard agreements. DOSS is responsible for providing services north of Hypoluxo Rd. The areas of service include all of the districts, excluding portions of Districts 3, 4, 5 and 7 south of Hypoluxo Rd. The Mae Volen Senior Center, Inc. is responsible for providing services in the areas south of Hypoluxo Rd. Required County match funds are included in the current budget. Sufficient funding is included in the current budget to meet County obligations. (Division of Senior Services) <u>Countywide, except for portions of Districts 3, 4, 5, and 7 south of Hypoluxo Road</u> (HH)

**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.

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# Attachments:

- 1. Amendment 004
- 2. Renewal Agreement IP015-9500
- 3. Budget Amendment

Recommended By: James E. Aren	5-31-17
Department Director	Date

Approved By:

# II. FISCAL IMPACT ANALYSIS

# A. Five Year Summary of Fiscal Impact:

Fiscal Years	2017	2018	2019	2020	2021
Capital Expenditures					
Operating Costs	33,852	47,351			
External Revenue	3,336	(10,164)			
Program Income					
In-Kind Match (County)					
NET FISCAL IMPACT	37,188	37,187			

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

Fund <u>1006</u> Dept <u>144</u> Unit <u>1483</u> Object <u>Var.</u> Program Code/Period <u>Var.</u>

**B.** Recommended Sources of Funds/Summary of Fiscal Impact: Funding source is the Federal Government and Palm Beach County. Sufficient funding is included in the current budget to meet County obligations.

Total Funding	1483
<u>Funds</u>	EHEAP
Grant	6,828
Match (10%)	0
NSIP	0
Program Income	0
Addnl. County Funds	<u>74,375</u>
Total	81,203

C. Departmental Fiscal Review: J. E. For Julie Dowe, Director, Financial & Support Svcs.

# III. REVIEW COMMENTS

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

ИB 131 13

- B. Legal Sufficiency: Allene Children Assistant County Attorney
- Contract Development and Control (6/9/1752)
- C. Other Department Review:

**Department Director** 

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

Attachment

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, a political subdivision of the State of Florida, by and through its Board of County Commissioners hereinafter referred to as "Provider" and collectively referred to as the "Parties", amends Agreement IP015-9500.

The purpose of this amendment is to (1) revise and replace Paragraph 4 of the Standard Agreement and (2) revise and replace Attachment VII Budget Summary.

#### STANDARD AGREEMENT:

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

## 4. <u>Agreement Amount</u>

The Agency awards the Provider for services in accordance with the conditions of this Agreement in an amount not to exceed \$8,240.00, subject to the availability of funds. The Agency will provide a spending authority in the amount of \$129,681.85 for client services. Any costs or services paid for under any other contract and/or agreement from any other source are not eligible for payment under this Agreement.

These funds are allocated for the period April 1, 2015 – March 31, 2016

	Funding	g Allocation				
Program Title	Year	Funding Sources	CFDA	Amount		
Emergency Home Energy	2015-2016	U.S. Health and	93.568	\$8,021.00		
Assistance Program		Human Services				
TOTAL	TOTAL AGREEMENT AMOUNT:					

#### These funds are allocated for the period April 1, 2016 – March 31, 2017

	Funding	g Allocation		
Program Title	Year	Funding Sources	CFDA	Amount
Emergency Home Energy	2016-2017	U.S. Health and	93.568	\$8,240.00
Assistance Program		Human Services		
TOTAL A	\$8,240.00			

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

ATTACHMENT VII

## EMERGENCY HOME ENERGY ASSISTANCE FOR THE ELDERLY PROGRAM

#### **BUDGET SUMMARY**

PSA: <u>9</u>

Original \_\_\_\_

Amendment <u>004</u>

**PROVIDER:** Palm Beach County, a political subdivision of the State of Florida

by and through its Board of County Commissioners

#### 2015-2016 FUNDING YEAR

1.	Administration*	\$1,200.00
2.	Outreach*	\$6,821.00
3.	EHEAP Benefits (Crisis)	\$127,179.00
4.	Weather-Related/Supply-Shortage	\$0.00
5.	Total	\$135,200.00
6.	Projected minimum number of Consumers to be served (Crisis):	212
7.	Projected minimum number of Consumers to be served (Weather-Related/Supply Shortage):	0

#### 2016-2017 FUNDING YEAR

1.	Administration*	\$1,200.00
2.	Outreach*	\$7,040.00
3.	EHEAP Benefits (Crisis)	\$129,681.85
4.	Weather-Related/Supply-Shortage	\$0.00
5.	Total	\$137,921.85
6.	Projected minimum number of Consumers to be served (Crisis):	216
7.	Projected minimum number of Consumers to be served (Weather-Related/Supply Shortage):	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.



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.

