

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

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Meeting Date: June 5, 2018	<input checked="" type="checkbox"/> Consent	<input type="checkbox"/> Regular
	<input type="checkbox"/> Ordinance	<input type="checkbox"/> Public Hearing

Department
Submitted By: Community Services
Submitted For: Division of Senior Services

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I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve:

A) Amendment 008 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 September 30, 2018, to extend the end date, and revise, amend, and replace portions of the standard agreement with a new amount not to exceed \$23,642, to provide home energy assistance to seniors; and

B) Budget Amendment of \$3,314 in the Division of Senior Services Administration Fund to align the budget to the actual grant award.

Summary: EHEAP is 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 amendment is to revise the funding allocation for the 2017-2018 agreement period and extend the agreement period through September 30, 2018. EHEAP funds will be used to provide energy payment assistance to approximately 400 seniors in Palm Beach County. The Division of Senior Services (DOSS) is responsible for providing services north of Hypoluxo Rd. The areas of service include all of the County, 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. Sufficient funding is included in the current budget to meet County obligations. **No additional funds are required for this amendment.** (Division of Senior Services) Countywide, except for portions of Districts 3, 4, 5, and 7 south of Hypoluxo Road (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.

Attachments:

1. Amendment 008
2. Budget Amendment

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Recommended By: *[Signature]* 5/17/18
Department Director Date

Approved By: *[Signature]* 5/23/18
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	3,314				
External Revenue	(3,314)				
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 _____

Does this item include the use of federal funds? Yes X No _____

Budget Account No.:

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

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





Funding source is the Federal Government. Sufficient funding is included in the current budget to meet County obligations. No additional funds are required for this amendment.

Total Funding	1483
<u>Funds</u>	<u>EHEAP</u>
Grant	3,314
Match (10%)	0
NSIP	0
Program Income	0
Addnl. County Funds	<u>0</u>
Total	3,314

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

III. REVIEW COMMENTS

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

 5/22/18
 OFMB  5/21
 5/5/18 Contract Development and Control  5/23/18
 5/23/18 

Legal Sufficiency:

B. Legal Sufficiency:

Online C. Steward
Assistant County Attorney

C. Other Department Review:

Department Director

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

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 revise the funding allocation for the 2017-2018 Agreement period and extend the Agreement period through September 30, 2018. Additionally, this amendment (1) amends paragraph 3 of the Standard Agreement; (2) amends paragraph 4 of the Standard Agreement; (3) amends section 2.3.1.1 of Attachment I; (4) revises and replaces Attachment III, Exhibit – 1; and (5) revises and replaces Attachment VII Budget Summary.

(1) Paragraph 3 of the Standard Agreement is hereby amended to read:

3. **Term of Agreement**

This is a three-year Agreement which shall begin on April 1, 2015 or on the date on which the Agreement has been signed by the last party required to sign it, whichever is later. It shall end at midnight, local time in Tallahassee, FL on September 30, 2018.

(2) 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 \$23,642.00, subject to the availability of funds. The Agency will provide a spending authority in the amount of \$135,703.00 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	Funding Sources	CFDA	Amount
Emergency Home Energy Assistance Program	2015-2016	U.S. Health and Human Services	93.568	\$8,021.00
TOTAL AGREEMENT AMOUNT:				\$8,021.00

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

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

These funds are allocated for the period April 1, 2017 – September 30, 2018

Funding Allocation				
Program Title	Year	Funding Sources	CFDA	Amount
Emergency Home Energy Assistance Program	2017-2018	U.S. Health and Human Services	93.568	\$23,642.00
TOTAL AGREEMENT AMOUNT:				\$23,642.00

TOTAL FEDERAL AWARD FOR FUNDING YEARS 2015-2016, 2016-2017 AND 2017-2018:	\$39,903.00
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(3) Section 2.3.1.1 of Attachment I of the Standard Agreement is hereby amended to read:

2.3.1.1 EHEAP Summary Report

The Provider shall submit to the Consumer Services Consultant the service report entitled, "EHEAP Summary", in CIRTS. The report shall reflect the use of EHEAP in each CCSA. The report shall be submitted based on the following schedule:

REPORT	REPORTING PERIOD	SEASON	DATE DUE TO DEPARTMENT
1	04/01/17 – 06/30/17	Cooling Season	July 10, 2017
2	07/01/17 – 09/30/17	Cooling Season	October 10, 2017
3	10/01/17 – 12/31/17	Heating Season	January 10, 2018
4	01/01/18 – 03/31/18	Heating Season	April 10, 2018
5	04/01/18-06/30/18	Cooling Season	July 10, 2018
6	07/01/18-09/30/18	Cooling Season	October 10, 2018

(4) 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	\$23,642.00
TOTAL FEDERAL AWARD FOR FUNDING YEARS 2015-2016, 2016-2017 AND 2017-2018:				\$39,903.00

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.

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

ATTACHMENT VII

EMERGENCY HOME ENERGY ASSISTANCE FOR THE ELDERLY PROGRAM
BUDGET SUMMARY

PSA: 2

Original

Amendment 008

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)	\$120,897.70
4.	Weather-Related/Supply-Shortage**	\$0.00
5.	Total	129,137.70
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*	\$1,800.00
2.	Outreach*	\$21,842.00
3.	EHEAP Benefits (Crisis)	\$135,703.00
4.	Weather-Related/Supply-Shortage**	\$0.00
5.	Total	\$159,345.00
6.	Projected minimum number of consumers to be served (Crisis):	226
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.

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

IN WITNESS WHEREOF, the parties hereto have caused this 7 page amendment to be executed by their officials there unto duly authorized.

Provider: **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
BY: _____
Melissa McKinlay, Mayor

SIGNED BY: _____

SHARON R. BOCK, Clerk and Comptroller

NAME: _____

BY: _____

TITLE: _____

DATE: Deputy Clerk


DATE: _____

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

Attestation Statement

Agreement Number IP015-9500

Amendment Number 008

I, Melissa McKinlay, Mayor, 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

Date

Melissa McKinlay, Mayor

Attest:
Sharon R. Bock, Clerk and Comptroller
By: _____
Deputy Clerk

Approved As To Form and Legal Sufficiency
By: _____
Assistant County Attorney

BOARD OF COUNTY COMMISSIONERS
PALM BEACH COUNTY, FLORIDA
BUDGET AMENDMENT

Page 1 of 1

BGEX - 144 - 041818*1193
BGRV - 144 - 041818*399

FUND (1006) - DOSS - Administration

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 4/18/2018	REMAINING BALANCE
REVENUE								
<u>EHEAP</u>								
144 1483	3168 Fed Grant Indirect - Human Services	21,740	27,598	3,314		30,912		
	Total Revenue	9,297,554	10,038,273	3,314	0	10,041,587		
EXPENDITURE								
<u>EHEAP</u>								
144 1483	3401 Other Contractual Services	1	5,859	3,314	0	9,173	11	9,162
	Total Expenditures	9,297,554	10,038,273	3,314	0	10,041,587	11	10,041,576

Signatures

Date

By Board of County Commissioners
At Meeting on June 5, 2018

COMMUNITY SERVICES

INITIATING DEPARTMENT/DIVISION James Green

Administration/Budget Department Approval

OFMB Department - Posted

[Signature]

5-17-18

Deputy Clerk to the
Board of County Commissioners