

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY

Meeting Date: July 12, 2022 [X] Consent [] Regular
[] Ordinance [] Public Hearing
Department
Submitted By: Community Services
Submitted For: Community Action Program

L EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to:

A) ratify the signature of the Mayor on Modification No. 1 of the Federally Funded Subgrant Agreement No. E2016 (R2021-0783) with the Florida Department of Economic Opportunity (FDEO), for the period October 1, 2020 through March 30, 2023, to provide economic mobility and economic stability services by incorporating the new Low Income Household Water Assistance Program (LIHWAP) for low-income households needing assistance; and

B) receive and file Notice of Grant Award/Fund Availability (NFA) modifications from FDEO, for the Community Services Block Grant (CSBG), the Low-Income Home Energy Assistance Program (LIHEAP) and the LIHWAP:

- 1) NFA No.041192 (Federal Award Identification Number (FAIN) G2201FLCOSR, CFDA 93.569), to allocate funding for Program Year (PY) 2022, for the period October 1, 2021 through September 30, 2023, in an amount not-to-exceed \$1,094,998, CSBG program;
2) NFA No. 041247 (FAIN G-2202FLLIEA, CFDA 93.568), to allocate funding for PY 2022, for the period October 1, 2021 through September 30, 2023, in an amount not-to-exceed \$5,214,899, for LIHEAP; and
3) NFA No. 041274 (FAIN G2102FLLWC6, CFDA 93.499), to allocate supplemental funding for PY 2021, for the period May 28, 2021 through September 30, 2023, in an amount not-to-exceed \$2,234,474, for LIHWAP-American Rescue Plan.

C) approve:

- 1) a budget amendment in the amount of \$571,441 in the CSBG fund to align the budget to the actual grant award; and
2) a budget amendment in the amount of \$5,007,322 in the LIHEAP fund to align the budget to the actual grant award.

Summary: On June 15, 2021, the Board of County Commissioners (BCC) ratified the Mayor's signature on the Federally Funded Subgrant Umbrella Agreement #E2016 (R2021-0783) with the FDEO, for the period October 1, 2020 through September 30, 2023, for the LIHEAP and CSBG programs. Modification No. 1 incorporates the new LIHWAP program. The modified agreement will allow the Community Action Program (CAP) to continue providing economic mobility and economic stability services to 2,700 individuals and 1,040 families residing in Palm Beach County. Under the terms of the new umbrella agreement, FDEO will issue an NFA for each program award, and issue NFA amendments for any changes. These NFAs were issued to add or increase funding. Electric and water bill assistance will be provided to approximately 13,250 low-income individuals and 5,300 families. In Federal Fiscal Year (FFY) 2021, 3,414 households obtained electric bill assistance. The CSBG funds are used to provide economic mobility and economic stability services to approximately 2,300 low-income individuals and 900 families. Economic stability services include rent and utility assistance. Economic mobility services include employment skills training, job placement, resume writing training, financial management training, and case management. In FFY 2021, 3,799 households received rental assistance or emergency utility assistance and as a result, either prevented disconnection or restored their service. In addition, 86 clients enrolled in the self-sufficiency program, 14 of those obtained jobs above the living wage and 15 obtained jobs below the living wage, but increased their household income. The emergency signature process was utilized because there was not sufficient time to submit the grant modification through the regular BCC agenda process. No County match is required. (Community Action Program) Countywide (HH)

Background and Justification: CSBG funds are used to provide various services, such as vocational training and rental assistance to assist low-income households to obtain employment and increase economic self-sufficiency. LIHEAP has been administered by the Community Action Program since 1992 and provides utility assistance and restoration services to individuals and households living in Palm Beach County. LIHWAP is a new program that provides water bill assistance to low-income households.

Attachments:

- 1. Modification No. 1 of the Federally Funded Subgrant Agreement No. E2016 with Walkthrough Memo
2. Notice of Grant Award/Fund Availability No. 041192
3. Notice of Grant Award/Fund Availability No. 041247
4. Notice of Grant Award/Fund Availability No. 041274
5. Budget Amendment for CSBG
6. Budget Amendment for LIHEAP

Recommended By James Green 6/9/2022
Department Director Date
Approved By Assistant County Administrator 7/11/2022
Date

I. FISCAL IMPACT ANALYSIS

I. Five Year Summary of Fiscal Impact:

Fiscal Years	2022	2023	2024	2025	2026
Capital Expenditures					
Operating Costs	5,578,763				
External Revenue	(5,578,763)				
Program Income (County)					
In-Kind Match (County)					
NET FISCAL IMPACT	0				

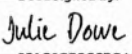
No. ADDITIONAL FTE POSITIONS (Cumulative)	0				
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Is Item Included In Current Budget? Yes _____ No X _____
 Does this item include the use of federal funds? Yes X _____ No _____

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.
 Fund 1009 Dept 145 Unit 1468 Object Var. Program Code Var. Program Period Var.

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

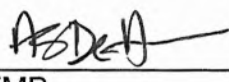
US Department of Health and Human Services, thru the Florida Department of Economic Opportunity,

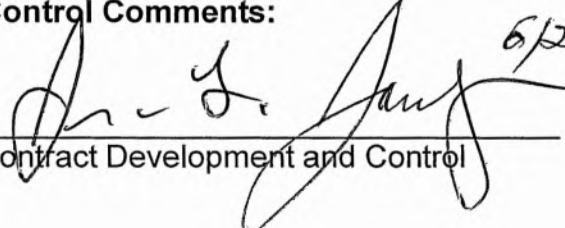
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C. Departmental Fiscal Review: _____
 Julie Dowe, Director, Financial & Support Svcs.

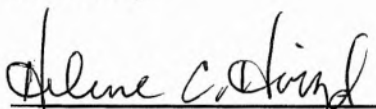
I. REVIEW COMMENTS

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

 6/21/22
 OFMB
 MB 6/21/22

 6/29/22
 Contract Development and Control

B. Legal Sufficiency:

 6-30-22
 Assistant County Attorney

C. Other Department Review:

Department Director

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

Attachment 1

MEMORANDUM



TO: Robert S. Weinroth, Mayor
Board of County Commissioners

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

THRU: Reginald K. Duren, Assistant County Administrator *RD*
Board of County Commissioners

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

DATE: May 5, 2022

RE: Modification No. 1 of Federally Funded Subgrant Agreement No. E2016

Community Services Department

810 Datura Street
West Palm Beach, FL 33401
(561) 355-4700
Fax: (561) 242-7336

www.pbcgov.com/communityservices



Palm Beach County Board of County Commissioners

- Robert S. Weinroth, Mayor
- Gregg K. Weiss, Vice Mayor
- Maria G. Marino
- Dave Kerner
- Maria Sachs
- Melissa McKinlay
- 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 of the Federally Funded Subgrant Agreement No. E2016 with the Florida Department of Economic Opportunity (DEO). The original agreement (R2021-0783) (CFDA No. 93.568 and 93.569) was approved on June 15, 2021. The modified agreement incorporates new provisions to include the new Low-Income Household Water Assistance Program (LIHWAP), in addition to the Community Services Block Grant (CSBG) Program and the Low-Income Home Energy Assistance Program (LIHEAP), for the period October 1, 2020 through March 30, 2023. No County match is required.

DEO will issue one agreement to cover the LIHWAP, CSBG, and LIHEAP programs and will issue the Notice of Funding Award (NFA) to obligate and release funding for the new subgrant agreement. Budgets are no longer issued or attached.

The modified agreement will allow the Community Action Program (CAP) to continue providing mobility and economic stability services to 2,700 individuals and 1,040 families residing in Palm Beach County by providing employment skills training, job placement services, resume training, financial management training, rental and utility assistance, and case management services.

The DEO sent instructions to sign and return the modification as soon as possible in order to avoid payment interruptions. 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.

If additional information is needed, please contact Natalie Diaz Rodriguez, (561) 355-4208.

Approved by: *Taruna Mallotra*
1459E4101E1049C

Assistant Department Director

Helene C. Hvizd
2108E30F90447E

Helene Hvizd
Senior Assistant County Attorney

DocuSigned by:
Lauren Magierowski
C894E57E5134470...

OFMB

DocuSigned by:
Reginald Duren
C2108E30F90447E

Assistant County Administrator

"An Equal Opportunity
Affirmative Action Employer"

Official Electronic Letterhead

Attachments:

1. Modification No. 1 of the Federally Funded Subgrant Agreement No. E2016 (2)
2. Federally Funded Subgrant Umbrella Agreement (R2021-0783)

**MODIFICATION NUMBER ONE OF AGREEMENT BETWEEN THE
FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY
AND
PALM BEACH COUNTY, FLORIDA**

On March 25, 2021, the State of Florida, Department of Economic Opportunity ("DEO"), and Palm Beach County, Florida ("Subrecipient"), entered into Subgrant Agreement E2016 ("Agreement"). DEO and Subrecipient are sometimes referred to herein individually as a "Party" and collectively as "the Parties."

WHEREAS, Section 4 of the Agreement provides that any amendment to the Agreement shall be in writing and executed by the Parties thereto; and

WHEREAS, the Parties wish to amend the Agreement as set forth herein.

NOW THEREFORE, in consideration of the mutual covenants and obligations set forth herein, the receipt and sufficiency of which are hereby acknowledged, the Parties agree to the following:

1. Section A., is hereby deleted in its entirety and replaced with the following:
 - A. The U.S. Department of Health and Human Services ("HHS") administers the Community Services Block Grant ("CSBG"), the Low-Income Home Energy Assistance Program ("LIHEAP"), and the Low-Income Household Water Assistance Program ("LIHWAP") at the federal level and distributes block grant funds to the States; and
2. Section B., is hereby deleted in its entirety and replaced with the following:
 - B. DEO is the CSBG, LIHEAP, and LIHWAP recipient grantee, and pass-through entity for the State of Florida, designated by HHS to receive funds annually for program purposes and is authorized to distribute block grant funds to subrecipients so that subrecipients may provide self-sufficiency, home energy, and water assistance benefits to eligible households; and
3. Section E., is hereby deleted in its entirety and replaced with the following:
 - E. Subrecipient is eligible to receive CSBG, LIHEAP, and LIHWAP grant funds in order to provide the services identified herein
4. Section 2., **SCOPE OF WORK**, first sentence, is hereby deleted in its entirety and replaced with the following:

"The Subrecipient shall provide services in support of the CSBG, LIHEAP, and LIHWAP Programs in accordance with the applicable Attachment(s) included with this Agreement."
5. Section 5.B., **FUNDING/CONSIDERATION**, is hereby deleted in its entirety and replaced with the following:
 - B. By signing below the Subrecipient certifies that it is qualified and eligible to receive these grant funds in order to provide the services of the CSBG, LIHEAP, and LIHWAP programs for which the Subrecipient receives funds from DEO.
6. Section 6.B., **FISCAL AND ADMINISTRATIVE CONTROLS**, is hereby deleted in its entirety and replaced with the following:

B. The Subrecipient hereby certifies to DEO that written administrative procedures, processes, and fiscal controls are in place for the operation of CSBG, LIHEAP, and LIHWAP programs or projects for which the Subrecipient receives funds from DEO. The written administrative procedures, processes, and fiscal controls described in this paragraph must, at minimum, comply with applicable state and federal law, rules, regulations, guidance, and the terms of this Agreement. DEO may provide periodic guidance and technical assistance to the Subrecipient to ensure compliance with this section.

7. Section 19., **INFORMATION RELEASE AND PUBLIC RECORDS REQUIREMENTS**, is hereby amended to add the following:

L. CONFIDENTIALITY AND SAFEGUARDING INFORMATION

- (1) Each party may have access to confidential information made available by the other. Subrecipient shall comply with the provisions of the Florida Public Records Act, Chapter 119, F.S., and other applicable State and federal laws governing the disclosure of any confidential information received by the State of Florida. Subrecipient must implement procedures to ensure the protection and confidentiality of all data, files, and records involved with this Agreement.
- (2) Except as necessary to fulfill the terms of this Agreement and with the permission of DEO, Subrecipient shall not divulge to third parties any confidential information obtained by Subrecipient or its agents, distributors, resellers, subcontractors, officers, or employees in the course of performing Subrecipient's work.
- (3) Subrecipient agrees not to use or disclose any information concerning a recipient of services under this Agreement for any purpose not in conformity with state and federal law or regulations except upon written consent of the recipient or his responsible parent or guardian when authorized by law, if applicable.
- (4) If Subrecipient has access to confidential information in order to fulfill Subrecipient's obligations under this Agreement, Subrecipient agrees to abide by all applicable DEO Information Technology Security procedures and policies. Subrecipient (including its employees, subcontractors, agents, or any other individuals to whom Subrecipient exposes confidential information obtained under this Subrecipient), shall not store, or allow to be stored, any confidential information on any portable storage media (e.g., laptops, thumb drives, hard drives, etc.) or peripheral device with the capacity to hold information. Failure to strictly comply with this provision shall constitute a breach of contract.
- (5) Subrecipient shall notify DEO in writing of any disclosure of unsecured confidential information of DEO by Subrecipient, its employees, agents, or representatives which is not in compliance with the terms of the Agreement (of which it becomes aware). Subrecipient also shall report to DEO any Security Incidents of which it becomes aware, including those incidents reported to Subrecipient by its employees, subcontractors, representatives, or agents. For purposes of this Agreement, "Security Incident" means the attempted or successful unauthorized access, use, disclosure, modification, or destruction of DEO information in Subrecipient's possession or electronic interference with DEO operations; however, random attempts at access shall not be considered a security incident. Subrecipient shall make a report to DEO not more than seven (7) business days after Subrecipient learns of such use or disclosure. Subrecipient's report shall identify, to the extent known: (i) the nature of the unauthorized use or disclosure, (ii) the confidential information used or disclosed, (iii) who made the unauthorized use or received the unauthorized disclosure, (iv) what Contractor has

done or shall do to mitigate any deleterious effect of the unauthorized use or disclosure, and (v) what corrective action Subrecipient has taken or shall take to prevent future similar unauthorized use or disclosure. Subrecipient shall provide such other information, including a written report, as reasonably requested by DEO's Information Security Manager, at Subrecipient's sole expense.