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

#### AMENDMENT 004

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

Palm Beach County, a political subdivision of the State of Florida, by and through its Board of County Commissioners

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

SIGNED	SIGNED BY:
Paulette Burdick, Mayor	
SHARON R. BOCK, Clerk and Comptroller	NAME:
BY: Deputy Clerk	TITLE:
DATE:	DATE:
Federal Tax ID: <u>59-6000785</u>	
Fiscal Year Ending Date: 3/3//17	Approved As To Terms And Conditions
Approved As To Form And Legal Sufficiency By:	By: Janue & June Department Director
Assistant County Attorney	

#### Attestation Statement

Agreement Number IP015-9500

Amendment Number 004

I, <u>Paulette Burdick, Mayor</u>, 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, a political subdivision of the State of Florida by and through its 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 Representative Paulette Burdick, Mayor

Attest: Sharon R. Bock Clerk and Comptroller Date

Approved As To Form And Legal Sufficiency

By:\_

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Assistant County Attorney

Deputy Clerk

By:

Approved As To Terms And Conditions

C By:

Department Director

#### April 2015- March 2018

## RENEWAL AGREEMENT IP015-9500

This RENEWAL is entered into by the Area Agency on Aging of Palm Beach/Treasure Coast, Inc., hereinafter referred to as the "Agency" and Palm Beach County, a political subdivision of the State of Florida, by and through its Board of County Commissioners, hereinafter referred to as "Provider" and renews agreement IP015-9500.

As stated on Page 2, Section 5 of Agreement IP015-9500, by mutual Agreement of the Parties, in accordance with s. 287.058(1) (g), F.S., the Agency may renew the Agreement for a period not to exceed three years, or the term of the original Agreement, whichever is longer. The renewal price, or method for determining a renewal price, is set forth in the bid, proposal, or reply. No other costs for the renewal may be charged. Any renewal is subject to the same terms and conditions as the original Agreement and contingent upon satisfactory performance evaluations by the Agency and the availability of funds

The purpose of this Renewal is to outline the funding allocation for the 2017-2018 Agreement period. Additionally, this renewal (1) amends paragraph 4 of the Standard Agreement; (2) revises and replaces Attachment III, Exhibit -1; and (3) revises and replaces Attachment VII Budget Summary.

#### **STANDARD AGREEMENT:**

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

#### 4. Agreement Amount

The Agency awards the Provider for services in accordance with the conditions of this Agreement in an amount not to exceed \$20,328.00, subject to the availability of funds. The Agency will provide a spending authority in the amount of \$117,174.00 for client services. Any costs or services paid for under any other contract and/or agreement from any other source are not eligible for payment under this Agreement.

#### These funds are allocated for the period April 1, 2015 – March 31, 2016

Funding Allocation						
Program Title	Year	Fundin	ng Sour	ces	CFDA	Amount
Emergency Home Energy	2015-2016	U.S. H	lealth	and	93.568	\$8,021.00
Assistance Program		Human	Service	es		
TOTAL AGREEMENT AMOUNT:						\$8,021.00

#### These funds are allocated for the period April 1, 2016 - March 31, 2017

	Funding	g Allocation				
Program Title	Year	Funding Sources	CFDA	Amount		
Emergency Home Energy	2016-2017	U.S. Health and	93.568	\$8,240.00		
Assistance Program		Human Services				
ΤΟΤΑ	TOTAL AGREEMENT AMOUNT:					

#### These funds are allocated for the period April 1, 2017 – March 31, 2018

Funding Allocation						
Program Title	Year	Funding Sources	CFDA	Amount		
Emergency Home Energy	2017-2018	U.S. Health and	93.568	\$20,328.00		
Assistance Program		Human Services				
ΤΟΤΑ	\$20,328.00					

 TOTAL FEDERAL AWARD FOR FUNDING YEARS 2015-2016, 2016-2017 AND
 \$36,589.00

 2017-2018:
 \$36,589.00

### (2) Attachment III, Exhibit–1 is replaced with the following Attachment III:

#### ATTACHMENT III

Note: Title 2 CFR § 200.331, as revised, and section 215.97(5) Florida Statutes, require that the information about Federal programs and State projects included in Attachment III be provided to the recipient. Information contained herein is a prediction of funding sources and related amounts based on the Agreement budget.

# 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	2015-2016	U.S. Health and Human Services	93.568	\$8,021.00
PROGRAM TITLE	YEAR	FUNDING SOURCE	CFDA	AMOUNT
Emergency Home Energy Assistance Program	2016-2017	U.S. Health and Human Services	93.568	\$8,240.00
PROGRAM TITLE	YEAR	FUNDING SOURCE	CFDA	AMOUNT
Emergency Home Energy Assistance Program	2017-2018	U.S. Health and Human Services	93.568	\$20,328.00

# TOTAL FEDERAL AWARD FOR FUNDING YEARS 2015-2016, 2016-2017 AND \$36,589.00 2017-2018: \$36,589.00

### FEDERAL FUNDS

2 CFR Part 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. OMB Circular A-133 – Audits of States, Local Governments, and Non-Profit Organizations.

