

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: May 15, 2018 [X] Consent [ ] Regular
[ ] Ordinance [ ] Public Hearing

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

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to:

A) ratify:

- 1. The signature of the Mayor on Modification No. 1 to the Florida Department of Economic Opportunity Federal Fiscal Year (FFY) 2017 Community Services Block Grant (CSBG) Federally Funded Subgrant Agreement No. 17SB-0D-10-60-01-121 (R2017-0625), extending the period October 1, 2016, through March 31, 2018 to October 1, 2016, through September 30, 2020 and, increasing the original grant agreement amount by \$1,411,923 for a total grant award amount not to exceed \$3,037,891, to provide self-sufficiency services to low-income individuals and families residing in Palm Beach County; and
2. The signature of the Mayor on Modification No. 2 to the Florida Department of Economic Opportunity FFY 2017 Low-Income Home Energy Assistance Program (LIHEAP) Federally Funded Subgrant Agreement No. 17EA-0F-10-60-01-023 (R2017-0996), for the period of April 1, 2017, through September 30, 2020, increasing the original grant agreement amount by \$63,825 for a new total amount not to exceed \$3,413,790, to provide energy payment assistance to over 7,000 low-income clients residing in Palm Beach County.

B) receive and file: Modification No. 1 to the Florida Department of Economic Opportunity 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, for the period April 1, 2017, through March 31, 2018, to increase funding by \$381,327 for a new total amount not to exceed \$3,349,965, to provide energy payment assistance to low-income residents of Palm Beach County;

C) approve:

- 1. Budget Amendment of \$1,411,923 in the Community Services Block Grant fund to align the budget to the actual grant award; and
2. Budget Amendment of \$63,825 in the Low Income Home Energy Assistance Program fund to align the budget to the actual grant award.

Summary: (On page 3)

Background and Justification: (On page 3)

Attachments:

- 1. CSBG Modification No.1 Subgrant Agreement No. 17SB-0D-10-60-01-121 with Walkthrough Memo
2. LIHEAP Modification No. 2 Subgrant Agreement No. 17EA-0F-10-60-01-023 with Walkthrough Memo
3. LIHEAP Modification No. 1 Subgrant Agreement No. 17EA-0F-10-60-01-023 with Walkthrough Memo
4. CSBG Budget Amendment
5. LIHEAP Budget Amendment

Recommended By: James E. Lee 4/30/18
Department Director Date

Approved By: Nancy L Bolin 5/10/18
Assistant County Administrator Date

**II. FISCAL IMPACT ANALYSIS**

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

Fiscal Years	2018	2019	2020	2021	2022
Capital Expenditures					
Operating Costs	949,748	526,000			
External Revenue	(949,748)	(526,000)			
Program Income (County)					
In-Kind Match (County)					
<b>NET FISCAL IMPACT</b>	<b>0</b>	<b>0</b>			

No. ADDITIONAL FTE POSITIONS (Cumulative)	0	0			
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Is Item Included In Current Budget? Yes  No   
 Does this item include the use of federal funds? Yes  No

Budget Account No.:

Fund 1003 Dept 145 Unit 1455 Object Var. Program Code Var. Program Period Var.  
 Fund 1009 Dept 145 Unit 1462 Object Var. Program Code Var. Program Period Var.

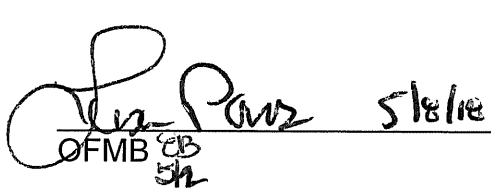
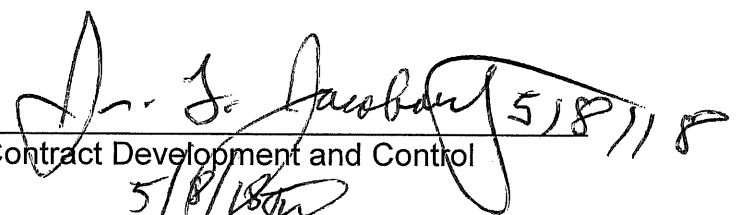
**B. Recommended Sources of Funds/Summary of Fiscal Impact:**