- (6) In the event of a breach of security concerning confidential personal information involved with this Agreement, Subrecipient shall comply with the provisions of section 501.171, Florida Statutes. When notification to affected persons is required under this section of the statute, Subrecipient shall provide that notification, at Subrecipient's sole expense, but only after receipt of DEO's approval of the contents of the notice. Defined statutorily, and for purposes of this Agreement, "breach of security" or "breach" means the unauthorized access of data in electronic form containing personal data. Good faith acquisition of personal information by an employee or agent of Subrecipient is not a breach, provided the information is not used for a purpose unrelated to Subrecipient's obligations under this Agreement or is not subject to further unauthorized use.
8. Section 22., **MANDATED CONDITIONS AND OTHER LAWS**, is hereby amended to add the following:
- S. Pursuant to State of Florida Executive Order Number 21-223, Subrecipient shall utilize the U.S. Citizenship and Immigration Services' Systematic Alien Verification for Entitlements program (known as "SAVE"), or any successor or similar applicable verification program, to confirm the eligibility of beneficiaries before providing any funds, resources, benefits, or any other thing of value during the Agreement term. Further, Subrecipient shall include in related subcontracts a requirement that subcontractors performing work or providing services pursuant to the Agreement utilize SAVE, or any successor or similar applicable verification program, to confirm the eligibility of beneficiaries before providing any funds, resources, benefits, or any other thing of value during the Agreement term.
9. Section 29.C., **ATTACHMENTS AND EXHIBITS**, is hereby amended to add the following attachment:
- "Attachment A-3 – Low Income Household Water Assistance Program Scope of Work"
10. Exhibit 1-A, **Funding Sources**, is hereby deleted in its entirety and replaced by the revised Exhibit 1-A, which is attached hereto and incorporated herein by reference.
11. Attachment A-3, **Low Income Household Water Assistance Program Scope of Work**, is hereby added to this Agreement, which is attached hereto and incorporated herein by reference.
12. Attachment F, **Transparency Requirements**, is hereby deleted in its entirety and replaced by the revised Attachment F, which is attached hereto and incorporated herein by reference.
13. All other terms and conditions of the Agreement remain in full force and effect.

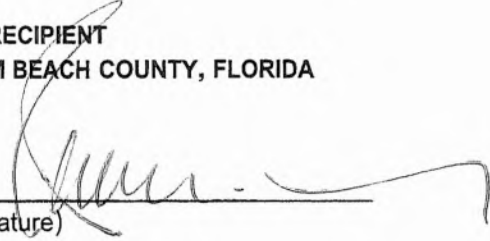
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STATE OF FLORIDA
DEPARTMENT OF ECONOMIC OPPORTUNITY
FEDERALLY FUNDED SUBGRANT AGREEMENT
SIGNATURE PAGE

IN WITNESS THEREOF, by signature below, the Parties agree to abide by the terms, conditions, and provisions of Agreement E2016 as amended. This Amendment is effective on the date the last Party signs this Amendment.

SUBRECIPIENT
PALM BEACH COUNTY, FLORIDA

STATE OF FLORIDA
DEPARTMENT OF ECONOMIC OPPORTUNITY

By: 
(Signature)

By: _____

Robert S. Weinroth, Mayor

(Print/Type Name and Title Here)

Dane Eagle, Secretary
Department of Economic Opportunity

Date: _____

Date: _____

59-6000785

Federal Identification Number

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

XL2DNFMPCR44

UEI Number

Office of the General Counsel
Department of Economic Opportunity

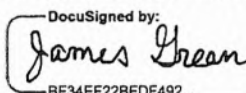
E2016

Agreement Number

By: _____

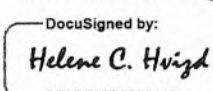
Approved Date: _____

Approved as to terms and conditions

By: 

Department Director

Approved as to form and legal sufficiency

By: 

Assistant County Attorney

**ATTACHMENT A-3
LOW-INCOME HOUSEHOLD WATER ASSISTANCE PROGRAM
SCOPE OF WORK AND FUNDING SOURCES**

1. SUBRECIPIENT RESPONSIBILITIES

Subrecipient shall comply with, and if applicable, shall ensure all subcontractors' compliance with, the following requirements:

A. COMPLIANCE REQUIREMENTS

- (1) Subrecipient shall use the LIHWAP funds to provide water assistance benefits to eligible households with low income. These funds will be expended in accordance with applicable law and the terms of this Agreement, including, but not limited to attachments, applicable federal cost principles and regulations, and the current LIHWAP State Plan.
- (2) Subrecipient shall comply with all applicable U.S. Department of Health and Human Services laws, including, but not limited to, title 42 U.S.C. Chapter 106, and all applicable regulations as set forth in title 45 C.F.R. Part 75 and Part 96, as well as 2 C.F.R § 175.15(b) as it relates to 22 U.S.C. 7104 Prevention of trafficking.

B. PAYMENT AND DELIVERABLES

Subrecipient shall be reimbursed monthly for expenditures reported on its Monthly Financial Activity, as described in this Attachment for successful completion of the Deliverable, as solely determined by DEO.

Deliverable: Direct Client Services and Hours of Operation

- (1) Subrecipient shall provide services to a minimum of one household per month and shall have its main administrative office(s) open for business, with the entrance door open to the public, and at least one employee on site Monday through Friday, during the hours of 8:00 am to 5:00 pm. This operating hour requirement does not apply to Subrecipient's outreach locations (Minimum Level of Service).
- (2) Subrecipient shall submit a revenue and expense statement supporting costs in sufficient detail to evidence such costs were allowable, reasonable, allocable, and necessary to serve eligible clients.
- (3) Subrecipient shall each month submit a Monthly Financial Activity as described in this Attachment.

C. FINANCIAL CONSEQUENCES

- (1) Failure to successfully complete the Minimum Level of Service for the above Deliverable, as determined by DEO in its sole discretion, will result in nonpayment. DEO shall not reimburse any expenditures associated with the Deliverable not accepted by DEO as successfully completed; however, this does not preclude Subrecipient from receiving payment for such expenditures upon successful completion of the Deliverable.
- (2) The Financial Consequences identified in this Agreement do not preclude Subrecipient from being subject to "Debarment and Suspension" as prescribed by DEO. When a Subrecipient fails to comply with the terms of this Agreement, a temporary suspension of funding for enforcement purposes may be instituted.

D. DEFINITIONS

- (1) "Administrative Expense" – Those costs for general administration and coordination of the program, including direct and indirect costs. This includes the salaries, fringe, rent, utilities, travel, etc. associated with financial and administrative management of the program.
- (2) "Applicant" – A person or persons who has submitted or requested an application for services.
- (3) "Application Date" – The date the application is completed (whether by self or with assistance), signed by the Applicant, and verified by Subrecipient's staff. This date shall not be changed.
- (4) "Application Receipt" – The date an Applicant first submits an application for assistance.

- (5) "Client" – An Applicant, household, or customer whose application for assistance has been approved.
- (6) "Crisis Assistance" – Assistance provided to an Applicant with no access to, or in danger of losing access to, needed home water and/or wastewater services. Subrecipient may provide up to two (2) Crisis Assistance benefits per year.
 - (a) A maximum of one (1) Home Water Crisis Assistance benefit may be applied to a Client's account to reconcile arrearages and restore water and/or wastewater services up to the maximum benefit amount allowable according to those designated in the LIHWAP manual, within a twelve (12) month period.
 - (b) A maximum of one (1) Home Water Crisis Assistance benefit may be applied to a Client's account to reconcile any fines or fees that would disrupt reconnection to water and/or wastewater services up to the maximum benefit amount allowable according to those designated in the LIHWAP manual, within a twelve (12) month period.
- (7) "Eligible Actions" – An action which provides for an intervention to mediate a crisis situation. All applications for Crisis Assistance must be acted upon by Subrecipient with an Eligible Action taken to mediate the crisis within eighteen (18) hours of Application Receipt. Eligible Actions include:
 - (a) Approval of application;
 - (b) Denial of application pending further information;
 - (c) Denial of application because Applicant is deemed ineligible;
 - (d) Contact utility vendor to halt water and/or wastewater disconnection or interruption in services; or
 - (e) Written referral to, along with providing Applicant assistance in contacting, another agency if LIHWAP funding is not available or the Applicant is ineligible.
- (8) "Home Water Assistance" – Assistance provided to an Applicant to reduce the Applicant's overall home water burden. Subrecipient must provide at least one (1) Home Water Assistance benefit per calendar year.
 - (a) A Client may not receive more than one (1) Home Water Assistance benefit per calendar year.
 - (b) The benefit is not contingent upon current or past due amounts and can be used as a direct credit to the Client's account.
 - (c) May be used to pre-pay home water and/or wastewater services up to the amount the Client is eligible to receive.
 - (d) Must follow the current benefit payment matrix provided by DEO.
- (9) "Household Water Crisis" – shall be defined as having no access or being in immediate danger of losing access to needed household water and/or wastewater services because of any of the following:
 - (a) The Applicant's household water source and or wastewater services have been cut off;
 - (b) The Applicant has been notified that the household water source and or wastewater services is going to be cut off or disconnected;
 - (c) The Applicant has received a notice indicating their home water and/or wastewater utility is delinquent or past due;
 - (d) The Applicant is unable to get delivery of water, does not have access to water, or is in danger of losing access to water and/or wastewater services;
 - (e) The Applicant has a bill for which the due date has lapsed; or
 - (f) The Applicant has other problems with access to clean drinking water and/or wastewater services to their home, such as needing to pay a deposit or needing interim emergency measures to avoid further crisis.
- (10) "Outreach Expenses" – costs incurred in delivering LIHWAP services that are not purely administrative in nature. This may include staff expenses such as salaries, fringe, rent, utilities, travel, etc. for those employees performing outreach and intake, costs for advertising, costs for application supplies and storage of client files.

(11) "Reasonable Promptness" – Means within fifteen (15) working days of Application Receipt.

