

**LEE COUNTY BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY**

BLUE SHEET NO. **20020912**

1. REQUESTED MOTION:

1. ACTION REQUESTED: Approve a contract amendment between the State of Florida Department of Community Affairs and the Board of County Commissioners in order to receive an additional \$91,508 for the Low Income Home Energy Assistance Program (LIHEAP); approve a budget amendment resolution.

WHY ACTION IS NECESSARY: To secure additional grant funds for the Low Income Home Energy Assistance Program made available to Lee County.

WHAT THE ACTION ACCOMPLISHES: Provides a total of \$318,523 in grant funds for assistance with energy costs to qualified households for the period of March 1, 2002 through March 31, 2003.

2. DEPARTMENTAL CATEGORY: 05
COMMISSION DISTRICT #: CW

C5A

3. MEETING DATE:

08-20-2002

4. AGENDA:

- CONSENT
 - ADMINISTRATIVE
 - APPEALS
 - PUBLIC
 - WALK ON
- TIME REQUIRED:**

5. REQUIREMENT/PURPOSE:

(Specify)

- STATUTE
- ORDINANCE
- ADMIN. CODE
- OTHER

6. REQUESTOR OF INFORMATION:

A. COMMISSIONER _____ N/A

B. DEPARTMENT _____ Human Services

C. DIVISION

BY: *Susan Oliver*
Susan Oliver, Program Manager

7. BACKGROUND: The State of Florida, Department of Community Affairs has made available an additional \$91,508 for the Low Income Home Energy Assistance Program. The original grant agreement was signed by the Board of County Commissioners on November 20, 2001. This amendment brings the total grant amount to \$318,523. Approximately 15 percent will be retained by the Department of Human Services for administrative and outreach expense. The period of this contract is from March 1, 2002 through March 31, 2003. This program provides utility assistance for qualifying low-income households.

The Department of Human Services will review applications to determine eligibility in accordance with state guidelines. The program is available to all low-income residents of Lee County.

Attachments: Modification Agreement (3 originals)
Budget Amendment Resolution

8. MANAGEMENT RECOMMENDATIONS:

9. RECOMMENDED APPROVAL:

A Department Director	B Purchasing Or Contracts	C Human Resources	D Other	E County Attorney	F Budget Services				G County Manager
<i>[Signature]</i>	N/A	N/A		<i>Andrea</i> <i>[Signature]</i>	OA	OM	Risk	GC	<i>[Signature]</i>
				<i>RK</i> 8/7		<i>[Signature]</i> 8/7/02	<i>[Signature]</i> 8/7/02	<i>[Signature]</i> 8/7/02	

10. COMMISSION ACTION:

- APPROVED
- DENIED
- DEFERRED
- OTHER

REC'D.
BY CO. ATTY.
8/16/02
445,000
CO. ATTY
FORWARDED TO:
Budget
9:00 AM

RECEIVED BY
COUNTY ADMIN. *RK*
8-7-02
9:20
COUNTY ADMIN.
FORWARDED TO: *BH*
8/8 11:00

RESOLUTION

Amending the General Fund #00100 Budget for additional revenues for Fiscal Year 2001-2002.

WHEREAS, in compliance with the Florida Statutes 129.06(2), it is the desire of the Board of County Commissioners of Lee County, Florida, to amend the General Fund #00100 budget for \$91,508 of the additional revenue from Low Income Home Energy Assistance Program (LIHEAP) Grant and an appropriation of a like amount for indigent rent and utilities;

WHEREAS, the General Fund #00100 budget shall be amended to include the following amounts which were previously not included.

ESTIMATED REVENUES

Prior Total:		\$286,576,730
Additions		
11066800100.331621.9004	LIHEAP	\$91,508
Amended Total Estimated Revenues		\$286,668,238

APPROPRIATIONS

Prior Total:		\$286,576,730
Additions		
11066800100.508303.106	Indigent Rent and Utilities	\$91,508
Amended Total Appropriations		\$286,668,238

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Lee County, Florida, that the General Fund #00100 budget is hereby amended to show the above additions to its Estimated Revenue and Appropriation accounts.

Duly voted upon and adopted in Chambers at a regular Public Hearing by the Board of County Commissioners on this ____ day of _____, 2002.

ATTEST:
CHARLIE GREEN, EX-OFFICIO CLERK

BOARD OF COUNTY COMMISSIONERS
LEE COUNTY, FLORIDA

BY: _____
DEPUTY CLERK

CHAIRMAN

APPROVED AS TO FORM

OFFICE OF COUNTY ATTORNEY

DOC TYPE YA
LEDGER TYPE BA

MODIFICATION OF AGREEMENT
BETWEEN
FLORIDA DEPARTMENT OF COMMUNITY AFFAIRS
AND
LEE COUNTY BOARD OF COUNTY COMMISSIONERS

This Modification is made and entered into by and between the State of Florida, Department of Community Affairs, ("the Department"), and Lee County Board of County Commissioners, the ("Recipient") to modify DCA Contract Number 02EA-2J-09-46-01-015 dated December 19, 2001 ("the Agreement").

