

Meeting Date: December 19, 2017      ☒ Consent      ☐ Regular  
    ☐ Ordinance      ☐ Public Hearing

Department \_\_\_\_\_  
 Submitted By: Community Services  
 Submitted For: Community Action Program

Date 12/8/17  
Date

## II. FISCAL IMPACT ANALYSIS

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

Fiscal Years	2018	2019	2020	2021	2022
Capital Expenditures					
Operating Costs	381,327				
External Revenue	(381,327)				
Program Income					
In-Kind Match (County)					
NET FISCAL IMPACT	0	0			

# ADDITIONAL FTE POSITIONS (Cumulative)					
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Is Item Included In Current Budget:

Yes X

No     

Does this item include the use of federal funds?

Yes X

No     

Budget Account No.:

Fund 1009 Dept 145 Unit 1462 Object Var. Program Code Var. Program Period GY17

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

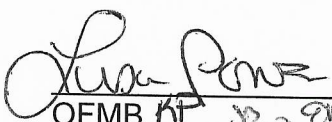
Funding source is the State of Florida Department of Economic Opportunity.

### C. Departmental Fiscal Review:

  
Julie Dowe, Director of Finance and Support Services

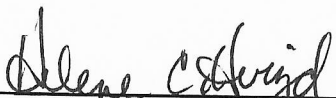
## III. REVIEW COMMENTS

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

 12/1/12  
OFMB KP  
11/29 11/30 11/30

 12/8/17  
Contract Development and Control  
12/1/17 TR

### B. Legal Sufficiency:

  
Assistant County Attorney

### C. Other Department Review:

\_\_\_\_\_  
Department Director

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



## MEMORANDUM

**TO:** Paulette Burdick, Mayor  
Board of County Commissioners

**THRU:** Verdenia C. Baker, County Administrator  
Board of County Commissioners

**THRU:** Nancy L. Bolton, Assistant County Administrator  
Board of County Commissioners

**FROM:** James Green, Director  
Community Services Department

**DATE:** October 23, 2017

**RE:** Modification No. 1 to FFY 2017 Low-Income Home Energy Assistance Program Federally Funded Subgrant Agreement No. 17EA-0F-10-60-01-023

## Department of Community Services

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

**Palm Beach County  
Board of County  
Commissioners**

Paulette Burdick, Mayor  
Melissa McKinlay, Vice Mayor

Hal R. Valeche

Dave Kerner

Steven L. Abrams

Mary Lou Berger

Mack Bernard

**County Administrator**

Verdenia C. Baker



"An Equal Opportunity  
Affirmative Action Employer"

Pursuant to Section 309 of the Administrative Code, your signature is needed for the approval of Modification No. 1 to the FFY 2017 Low-Income Home Energy Assistance Program (LIHEAP) Federally Funded Subgrant Agreement No. 17EA-0F-10-60-01-023 (R2017-0996), with the Florida Department of Economic Opportunity (DEO), for the period April 1, 2017, through March 31, 2018. This modification increases the original grant agreement amount by \$381,327, for a new total amount not to exceed \$3,349,965. The funds will be used to provide energy payment assistance to over 7,000 families residing in Palm Beach County. No County funds are required.

The DEO sent instructions to return the modification as soon as possible. The emergency signature process is being utilized because there is not sufficient time to submit this item through the regular Board of County Commissioner's agenda process and meet the return deadline.

Staff will submit this item at the next available BCC board meeting to ratify the Mayor's signature. If additional information is needed, please contact Natalie Diaz Rodriguez at (561)355-4208.

Approved by:

James Green  
Assistant Department Director

Deane C. Hernandez  
Assistant County Attorney

Laura Port  
OFMB

Nancy L. Bolton  
Assistant County Administrator

Attachments: Modification No. 1 to FFY 2017 LIHEAP Subgrant Agreement No. 17EA-0F-10-60-01-023

**MODIFICATION NUMBER [1] OF AGREEMENT BETWEEN THE  
FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY  
FFY 2017 LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP) AND  
PALM BEACH COUNTY, FLORIDA**

CFDA Number: 93.568

Agreement Number: 17EA-OF-10-60-01-023

**FEDERALLY FUNDED SUBGRANT AGREEMENT**

THIS MODIFICATION Number [1] is entered into between the State of Florida, Department of Economic Opportunity, with headquarters in Tallahassee, Florida, hereinafter referred to as "DEO," and Palm Beach County, Florida, hereinafter referred to as "Subrecipient" (each individually a "Party" and collectively "the Parties").

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

WHEREAS, DEO and Subrecipient have entered into Agreement Number 17EA-OF-10-60-01-023, in which DEO awarded Subrecipient **Two Million Nine Hundred Sixty-Eight Thousand Six Hundred Thirty-Eight Dollars and Zero Cents (\$2,968,638.00)** in Low- Income Home Energy Assistance Program (LIHEAP) funds ("the Agreement"); and

WHEREAS, LIHEAP Federal Fiscal Year 2016 carryover funds are available to increase the amount of funding granted to Subrecipient; and

WHEREAS, additional funds have become available to increase the amount of the funding granted to Subrecipient.