E. PROGRAM TASKS & REQUIREMENTS

- (1) Subrecipient will administer the LIHWAP Program in accordance with information and directives provided in DEO-issued Information Memorandum notifications, DEO-issued policy directives (if any), applicable federal law, and this Agreement.
- (2) Subrecipient shall develop an outreach plan and conduct and document outreach activities designed to ensure that eligible households, especially households with elderly or disabled individuals, young children, and those with the highest home water burden are made aware of the assistance available under this Agreement. The outreach plan must be submitted to DEO within sixty (60) days of funding award.
- (3) Subrecipient shall assist each Applicant in securing help through other community resources when LIHWAP funds are not available or are insufficient to meet the emergency home water and/or wastewater needs of an Applicant.
- (4) Subrecipient shall maintain the following written policies:
 - (a) A written policy that outlines its procedure and requirements for conducting home visits to home-bound Applicants, especially the elderly or disabled, for completion of the program application or eligibility determination when other assistance is not adequate.
 - (b) A written policy to secure Applicants' social security numbers in order to protect their identity. At a minimum, this policy shall address the handling of both paper and electronic records and files. Subrecipient shall, in collecting Applicants' social security numbers, use the Notice Regarding Collection of Social Security Numbers. The Notice shall be signed by the Applicant and maintained in the Client file.
 - (c) A written policy to assure that all water and/or wastewater vendors to which water assistance payments are made comply with the requirements of section H of this Attachment.
 - (d) A written policy on how to document and verify that an Applicant meets the definition of a Home Water Crisis and is eligible for Crisis Assistance.
 - (e) A written policy to ensure that LIHWAP funds are appropriately budgeted and expended to sufficiently allow for energy assistance benefits in both the heating and cooling seasons.
 - (f) A written policy for determining Applicant's eligibility for receiving benefits under the LIHWAP program.
 - (g) A written appeals and complaint policy that provides an opportunity for a fair administrative hearing to Applicants or Clients whose applications for assistance are denied or whose applications are not acted upon with Reasonable Promptness. Subrecipient shall post its appeal and complaint policy in a prominent place within Subrecipient's office viewable by all Applicants and Clients.
- (5) Subrecipient shall, within fifteen (15) working days of the Application Date, furnish a written Notice of Denial and Appeals for each Applicant denied assistance. At a minimum, the written Notice of Denial and Appeals shall contain:
 - (a) Name of Applicant;
 - (b) Date of Application;
 - (c) Type of benefits sought;
 - (d) Reason(s) for denial;
 - (e) Statement on Subrecipient's benefit limits, if applicable;
 - (f) Statement of appeals process;
 - (g) Explanation of the circumstances under which the Applicant may reapply;
 - (h) Explanation of the information or documentation needed for the Applicant to reapply;
 - (i) Name, phone number, and address applicable to the appeal process; and
 - (j) Number of days the Applicant has to file the appeal.
- (6) At a minimum, Subrecipient's appeals process must provide an opportunity for an Applicant or Client

to file a written appeal or complaint with Subrecipient's Program Supervisor within ten (10) working days of receipt of the written Notice of Denial and Appeal:

- (a) Upon receipt of a validly filed appeal or complaint, Subrecipient shall respond in writing within ten (10) working days.
 - (b) The Applicant or Client may appeal Subrecipient's first response by filing its objections to the response with Subrecipient's Director, Executive Director, or Board Chair, as applicable, within five (5) working days of receipt of the first response.
 - (c) Upon receipt of a validly filed objection to the first response, Subrecipient shall respond in writing within 10 working days, and the response must clearly state the final outcome of the appeal, that the decision is final, and, if applicable, the circumstances under which the Applicant or Client may re-apply for services.
- (7) Subrecipient shall make payments to water and/or wastewater vendors on behalf of eligible Applicants with the "highest home water needs and lowest household income," which will be determined by taking into account both the water burden and the unique situation of such Applicants that results from having members of vulnerable populations, including very young children, the disabled, and frail older individuals.
 - (8) Subrecipient shall enter into a Memorandum of Understanding (MOU) with all Community Service Block Grants (CSBG) in its service area. The MOU will detail cooperative efforts and shall describe the actions that will be taken by both parties to assure coordination, partnership, and referrals. The Subrecipient shall review and renew the MOU at least every five (5) years. Subrecipient, in coordination with the local CSBG agency, shall develop a system by which LIHWAP Clients who have received more than three (3) LIHWAP benefits in the last eighteen (18) months and who are homeowners, are referred to the CSBG provider. Subrecipient shall maintain records sufficient to document referrals.
 - (9) Subrecipient shall enter into an MOU with service area providers for the Emergency Home Water Assistance for the Elderly Program (EHWAP). The MOU will ensure coordination of services, avoid duplication of assistance, and increase the quality of services provided to elderly participants. The Subrecipient shall review and renew the MOU at least every two (2) years. The MOU will detail how LIHWAP and EHWAP records (for households with elderly members) will be checked to avoid duplicate Crisis Assistance payments during the same season. Subrecipient shall maintain records sufficient to document coordination.
 - (10) Subrecipients serving multi-county areas shall provide DEO with a description of how direct client assistance funds will be allocated among the counties. The allocation methodology must be based at least in part on the 150% of poverty population within each of the counties served. This information must be reported in Subrecipient's Multi-County Fund Distribution Form.
 - (11) Subrecipient shall agree to treat owners and renters equitably under the Agreement.
 - (12) Subrecipient shall not charge Applicants a fee or accept donations from an Applicant to provide LIHWAP benefits. Subrecipient shall post the following statements in a prominent place visible to all Applicants and Clients: *"No money, cash or checks, will be requested or accepted from Applicants or Clients for LIHWAP services of any kind. If an employee asks for money, report this to the agency Executive Director or Department Head."*
 - (13) Subrecipient shall have a physical location and operate during hours available to Applicants and in accordance with the days and times as stated in section B. (1) of this Attachment.
 - (14) Subrecipient shall refund to DEO, with non-federal funds, all funds incorrectly paid on behalf of Clients that cannot be collected from the Client.
 - (15) Subrecipient shall have appropriate staff attend training sessions scheduled by DEO to cover LIHWAP policies and procedures.
 - (16) Subrecipient shall furnish training for all staff members assigned responsibilities within the program.
 - (17) Subrecipient shall be in a position to accept applications after execution of this Agreement and adequate funding is provided. Subrecipient shall continue taking applications until this Agreement expires or funds are exhausted, whichever comes first.

- (18) Subrecipient shall comply with the Federal Financial Accountability and Transparency Act (FFATA). This includes maintaining an active and current profile in the System for Award Management (SAM) (<http://www.sam.gov/SAM/>).
- (19) Subrecipient shall publish and publicize its local outreach office telephone number, as well as the days and times the outreach office is open. If applicable for the area served, Subrecipient shall have a toll-free telephone number.

F. CLIENT SERVICES AND BENEFITS

- (1) Subrecipient shall provide LIHWAP Household Water Assistance benefits based on the state provided LIHWAP Payment Matrix. The benefit amount is based on the household's income level as compared to the National Poverty Guidelines and the State Median Income (SMI).
- (2) The following maximum benefits will be available to eligible Applicants:
 - (a) One (1) Home Water Assistance Crisis Assistance benefit for the purpose of reconciling past due arrearages and restoring water and/or wastewater services per twelve (12) month period;
 - (b) One (1) Home Water Assistance Crisis Assistance benefit for the purpose of reconciling any fees or fines that would disrupt reconnection to water and/or wastewater services per twelve (12) month period; and
 - (c) One (1) non-Crisis Home Water Assistance benefit may be used to pre-pay for home water and/or wastewater service usage up to the maximum allowable benefit specified in the LIHWAP manual per twelve (12) month period.
- (3) Based on local need for LIHWAP services and other non-LIHWAP water assistance resources in its service area, Subrecipient may limit Crisis Assistance benefits to less than those stated in section F.(2) of this Attachment, but not less than one (1) Crisis Assistance benefit per year.
- (4) Subrecipient shall determine the correct amount of each Crisis Assistance benefit based on the minimum necessary to resolve the crisis, but not more than the maximum set by DEO. DEO will inform the Subrecipient of the maximum crisis benefit prior to the beginning of each program year.
- (5) When the Applicant is in a crisis situation the Subrecipient shall take one or more Eligible Actions that will resolve the emergency, within eighteen (18) hours of Application Receipt for a life threatening situation or forty-eight (48) hours of Application Receipt for a non-life threatening situation, using a Crisis Assistance benefit and documenting the Client file with which Eligible Action was used.
- (6) For all approved applications, Subrecipient shall make payments to vendors on behalf of approved Applicants no more than forty-five (45) calendar days from the Application Date.
- (7) Subrecipient shall, within fifteen (15) working days of the Application Date, furnish in writing to each approved Applicant a Notice of Approval and Appeals which includes:
 - (a) Type and amount of assistance;
 - (b) Name of the water vendor to be paid on the Client's behalf;
 - (c) The next date when the Client will be eligible to apply for further assistance; and
 - (d) Subrecipient's Appeal policy.
- (8) For Crisis Assistance Applicants, Subrecipient shall compare LIHWAP records and EHWAP records for households with elderly members to avoid duplicate Crisis Assistance payments during the same eligibility period and maintain documentation sufficient to ensure compliance with this requirement.
- (9) Applicant eligibility shall be based on the following factors:
 - (a) Subrecipient may only assist Applicants who are, or were, residing in its LIHWAP service area at the time the home water costs were incurred.
 - (b) The Applicant must complete an application and return all required information and verification to Subrecipient or subcontractor.

- (c) The Applicant must provide a utility bill verifying an obligation to pay home water and/or wastewater costs.
- (d) The Applicant must have a total gross household income of not more than 150% of the current OMB federal poverty level for their household's size.
- (e) To receive a Crisis Assistance benefit, the Applicant must meet the requirements of having a verifiable Household Water Crisis as this term is defined in section D. (9) of this Attachment.
- (f) If the Applicant lives in government subsidized housing, Subrecipient shall determine if all or part of Applicant's utility costs are paid directly or indirectly by the government and then take the following appropriate action:
 - (i) Subrecipient shall not provide assistance to an Applicant if Applicant's home water and/or wastewater costs are totally included in Applicant's rent and Applicant has no obligation to pay any portion of the costs.
 - (ii) For Crisis Assistance Only: If the Applicant receives a water and/or wastewater service subsidy through Section 8 or a Public Housing Authority, then Subrecipient shall subtract the amount of the subsidy available to the Applicant during the period covered by the utility bill from the allowable LIHWAP crisis benefit calculated for the household.
 - (iii) For Home Water Assistance Only: If utility costs are not paid directly or indirectly by a government entity, the Applicant is eligible for a Home Water Assistance benefit with no deductions at the same level as other Applicants.
- (g) The Applicant must not reside in a group living facility or a home where the cost of residency is at least partially paid through any foster care or residential program administered by the state.
- (h) The Applicant must not be a student living in a dormitory.

(10) Calculation of income eligibility:

- (a) Use the past thirty (30) days earnings for all occupants of the household annualized, or the Applicant's most current economic situation, whichever is lower.
- (b) Reference the current year Sources of Allowable Income to determine what is and is not considered as allowable income.
- (c) Total household income cannot exceed the 150% poverty level as set forth in the Federal Poverty Guidelines (FPG) or 60% of the State Median Income (SMI), whichever is higher.
- (d) If an Applicant cannot document household income and does not receive food stamps, the Subrecipient shall accept a signed self-declaration of income statement that adequately explains exceptional circumstances and gives the amount of the Applicant's income.
- (e) No household may be excluded solely on the basis of income if the household income is less than 110% of the poverty level.

G. CLIENT RECORDS

Subrecipient shall maintain information in a file for each LIHWAP Client that includes at least the following information:

- (1) Client's name, address, sex, and age, and customer name on utility account (if not the Client);
- (2) Names, ages, and current identification documentation (no more than one year expired) of all household members;
- (3) Social Security Numbers and documentation of such numbers for all household members or the citation to the applicable exemption;
- (4) Signed Notice Regarding Collection of Social Security Numbers;
- (5) Income amount and method of verification for all household members;
- (6) Income documentation to support eligibility;

- (7) Signed statement of self-declaration of income, if applicable;
- (8) Signed statement of how basic living expenses, such as food, shelter, and transportation are being provided if the total household income is less than 50% of the current Federal Poverty Guidelines and no one in the household is receiving SNAP assistance;
- (9) Copies of approval or denial letters, including appeal procedures, provided to the Client;
- (10) Documentation of disability income or physician's statement if preference or additional benefit provided due to a disability;
- (11) Documentation of Client's obligation to pay the water bill for the residence in which Client resides;
- (12) Signed Authorization for Release of General and/or Confidential Information for LIHWAP Data, or notation that the Client did not sign the waiver;
- (13) Utility Account Number;
- (14) If LIHWAP prevented disconnection or restored a water disruption and/or wastewater service; and
- (15) A signed LIHWAP application with signatures of the Applicant, Subrecipient's representative, and supervisory staff.

