

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY

Meeting Date: August 23, 2022 [X] Consent [] Regular
[] Ordinance [] Public Hearing

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

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to:

- A) receive and file Notice of Grant Award/Fund Availability (NFA) Modification No. 041304
B) approve an upward budget amendment in the amount of \$2,819,509 in the Low-Income Home Energy Assistance Program (LIHEAP) fund to align the budget to the actual grant award;
C) approve one (1) full-time equivalent (FTE) grant funded position for a Quality Assurance Coordinator (Pay Grade 34), and one (1) full-time equivalent grant funded Grants Compliance Specialist I (Pay Grade 27); and
D) delegate to the County Administrator, or designee, signatory authority to establish Memorandum of Understandings (MOU) with local water utility providers.

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 Community Services Block Grant programs (CSBG). Modification No. 1 incorporated the new LIHWAP program. The modified agreement allows 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. Under the terms of the new umbrella agreement, FDEO will issue an NFA for each program award, and issue amendments to NFA's for any changes. This NFA was issued to 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. As there are numerous new programs under CAP with various program requirements, the Quality Assurance Coordinator and Grants Compliance I positions are needed to ensure grant requirements are met. Currently, there is \$22,821,142 funding under this umbrella agreement for LIHEAP, LIHWAP, and CSBG. FDEO issues new NFA's throughout the year with new funding. The positions will be eliminated if funding is discontinued. The MOUs with utility providers are required under the umbrella agreement. No County match is required. (Community Action Program) Countywide (HH)

Background and Justification: 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. Notice of Grant Award/Fund Availability No. 041304
2. Budget Amendment for LIHWAP

Recommended By: James Green 7/21/2022
Department Director Date
Approved By: [Signature] 8/5/2022
Assistant County Administrator Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2022	2023	2024	2025	2026
Capital Expenditures					
Operating Costs	2,819,509				
External Revenue	(2,819,509)				
Program Income (County)					
In-Kind Match (County)					
NET FISCAL IMPACT	0				

No. ADDITIONAL FTE POSITIONS (Cumulative)	2				
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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 1469 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,

DocuSigned by:

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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:

Love Mae 8/3/22
 OFMB
 MG 7/28/22

7/28/22

Ann S. Jankowski 8/5/22
 Contract Development and Control

B. Legal Sufficiency:

Deleane Cochran 8-5-22
 Assistant County Attorney

C. Other Department Review:

 Department Director

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

Date of Notice: 5/13/22

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-2102FLLWC5	
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 #:	LIH21
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.**

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-I.
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.

