

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

BLUE SHEET NO. 20040573

**1. REQUESTED MOTION:**

**ACTION REQUESTED:** : Amend a contract between the State of Florida Department of Community Affairs and the Board of County Commissioners to receive an additional \$184,268 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:** Will provide a total of \$501,266 in grant funds for assistance with energy costs to qualified households for the period of February 18, 2004 through March 31, 2005.

**2. DEPARTMENTAL CATEGORY:** 05  
**COMMISSION DISTRICT #:** CW C5A

**3. MEETING DATE:** 05-18-2004

**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**  
*Susan Oliver*  
**BY:** Susan Oliver, Program Manager

**7. BACKGROUND:** The State of Florida, Department of Community Affairs has made available an additional \$184,268 for the Low Income Home Energy Assistance Program. The original grant agreement was signed by the Board of County Commissioners on January 27, 2004. This amendment brings the total grant amount to \$501,266. Approximately thirteen percent (\$67,414) will be retained by the Department of Human Services for administrative and outreach expense. The period of this contract is from February 18, 2004 through March 31, 2005. This program provides utility assistance for qualifying low-income households.

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
					OA	OM	Risk	GC	
<i>James Hames</i> <i>5/4/04</i>	N/A	N/A		<i>Andrea</i> <i>Frank</i>	<i>RK</i> <i>5/6</i>	<i>M</i> <i>5/5</i>	<i>52</i> <i>5/6/04</i>	<i>1/1</i> <i>5/1/04</i>	<i>HS</i> <i>5.6.04</i>

**10. COMMISSION ACTION:**

- APPROVED
- DENIED
- DEFERRED
- OTHER

Rec. by CoAtty  
Date: 5/4/03  
Time: 10:00 am  
Forwarded To:  
Budget  
5/4/04 3:30pm

RECEIVED BY  
COUNTY ADMIN: *pk*  
5/3/04  
*9:50 am SLT*  
COUNTY ADMIN  
FORWARDED TO: *pk*  
5/6/04  
4:45 pm

*HS.*

# RESOLUTION #

Amending the General Fund #00100 Budget for additional revenues for Fiscal Year 2003-2004.

**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 \$184,268 of the additional revenue from Low Income Home Energy Assistance Program (LIHEAP) Grant and an appropriation of a like amount for salaries and 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:		\$329,023,687
Additions		
11074700100.331621.9004	LIHEAP	\$184,268
Amended Total Estimated Revenues		\$329,207,955

## APPROPRIATIONS

Prior Total:		\$329,023,687
Additions		
11074700100.508303.106	Indigent Rent and Utilities	\$184,268
Amended Total Appropriations		\$329,207,955

**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 \_\_\_\_\_, 2004.

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 04EA-4P-09-46-01-015, ("the Agreement").

WHEREAS, the Department and the Recipient have entered into the Agreement, pursuant to which the Department has provided a grant of \$316,998 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. Paragraph (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 \$501,266 subject to the availability of funds and appropriate budget authority." This amended contract amount includes:

1.	<u>\$316,998</u>	Current FFY 2003-2004 LIHEAP contract allocation
2. +	<u>\$172,716</u>	Increase in Base Allocation
3. +	<u>\$11,552</u>	Contingency Funds

- 2. Attachment I (Budget Summary and Workplan) is hereby deleted in its entirety and replaced with Amended Attachment I.
- 3. Attachment J (Budget Detail) is hereby deleted in its entirety and replaced with Amended Attachment J.
- 4. Attachment K (Multi-County Fund Distribution) is hereby deleted in its entirety and replaced with Amended Attachment K.
- 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)