H. WATER and WASTEWATER VENDORS

- (1) Unless special circumstances exist which permit Subrecipient to make a payment in the form of a two-party check made payable to the Client and the water vendor, Subrecipient shall negotiate and maintain written agreements (the "Vendor Agreement") with water vendors which must at a minimum include:
 - (a) The beginning and ending date of the Vendor Agreement.
 - (b) The name and/or title of key contact staff with both the Subrecipient and energy vendor who are authorized to resolve a crisis situation and make a payment commitment on behalf of a Client.
 - (c) A description of how Subrecipient shall make water payments directly to the water vendor on behalf of LIHWAP Clients.
 - (d) Assurances from the water vendor that no household receiving LIHWAP assistance will be treated adversely by the water vendor because of such assistance under applicable provisions of state law or public regulatory requirements.
 - (e) Assurances from the water vendor that it will not discriminate, either in the cost of goods supplied or the services provided, against the eligible household on whose behalf payments are made.
 - (f) A statement that only water related elements of a utility bill are to be paid. No electric charges may be paid except if required by the water vendor to resolve the crisis and no other resources to pay that portion of the bill can be secured by the Client or Subrecipient.
 - (g) A statement that Subrecipient may not pay for charges that result from illegal activities such as a bad check or meter tampering. A statement that the water vendor is aware that those charges are the responsibility of the Client.
 - (h) A statement that the water vendor is aware that when the benefit amount does not pay for the complete charges owed by a Client, the Client is responsible for paying the remaining amount owed.
 - (i) Details on how the water vendor will assist Subrecipient in verifying the LIHWAP Client's account information and, in the case of crisis assistance, make timely commitments to resolve the crisis. A process should be in place to verify the current amount owed and the amount necessary to resolve the crisis situation.
 - (j) Subrecipient's commitment to make payment to the water vendor no more than forty-five (45) calendar days from the Application Date.
 - (k) A statement that the water vendor is aware that if LIHWAP payments made to the water vendor cannot be applied to the Client's account, the funds will be returned to Subrecipient or, with Subrecipient's approval, applied to another eligible Client's account.
- (2) If the water vendor will participate in the Annual Performance Measure Data Collection, the Vendor Agreement shall also contain:

- (a) An assurance that the Subrecipient shall collect signed Authorization for Release of General and/or Confidential Information for LIHWAP Data from eligible Applicants who choose to allow their data to be collected as part of the annual performance measures and ensure the signed releases are available for inspection by the water vendor.
 - (b) An assurance that the water vendor is aware that as long as signed Authorizations for Release of General and/or Confidential Information for LIHWAP Data are collected and available, the water vendor will provide the requested customer data to DEO.
- (3) The water vendor must be in "active" status with the State of Florida: <http://sunbiz.org/search.html> and the water vendor's name must be checked on SAMS at <https://www.sam.gov>. The name on the Vendor Agreement must match the legal business name on the State of Florida website. Municipal providers are excluded from this requirement.
 - (4) The Vendor Agreement must be reviewed by both parties at least every two (2) years.
 - (5) The Vendor Agreement must be signed by upper level management of both Subrecipient and the water vendor authorized to enter into such commitments.

2. REPORTS

Subrecipient shall submit the following reports to DEO as specified below.

A. ANNUAL REPORTS

- (1) IRS Form 990: Subrecipients that are below the \$750,000 threshold for all Federal awards in its fiscal year, are non-profit entities, and exempt from the Federal Single Audit Act requirements, shall submit with its Agreement proposal a copy of its most recent IRS Form 990.
- (2) LIHWAP Annual Household Report: Subrecipient shall complete and submit the LIHWAP Annual Household Report on an annual basis. Subrecipient shall be notified in writing of the due date and submission requirements.
- (3) LIHWAP Annual Performance Measures Report: Subrecipient shall complete and submit the LIHWAP Annual Performance Measures Report on an annual basis. Subrecipient shall be notified in writing of the due date and submission requirements.

B. MONTHLY REPORTS

- (1) Subrecipient shall submit to DEO the LIHWAP Monthly Financial Activity no later than the 21st day of each month following the end of the reporting month in which funds were expended. Subrecipient shall submit the Financial Activity regardless of whether funds were expended. DEO will make its determination whether to reimburse Subrecipient's costs based on Subrecipient's successful completion of deliverables, as evidenced by information contained in and submitted with the Financial Activity. Only with prior approval by DEO will more than one (1) reimbursement be processed for any calendar month. The Monthly Financial Activity must be submitted in DEO's current electronic financial management system and a signed copy submitted via facsimile or electronic mail by the due date. In the event the twenty-first day of the month falls on a weekend day or holiday, the Monthly Financial Activity shall be due on the next business day.
 - (a) Each Monthly Financial Activity shall contain the following information, at a minimum:
 - (i) all expenditures that occurred during the reporting month,
 - (ii) the amount of reimbursement requested, and
 - (iii) the number of Clients served.

- (b) An authorized signatory shall sign, date, and attest to the veracity of each Monthly Financial Activity. Subrecipient's submission of a signed and completed Monthly Financial Activity is Subrecipient's acknowledgement and certification that all expenditures listed therein: are reasonable, necessary, allowable, and allocable; were expended in accordance with the terms and conditions of this Agreement as well as all applicable federal, state, and local laws, regulations and written guidance; and have been reconciled with supporting documentation by Subrecipient, which is readily available to Recipient upon request.
 - (c) DEO shall review each Monthly Financial Activity for compliance with the requirements as stated in this Attachment of this Agreement.
- (2) Subrecipient shall submit the Monthly Client Services Report via the current online client tracking and reporting system to DEO no later than the 21st day of each month following the end of the reporting month in which Clients were served.
- (3) Subrecipient shall submit the Monthly Outreach Report to DEO no later than the 21st day of each month following the end of the reporting month in which outreach was conducted.
- C. MONITORING REPORT RESPONSES**
Subrecipient shall provide a written response to DEO for all monitoring report findings or concerns no later than thirty-five (35) calendar days from the date of the original monitoring report. DEO shall notify Subrecipient of the due date for any subsequent monitoring report responses as may be required. If the 35th day falls on a weekend day or holiday, the response to the original report shall be due on the next business day. Subrecipient may request an extension in writing for DEO's review and approval.
- D. COST ALLOCATION PLAN**
Per title 45 C.F.R. § 75.405, Subrecipient is required to have written financial management systems procedures for determining the reasonableness, allocability, and allowability of costs in accordance with the provisions of the cost principles and terms and conditions of the award. To document this, Subrecipient must submit a copy of its written Cost Allocation Plan to DEO with this Agreement.
- E. INDIRECT COST RATE PROPOSAL**
Subrecipients of federal awards are required to have an approved, federally recognized indirect cost rate negotiated between such subrecipients, and the Federal Government. If no such rate exists, then Subrecipient shall have either a rate negotiated with DEO (in compliance with 45 C.F.R. Part 75), or a de minimis indirect cost rate as set forth in 45 C.F.R. §75.414(f). Subrecipient shall submit its current Indirect Cost Rate Proposal to DEO with this Agreement. If Subrecipient chooses to use the de minimis rate, Subrecipient shall make sure it is legally entitled to use that rate and include a statement to DEO to that effect with this executed Agreement. Subrecipient is not obligated to establish an indirect cost rate if Subrecipient does not charge indirect costs.
- F. OTHER REPORTS**
Upon reasonable notice, Subrecipient shall provide such additional program updates, reports, and information as may be required by DEO, including supporting or source documentation for any reports identified above in this Attachment.
- G. CLOSE-OUT REPORT**
The LIHWAP Close-Out Report is due forty-five calendar days after termination of the Agreement or forty-five (45) calendar days after completion of the activities contained in the Agreement, whichever occurs first. If the forty-fifth calendar day falls on a weekend day or holiday, the Close-Out Report shall be due on the next business day. Subrecipient shall submit original signed documents to DEO that include, at a minimum, the Close-Out Cover Sheet, the LIHWAP Final Financial Status Report, property inventory and accrual report, report on interest bearing accounts, a refund check for any unspent funds, if applicable, and a refund check for any interest earned on advances, if applicable.

H. SUBMISSION

Unless otherwise noted, reports shall be submitted to Subrecipient's designated Contract Manager as assigned by DEO and delivered by standard mail or electronic mail using the contact information provided in Paragraph 15 of this Agreement.

3. PROGRAM STATUTES AND REGULATIONS

A. INCORPORATION OF LAWS, RULES, REGULATIONS AND POLICIES

The applicable documents governing service provision regulations are in the Low-Income Home Energy Assistance Act of 1981 (Title XXVI of the Omnibus Budget Reconciliation Act of 1981, Public Law 97-35), as amended, and the "Uniform Administrative Requirements, Cost Principles and Audit Requirements for HHS Awards 45 C.F.R., Part 75" (hereinafter referred to as the "Uniform Guidance"). If this Agreement is made with a commercial (for-profit) organization on a cost-reimbursement basis, Subrecipient shall be subject to Federal Acquisition Regulations 48 C.F.R. 31.2. Executive Order 12549, Debarment and Suspension from Eligibility for Financial Assistance (Non-procurement) and the following Federal Department of Health and Human Services regulations codified in Title 45 of the Code of Federal Regulations are also applicable under this Agreement:

- (1) Part 16 – Procedures of the Departmental Grant Appeals Board;
- (2) Part 30 – Claims Collection;
- (3) Part 80 – Nondiscrimination Under Programs Receiving Federal Assistance Through the Department of Health and Human Services, Effectuation of Title VI of the Civil Rights Act of 1964;
- (4) Part 81 – Practice and Procedure for Hearings Under Part 80 of this Title;
- (5) Part 84 – Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving Federal Financial Assistance;
- (6) Part 86 – Nondiscrimination on the Basis of Sex in Education Programs and Activities Receiving Federal Financial Assistance;
- (7) Part 87 – Equal Treatment for Faith Based Organizations;
- (8) Part 91 – Nondiscrimination on the Basis of Age in Programs or Activities Receiving Federal Financial Assistance from HHS;
- (9) Part 93 – New Restrictions on Lobbying;
- (10) Part 96 – Block Grants; and
- (11) Part 100 – Intergovernmental Review of Department of Health and Human Services Programs and activities.

B. PROJECTS OR PROGRAMS FUNDED IN WHOLE OR PART WITH FEDERAL MONEY

As required by Section 508 of Public Law 103-333, when issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all Subrecipients receiving Federal funds, including but not limited to State and local governments and Subrecipients of Federal research grants, shall clearly state:

- (1) the percentage of the total costs of the program or project which will be financed with Federal money,
- (2) the dollar amount of Federal funds for the project or program, and
- (3) the percentage and dollar amount of the total costs of the project or program that will be financed by nongovernmental sources.

C. INTEREST FROM CASH ADVANCES

Subrecipients shall invest cash advances in compliance with 45 C.F.R. § 75.305, Payment, paragraph (b)(8).

D. PROGRAM INCOME

Pursuant to 45 C.F.R. § 75.307 Subrecipient may apply net program income, after costs incident to the generation of gross program income are deducted, excluding interest income, to meet matching requirements, or may reprogram it for eligible program activities. The amount of program income and its disposition must be reported

to DEO at the time of submission of the final close-out report. Expenditure of program income balances at Agreement end must be approved by DEO.

E. BONDING

- (1) **Non-Profit Organizations:** Subrecipient shall purchase a blanket fidelity bond covering all officers, employees and agents of Subrecipient holding a position of trust and authorized to handle funds received or disbursed under this Agreement. Individual bonds apart from the blanket bond are not acceptable. The amount of the bond must cover each officer, employee and agent up to an amount equal to at least one-half of the total LIHWAP agreement amount. Subrecipient shall submit documentation prior to execution of this Agreement.
- (2) **Local Governments:** Subrecipient shall purchase a fidelity bond in accordance with section 113.07, F.S. The fidelity bond must cover all officers, employees and agents of Subrecipient holding a position of trust and authorized to handle funds received or disbursed under this Agreement. Subrecipient shall submit documentation prior to execution of this Agreement.

F. MONITORING

- (1) DEO shall conduct a full onsite review of Subrecipient at least once during each three-year period. Subrecipient shall allow DEO to carry out monitoring, evaluation and technical assistance, and shall ensure the cooperation of its employees, and of any subcontractors with whom Subrecipient contracts to carry out program activities.
- (2) DEO shall provide training and technical assistance, within the limits of staff time and budget availability, upon request by Subrecipient or determination by DEO of Subrecipient need.
- (3) DEO shall conduct follow-up reviews including prompt return visits to Subrecipients that fail to meet the goals, standards, and requirements established by the State and federal funding agency.

G. OTHER PROVISIONS

- (1) Subrecipient shall budget a minimum of twenty-five percent (25%) of the total Agreement funds for Household Water Assistance.
- (2) Subrecipient shall budget a minimum of two percent (2%) of the total NFA funds awarded for a program year for Weather Related/Supply Shortage emergency assistance. These funds must be held in the Weather Related/Supply Shortage budget line item category for each NFA until the end of the corresponding program year, for use in response to a possible disaster. These funds will only be used during state or federal emergencies declared officially by the President, the Governor, or the Secretary of DEO. In the event of an emergency being officially declared, if Subrecipient or DEO finds that two percent (2%) of the Weather Related/Supply Shortage emergency assistance budget is not sufficient to meet the emergency, Subrecipient may draw from other budgeted line items, up to fifty percent (50%) of the total NFA budget, without additional written authorization. When funds are distributed for a weather-related/supply shortage emergency, DEO will provide binding directives as to the allowable expenditures of the funds. After the end of the program year, if no emergency has been declared, DEO will release the corresponding NFA funds and Subrecipient will allocate these funds to the crisis or home energy budget line item. Subrecipient shall comply with these directives or agree that these funds will remain with DEO.
- (3) In addition to the record keeping, public records, and audit requirements contained in sections 9 and 19 of this Agreement, the books, records, and documents required under this Agreement must also be available for copying and mechanical reproduction on or off the premises of Subrecipient.
- (4) If the U.S. Department of Health and Human Services initiates a hearing regarding the expenditure of funds provided under this Agreement, Subrecipient shall cooperate with, and upon DEO's written request, participate with DEO in the hearing.
- (5) Subrecipient shall maintain records sufficient to allow DEO to determine compliance with the requirements and objectives of Attachment A and all other applicable laws and regulations.