US Department of Health and Human Services, through Florida, Department of Economic Opportunity

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

**III. REVIEW COMMENTS**

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

 Steve  
 OFMB EB 5/18  
 J. Jacobson 5/18/18  
 Contract Development and Control

**B. Legal Sufficiency:**

 Helene Christy 5-9-18  
 Assistant County Attorney

**C. Other Department Review:**

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

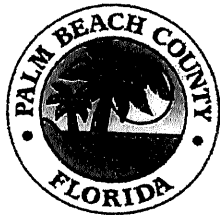
**This summary is not to be used as a basis for payment.**

**Summary:** These modifications will allow the Department of Economic Opportunity to align all subgrant agreements with the federal fiscal year. The funding allocations are based on federal appropriations through September 30, 2019, and a new Notice of Funding Availability (NFA) will be awarded for FFY 2020, which will result in additional subgrant agreement modifications. Modification No.1 to the FFY 2017 CSBG Federally Funded Subgrant Agreement No. 17SB-0D-10-60-01-121 funds are used to assist clients in moving towards economic stability by providing employment skills training and job placement services, resume writing, financial management training, rental assistance, utility assistance and case management services to low-income residents of Palm Beach County. Modifications No. 1 and No 2 to the FFY LIHEAP 2017 Federally Funded Subgrant Agreement No. 17EA-0F-10-60-01-023 will enable the Community Action Program (CAP) to provide assistance to approximately 7,000 low-income households with energy bills and crisis assistance to prevent service disconnection and to restore utility services. The Florida Department of Economic Opportunity sent instructions to return the modifications as soon as possible. The emergency signature process was utilized because there was not sufficient time to submit the grant modifications through the regular Board of County Commissioner's agenda process. LIHEAP Modification No. 1 is being submitted in accordance with Countywide PPM No. CW-O-051 to allow the Clerk and Comptroller's Office to receive and file this item. **No County funds are required.** (Community Action Program). Countywide (HH)

**Background and Justification:** CSBG funds are used to provide various services, such as rental and utilities assistance, and vocation trainings to low income households. CAP has administered the LIHEAP Program since 1992. The FFY 2017 subgrant agreements will continue to ensure that assistance is provided to low-income families to prevent energy service disconnection.

MEMORANDUM

Attachment 1



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

Palm Beach County Board of County Commissioners

Melissa McKinlay, Mayor
Mack Bernard, Vice Mayor

Hal R. Valeche

Paulette Burdick

Dave Kemer

Steven L. Abrams

Mary Lou Berger

County Administrator

Verdenia C. Baker



An Equal Opportunity Affirmative Action Employer

TO: Melissa McKinlay, 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: March 1, 2018
RE: Modification No. 1 to FFY 2017 Community Services Block Grant Federally Funded Subgrant Agreement No. 17SB-0D-10-60-01-021 and Modification No. 2 to FFY Low-Income Home Energy Assistance Program Federally Funded Subgrant Agreement No. 17EA-0F-10-60-01-023

Pursuant to Section 309 of the Administrative Code, your signature is needed for the approval of Modification No. 1 to the FFY 2017 Community Services Block Grant (CSBG) Federally Funded Subgrant Agreement No. 17SB-0D-10-60-01-021 (R2017-0625), for the period October 1, 2016, through September 30, 2020, and Modification No. 2 to the FFY 2017 Low-Income Home Energy Assistance Program (LIHEAP) Federally Funded Subgrant Agreement No. 17EA-0F-10-60-01-023 (R2017-0996), for the period April 1, 2017, through March 31, 2018, with the Florida Department of Economic Opportunity (DEO). No County match is required.