Janice Browning, Director  
Division of Housing and Community Development

Date: \_\_\_\_\_

Date: \_\_\_\_\_

59-6000702  
Federal Identification Number

**LIHEAP  
REVISED ATTACHMENT I  
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. Contingency Funds	E. TOTAL Modified Budget (Col. B+C+D)
<b>1. TOTAL FUNDS</b>	\$316,998	\$172,716	\$11,552	\$501,266
<b>ADMINISTRATIVE EXPENSE</b> (Cell 2E cannot exceed 7.5% of Cell 1E)				
2. Salaries including Fringe; Rent, Utilities, Travel, Other	\$23,581	\$0		\$23,581
<b>OUTREACH EXPENSE</b> (Cell 3E cannot exceed Cell 1E minus Cell 2E times .15)				
3. Salaries including Fringe; Rent, Utilities, Travel, Other	\$43,833	\$0		\$43,833
<b>DIRECT CLIENT ASSISTANCE</b>				
4. Home Energy Assistance (Cell 4E must be at least 25% of Cell 1E)	\$80,000	\$45,400		\$125,400
5. Crisis Payments	\$162,808	\$127,316		\$290,124
6. Weather Related/Supply Shortage (Cell 6E must be at least equal to Cell 6B + 2% of Cell 1C+1D)	\$6,332	\$0	\$11,552	\$17,884
7. Subtotal Direct Client Assistance (Lines 4+5+6)	\$249,140	\$172,716	\$11,552	\$433,408
<b>LEVERAGING FUNDS ONLY</b>				
8. Home Energy Assistance	\$444			\$444
9. Crisis Assistance	\$0			
10. TOTAL LEVERAGING (Lines 8+9)	\$444			\$444
11. <b>GRAND TOTALS</b> (Lines 2+3+7+10) Must agree with line 1.	\$316,998	\$172,716	\$11,552	\$501,266

**II. DIRECT CLIENT ASSISTANCE WORKPLAN**

Type of Assistance	Estimated # of Households to be Served		Estimated Cost Per Household	Estimated Expenditures (Estimated # of HHs x Estimated Cost Per HH) Amounts must agree with Column E above.
	Previous	Amended		
<b>LIHEAP</b>				
Home Energy	800	1,254	\$100	\$125,400
Crisis	930	1,450	\$200	\$290,124
Weather Related/Supply Shortage	31	60	\$300	\$17,884
<b>TOTAL</b>	1,761	2,764		
<b>LEVERAGING</b>				
Home Energy	4	5	\$88	\$444
Crisis	0	0		
<b>TOTAL</b>	4	5		

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

Line Item Number	EXPENDITURE DETAIL (Round up line items to dollars. Do not use cents and decimals in totals)	LIHEAP FUNDS
<b>ADMINISTRATIVE EXPENSE</b>		
2	Average Salaries (including fringe calculated at 38%)	
	Fiscal Support:	
	8 hours/week for 40 weeks @ \$19.0500 = \$6,096	
	FSS Administrative Support & Secondary Case Review:	
	Counselor/Admin Specialist/Program Manager	
	11 hours/week for 40 weeks @ 25.4080 = \$11,180	
	Clerical and Administrative Support:	
	10.5 hours/week for 40 weeks @ 15.0100 = \$6,305	
	TOTAL	<b>\$23,581</b>
<b>OUTREACH</b>		
3	Average Salaries (including fringe calculated at 38%)	
	Human Services Staff:	
	57 hours/week for 40 weeks @ \$19.2250 = \$43,833	
	TOTAL	<b>43,833</b>
<b>DIRECT CLIENT ASSISTANCE</b>		
4	Home Energy Assistance = \$125,400	
5	Crisis Assistance = \$290,124	
6	Weather Related Assistance = \$17,884	
8	Leveraging Home Energy = \$444	
	TOTAL	<b>433,852</b>
<b>GRAND TOTAL</b>		<b>\$501,266</b>

**LIHEAP  
 AMENDED ATTACHMENT K  
 MULTI-COUNTY FUND DISTRIBUTION**

In the form below, describe upon what basis you plan to equitably allocate LIHEAP resources to each of the counties you serve. This plan must be at least in part based on the 150% poverty population of each county. Provide reasoning and numeric justification for distribution plan.

COUNTY	ALLOCATION	% OF AGENCY'S DIRECT CLIENT ASSISTANCE DOLLARS ALLOCATED TO THIS COUNTY	BASIS FOR DISTRIBUTION/CALCULATION USED TO DETERMINE ALLOCATION
Lee	\$ 501,266	100 %	
		%	
		%	
		%	
		%	
		%	
		%	
		%	
		%	
<b>Total Budgeted Direct Client Assistance</b>	<b>\$ 433,852</b>	<b>%</b>	