4. LIHWAP ASSURANCES

Subrecipient hereby assures and certifies as a condition of receipt of LIHWAP funds, that it, and its subcontractors, shall comply with the applicable requirements of Federal and State laws, rules, regulations, and guidelines. As part of its acceptance and use of LIHWAP funds, Subrecipient assures and certifies that:

- A. Subrecipient possesses the legal authority to administer the program as approved by Subrecipient's governing body, including all assurances contained herein.
- B. Subrecipient possesses the sound controls and fund accounting procedures necessary to adequately safeguard the assets of DEO, check the accuracy and reliability of accounting data, promote operating efficiency and maintain compliance with prescribed management policies of DEO.
- C. Subrecipient will permit and cooperate with Federal and State investigations designed to evaluate compliance with the law.
- D. Subrecipient will give DEO, the Auditor General, or any authorized representatives, complete access to examine all records, books, papers or documents related to all program operations of the grant, including those of any subcontractor.
- E. Subrecipient will comply with all of the provisions and practices outlined in DEO's most current LIHWAP Program Monitoring Field Manual.
- F. Subrecipient will comply with non-discrimination provisions, in accordance with Florida Statutes; Section 677 of P.L. 97-35; Titles VI and VII of the Civil Rights Act of 1964; and 45 C.F.R. Parts 84, 86, and 90.
- G. Subrecipient will comply with section 2609 of Public Law 97-35, as amended, which prohibits use of LIHWAP funds for purchase or improvement of land, or the purchase, construction, or permanent improvement of any building or other facility.
- H. This Agreement and all its attachments are true and correct.
- I. Subrecipient will prohibit any political activities in accordance with Section 678F(b) of 42 USC 9918, as amended.
- J. Administration of this program has been approved by Subrecipient's governing body by official action, and the officer who signs it is duly authorized to sign this Agreement.
- K. Subrecipient shall comply with Title X, Part C of Public Law 103-227, Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (Act). This Act requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through States or local governments. Federal programs include grants, cooperative agreements, loans or loan guarantees, and contracts. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug and alcohol treatment. Subrecipient shall include the above language in any subawards which contain provisions for children's services and that all subcontractors shall certify compliance accordingly. Failure to comply with the provisions of this law may result in the imposition of a civil monetary penalty of up to \$1,000 per day. Subrecipient certifies that it will or will continue to provide a drug-free workplace as set forth by the regulations implementing the Drug-Free Workplace Act of 1988: 45 C.F.R. part 76, subpart F, Sections 76.630(c) and (d)(2).

EXHIBIT 1-A**FUNDING SOURCES**

FEDERAL RESOURCES AWARDED TO THE SUBRECIPIENT PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:

Federal Awarding Agency:	U.S. Department of Health and Human Services
Catalog of Federal Domestic Assistance Title:	Low-Income Home Energy Assistance Program (formula grant)
Catalog of Federal Domestic Assistance Number:	93.568

Federal Awarding Agency:	U.S. Department of Health and Human Services
Catalog of Federal Domestic Assistance Title:	Low-Income Household Water Assistance Program (formula grant)
Catalog of Federal Domestic Assistance Number:	93.499

Federal Awarding Agency:	U.S. Department of Health and Human Services
Catalog of Federal Domestic Assistance Title:	Community Services Block Grant (formula grant)
Catalog of Federal Domestic Assistance Number:	93.569

COMPLIANCE REQUIREMENTS APPLICABLE TO THE FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:

Federal Program:

1. Subrecipient shall use the LIHEAP funds to provide energy assistance benefits to eligible households with low income. These funds will be expended in accordance with applicable law and the terms of this Agreement, including, but not limited to attachments, applicable federal cost principles and regulations, and the most recently approved LIHEAP State Plan.
2. Subrecipient shall use the LIHWAP funds to provide water assistance benefits to eligible households with low income. These funds will be expended in accordance with applicable law and the terms of this Agreement, including, but not limited to attachments, applicable federal cost principles and regulations, and the most recently approved LIHWAP State Plan.
3. Subrecipient shall use the CSBG funds to provide a range of services and activities having a measurable and potentially major impact on poverty in the communities where poverty is a particularly acute problem. These funds will be expended in accordance with applicable law and the terms of this Agreement, including, but not limited to attachments, applicable federal cost principles and regulations, and the most recently approved CSBG State Plan.

4. Subrecipient shall comply with all applicable U.S. Department of Health and Human Services laws, including, but not limited to, title 42 U.S.C. Chapter 106, and all applicable regulations as set forth in title 45 C.F.R. Part 75 and Part 96.

STATE RESOURCES AWARDED TO THE SUBRECIPIENT PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:

N/A

MATCHING RESOURCES FOR FEDERAL PROGRAMS:

Federal Program: N/A

SUBJECT TO SECTION 215.97, FLORIDA STATUTES:

State Project: N/A

COMPLIANCE REQUIREMENTS APPLICABLE TO STATE RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:

N/A

NOTE: Title 45 C.F.R. 75.352 and section 215.97(5), Florida Statutes, require that the information about Federal Programs and State Projects included in Exhibit 1 be provided to the Recipient.

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**ATTACHMENT F
TRANSPARENCY REQUIREMENTS**

1. The Subrecipient shall ensure that they comply with all the requirements outlined in federal law and applicable state policy.
2. The Subrecipient shall comply with the requirements of 2 CFR 25 Universal Identifier and System for Award Management (SAM). The Subrecipient must have an active registration in SAM in accordance with 2 CFR Part 25, appendix A. The Subrecipient must also comply with provisions of the Federal Funding Accountability and Transparency Act, which includes requirements on executive compensation and 2 CFR 170 Reporting Subaward and Executive Compensation Information.
3. In compliance with sections 39.201 and 415.1034, Florida Statutes, if the Subrecipient, its agents, employees, contractors, subcontractors or any other entity performing the services on behalf of the Subrecipient, knows or has reasonable cause to suspect that a child, aged person, or disabled adult is or has been abused, neglected, or exploited, the Subrecipient agrees to immediately report such knowledge or suspicion to the Florida Abuse Hotline by calling 1-800- 96ABUSE, or via the web reporting option <https://myflfamilies.com/service-programs/abuse-hotline/report-online.shtml> or via fax at 1-800-914-0004.
4. Consistent with 2 CFR 200.113 and 45 CFR 75.113, the Subrecipient must, within one business day of discovery, disclose any violation of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Additionally, the Subrecipient shall disclose any other on-going civil or criminal litigation, investigation, arbitration, or administrative proceeding relating to any programs or projects for which Subrecipient receives funds authorized by this agreement upon execution of this Agreement.
5. For all funds provided by DEO, when issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with federal money, the Subrecipient shall clearly state (i) the percentage of the total costs of the program or project which will be financed with federal money; (ii) the dollar amount of federal funds for the project or program; and (iii) the percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources. Consolidated Appropriations Act of 2018, Pub. L. No. 115-141, 132 Stat 348, div. H, Title V, Sec. 505 (Mar. 23, 2018).
6. In compliance with section 286.25, Florida Statutes, the Subrecipient will ensure any nongovernmental organization which sponsors a program financed, in whole or in part, with funds provided under this Agreement will, in publicizing, advertising, or describing the sponsorship of the program, state: "Sponsored by (entities name) and the State of Florida, Department of Economic Opportunity." If the sponsorship reference is in written form, the words "State of Florida, Department of Economic Opportunity" will appear in the same size letters or type as the name of the entity.
7. The Subrecipient shall maintain a purchasing procedure. The Subrecipient's purchasing procedure must, at minimum:
 - A. Ensure that all purchasing decisions are conducted in a transparent manner;
 - B. Foster competition to ensure that the Subrecipient receives the best value possible;
 - C. Require approvals in accordance with the Subrecipient's guidelines, prior to entering into a contract that is exempt from a competitive process because the services or commodities are available only from a single source; and
 - D. Require that the Subrecipient take advantage of state term contracts negotiated by the Florida Department of Management Services to the greatest extent possible.
8. The Subrecipient shall maintain an employee ethics code modeled after the provisions of Chapter 112, Florida Statutes, which addresses prohibitions on: the acceptance of gifts, self-dealing, unauthorized compensation, conflicting employment or contractual relationships, inappropriate disclosure and use of information, and nepotism.
9. All Subrecipient travel expenses for this Agreement must be in accordance with section 112.061, Florida Statutes.

-End of Attachment F-

Date of Notice: 4/28/22

Notice of Grant Award/Fund Availability
General Information

Subrecipient Name:	See Attachment	
Unique Entity Identification (UEI #):	See Attachment	
Federal Award Name:	Community Service Block Grant	
Grantor:	U.S. Department of Health and Human Services	
Federal Award Identification Number (FAIN):	G2201FLCOSR	
Federal Award Year:	PY2022	
CFDA/CSFA Title and Number:	Community Services Block Grant	93.569
Award for Research & Development (Y/N):	No	
Action being Taken:	Issue Award	

Award Information

Program Year in SERA:	PY2022
Program Group in SERA:	Economic Self-Sufficiency
Program Name in SERA:	Community Services Block Grant
Project in SERA:	CSBG - Formula
FLAIR Contract #:	See Attachment
NFA ID #:	See Attachment
FLAIR Grant #:	SBG22
Award Period Begin Date:	October 1, 2021
Award Period End Date:	September 30, 2023
Close Out Due by:	November 30, 2023

Award and Fund Availability

	Award	Funds Available / Release (Maximum cash available for draw)
Current Award/Release:	See Attachment	See Attachment
This Action:	See Attachment	See Attachment
Revised Award/Release:	See Attachment	See Attachment

**AWARD TERMS & CONDITIONS
AND OTHER INSTRUCTIONS**

General Conditions: Pursuant to paragraph (18)(a) FUNDING/CONSIDERATION, of the CSBG Subgrant Agreement by and between DEO and Subrecipient, this Notice of Fund Availability (NFA) is notice in writing by DEO that Subrecipient may incur costs and submit for reimbursement in an amount not to exceed the released amount shown above, subject to the terms of the Agreement and any amendments thereto, the availability of funds as determined solely by DEO, and the Florida Legislature's appropriation of funds. These funds are available for cash draws under the Subrecipient Enterprise Resource Application (SERA) Program Year and Program Title/Project in SERA described on page one of this notice. The indirect cost rate or indirect cost method for this subaward, whether federal or non-federal, will be the federally recognized indirect cost rate negotiated between the Subrecipient and the federal government or, if no such rate exists, either a rate negotiated between DEO and the Subrecipient, or if optionally elected by the Subrecipient, the de minimis rate or the cost allocation method.

Special Grant Conditions: The purpose of these funds is to alleviate the causes and conditions of poverty in communities. Use of these funds must be consistent with the PY2022 Community Services Block Grant State Plan (between DEO and the HHS). The PY2022 Community Services Block Grant State Plan and other information necessary for compliance with 2 CFR 200.331 that is specific to this FAIN is located at:

<http://floridajobs.org/grants-management/grants-management/economic-self-sufficiency-organizations>

Information located at the above link is hereby incorporated into this NFA.

Financial Reporting Requirements: All cash draws and expenditures must be recorded in accordance with the SERA Business Rules. Expenditures must be reported within established timelines and by the cost categories and activities established for the particular grant program.

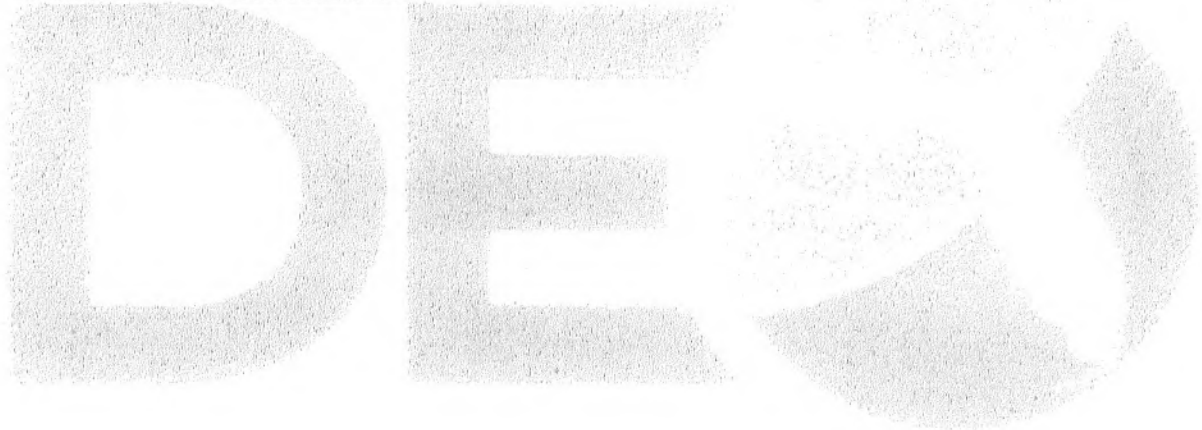
Cost Categories and Activities:

Cost Category	Activity
CSBG Expenditures Domains	A.2a. Employment
	A.2b. Education and Cognitive Development
	A.2c. Income, Infrastructure, and Asset Building
	A.2d. Housing
	A.2e. Health and Social/Behavioral Development (includes nutrition)
	A.2f. Civic Engagement and Community Involvement
	A.2g. Services Supporting Multiple Domains
	A.2h. Linkages (e.g. partnerships that support multiple domains for the specific purposes of disaster and/or emergency services)
	A.2i. Agency Capacity Building
	A.2j. Other (e.g. emergency management/disaster relief)
Administration	A.3 Administration Expenses

Closeout Procedures: Awards must be closed out and all obligations liquidated by the close out date indicated under Award Information. Only liquidated expenditures resulting from obligations incurred during the award period are allowable.