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

1. Subparagraph (18)(a), FUNDING/CONSIDERATION, is hereby deleted in its entirety and replaced with the following:

"(a) This is a cost-reimbursement agreement. DEO awards Subrecipient **Three Million Three Hundred Forty-Nine Thousand Nine Hundred Sixty-Five Dollars and Zero Cents (\$3,349,965.00)**, subject to the terms and conditions of this Agreement, availability of funds and appropriate budget authority; however, Subrecipient may incur costs and submit for reimbursement only up to the Total (Revised) Funds Released dollar amount listed in Subrecipient's most recently DEO-issued Notice of Fund Availability (NFA). Any such NFA duly issued to Subrecipient by DEO, including, but not limited to its special terms, conditions, and instructions, is incorporated into the Agreement by reference."

2. Attachment J, Budget Summary and Workplan, is hereby deleted in its entirety and is replaced by the revised Attachment J, Budget Summary and Workplan, which is attached hereto and incorporated herein by reference.

3. Attachment I, Subrecipient Information, is hereby deleted in its entirety and is replaced by the revised Attachment I, Subrecipient Information, which is attached hereto and incorporated herein by reference.

4. Except as specifically modified herein, all provisions of the Agreement, including any Attachments or Exhibits thereto, remain in full force and effect.

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

IN WITNESS WHEREOF, by signature below, the Parties agree to abide by the terms, conditions, and provisions of the Agreement, as modified. This Modification shall be effective on the date last executed by the Parties.

SUBRECIPIENT

Palm Beach County, Florida  
(Legal Name of Subrecipient)

By: Paulette Burdick  
(Signature)

Paulette Burdick, Mayor  
(Print/Type Name and Title Here)

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

59-6000785  
Federal Identification Number

078470481  
DUNS Number

17EA-0F-10-60-01-023  
Agreement Number

APPROVED AS TO TERMS  
AND CONDITIONS

BY: [Signature]  
DEPARTMENT HEAD

STATE OF FLORIDA  
DEPARTMENT OF ECONOMIC OPPORTUNITY

By: \_\_\_\_\_

Debbie Smiley, Bureau Chief  
Bureau of Economic Self-Sufficiency

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: [Signature]  
Assistant County Attorney

FFY 2017 LIHEAP AGREEMENT  
ATTACHMENT I  
SUBRECIPIENT INFORMATION  
As Modified by Modification [1] to Agreement 17EA-OF-09-18-01-007

FEDERAL FISCAL YEAR: 2017 AGREEMENT PERIOD: April 1, 2017 through March 31, 2018

Instructions: Complete the blanks lines below. For item II, put an "X" in the box that applies to your agency.

I. SUBRECIPIENT: Palm Beach County, Florida AGREEMENT #: 17EA-OF-10-60-01-023

II. SUBRECIPIENT CATEGORY: ☐ Non-Profit ☒ Local Government ☐ State Agency

III. COUNTY(IES) TO BE SERVED WITH THESE FUNDS: Palm Beach

IV. GENERAL ADMINISTRATIVE INFORMATION

a. Subrecipient County Location: Palm Beach County

b. Executive Director or Chief Administrator: Mr. James Green

Address: 810 Datura Street City: West Palm Beach ,FL Zip: 33401

Telephone: 561-355-4702 Fax: 561-242-7336

Cell: 561-313-1146 Email: jgreen1@pbcgov.org

Mailing address if different from above

Mailing Address: City: ,FL Zip:

c. Chief Elected Official for Local Governments or President/Chair of the Board for Nonprofits:

Name: Paulette Burdick Title: Mayor

Address\*: 301 N Olive Ave, Suite 1201 City: West Palm Beach ,FL Zip: 33401

Telephone: 561-355-2202 Fax: 561-355-6277 Email: pburdick@pbcgov.org

\*Enter home or business address, telephone numbers and email other than the Recipient's

d. Official to Receive State Warrant:

Name: Sharon R. Bock Title: Clerk and Controller

Address: P.O. Box 4036 City: West Palm Beach ,FL Zip: 33401

e. Subrecipient Contacts:

1. Program: Name: James Green Title: Director of Community Services Department

Address: 810 Datura Street City: West Palm Beach ,FL Zip: 33401

Telephone: 561-355-4702 Fax: 561-242-7336

Cell: 561-313-1146 Email: jgreen1@pbcgov.org

2. Fiscal: Name: Taruna Malhotra Title: Assistant Director of Community Services

Address: 810 Datura Street City: West Palm Beach ,FL Zip: 33401

Telephone: 561-355-4716 Fax: 561-355-3863

Cell: Email: tmalhotr@pbcgov.org

f. Person(s) authorized to sign reports:

Name: James Green Title: Director of Community Services Department

Name: Taruna Malhotra Title: Assistant Director of Community Services

Name: Julie Dowe Title: Director of Finance and Support Services

g. Agency's FEID Number: 59-6000785 h. Agency's DUNS Number: 078470481

V. SUBRECIPIENT FISCAL YEAR: October 1 thru September 30

Ex: October 1 Ex: September 30

FFY 2017 LIHEAP AGREEMENT  
ATTACHMENT J  
BUDGET SUMMARY AND WORKPLAN  
As Modified by Modification [1] to Agreement 17EA-OF-10-60-01-023