Modification No. 1 to the FFY 2017 CSBG Federally Funded Subgrant Agreement No. 17SB-0D-10-60-01-021 will increase the number of clients served, for an amount not to exceed \$3,037,891, which includes the current award amount of \$1,625,968, the FFY 2016 carryover amount of \$359,922, and the 2018 estimated amount of \$1,052,001. These funds will be used to assist clients toward economic stability by providing employment skills training and job placement services, resume training, financial management training, rental assistance, utility assistance and case management services to low income residents of Palm Beach County.

Modification No. 2 to the FFY 2017 LIHEAP Federally Funded Subgrant Agreement No. 17EA-0F-10-60-01-023 increases the original grant agreement amount by \$63,825, for a new total amount not to exceed \$3,413,790. The funds will be used to provide energy payment assistance to over 7,000 low-income clients residing in Palm Beach County.

The DEO sent instructions to return the modifications 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.

Approved by: [Signature]
Assistant Department Director

[Signature]
Helene Hvizd
Assistant County Attorney

[Signature]
OFMB
Nancy L. Bolton
Assistant County Administrator

Attachments:
Modification No. 1 CSBG Subgrant Agreement No. 17SB-0D-10-60-01-021
Modification No. 2 LIHEAP Subgrant Agreement No. 17EA-0F-10-60-01-023

**MODIFICATION NUMBER [1] OF AGREEMENT BETWEEN THE  
FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY  
FFY 2017 COMMUNITY SERVICES BLOCK GRANT (CSBG) PROGRAM AND  
PALM BEACH COUNTY, FLORIDA**

CFDA Number: 93.569

Agreement Number: 17SB-OD-10-60-01-121

**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, DEO and Subrecipient have entered into Agreement Number 17SB-OD-10-60-01-121, in which DEO awarded Subrecipient *One Million Six Hundred Twenty-Five Thousand Nine Hundred Sixty-Eight Dollars and Zero Cents (\$1,625,968.00)* in Community Service Block Grant (CSBG) funds ("the Agreement"); and

WHEREAS, Paragraph (4)(b) of the Agreement provides that "[m]odifications to this Agreement must be in writing, on DEO-approved forms, as applicable, and duly signed by the Parties"; and

WHEREAS, CSBG Federal Fiscal Year 2016 carryover and Federal Fiscal Year 2017 funds are available to increase the amount of funding granted to Subrecipient.

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

1. Paragraph (3) PERIOD OF AGREEMENT is hereby deleted in its entirety and replaced with the following:

"This Agreement period will begin on October 1, 2016, and will end on September 30, 2020, unless terminated earlier in accordance with the provisions of Paragraph (13) of this Agreement. For avoidance of all doubt, notwithstanding anything else herein, including, but not limited to Exhibit 1-A, FUNDING SOURCES, and Attachment I, SUBRECIPIENT INFORMATION, the subaward period of performance starts October 1, 2016 and ends September 30, 2020."

2. 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 Thirty-Seven Thousand Eight Hundred Ninety-One Dollars and Zero Cents (\$3,037,891.00)*, 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). Each such NFA, and any attachments thereto, duly issued to Subrecipient by DEO, including, but not limited to its special terms, conditions, and instructions, is incorporated into the Agreement by reference."

3. Attachment J, Budget Summary, is hereby deleted in its entirety.
4. Attachment A, Scope of Work, Section E, PROGRAM TASKS & REQUIREMENTS, subparagraph (10) is hereby deleted in its entirety and replaced with the following:

“(10) Pursuant to the Workforce Innovation and Opportunity Act of 2014 (WIOA), Public Law 113-128 (29 U.S.C., §§ 3101-3344), Subrecipient, in carrying out employment and training activities, as defined in section 3 of the WIOA, and pursuant to section 676(b)(5) of the Community Services Block Grant Act, is a required partner and must integrate these programs into the CareerSource Florida, Inc., “One-Stop” delivery system. Each partner program administered by Subrecipient in the one-stop center will contribute to infrastructure costs at a rate negotiated and agreed upon by and between Subrecipient and the CareerSource Florida, Inc., local workforce development board(s) in its service area through the establishment of a memorandum of understanding in compliance with title 29 U.S.C. section 3151 of the WIOA and corresponding federal regulations and guidance.”
5. To the extent there is any conflict between the provisions of this Modification, including any attachments and exhibits thereto, and the provisions of the Agreement, including any attachments and exhibits thereto, the provisions of this Modification shall supersede and control.
6. All provisions of the Agreement, including any attachments or exhibits thereto, not amended by or in conflict with this Modification, remain in full force and effect.

The remainder of this page is intentionally left blank.

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 on which the last Party has signed the Agreement, whichever is latest.

SUBRECIPIENT  
PALM BEACH COUNTY, FLORIDA

STATE OF FLORIDA  
DEPARTMENT OF ECONOMIC OPPORTUNITY

By: Melissa McKinlay  
Signature

By: Debbie Smiley

Melissa McKinlay, Mayor  
(Print/Type Name and Title Here)

Debbie Smiley, Bureau Chief  
Bureau of Economic Self-Sufficiency

Date: 3/23/18

Date: 3/23/18

59-6000785  
Federal Identification Number

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

078470481  
DUNS Number

Office of the General Counsel  
Department of Economic Opportunity

175B-0D-10-60-01-121  
Agreement Number

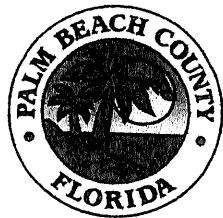
By: C. Hook

Attest: Sharon R. Bock  
Clerk and Comptroller  
By: \_\_\_\_\_  
Deputy Clerk

Approved Date: 3-23-2018

Approved As To Form  
And Legal Sufficiency  
By: Melissa McKinlay  
Assistant County Attorney

Approved As To Terms  
And Conditions  
By: James E. [Signature]  
Department Director



## Community Services Department

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**

Melissa McKinlay, Mayor  
Mack Bernard, Vice Mayor

Hal R. Valeche

Paulette Burdick

Dave Kerner

Steven L. Abrams

Mary Lou Berger

**County Administrator**

Verdenia C. Baker



"An Equal Opportunity  
Affirmative Action Employer"

**TO:** Melissa McKinlay, 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:** March 1, 2018

**RE:** Modification No. 1 to FFY 2017 Community Services Block Grant Federally Funded Subgrant Agreement No. 17SB-0D-10-60-01-021 and Modification No. 2 to FFY Low-Income Home Energy Assistance Program Federally Funded Subgrant Agreement No. 17EA-0F-10-60-01-023

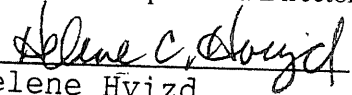
Pursuant to Section 309 of the Administrative Code, your signature is needed for the approval of Modification No. 1 to the FFY 2017 Community Services Block Grant (CSBG) Federally Funded Subgrant Agreement No. 17SB-0D-10-60-01-021 (R2017-0625), for the period October 1, 2016, through September 30, 2020, and Modification No. 2 to the FFY 2017 Low-Income Home Energy Assistance Program (LIHEAP) Federally Funded Subgrant Agreement No. 17EA-0F-10-60-01-023 (R2017-0996), for the period April 1, 2017, through March 31, 2018, with the Florida Department of Economic Opportunity (DEO). No County match is required.

Modification No. 1 to the FFY 2017 CSBG Federally Funded Subgrant Agreement No. 17SB-0D-10-60-01-021 will increase the number of clients served, for an amount not to exceed \$3,037,891, which includes the current award amount of \$1,625,968, the FFY 2016 carryover amount of \$359,922, and the 2018 estimated amount of \$1,052,001. These funds will be used to assist clients toward economic stability by providing employment skills training and job placement services, resume training, financial management training, rental assistance, utility assistance and case management services to low income residents of Palm Beach County.