Other Notes/Comments:

Questions: Fiscal questions regarding these funds should be addressed to Karen Lyons at (850) 245-7353 or via email to karen.lyons@deo.myflorida.com. Program policy questions may be addressed to Frankie Hernandez at (850) 717-8458 or via email to frankie.hernandez@deo.myflorida.com. Subrecipient Enterprise Resource Application (SERA) questions may be addressed to Lemuel Toro at (850) 245-7359 or via email to lemuel.toro@deo.myflorida.com



FLORIDA DEPARTMENT OF
ECONOMIC OPPORTUNITY

PY2022 CSBG
SBG22 - Issue Award

	Unique Entity ID #	FLAIR Contract ID	NFA ID	AWARD			RELEASE		
				Current Award	This Action	Revised Award	Current Release	This Action	Revised Release
Brevard County Board of County Commissioners	XSTGNLF9ZDJ5	E1992	041188	\$ -	\$ 330,553.00	\$ 330,553.00	\$ -	\$ -	\$ -
County of Broward	P62KF2SJJ237	E1993	041189	\$ -	\$ 1,443,679.00	\$ 1,443,679.00	\$ -	\$ -	\$ -
Capital Area Community Action Agency, Inc.	X13EDG5RKDF1	E1994	041179	\$ -	\$ 570,217.00	\$ 570,217.00	\$ -	\$ -	\$ -
Central Florida Community Action Agency, Inc.	M5M3WACM2N33	E1997	041186	\$ -	\$ 668,333.00	\$ 668,333.00	\$ -	\$ -	\$ -
Charlotte County	X3RBY2VEDJT3	E1998	041199	\$ -	\$ 104,699.00	\$ 104,699.00	\$ -	\$ -	\$ -
Coalition of Florida Farmworker Organizations, Inc (COFFO)	N71XRN7RAS76	E2000	041187	\$ -	\$ 344,946.00	\$ 344,946.00	\$ -	\$ -	\$ -
Community Action Program Committee, Inc.	QA8HEH6FZTB9	E1996	041180	\$ -	\$ 379,022.00	\$ 379,022.00	\$ -	\$ -	\$ -
Hillsborough County	PGWKT576NH72	E2003	041190	\$ -	\$ 1,655,717.00	\$ 1,655,717.00	\$ -	\$ -	\$ -
Coalition of Florida Farmworker Organizations, Inc.	N71XRN7RAS76	E2000	041201	\$ -	\$ 205,131.00	\$ 205,131.00	\$ -	\$ -	\$ -
Economic Opportunities Council of Indian River County, Inc.	YF9ZQSSECJN7	E2005	041182	\$ -	\$ 201,531.00	\$ 201,531.00	\$ -	\$ -	\$ -
Lake Community Action Agency, Inc.	JN1HBA41ANY4	E2007	041181	\$ -	\$ 273,318.00	\$ 273,318.00	\$ -	\$ -	\$ -
County of Lee	SS8JCN35XH77	E2008	041191	\$ -	\$ 416,674.00	\$ 416,674.00	\$ -	\$ -	\$ -
Step Up Suncoast, Inc.	JKMNP2K3JF13	E2025	041196	\$ -	\$ 460,351.00	\$ 460,351.00	\$ -	\$ -	\$ -
Miami-Dade County	MKEJWVSEURF3	E2009	041200	\$ -	\$ 3,132,069.00	\$ 3,132,069.00	\$ -	\$ -	\$ -
Mid-Florida Community Services, Inc.	FNA3CKDAEDN3	E2011	041184	\$ -	\$ 738,268.00	\$ 738,268.00	\$ -	\$ -	\$ -
Northeast Florida Community Action Agency, Inc.	YUJTX2YPG8V3	E2013	041197	\$ -	\$ 1,727,520.00	\$ 1,727,520.00	\$ -	\$ -	\$ -
Orange County Florida	ZAMZMX9ZHCM9	E2015	041202	\$ -	\$ 986,480.00	\$ 986,480.00	\$ -	\$ -	\$ -
County of Palm Beach	XL2DNFMPCR44	E2016	041192	\$ -	\$ 1,094,998.00	\$ 1,094,998.00	\$ -	\$ -	\$ -
Pinellas Opportunity Council	G2H8KG99W5G6	E2017	041183	\$ -	\$ 838,832.00	\$ 838,832.00	\$ -	\$ -	\$ -
St. Lucie County	FEZNGAHUF382	E2026	041176	\$ -	\$ 374,576.00	\$ 374,576.00	\$ -	\$ -	\$ -
Sarasota, County of	K4SXB88XP88	E2021	041193	\$ -	\$ 209,457.00	\$ 209,457.00	\$ -	\$ -	\$ -
Seminole County Government	JPJLF4QHRY13	E2022	041194	\$ -	\$ 293,378.00	\$ 293,378.00	\$ -	\$ -	\$ -
Suwannee River Economic Council, Inc.	TF66NBMN9YB4	E2024	041178	\$ -	\$ 371,904.00	\$ 371,904.00	\$ -	\$ -	\$ -
Tri County Community Council, Inc.	KSHUE4AZMR39	E2028	041177	\$ -	\$ 647,247.00	\$ 647,247.00	\$ -	\$ -	\$ -
County of Volusia	VY9UEK86CVW3	E2029	041195	\$ -	\$ 502,365.00	\$ 502,365.00	\$ -	\$ -	\$ -
Osceola County Council on Aging, Inc.	X6WFHB2KNCB5	E2014	041198	\$ -	\$ 244,359.00	\$ 244,359.00	\$ -	\$ -	\$ -
Agricultural & Labor Program, Inc.	KSJHBDQ8ZM9	E1990	041185	\$ -	\$ 1,006,155.00	\$ 1,006,155.00	\$ -	\$ -	\$ -
TOTAL				\$ -	\$ 19,221,779.00	\$ 19,221,779.00	\$ -	\$ -	\$ -

Date of Notice: 4/29/22

Notice of Grant Award/Fund Availability
General Information

Subrecipient Name:	See Attachment	
Unique Entity Identification (UEI #):	See Attachment	
Federal Award Name:	Low Income Home Energy Assistance	
Grantor:	U.S. Department of Health and Human Services	
Federal Award Identification Number (FAIN):	G-2202FLLIEA	
Federal Award Year:	PY2022	
CFDA/CSFA Title and Number:	Low Income Home Energy Assistance	93.568
Award for Research & Development (Y/N):	No	
Action being Taken:	Issue Award	

Award Information

Program Year in SERA:	PY2022
Program Group in SERA:	Economic Self-Sufficiency
Program Name in SERA:	Low Income Home Energy Assistance
Project in SERA:	LIHEAP - Formula
FLAIR Contract #:	See Attachment
NFA ID #:	See Attachment
FLAIR Grant #:	LEA22
Award Period Begin Date:	October 1, 2021
Award Period End Date:	September 30, 2023
Close Out Due by:	November 30, 2023

Award and Fund Availability

	Award	Funds Available / Release (Maximum cash available for draw)
Current Award/Release:	See Attachment	See Attachment
This Action:	See Attachment	See Attachment
Revised Award/Release:	See Attachment	See Attachment

**AWARD TERMS & CONDITIONS
AND OTHER INSTRUCTIONS**

General Conditions: Pursuant to paragraph (18)(a) FUNDING/CONSIDERATION, of the LIHEAP Subgrant Agreement by and between DEO and Subrecipient, this Notice of Fund Availability (NFA) is notice in writing by DEO that Subrecipient may incur costs and submit for reimbursement in an amount not to exceed the released amount shown above, subject to the terms of the Agreement and any amendments thereto, the availability of funds as determined solely by DEO, and the Florida Legislature's appropriation of funds. These funds are available for cash draws under the Subrecipient Enterprise Resource Application (SERA) Program Year and Program Title/Project in SERA described on page one of this notice. The indirect cost rate or indirect cost method for this subaward, whether federal or non-federal, will be the federally recognized indirect cost rate negotiated between the Subrecipient and the federal government or, if no such rate exists, either a rate negotiated between DEO and the Subrecipient, or if optionally elected by the Subrecipient, the de minimis rate or the cost allocation method.

Special Grant Conditions: The purpose of these funds is to provide assistance to low income households in meeting their home energy costs, particularly those with the lowest incomes that pay a high proportion of household income for home energy. Use of these funds must be consistent with the PY2022 Low Income Home Energy Assistance State Plan (between DEO and the HHS). The PY2022 Low Income Home Energy Assistance State Plan and other information necessary for compliance with 2 CFR 200.331 that is specific to this FAIN is located at:

<http://floridajobs.org/grants-management/grants-management/economic-self-sufficiency-organizations>

Information located at the above link is hereby incorporated into this NFA.

Financial Reporting Requirements: All cash draws and expenditures must be recorded in accordance with the SERA Business Rules. Expenditures must be reported within established timelines and by the cost categories and activities established for the particular grant program.

Cost Categories and Activities:

Cost Category	Activity
Grantee Administrative Expenses	Salaries including fringe, rent, utilities, travel, other
Direct Client Assistance	Home Energy Assistance Payments Crisis Benefit Payments Weather Related/Supply Shortage
Grantee Leveraging Expense	Crisis Assistance Home Energy Assistance
Grantee Outreach Expense	Salaries including fringe, rent, utilities, travel, other

Closeout Procedures: Awards must be closed out and all obligations liquidated by the close out date indicated under Award Information. Only liquidated expenditures resulting from obligations incurred during the award period are allowable.

Other Notes/Comments:

Questions: Fiscal questions regarding these funds should be addressed to Karen Lyons at (850) 245-7353 or via email to karen.lyons@deo.myflorida.com. Program policy questions should be addressed to Matthew Treadwell at (850) 717-8469 or via email to matthew.treadwell@deo.myflorida.com. Subrecipient Enterprise Resource Application (SERA) questions should be addressed to Lemuel Toro at (850) 245-7359 or via email to lemuel.toro@deo.myflorida.com.