**PY2021 LIHWAP - CAA
LIH21 - 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	KSJHJBDQ8ZM9	E1990	041294	\$ -	\$ 3,380,634.00	\$ 3,380,634.00	\$ -	\$ -	\$ -
Bay County Council on Aging, Inc.	UW19KMMKC144	E1991	041292	\$ -	\$ 444,560.00	\$ 444,560.00	\$ -	\$ -	\$ -
Brevard, County Of	XSTGNLF9ZDJ5	E1992	041298	\$ -	\$ 963,234.00	\$ 963,234.00	\$ -	\$ -	\$ -
Broward, County Of	P62KF2SJJ237	E1993	041299	\$ -	\$ 3,678,279.00	\$ 3,678,279.00	\$ -	\$ -	\$ -
Capital Area Community Action Agency, Inc.	X13EDGSRKDF1	E1994	041286	\$ -	\$ 762,409.00	\$ 762,409.00	\$ -	\$ -	\$ -
Central Florida Community Action Agency, Inc.	M5M3WACM2N33	E1997	041295	\$ -	\$ 1,084,832.00	\$ 1,084,832.00	\$ -	\$ -	\$ -
Charlotte, County Of	X3RBY2VEDJ3	E1998	041309	\$ -	\$ 421,375.00	\$ 421,375.00	\$ -	\$ -	\$ -
Citrus, County Of	H2TGV5FM16F8	E1999	041310	\$ -	\$ 259,462.00	\$ 259,462.00	\$ -	\$ -	\$ -
Community Action Program Committee, Inc.	QA8HEH6FZT89	E1996	041287	\$ -	\$ 508,799.00	\$ 508,799.00	\$ -	\$ -	\$ -
Desoto, County Of	GH9DBEQV5KK3	E2001	041311	\$ -	\$ 135,400.00	\$ 135,400.00	\$ -	\$ -	\$ -
Economic Opportunities Council of Indian River County, Inc.	YF9ZQ5SECJN7	E2005	041289	\$ -	\$ 293,078.00	\$ 293,078.00	\$ -	\$ -	\$ -
Hillsborough, County Of	PGWKT576NH72	E2003	041301	\$ -	\$ 1,650,552.00	\$ 1,650,552.00	\$ -	\$ -	\$ -
Jackson County Senior Citizens Organization, Inc.	F95VP5EB4C25	E2006	041293	\$ -	\$ 100,693.00	\$ 100,693.00	\$ -	\$ -	\$ -
Lake Community Action Agency, Inc.	JN1HBA41ANY4	E2007	041288	\$ -	\$ 696,977.00	\$ 696,977.00	\$ -	\$ -	\$ -
Lee, County Of	SS8JCN35XH77	E2008	041302	\$ -	\$ 1,586,841.00	\$ 1,586,841.00	\$ -	\$ -	\$ -
Step Up Suncoast, Inc.	JKMNP2K3JF13	E2025	041306	\$ -	\$ 605,925.00	\$ 605,925.00	\$ -	\$ -	\$ -
Miami-Dade, County Of	MKEJWVSEURF3	E2009	041300	\$ -	\$ 4,680,956.00	\$ 4,680,956.00	\$ -	\$ -	\$ -
Mid Florida Community Services, Inc.	FNA3CKDAEDN3	E2011	041291	\$ -	\$ 1,433,371.00	\$ 1,433,371.00	\$ -	\$ -	\$ -
Monroe, County Of	QKLSCT2LM7M9	E2012	041312	\$ -	\$ 424,411.00	\$ 424,411.00	\$ -	\$ -	\$ -
Northeast Florida Community Action Agency, Inc.	YUJTX2YPG8V3	E2013	041307	\$ -	\$ 3,390,299.00	\$ 3,390,299.00	\$ -	\$ -	\$ -
Orange, County Of	ZAMZMX9ZHCM9	E2015	041303	\$ -	\$ 2,001,455.00	\$ 2,001,455.00	\$ -	\$ -	\$ -
Osceola County Council on Aging, Inc.	X6WFHB2KNCB5	E2014	041308	\$ -	\$ 571,768.00	\$ 571,768.00	\$ -	\$ -	\$ -
Palm Beach, County Of	XL2DNFMPCR44	E2016	041304	\$ -	\$ 2,819,509.00	\$ 2,819,509.00	\$ -	\$ -	\$ -
Pinellas County Urban League, Inc.	X5ECCAJYMF4	E2018	041313	\$ -	\$ 1,874,147.00	\$ 1,874,147.00	\$ -	\$ -	\$ -
Salvation Army, The	CASLDMECCMS7	E2019	041283	\$ -	\$ 932,605.00	\$ 932,605.00	\$ -	\$ -	\$ -
Sanford, City Of	FJ52H6M3LY95	E2020	041297	\$ -	\$ 717,725.00	\$ 717,725.00	\$ -	\$ -	\$ -
Suwannee River Economic Council, Inc.	TF66NBMN9YB4	E2024	041285	\$ -	\$ 454,493.00	\$ 454,493.00	\$ -	\$ -	\$ -
Tri-County Community Council, Inc.	KSHUE4AZMR39	E2028	041284	\$ -	\$ 839,397.00	\$ 839,397.00	\$ -	\$ -	\$ -
Volusia, County Of	VY9UEK86CVW3	E2029	041305	\$ -	\$ 1,086,606.00	\$ 1,086,606.00	\$ -	\$ -	\$ -
Florida Department of Elder Affairs	HCEQLJ1ASCN3	E2002	041296	\$ -	\$ 1,274,150.00	\$ 1,274,150.00	\$ -	\$ -	\$ -
TOTAL				\$ -	\$ 39,073,942.00	\$ 39,073,942.00	\$ -	\$ -	\$ -

BOARD OF COUNTY COMMISSIONERS
PALM BEACH COUNTY, FLORIDA
BUDGET AMENDMENT

BGEX - 145 - 061522*1410
BGRV - 145 - 061522*0476

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 06/15/22	REMAINING BALANCE
REVENUE								
145 1469 3168	Fed Grant Indirect - Human Services	0	0	2,819,509	0	2,819,509		
Total Revenue		4,896,710	20,547,151	2,819,509	0	23,366,660		
EXPENDITURE								
145 1469 8301	Contributions to Individuals	0	0	2,819,509	0	2,819,509		2,819,509
Total Expenditures		4,896,710	20,547,151	2,819,509	0	23,366,660	0	2,819,509

BUD_BLNK.xl

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

Signatures

Date

By Board of County Commissioners
At Meeting of August 23, 2022

DocuSigned by:
James Green
BF34EF228FDF492...

07/21/22

Deputy Clerk to the
Board of County Commissioners