Modification No. 2 to the FFY 2017 LIHEAP Federally Funded Subgrant Agreement No. 17EA-0F-10-60-01-023 increases the original grant agreement amount by \$63,825, for a new total amount not to exceed \$3,413,790. The funds will be used to provide energy payment assistance to over 7,000 low-income clients residing in Palm Beach County.

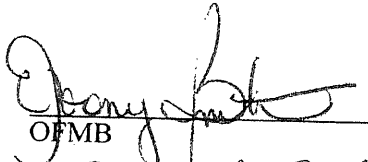
The DEO sent instructions to return the modifications as soon as possible. The emergency signature process is being utilized because there is not sufficient time to submit this item through the regular Board of County Commissioner's agenda process and meet the return deadline.

Approved by:  
  
Assistant Department Director

  
Helene Hvizd  
Assistant County Attorney

**Attachments:**

Modification No. 1 CSBG Subgrant Agreement No. 17SB-0D-10-60-01-021  
Modification No. 2 LIHEAP Subgrant Agreement No. 17EA-0F-10-60-01-023

  
OFMB  
Nancy L. Bolton  
Assistant County Administrator



MODIFICATION NUMBER [2] OF AGREEMENT BETWEEN THE  
FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY  
FFY 2017 LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM (LINEAP) AND  
PALM BEACH COUNTY, FLORIDA

CFDA Number: 93.568

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

FEDERALLY FUNDED SUBGRANT AGREEMENT

THIS MODIFICATION Number [2] 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)(b) of the Agreement provides that "[m]odifications to this Agreement must be in writing, on DEO-approved forms, as applicable, and duly signed by the Parties"; and

WHEREAS, DEO and Subrecipient have entered into Agreement Number 17EA-OF-10-60-01-023, in which DEO awarded Subrecipient *Three Million Three Hundred Forty-Nine Thousand Nine Hundred Sixty-Five Dollars and Zero Cents (\$3,349,965.00)* in Low-Income Home Energy Assistance Program (LINEAP) funds ("the Agreement"); and

WHEREAS, LINEAP Federal Fiscal Year 2016 carryover and Federal Fiscal Year 2017 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. Paragraph (3) PERIOD OF AGREEMENT is hereby deleted in its entirety and replaced with the following:  
"This Agreement period begins on April 1, 2017, and ends on September 30, 2020, unless terminated earlier in accordance with the provisions of this Agreement, including but not limited to, Paragraph (13) of this Agreement. For avoidance of all doubt, notwithstanding anything else herein, including, but not limited to Exhibit 1-A, FUNDING SOURCES, and Attachment I, SUBRECIPIENT INFORMATION, the subaward period of performance starts April 1, 2017 and ends September 30, 2020."

2. 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 Four Hundred Thirteen Thousand Seven Hundred Ninety Dollars and Zero Cents (\$3,413,790.00)*, 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). Each such NFA, and any attachments thereto, duly issued to

Subrecipient by DEO, including, but not limited to its special terms, conditions, and instructions, is incorporated into the Agreement by reference."

- 3. Attachment J, Budget Summary and Workplan, is hereby deleted in its entirety.
- 4. To the extent there is any conflict between the provisions of this Modification, including any attachments and exhibits thereto, and the provisions of the Agreement, including any attachments and exhibits thereto, the provisions of this Modification shall supersede and control.
- 5. All provisions of the Agreement, including any attachments or exhibits thereto, not amended by or in conflict with this Modification, remain in full force and effect.

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 on which the last Party has signed the Modification, whichever is latest.