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**PY2022 LIHEAP
LEA22 - Issue Award**

SUBRECIPIENT NAME	Unique Entity ID #	FLAIR Contract ID	NFA ID	AWARD			RELEASE		
				Current Award	This Action	Revised Award	Current Release	This Action	Revised Release
Agricultural And Labor Program, Incorporated, The	KSJHBDQ8ZM9	E1990	041218	\$ -	\$ 7,156,345.00	\$ 7,156,345.00	\$ -	\$ -	\$ -
Bay County Council on Aging, Inc.	UW19KMMKC144	E1991	041217	\$ -	\$ 930,023.00	\$ 930,023.00	\$ -	\$ -	\$ -
Brevard, County Of	XSTGNLF9ZDJ5	E1992	041223	\$ -	\$ 2,050,084.00	\$ 2,050,084.00	\$ -	\$ -	\$ -
Broward, County Of	P62KF25JJ237	E1993	041224	\$ -	\$ 7,583,179.00	\$ 7,583,179.00	\$ -	\$ -	\$ -
Capital Area Community Action Agency, Inc.	X13EDG5RKDF1	E1994	041212	\$ -	\$ 2,831,382.00	\$ 2,831,382.00	\$ -	\$ -	\$ -
Central Florida Community Action Agency, Inc.	M5M3WACM2N33	E1997	041220	\$ -	\$ 3,482,249.00	\$ 3,482,249.00	\$ -	\$ -	\$ -
Charlotte, County Of	X3RBY2VEDJT3	E1998	041233	\$ -	\$ 602,684.00	\$ 602,684.00	\$ -	\$ -	\$ -
Citrus, County Of	H2TGV5FM16FB	E1999	041235	\$ -	\$ 691,545.00	\$ 691,545.00	\$ -	\$ -	\$ -
Community Action Program Committee, Inc.	QA8HEH6FZTB9	E1996	041213	\$ -	\$ 1,733,175.00	\$ 1,733,175.00	\$ -	\$ -	\$ -
Desoto, County Of	GH9DBEQV5KK3	E2001	041236	\$ -	\$ 254,169.00	\$ 254,169.00	\$ -	\$ -	\$ -
Economic Opportunities Council of Indian River County, Inc.	YF9ZQ5SECJN7	E2005	041215	\$ -	\$ 872,842.00	\$ 872,842.00	\$ -	\$ -	\$ -
Hillsborough, County Of	PGWKT576NH72	E2003	041226	\$ -	\$ 5,745,219.00	\$ 5,745,219.00	\$ -	\$ -	\$ -
Jackson County Senior Citizens Organization, Inc.	F95VP5EB4C25	E2006	041234	\$ -	\$ 335,633.00	\$ 335,633.00	\$ -	\$ -	\$ -
Lake Community Action Agency, Inc.	JN1HBA41ANY4	E2007	041214	\$ -	\$ 1,290,695.00	\$ 1,290,695.00	\$ -	\$ -	\$ -
Lee, County Of	SS8JCN35XH77	E2008	041227	\$ -	\$ 2,463,541.00	\$ 2,463,541.00	\$ -	\$ -	\$ -
Step Up Suncoast, Inc.	JKMNP2K3JF13	E2025	041230	\$ -	\$ 1,646,934.00	\$ 1,646,934.00	\$ -	\$ -	\$ -
Miami-Dade, County Of	MKEJWVSEURF3	E2009	041225	\$ -	\$ 13,919,886.00	\$ 13,919,886.00	\$ -	\$ -	\$ -
Mid Florida Community Services, Inc.	FNA3CKDAEDN3	E2011	041216	\$ -	\$ 3,258,537.00	\$ 3,258,537.00	\$ -	\$ -	\$ -
Monroe, County Of	QKLSCT2LM7M9	E2012	041237	\$ -	\$ 332,446.00	\$ 332,446.00	\$ -	\$ -	\$ -
Northeast Florida Community Action Agency, Inc.	YUJTX2YPG8V3	E2013	041231	\$ -	\$ 7,293,631.00	\$ 7,293,631.00	\$ -	\$ -	\$ -
Orange, County Of	ZAMZMX9ZHCM9	E2015	041228	\$ -	\$ 5,574,693.00	\$ 5,574,693.00	\$ -	\$ -	\$ -
Osceola County Council on Aging, Inc.	X6WFH82KNCB5	E2014	041232	\$ -	\$ 1,463,909.00	\$ 1,463,909.00	\$ -	\$ -	\$ -
Palm Beach, County Of	XL2DNFMPCR44	E2016	041247	\$ -	\$ 5,214,899.00	\$ 5,214,899.00	\$ -	\$ -	\$ -
Pinellas County Urban League, Inc.	X5ECCAJYYMF4	E2018	041219	\$ -	\$ 3,887,216.00	\$ 3,887,216.00	\$ -	\$ -	\$ -
Salvation Army, The	CASLMECCMS7	E2019	041209	\$ -	\$ 1,339,334.00	\$ 1,339,334.00	\$ -	\$ -	\$ -
Sanford, City Of	FJ52H6M3LY95	E2020	041222	\$ -	\$ 1,320,370.00	\$ 1,320,370.00	\$ -	\$ -	\$ -
Suwannee River Economic Council, Inc.	TF66NBMN9YB4	E2024	041211	\$ -	\$ 1,903,895.00	\$ 1,903,895.00	\$ -	\$ -	\$ -
Tri-County Community Council, Inc.	KSHUE4AZMR39	E2028	041210	\$ -	\$ 2,337,407.00	\$ 2,337,407.00	\$ -	\$ -	\$ -
Volusia, County Of	VY9UEK86CVW3	E2029	041229	\$ -	\$ 2,320,238.00	\$ 2,320,238.00	\$ -	\$ -	\$ -
Florida Department of Elder Affairs	HCEQLJ1A5CN3	E2002	041221	\$ -	\$ 6,118,462.00	\$ 6,118,462.00	\$ -	\$ -	\$ -
TOTAL				\$ -	\$ 95,954,622.00	\$ 95,954,622.00	\$ -	\$ -	\$ -

Attachment 4

041274

Date of Notice: 5/12/22

Notice of Grant Award/Fund Availability
General Information

Subrecipient Name:	See Attachment	
Unique Entity Identification (UEI #):	See Attachment	
Federal Award Name:	Low Income Home Energy Assistance	
Grantor:	U.S. Department of Health and Human Services	
Federal Award Identification Number (FAIN):	G-2102FLLWC6	
Federal Award Year:	PY2021	
CFDA/CSFA Title and Number:	Low Income Home Energy Assistance	93.499
Award for Research & Development (Y/N):	No	
Action being Taken:	Issue Award	

Award Information

Program Year in SERA:	PY2021
Program Group in SERA:	Economic Self-Sufficiency
Program Name in SERA:	Low Income Household Water Assistance
Project in SERA:	LIHWAP - Formula
FLAIR Contract #:	See Attachment
NFA ID #:	See Attachment
FLAIR Grant #:	LEH21
Award Period Begin Date:	May 28, 2021
Award Period End Date:	September 30, 2023
Close Out Due by:	November 30, 2023

Award and Fund Availability

	Award	Funds Available / Release (Maximum cash available for draw)
Current Award/Release:	See Attachment	See Attachment
This Action:	See Attachment	See Attachment
Revised Award/Release:	See Attachment	See Attachment

**AWARD TERMS & CONDITIONS
AND OTHER INSTRUCTIONS**

General Conditions: Pursuant to paragraph (5) FUNDING/CONSIDERATION, of the Subgrant Agreement by and between DEO and Subrecipient, this Notice of Fund Availability (NFA) is notice in writing by DEO that Subrecipient may incur costs and submit for reimbursement in an amount not to exceed the released amount shown above, subject to the terms of the Agreement and any amendments thereto, the availability of funds as determined solely by DEO, and the Florida Legislature's appropriation of funds. These funds are available for cash draws under the Subrecipient Enterprise Resource Application (SERA) Program Year and Program Title/Project in SERA described on page one of this notice. The indirect cost rate or indirect cost method for this subaward, whether federal or non-federal, will be the federally recognized indirect cost rate negotiated between the Subrecipient and the federal government or, if no such rate exists, either a rate negotiated between DEO and the Subrecipient, or if optionally elected by the Subrecipient, the de minimis rate or the cost allocation method.

Special Grant Conditions: The Additional Supplemental Appropriations for American Rescue Plan Act of 2021 and Consolidated Appropriations Act, 2021 [Public Law 116-260] provides funds to assist those with low-income with drinking water and wastewater services.

Funds from the supplemental appropriation were authorized for services related to those with the lowest incomes, that pay a high proportion of household income for drinking water and wastewater services, by providing funds to owners or operators of public water systems or treatment works to reduce arrearages of and rates charged to such households for such services.

Subrecipient will use the funds to provide additional financial assistance to individuals and families in Florida's 67 counties. Low-income households, with the benefit of this assistance, will not be forced to choose between paying for water services and other necessities like housing, food, and medicine. The FY2021 Low-Income Household Water Assistance Program follows the 45 CFR 75, and the supplemental terms and conditions can be found at:

<https://bit.ly/3uTRUNW>

Information located in the link above is hereby incorporated into this NFA.

PROJECT DESIGN:

DEO will serve as the "Grantee" and manage the project from the state level in partnership with local service providers consisting of Community Action Agencies (CAAs), local governments and non-profit organizations, that will perform outreach activities and provide DEO information for monitoring and reporting purposes.

LIHWAP Providers/Subrecipient will be responsible for administering this program to the public. DEO will administer funds to Water Vendors/Providers through the Subrecipient until September 2023.

DEO will further engage a contractor to provide guidance on implementing outreach activities as well as to provide monitoring of the outreach activities.

CLIENT ELIGIBILITY:

- 1. Subrecipient will certify that each household receiving LIHWAP services is income eligible. The sum of all countable income from all household members must be used in determining eligibility. For households with 1-8 members, the total gross household income cannot exceed 60% percent of the State Median Income. For households with 9+ members, the Federal Poverty Guidelines will be used.**
- 2. Subrecipient will maintain information in a file for each LIHWAP Eligible Participant that includes information per the contract agreement.**
- 3. Applicant must be a member of a household impacted by disconnection of drinking water and wastewater services and/or in need of assistance with arrearages in payment for these services to prevent future disconnection.**
- 4. Applicant must reside in a Florida county.**
- 5. Applicant must be a citizen, qualified alien, or permanent resident of the U.S.**
- 6. In calculating total gross household income, Subrecipient will abide by the current year's Sources of Allowable Income to determine what is and is not counted as income.**
- 7. The applicant will need to provide:**
 - a. If the applicant pays a water provider directly, they will need: Water provider name, contact information, account number, and a copy of their most recent bill OR**
 - b. If the applicant's water bill is an itemized portion of their rent, they will need: A copy of their rental/lease agreement showing the breakdown of the rental bill including water services OR**
 - c. If the applicant rents and does not pay a separate water bill, they will need: The landlord's name and contact information (phone number or email) and a copy of their most recent rental receipt or lease agreement stating water service coverage and cost.**

ECONOMIC OPPORTUNITY
MONITORING:

DEO will conduct onsite or virtual monitoring of the LIHWAP assistance funding program at least once prior to the expiration of LIHWAP funding through September 2023. Additional onsite or virtual visits will be conducted thereafter as necessary.

Subrecipient will allow DEO's approved contractor to carry out monitoring, evaluation, and technical assistance, and will ensure the cooperation of its employees and of any subcontractors with whom Subrecipient contracts to carry out program activities. Subrecipients will be required to be in compliance with 45 CFR 75 for appropriate monitoring activities.

DEO's monitoring will also include verification of local outreach efforts performed and corresponding results achieved by the Subrecipients.

See Exhibit A below:

EXHIBIT A

CAA:	
Year:	
Month:	

Strategy #	Measure of Effort	Monthly Total
Strategy 1	Number of locations where flyers/posters were placed	
Strategy 1	Total number of flyers/posters distributed	
Strategy 1	Number of organizations partnering to disseminate flyers/posters	
Strategy 2	Number of media channels identified	
Strategy 2	Number of published articles/ads	
Strategy 2	Estimated readership	
Strategy 2	Number of PSAs aired	
Strategy 2	Estimated reach	
Strategy 3	Number of vendor agreements established	
Strategy 4	Number LIHEAP recipients contacted through mailing campaign	
Strategy 5	Number of social media platforms used	
Strategy 5	Number of posted messages	
Strategy 5	Number of views/impressions	
Strategy 5	Number of shares	
Strategy 6	Number of clients that benefit from LIHWAP that do not speak English.	
Strategy 7	Number of clients that applied for LIHWAP in conjunction with other low-income programs.	
Strategy 8	Number of recipients of Homeowner Assistance Fund that become clients of LIHWAP.	
Strategy 8	Number of recipients from other programs that become clients of LIHWAP	
Strategy 9	Number of religious institutions within your network that are willing to promote the use of LIHWAP services	
Strategy 9	Number of people that apply from the event	

OUTREACH ACTIVITIES:

Subrecipient will collaborate with DEO's assigned contractor to define a project specific outreach plan for administrative support to help move project towards completion.

Subrecipient outreach activities will be prioritized to households with elderly, disabled, and/or children 5 years or younger. Subrecipients will be required to provide their completed Local Outreach Report Template document to DEO. This document will provide statistical data and activities on the type of outreach, number of contacts, etc. This report shall be due the 5th of every month.

At a minimum, the Subrecipient will be required to perform the following specific outreach efforts:

1. Display posters and distributing flyers in strategic locations

- a. Subrecipients are required to place posters and distribute LIHWAP flyers in their counties to inform the public of LIHWAP.
- b. Additional information, guidance, and strategy for posters and flyers placement can be found in the Posters and Flyers Toolkit.

2. Broadcasting public service announcements (PSA) via local TV and radio stations

- a. Subrecipients are required to utilize newspapers, paid advertisements, television, radio, and phone calls to further reach the targeted audience, such as rural communities.
- b. Additional information, guidance, and strategy for this outreach activity can be found in the Public Service Announcement Toolkit and Social Media Toolkit.

3. Partnering with other low-income program offices to assist in reaching our targeted population

- a. Subrecipient should partner with multiple low-income program offices and other venues to distribute and post LIHWAP posters and flyers. Some examples would be tenants in Section 8 and public housing programs, Senior Citizen Centers, County courthouse, meal sites, grocery stores, laundromats, churches, hospitals, fast-food locations, day cares, local libraries, and other establishments.
- b. Additional information, guidance, and strategy for these low-income programs can be found in the Low-Income Program Toolkit.