WHEREAS, the Department and the Recipient have entered into the Agreement, pursuant to which the Department has provided a grant of \$227,015 to Recipient; and

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

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

1. Clause (16)(a) Funding/Consideration is hereby modified to read as follows:

"This is a cost-reimbursement Agreement. The Recipient shall be reimbursed for costs incurred in the satisfactory performance of work hereunder in an amount not to exceed \$318,523 subject to the availability of funds and appropriate budget authority." This revised contract amount includes:

1.	<u>\$227,015</u>	Current FFY 2002-2003 LIHEAP contract allocation
2.	+ <u>\$83,862</u>	Increase in Base Allocation
3.	+ <u>\$6,293</u>	Carryover funds from FY 2001-2002
4.	+ <u>\$1,353</u>	FY 2001 Leveraging Funds

2. Attachment H, Budget Summary and Workplan is hereby modified to reflect additional contractual funds, which are attached hereto and incorporated herein by reference.
3. Attachment I, Administrative and Outreach Expense Budget Detail, is hereby modified, which is attached hereto and incorporated herein by reference.
4. Attachment J, Multi-County Fund Distribution, is hereby modified, which is attached hereto and incorporated herein by reference.
5. All provisions of the Agreement being modified and any attachments thereto in conflict with this Modification shall be and are hereby changed to conform with this Modification, effective as of the date of the last execution of this Modification by both parties.
6. All provisions not in conflict with this Modification remain in full force and effect, and are to be performed at the level specified in the Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this document as of the dates set out herein.

RECIPIENT

STATE OF FLORIDA

By: _____

By: _____

(Title)

Shirley W. Collins, Director
Division of Housing and Community Development

Date: _____

Date: _____

59-6000702

Federal Identification Number

**LIHEAP
AMENDED ATTACHMENT H
BUDGET SUMMARY AND WORKPLAN**

RECIPIENT: LEE COUNTY BOARD OF COUNTY COMMISSIONERS

I. BUDGET SUMMARY

A. LIHEAP FUNDS ONLY	B. Last Approved Budget Amount	C. Increase in Base Allocation	D. Carry Forward	E. Column B+C+D	F. Leveraging	G. TOTAL Modified Budget (Col. E+F)
1. TOTAL FUNDS	\$227,015	\$83,862	\$6,293	\$317,170	\$1,353	\$318,523
ADMINISTRATIVE EXPENSE (Cell 2G cannot exceed 7.5% of Cell 1B+1C)						
2. Salaries including Fringe; Rent, Utilities, Travel, Other	\$17,026	\$0		\$17,026		\$17,026
OUTREACH EXPENSE (Cell 3G cannot exceed Cell 1E minus Cell 2E times .15)						
3. Salaries including Fringe; Rent, Utilities, Travel, Other	\$31,498	\$0	\$0	\$31,498		\$31,498
DIRECT CLIENT ASSISTANCE						
4. Home Energy Assistance (Cell 4G must be at least 25% of Cell 1E)	\$56,754	\$38,255	\$6,293	\$101,302		\$101,302
5. Crisis Payments	\$117,197	\$43,803	\$0	\$161,000		\$161,000
6. Weather Related/Supply Shortage (Cell 6G must be at least 2% of Cell 1E)	\$4,540	\$1,804	\$0	\$6,344		\$6,344
7. Subtotal Direct Client Assistance (Lines 4+5+6)	\$178,491	\$83,862	\$6,293	\$262,302		\$268,646
LEVERAGING FUNDS ONLY						
8. Home Energy Assistance					\$1,353	
9. Crisis Assistance					\$0	
10. TOTAL LEVERAGING (Lines 8+9)					\$1,353	
11. GRAND TOTALS (Lines 2+3 + 7 + 10) Must agree with line 1.	\$227,015	\$83,862	\$6,293	\$310,826	\$1,353	\$318,523

II. DIRECT CLIENT ASSISTANCE BUDGET DETAIL AND WORKPLAN

Type of Assistance	Estimated # of Households to be Served		Estimated Cost Per Household	Estimated Expenditures (Amended Est. # of X Estimated Cost Per Household) Amount must agree with Column G above.
	Previous	Amended		
LIHEAP				
Home Energy	756	1,013	\$100.00	\$100,302
Crisis	669	920	\$175.00	\$161,000
Weather Related/Supply Shortage	22	32	\$200.00	\$6,344
TOTAL	1447	1965		
LEVERAGING				
Home Energy		14	\$100.00	\$1,353
Crisis		0	N/A	N/A
TOTAL		14		

**AMENDED ATTACHMENT I
ADMINISTRATIVE AND OUTREACH EXPENSE BUDGET DETAIL
(BUDGET SUMMARY LINES 2 AND 3)**

Line Item Number	EXPENDITURE DETAILS (Round up line items to dollars. Do not use cents and decimals in totals.)	LIHEAP FUNDS
ADMINISTRATIVE EXPENSE		
2	Average Salaries (including fringe calculated at 38%)	
	Fiscal Support:	
	10 hours wk for 40 weeks @ \$14.8800 = \$5,952.00	
	FSS Administrative Support & Secondary Case Review:	
	Counselor/Admin Specialist/Program Manager	
	10 hours/week for 40 weeks @ \$21.9200 = \$8,768.00	
	Clerical and Administrative Support:	
	Administrative staff & Secretary II's:	
	5 hours/week for 40 weeks @ \$11.5300 = \$2,306.00	
	TOTAL	\$17,026.00
OUTREACH		
3	Average Salaries (including fringe calculated at 38%)	
	FSS Staff	
	42 hours/week for 40 weeks @ \$18.7488 = \$31,498.00	
	TOTAL	\$31,498.00
DIRECT CLIENT ASSISTANCE		
4	Home Energy Assistance = \$101,302.00	
5	Crisis Assistance = \$161,000.00	
6	Weather Related Assistance = \$6,344.00	
8	LIHEAP Leveraging = \$1,353.00	
	TOTAL	\$269,999.00
GRAND TOTAL		\$318,523.00