**SUBRECIPIENT**

Palm Beach County, Florida

By: Melissa McKinlay  
(Signature)

Melissa McKinlay, Mayor  
(Print/Type Name and Title Here)

Date: 3/23/18

59-6000785  
Federal Identification Number

078470481  
DUNS Number

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

Attest Sharon R. Bock  
Clerk and Comptroller

By: \_\_\_\_\_  
Deputy Clerk

Approved As To Form  
And Legal Sufficiency  
By: Debra K. Bickel  
Assistant County Attorney

**STATE OF FLORIDA  
DEPARTMENT OF ECONOMIC OPPORTUNITY**

By: Debbie Smiley

Debbie Smiley, Chief  
Bureau of Economic Self-Sufficiency

Date: 3/23/18

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

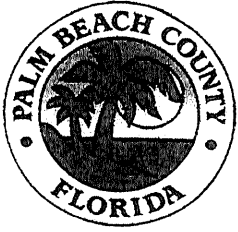
Office of the General Counsel  
Department of Economic Opportunity

By: C. Haack

Approved Date: 3-23-2018

Approved As To Terms  
And Conditions

By: James E. ...  
Department Director



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

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

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:  
[Signature]  
Assistant Department Director

[Signature]  
Assistant County Attorney

[Signature]  
OFMB

[Signature]  
Assistant County Administrator

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



"An Equal Opportunity  
Affirmative Action Employer"

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

CIDA Number: 93.568

Agreement Number: 17EA-0F-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-0F-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 (8)(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 K, Subrecipient information, is hereby deleted in its entirety and is replaced by the revised Attachment K, 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

STATE OF FLORIDA  
DEPARTMENT OF ECONOMIC OPPORTUNITY

Palm Beach County, Florida  
(Legal Name of Subrecipient)

By: Paulette Burdick  
(Signature)

By: Debbie Smiley

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

Debbie Smiley, Bureau Chief  
Bureau of Economic Self-Sufficiency

Date: 11/13/2017

Date: 11/22/17

59-6000785  
Federal Identification Number

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

078470481  
DUNS Number

Office of the General Counsel  
Department of Economic Opportunity

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

By: C. Hook

Approved Date: 11-21-17

APPROVED AS TO TERMS  
AND CONDITIONS

Approved As To Form  
And Legal Sufficiency

BY: [Signature]  
DEPARTMENT HEAD

By: [Signature]  
Assistant County Attorney

**FFY 2017 LIHEAP AGREEMENT  
ATTACHMENT 1  
SUBRECIPIENT INFORMATION  
As Modified by Modification [1] to Agreement 17EA-0F-09-18-01-007**

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

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

I. SUBRECIPIENT: Palm Beach County, Florida AGREEMENT #: 17EA-0F-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:	<u>810 Datura Street</u>	City:	<u>West Palm Beach</u>	FL Zip:	<u>33401</u>
Telephone:	<u>561-355-4702</u>	Fax:	<u>561-242-7336</u>		
Cell:	<u>561-313-1146</u>	Email:	<u>jgreen1@pbcgov.org</u>		

*(Mailing address of official listed above)*

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ FL Zip: \_\_\_\_\_

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

Name:	<u>Paulette Burdick</u>	Title:	<u>Mayor</u>		
Address:	<u>801 N Olive Ave, Suite 1203</u>	City:	<u>West Palm Beach</u>	FL Zip:	<u>33401</u>
Telephone:	<u>561-355-2202</u>	Fax:	<u>561-355-6277</u>	Email:	<u>pburdick@pbcgov.org</u>

*(List name, business address, telephone numbers, and email address, if the recipient)*

d. Official to Receive State Warrant:

Name:	<u>Sharon R. Bock</u>	Title:	<u>Clerk and Controller</u>		
Address:	<u>P.O. Box 4036</u>	City:	<u>West Palm Beach</u>	FL Zip:	<u>33401</u>

e. Subrecipient Contacts:

1. Proprietor:	Name:	<u>James Green</u>	Title:	<u>Director of Community Services Department</u>		
	Address:	<u>810 Datura Street</u>	City:	<u>West Palm Beach</u>	FL Zip:	<u>33401</u>
	Telephone:	<u>561-355-4702</u>	Fax:	<u>561-242-7336</u>		
	Cell:	<u>561-313-1146</u>	Email:	<u>jgreen1@pbcgov.org</u>		
2. Fiscal:	Name:	<u>Taruna Malhotra</u>	Title:	<u>Assistant Director of Community Services</u>		
	Address:	<u>810 Datura Street</u>	City:	<u>West Palm Beach</u>	FL Zip:	<u>33401</u>
	Telephone:	<u>561-355-4716</u>	Fax:	<u>561-355-3863</u>		
	Cell:		Email:	<u>Tmalhotr@pbcgov.org</u>		

f. Person(s) authorized to sign reports:

Name:	<u>James Green</u>	Title:	<u>Director of Community Services Department</u>		
Name:	<u>Taruna Malhotra</u>	Title:	<u>Assistant Director of Community Services</u>		
Name:	<u>Julie Dowe</u>	Title:	<u>Director of Finance and Support Services</u>		

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

V. SUBRECIPIENT FISCAL YEAR: October 1 thru September 30  
*(Or: October 1 thru 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
<b>ADMINISTRATIVE EXPENSES (Cell 2D cannot exceed 8.5% of Cell 1D)</b>			
<i>Maximum Administrative Expenses: \$284,747.05</i>			
2 Salaries including Fringe, Utilities, Travel, other	\$220,834.00	\$57,980.00	\$278,814.00
<b>OUTREACH EXPENSES (Cell 3D cannot exceed Cell 1D minus Cell 2D times 15%)</b>			
<i>Maximum Outreach Expenses: \$460,672.65</i>			
3 Salaries including Fringe, Utilities, Travel, other	\$409,001.00	\$40,251.00	\$449,252.00
<b>DIRECT CLIENT ASSISTANCE</b>			
4 Home Energy Assistance (Cell 4D must be at least 25% of Cell 1D) <i>Minimum Home Energy: \$837,491.25</i>	\$774,210.00	\$138,660.00	\$912,870.00
5 Crisis Assistance	\$1,507,238.00	\$136,811.00	\$1,642,029.00
6 Weather Related / Supply shortage / Disaster (Cell 6D must be at least 2% of cell 1D)	\$50,375.00	\$16,250.00	\$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 <b>GRAND TOTALS (Line 2 + Line 3 + Line 7)</b>	\$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	1,560	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	175	141	475.00	66,975.00
<b>TOTAL</b>	<b>6,392</b>	<b>7,249</b>		<b>2,621,575.00</b>

If the maximum amount 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. Amount Budgeted: Line 2 + Line 3 =

Estimated expenditures per grantee (to be shared) must agree with the corresponding values on lines 4-7.

Amendment: The approval from LIHEAP Grant Manager is required for any change to any of the above line items amount to not exceeding ten (10%) of the original amount and with a total change. A change exceeding 10% of the original amount requires a formal written amendment to the agreement as presented in Paragraph (d) of Article IV (Amendment). No amount will be paid for a total of more than the total amount of the Agreement from LIHEAP and the recipient will be responsible for any additional expenses. There is no carry-over of the total amount of the Agreement.