4. LIHWAP Providers need to identify local offices already supporting the non-English speaking population and high traffic locations that engage with the Hispanic, Haitian-Creole, and other culturally-represented communities to share LIHWAP program benefits across various communities and ethnic groups.

- a. Statistics show that over 30% of Florida residents are speakers of non-English languages. In 2019, 22.5% of the overall population of Florida is native Spanish speakers with the next closest being Haitian Creole at 2.3%.
- b. Additional information, guidance, and strategy for these low-income programs can be found in the Multi-Lingual Toolkit.

PROGRAM REQUIREMENTS:

Subrecipient will use the funds within this NFA to carry out Eligible Activities that include, but are not limited to:

- 1. Providing services related to LIHWAP that fall within the goals of the LIHWAP program.
- 2. Supporting activities that are designed to assist families and individuals who are income eligible, including families and individuals receiving assistance through other programs, disabled individuals and families with low income, elderly individuals and families with low income, and families and individuals with children (5 years of age or younger) with low income.

3. Subrecipient will make the services available under this grant to income eligible individuals and families who continue to have human and social services needs because of the devastating impact of COVID-19.
4. Subrecipient will ensure that services provided through LIHWAP are not duplicative of the services provided through State, Federal, or other funding sources or entities unless the services to be provided by LIHWAP are significantly different than those provided through another source.
5. Subrecipient will keep track of populations served via the SERA LIHWAP Module data tracking system. Subrecipient will be required to update the SERA LIHWAP Module for monitoring purposes monthly.
6. Subrecipient must maintain the written policies outlined in the contract agreement. Subrecipients will comply with 2 CFR 200 including the required contractual provisions under Appendix II Part 200 A-1.
7. By accepting this award, Subrecipient certifies that it will use its best efforts to implement LIHWAP outreach activities expeditiously to maximize the benefits of the program.
8. Subrecipient will administer the LIHWAP Program in accordance with 45 CFR 75 and Agreement.
9. Subrecipient will perform outreach activities as specified in the Administration section.
10. Subrecipient acknowledges that failure to implement the LIHWAP project at an acceptable pace, as determined in DEO's reasonable discretion, may result in DEO taking action to modify or terminate the award in accordance with the LIHWAP Scope of Work attached to the Subgrant Agreement.

Financial Reporting Requirements: All cash draws and expenditures must be recorded in accordance with the SERA Business Rules. Expenditures must be reported within established timelines and by the cost categories and activities established for the particular grant program.

Cost Categories and Activities:

Cost Category	Activity
Grantee Administrative Expenses	Salaries including fringe, rent, utilities, travel, other
Direct Client Assistance	Home Energy Assistance Payments Crisis Benefit Payments Weather Related/Supply Shortage
Grantee Leveraging Expense	Crisis Assistance Home Energy Assistance
Grantee Outreach Expense	Salaries including fringe, rent, utilities, travel, other

Closeout Procedures: Awards must be closed out and all obligations liquidated by the close out date indicated under Award Information. Only liquidated expenditures resulting from obligations incurred during the award period are allowable.

Other Notes/Comments:

Questions: Fiscal questions regarding these funds should be addressed to Karen Lyons at (850) 245-7353 or via email to karen.lyons@deo.myflorida.com. Program policy questions should be addressed to Matthew Treadwell at (850) 717-8469 or via email to matthew.treadwell@deo.myflorida.com. Subrecipient Enterprise Resource Application (SERA) questions should be addressed to Lemuel Toro at (850) 245-7359 or via email to lemuel.toro@deo.myflorida.com.



FLORIDA DEPARTMENT OF
ECONOMIC OPPORTUNITY

**PY2021 LIHWAP - ARP
LEH21 - Issue Award**

SUBRECIPIENT NAME	Unique Entity ID #	FLAIR Contract ID	NFA ID	AWARD			RELEASE		
				Current Award	This Action	Revised Award	Current Release	This Action	Revised Release
Agricultural And Labor Program, Incorporated, The	KSIHJBDQ8ZM9	E1990	041263	\$ -	\$ 2,679,168.00	\$ 2,679,168.00	\$ -	\$ -	\$ -
Bay County Council on Aging, Inc.	UW19KMMKC144	E1991	041261	\$ -	\$ 352,316.00	\$ 352,316.00	\$ -	\$ -	\$ -
Brevard, County Of	XSTGNLF9ZDJ5	E1992	041268	\$ -	\$ 763,368.00	\$ 763,368.00	\$ -	\$ -	\$ -
Broward, County Of	P62KF2SJJ237	E1993	041269	\$ -	\$ 2,915,053.00	\$ 2,915,053.00	\$ -	\$ -	\$ -
Capital Area Community Action Agency, Inc.	X13EDG5RKDF1	E1994	041256	\$ -	\$ 604,214.00	\$ 604,214.00	\$ -	\$ -	\$ -
Central Florida Community Action Agency, Inc.	M5M3WACM2N33	E1997	041265	\$ -	\$ 859,735.00	\$ 859,735.00	\$ -	\$ -	\$ -
Charlotte, County Of	X3RBY2VEDJT3	E1998	041279	\$ -	\$ 333,942.00	\$ 333,942.00	\$ -	\$ -	\$ -
Citrus, County Of	H2TGV5FM16F8	E1999	041280	\$ -	\$ 205,625.00	\$ 205,625.00	\$ -	\$ -	\$ -
Community Action Program Committee, Inc.	QA8HEH6FZTB9	E1996	041257	\$ -	\$ 403,225.00	\$ 403,225.00	\$ -	\$ -	\$ -
Desoto, County Of	GH9DBEQV5KK3	E2001	041281	\$ -	\$ 107,305.00	\$ 107,305.00	\$ -	\$ -	\$ -
Economic Opportunities Council of Indian River County, Inc.	YF9ZQ5SECJN7	E2005	041259	\$ -	\$ 232,265.00	\$ 232,265.00	\$ -	\$ -	\$ -
Hillsborough, County Of	PGWKT576NH72	E2003	041271	\$ -	\$ 1,308,070.00	\$ 1,308,070.00	\$ -	\$ -	\$ -
Jackson County Senior Citizens Organization, Inc.	F95VP5EB4C25	E2006	041262	\$ -	\$ 79,799.00	\$ 79,799.00	\$ -	\$ -	\$ -
Lake Community Action Agency, Inc.	JN1HBA41ANY4	E2007	041258	\$ -	\$ 552,357.00	\$ 552,357.00	\$ -	\$ -	\$ -
Lee, County Of	SS8JCN35XH77	E2008	041272	\$ -	\$ 1,257,579.00	\$ 1,257,579.00	\$ -	\$ -	\$ -
Step Up Suncoast, Inc.	JKMNP2K3JF13	E2025	041276	\$ -	\$ 480,198.00	\$ 480,198.00	\$ -	\$ -	\$ -
Miami-Dade, County Of	MKEJWVSEURF3	E2009	041270	\$ -	\$ 3,709,680.00	\$ 3,709,680.00	\$ -	\$ -	\$ -
Mid Florida Community Services, Inc.	FNA3CKDAEDN3	E2011	041260	\$ -	\$ 1,135,953.00	\$ 1,135,953.00	\$ -	\$ -	\$ -
Monroe, County Of	QKLSCT2LM7M9	E2012	041282	\$ -	\$ 336,348.00	\$ 336,348.00	\$ -	\$ -	\$ -
Northeast Florida Community Action Agency, Inc.	YUJTX2YPG8V3	E2013	041277	\$ -	\$ 2,686,828.00	\$ 2,686,828.00	\$ -	\$ -	\$ -
Orange, County Of	ZAMZMX9ZHCM9	E2015	041273	\$ -	\$ 1,586,162.00	\$ 1,586,162.00	\$ -	\$ -	\$ -
Osceola County Council on Aging, Inc.	X6WFFHB2KNCB5	E2014	041278	\$ -	\$ 453,128.00	\$ 453,128.00	\$ -	\$ -	\$ -
Palm Beach, County Of	XL2DNFMPCR44	E2016	041274	\$ -	\$ 2,234,474.00	\$ 2,234,474.00	\$ -	\$ -	\$ -
Pinellas County Urban League, Inc.	XSECCAJYMF4	E2018	041264	\$ -	\$ 1,485,271.00	\$ 1,485,271.00	\$ -	\$ -	\$ -
Salvation Army, The	CASLDMECCMS7	E2019	041253	\$ -	\$ 739,094.00	\$ 739,094.00	\$ -	\$ -	\$ -
Sanford, City Of	FJ52H6M3LY95	E2020	041267	\$ -	\$ 568,801.00	\$ 568,801.00	\$ -	\$ -	\$ -
Suwannee River Economic Council, Inc.	TF66NBMN9YB4	E2024	041255	\$ -	\$ 360,188.00	\$ 360,188.00	\$ -	\$ -	\$ -
Tri-County Community Council, Inc.	KSHUE4AZMR39	E2028	041254	\$ -	\$ 665,225.00	\$ 665,225.00	\$ -	\$ -	\$ -
Volusia, County Of	VY9UEK86CVW3	E2029	041275	\$ -	\$ 861,141.00	\$ 861,141.00	\$ -	\$ -	\$ -
Florida Department of Elder Affairs	HCEQLI1ASCN3	E2002	041266	\$ -	\$ 998,550.00	\$ 998,550.00	\$ -	\$ -	\$ -
TOTAL				\$ -	\$ 30,955,062.00	\$ 30,955,062.00	\$ -	\$ -	\$ -

22 - _____

Attachment 5

BOARD OF COUNTY COMMISSIONERS
PALM BEACH COUNTY, FLORIDA
BUDGET AMENDMENT

BGEX - 145 - 050422*1297
BGRV - 145 - 050422*0458

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 05/04/22	REMAINING BALANCE
REVENUE								
145 1455 3168	Fed Grant Indirect - Human Services	1,047,114	2,002,810	571,441	0	2,574,251		
Total Revenue		1,763,983	3,609,696	571,441	0	4,181,137		
EXPENDITURE								
145 1455 3421	Contractual Services-Training	75,000	75,000	540,000	0	615,000	(193,501)	421,499
145 1455 4406	Rent-Office Equipment	4,201	4,201	11,000	0	15,201	(999)	14,202
145 1455 4909	Licenses & Permits	1	1	441	0	442	(49)	393
145 1455 5121	Data Processing Software/Accessories	4,000	4,000	20,000	0	24,000	(11,760)	12,240
Total Expenditures		1,763,983	3,609,696	571,441	0	4,181,137	(206,309)	3,974,828

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COMMUNITY SERVICES
INITIATING DEPARTMENT/DIVISION James Green
Administration/Budget Department Approval
OFMB Department - Posted

Signatures

Date

By Board of County Commissioners
At Meeting of July 12, 2022

DocuSigned by:
James Green

6/9/2022

Deputy Clerk to the
Board of County Commissioners

BOARD OF COUNTY COMMISSIONERS
PALM BEACH COUNTY, FLORIDA
BUDGET AMENDMENT

BGEX - 145 - 050422*1294
BGRV - 145 -050422*0457

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 AS OF 05/04/22	REMAINING BALANCE
REVENUE								
145 1462	3168 Fed Grant Indirect - Human Services	4,884,102	11,253,761	2,772,848	0	14,026,609		
145 1468	3168 Fed Grant Indirect - Human Services	0	0	2,234,474	0	2,234,474		
Total Revenue		4,896,710	15,539,829	5,007,322	0	20,547,151		
EXPENDITURE								
145 1462	8301 Contributions to Individuals	3,973,570	10,173,570	2,772,848	0	12,946,418	2,257,280	10,689,138
145 1468	1201 Salaries & Wages Regular	0	0	305,104	0	305,104	0	305,104
145 1468	2101 Fica-Taxes	0	0	18,917	0	18,917	0	18,917
145 1468	2105 Fica Medicare	0	0	4,424	0	4,424	0	4,424
145 1468	2201 Retirement Contributions	0	0	37,009	0	37,009	0	37,009
145 1468	2301 Insurance-Life & Health	0	0	80,685	0	80,685	0	80,685
145 1468	3401 Other Contractual Services	0	0	100,000	0	100,000	0	100,000
145 1468	3404 Temporary Services	0	0	50,000	0	50,000	0	50,000
145 1468	5101 Office Supplies	0	0	5,000	0	5,000	0	5,000
145 1468	8301 Contributions to Individuals	0	0	1,633,335	0	1,633,335	0	1,633,335
Total Expenditures		4,896,710	15,539,829	5,007,322	0	20,547,151	2,257,280	12,923,612

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COMMUNITY SERVICES
INITIATING DEPARTMENT/DIVISION James Green
Administration/Budget Department Approval
OFMB Department - Posted

Signatures

Date

By Board of County Commissioners

At Meeting of July 12, 2022

DocuSigned by:
James Green
BF34EF22BDFD492...

6/9/2022

Deputy Clerk to the
Board of County Commissioners