April 2015- March 2018

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

#### ATTACHMENT VII

## EMERGENCY HOME ENERGY ASSISTANCE FOR THE ELDERLY PROGRAM BUDGET SUMMARY

## PSA: <u>9</u>

Original \_\_\_\_

Renewal 002

**PROVIDER:** Palm Beach County, a political subdivision of the State of Florida

by and through its Board of County Commissioners

#### 2015-2016 FUNDING YEAR

1.	Administration*	\$1,200.00
2.	Outreach*	\$6,821.00
3.	EHEAP Benefits (Crisis)	\$127,179.00
4.	Weather-Related/Supply-Shortage	\$0.00
5.	Total	\$135,200.00
6.	Projected minimum number of Consumers to be served (Crisis):	212
7.	Projected minimum number of Consumers to be served (Weather-Related/Supply Shortage):	0

#### 2016-2017 FUNDING YEAR

1.	Administration*	\$1,200.00
2.	Outreach*	\$7,040.00
3.	EHEAP Benefits (Crisis)	\$129,681.85
4.	Weather-Related/Supply-Shortage	\$0.00
5.	Total	\$137,921.85
6.	Projected minimum number of Consumers to be served (Crisis):	216
7.	Projected minimum number of Consumers to be served (Weather-Related/Supply Shortage):	0

#### 2017-2018 FUNDING YEAR

1.	Administration*	\$1,200.00
2.	Outreach*	\$19,128.00
3.	EHEAP Benefits (Crisis)	\$117,174.00
4.	Weather-Related/Supply-Shortage**	\$0.00
5.	Total	\$137,502.00
6.	Projected minimum number of consumers to be served (Crisis):	195
7.	Projected minimum number of consumers to be served (Weather-Related/Supply Shortage):	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.

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

This Renewal shall be effective on the last date that the Renewal has been signed by both Parties.

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

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

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This Renewal and all of its attachments are hereby made a part of this Agreement.

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By signing this Agreement, the Parties agree that they have read and agree to the entire Agreement.

IN WITNESS THEREOF, the Parties hereto have caused this 7 page Agreement, to be executed by their undersigned officials as duly authorized.

Palm Beach County, a political subdivision Provider: of the State of Florida, by and through its Board of County Commissioners

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

SIGNED BY: \_\_\_\_

Paulette Burdick, Mayor

SIGNED BY:

SHARON R. BOCK, Clerk and Comptroller

BY: Deputy Clerk DATE:

Federal Tax ID: <u>59-6000785</u> Fiscal Year Ending Date: 3/31/14

Approved As To Form and Legal Sufficiency

Assistant County Attorney

Approved as to terms and conditions

5 RAA

Department Director

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE:

Attestation Statement

Agreement Number IP015-9500 Renewal Number 002

(Provider Representative)

I, Paulette Burdick, Mayor , attest that no changes or revisions have been made to 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, a political subdivision of the State of Florida, by and through its 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 Representative Paulette Burdick, Mayor

Attest: Sharon R. Bock Clerk and Comptroller Date

Approved As To Form And Legal Sufficiency

By:

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Assistant County Attorney

Deputy Clerk

By:\_\_\_

Approved As To Terms And Conditions

By: Jam Gh Department Director

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

# Page 1 of 1

BGEX - 144 - 042817\*1229 BGRV - 144 - 042817\*442

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

ACCT.NUMBER		ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE		PENDED/ UMBERED - 04/28/2017	REMAINING BALANCE	
REVENUE									
144 1483 3168 Fed Total Revenue	Grant Indirect - Human Services	20,021 8,961,940	27,050 9,722,563	0	3,182 <b>3,182</b>	23,868 9,719,381			
EXPENDITURE							-		
144 1483 3401 Othe Total Expenditures	r Contractual Services	1	7,030 <b>9,722,563</b>	0	3,182 <b>3,182</b>	<u>3,848</u> 9,719,381	0 <b>0</b>	3,848 <b>9,719,381</b>	
		-,,	-,,	, , , , , , , , , , , , , , , , , , ,	0,102	0,110,001	Ū	0,110,001	
COMMUNITY SERVICES		Signatures		Date 5-30-77	At	By Board of County Commissioners At Meeting on June 20, 2017			
Administration/Budget Department Approval OFMB Department - Posted				/	De	puty Clerk to the ard of County Comm	nissioners		

FUND (1006) - DOSS - Administration