18-0647

BOARD OF COUNTY COMMISSIONERS  
PALM BEACH COUNTY, FLORIDA  
BUDGET AMENDMENT

BGEX - 145 - 041918\*1207  
BGRV - 145 - 041918\*0402

FUND (1003) - COMMUNITY ACTION PROGRAM

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

ACCT.NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED AS OF 04/19/18	REMAINING BALANCE
<b>REVENUE</b>								
145 1455 3168	Fed Grant Indirect - Human Services	1,083,979	1,571,049	1,411,923	0	2,982,972		
<b>Total Revenue</b>		<b>1,454,652</b>	<b>1,941,722</b>	<b>1,411,923</b>	<b>0</b>	<b>3,353,645</b>		
<b>EXPENDITURE</b>								
145 1455 1201	Salaries & Wages Regular	439,317	439,317	32,725	0	472,042	148,820	323,222
145 1455 1401	Salaries & Wages Overtime	1,000	1,000	1,000	0	2,000	717	1,283
145 1455 2101	Fica-Taxes	27,236	27,236	2,029	0	29,265	8,882	20,383
145 1455 2105	Fica Medicare	6,367	6,367	475	0	6,842	2,077	4,765
145 1455 2201	Retirement Contributions	34,746	34,746	2,589	0	37,335	12,270	25,065
145 1455 2301	Insurance- Life & Health	152,647	152,647	14,200	0	166,847	37,040	129,807
145 1455 2501	Unemployment Compensation	1,701	1,701	10,000	0	11,701	1,822	9,879
145 1455 3401	Other Contractual Services	111,061	111,061	100,000	0	211,061	80,200	130,861
145 1455 3404	Temp Serv/Contracted Salaries	125,000	125,000	122,000	0	247,000	114,966	132,034
145 1455 3421	Contractual Services/Training	250,000	650,000	644,696	0	1,294,696	261,549	1,033,147
145 1455 4410	Rent-Building	5,400	5,400	600	0	6,000	5,423	577
145 1455 4412	Rent-Storage/Warehouse Space	550	550	2,000	0	2,550	2,130	420
145 1455 4901	Other Currnt Chrges & Obligations	1	1	2,000	0	2,001	1,134	867
145 1455 5111	Office Furniture & Equipment	8,000	8,000	30,000	0	38,000	36,666	1,334
145 1455 5248	Clothing & Wearing Apparel	0	0	2,500	0	2,500	1,268	1,232
145 1455 8301	Contributions for Individuals	213,000	305,465	445,109	0	750,574	117,248	633,326
<b>Total Expenditures</b>		<b>1,454,652</b>	<b>1,941,722</b>	<b>1,411,923</b>	<b>0</b>	<b>3,353,645</b>	<b>832,211</b>	<b>2,521,434</b>

BUD\_BLNK.xl

Signatures

Date

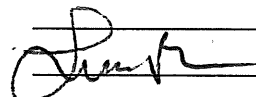
By Board of County Commissioners  
At Meeting of May 15, 2018

COMMUNITY SERVICES

INITIATING DEPARTMENT/DIVISION James Green

Administration/Budget Department Approval

OFMB Department - Posted



5/15/18

Deputy Clerk to the  
Board of County Commissioners



18 0648

BOARD OF COUNTY COMMISSIONERS  
PALM BEACH COUNTY, FLORIDA  
BUDGET AMENDMENT

BGEX - 145 -04191800000000001208  
BGRV - 145 -04191800000000000403

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	3,455,740	63,825	0	3,519,565		
<b>Total Revenue</b>		<b>2,982,989</b>	<b>3,470,091</b>	<b>63,825</b>	<b>0</b>	<b>3,533,916</b>		
<b>EXPENDITURE</b>								
145 1462 8301	Contributions for Individuals	2,351,788	2,743,735	63,825	0	2,807,560	1,392,109	1,415,451
<b>Total Expenditures</b>		<b>2,982,989</b>	<b>3,470,091</b>	<b>63,825</b>	<b>0</b>	<b>3,533,916</b>		

Signatures

Date

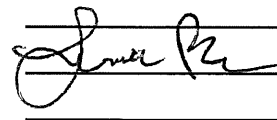
By Board of County Commissioners  
At Meeting of 5/15/2018

COMMUNITY SERVICES

INITIATING DEPARTMENT/DIVISION James Green

Administration/Budget Department Approval

OFMB Department - Posted



5/15/18

Deputy Clerk to the  
Board of County Commissioners