SUBRECIPIENT: Palm Beach County, Florida AGREEMENT: 17EA-OF-10-60-01-023

SECTION I: BUDGET SUMMARY

A  LIHEAP FUNDS ONLY		B  Last Approved Budget Amount	C  Adjustment to Approved Budget (Increase/Decrease)	D  TOTAL AMENDED BUDGET AMOUNT B + C
1	LIHEAP FUNDS	\$2,968,638.00	\$381,327.00	\$3,349,965.00
ADMINISTRATIVE EXPENSES (Cell 2D cannot exceed 8.5% of Cell 1D)* Maximum Administrative Expenses: \$284,747.03				
2	Salaries including Fringe, Utilities, Travel, other	\$220,834.00	\$57,980.00	\$278,814.00
OUTREACH EXPENSES (Cell 3D cannot exceed Cell 1D minus Cell 2D times 15%) Maximum Outreach Expenses: \$460,672.65				
3	Salaries including Fringe, Utilities, Travel, other	\$409,001.00	\$40,251.00	\$449,252.00
DIRECT CLIENT ASSISTANCE				
4	Home Energy Assistance (Cell 4D must be at least 25% of cell 1D) Minimum Home Energy: \$837,491.25	\$774,210.00	\$138,660.00	\$912,870.00
5	Crisis Assistance	\$1,505,218.00	\$136,811.00	\$1,642,029.00
6	Weather Related / Supply shortage / Disaster (Cell 6D Must be at least 2% of cell 1D)	\$59,375.00	\$7,625.00	\$67,000.00
7	Subtotal Direct Client Assistance (Line 4 + Line 5 + Line 6)	\$2,338,803.00	\$283,096.00	\$2,621,899.00
8	GRAND TOTALS (Line 2 + Line 3 + Line 7)	\$2,968,638.00	\$381,327.00	\$3,349,965.00

SECTION II: WORKPLAN

Type of Assistance	Last Approved Estimated Number of Households	Amended Estimated Number of Households	Estimated Cost Per Household	Amended Estimated Expenditures**
Summer Home Energy	1,549	1,826	250.00	456,500.00
Winter Home Energy	1,549	1,826	250.00	456,500.00
Summer Crisis	1,584	1,728	475.00	820,800.00
Winter Crisis	1,584	1,728	475.00	820,800.00
Weather Related / Supply Shortage	125	141	475.00	66,975.00
TOTAL	6,391	7,249		2,621,575.00
*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 + Line 3 may not exceed	\$745,419.68	Amount Budgeted	Line 2 + Line 3 =	\$728,066.00

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

Prior written approval from DEO's Grant Manager is required for any change to any of the above line item amounts not exceeding ten 10% of the line item amount reduced by said change. A change exceeding 10% of an above line item amount requires a formal written amendment to this Agreement, as described in Paragraph (4)(b), MODIFICATION OF AGREEMENT. Regardless, DEO will not reimburse costs of more than the total subaward amount of this Agreement (Line 1), and in no event shall Subrecipient's total Administrative Expenses (Line 2) exceed 8.5% of the total subaward of this Agreement.

BOARD OF COUNTY COMMISSIONERS  
PALM BEACH COUNTY, FLORIDA  
BUDGET AMENDMENT

Page 1 of 1

BGEX - 145 -11171700000000000406

BGRV - 145 -11171700000000000099

FUND (1009) - LOW INCOME HOME ENERGY ASSISTANCE PROGRAM

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

ACCT.NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED	REMAINING BALANCE
<b>REVENUE</b>								
145 1462 3168	Fed Grant Indirect - Human Services	2,968,638	2,968,638	381,327		3,349,965		
<b>Total Revenue</b>		<b>2,982,989</b>	<b>2,982,989</b>	<b>381,327</b>	<b>0</b>	<b>3,364,316</b>		
<b>EXPENDITURE</b>								
145 1462 1201	Salaries and Wages	292,528	292,528	52,731	0	345,259	28,892	316,367
145 1462 3404	Temp Serv/Contracted Salaries	150,000	150,000	45,500	0	195,500	27,860	167,640
145 1462 8301	Contributions for Individuals	2,351,788	2,351,788	283,096	0	2,634,884	400,594	2,234,290
<b>Total Expenditures</b>		<b>2,982,989</b>	<b>2,982,989</b>	<b>381,327</b>	<b>0</b>	<b>3,364,316</b>		

Signatures

Date

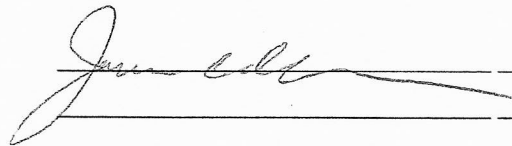
By Board of County Commissioners  
At Meeting of December 19, 2017

COMMUNITY SERVICES

INITIATING DEPARTMENT/DIVISION James Green

Administration/Budget Department Approval

OFMB Department - Posted

 11-17-17

Deputy Clerk to the

Board of County Commissioners