

**Lee County Board Of County Commissioners
Agenda Item Summary**

Blue Sheet No. *20051230*

1. ACTION REQUESTED/PURPOSE:

Amend a contract between the State of Florida Department of Community Affairs and the Board of County Commissioners to receive an additional \$43,826 for the Low Income Home Energy Assistance Program (LIHEAP); approve a budget amendment resolution.

2. WHAT ACTION ACCOMPLISHES:

Will provide a total of \$485,302 in grant funds for assistance with energy costs to qualified Lee County households

3. MANAGEMENT RECOMMENDATION:

Approve and sign a Modification of Agreement between Florida Department of Community Affairs and Lee County Board of County Commissioners to receive additional Low Income Home Energy Program funds; approve a budget amendment resolution.

4. Departmental Category: 05 <i>CSA</i>		5. Meeting Date: <i>09-13-2005</i>
6. Agenda: <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Administrative <input type="checkbox"/> Appeals <input type="checkbox"/> Public <input type="checkbox"/> Walk-On	7. Requirement/Purpose: <i>(specify)</i>	
	Statute _____	
	Ordinance _____	
	Admin. Code _____	
	Other _____	
		8. Request Initiated: Commissioner _____ Department <u>Human Services</u> Division _____ By: <u>Susan Oliver, Program Mgr.</u> <i>Susan Oliver</i>

9. Background:

The State of Florida, Department of Community Affairs has made available an additional \$43,826 for the Low Income Home Energy Assistance Program. The original grant agreement was signed by the Board of County Commissioners on February 8, 2005. This amendment brings the total grant amount to \$485,302. Approximately eighteen percent (\$89,162) will be retained by the Department of Human Services for administrative and outreach expense. This program provides utility assistance for qualifying low-income households, with priority given to the elderly, disabled and households with small children.

Attachments: Modification Agreement (3 originals)
Budget Amendment Resolution

10. Review for Scheduling:

Department Director	Purchasing or Contracts	Human Resources	Other	County Attorney	Budget Services				County Manager/P.W. Director
					Analyst	Risk	Grants	Mgr.	
<i>[Signature]</i>	N/A	N/A	N/A	<i>[Signature]</i>	RK5/31	<i>[Signature]</i>	<i>[Signature]</i>	8/31/05	<i>[Signature]</i>

11. Commission Action:

- Approved
- Deferred
- Denied
- Other

Rec. by CoAtty
Date: <i>8-30-05</i>
Time: <i>3:00</i>
Forwarded To: <i>[Signature]</i>

RECEIVED BY COUNTY ADMIN:
<i>8-31-05</i>
<i>[Signature]</i>
COUNTY ADMIN FORWARDED TO:

RESOLUTION

Amending the General Fund #00100 Budget to incorporate unanticipated receipts into estimated Revenues and Appropriations for Fiscal Year 2004-2005.

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 \$43,826 of the additional revenue from the 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:		\$389,160,058
Additions		
11078700100.331621.9004	LIHEAP	\$43,826
Amended Total Estimated Revenues		\$389,203,884

APPROPRIATIONS

Prior Total:		\$389,160,058
Additions		
11078700100.508303.106	Indigent Rent and Utilities	\$43,826
Amended Total Appropriations		\$389,203,884

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 _____, 2005.

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 05EA-5K-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 \$441,476 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 \$485,302 subject to the availability of funds and appropriate budget authority." This revised contract amount includes:

1. \$441,476 Current FFY 2005-2006 LIHEAP contract allocation
 2. +\$42,796 Increase in Base Allocation
 3. +\$1,030 FFY 2004 Leveraging Funds
2. Attachment H (Budget Summary and Workplan) is hereby deleted in its entirety and replaced with Amended Attachment H.
 3. Attachment I (Budget Detail) is hereby deleted in its entirety and replaced with Amended Attachment I.
 4. Attachment J (Multi-County Fund Distribution) is hereby deleted in its entirety and replaced with Amended Attachment J.
 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 G
RECIPIENT INFORMATION**

FEDERAL YEAR: 05 CONTRACT PERIOD: Date of Signing to March 31, 2006

I. RECIPIENT CATEGORY: { } Non-Profit { X } Local Government

II. COUNTIES TO BE SERVED WITH THESE FUNDS: Lee

III. GENERAL ADMINISTRATIVE INFORMATION

- a. Name of Recipient: Lee County Board of County Commissioners
- b. Name of Executive Director or Chief Administrator: Karen Hawes, Department Director
- c. Recipient Fiscal Year: From 10/01/04 to 09/30/05
Street Address: 2440 Thompson Street
City: Fort Myers, FL Zip Code: 33901
Telephone: (239) 533-7930 County: Lee
Fax (239) 533-7960 E-Mail Address: oliversl@leegov.com
- e. Mailing Address (if different from above): Same
- f. Chief Elected Official (For local governments) or President/Chairman of Board (for corporations):
Name: Doug St. Cerny
Title: Chairman
Home of business address and telephone number other than Recipients Mailing Address:
Address: P.O. Box 398
Fort Myers, FL Zip Code: 33902
Telephone: (239) 335-2227
- g. Official to Receive State Warrant:
Name: Barbara Hollis
Title: Fiscal Manager
Mailing Address: 2440 Thompson Street
Fort Myers, FL Zip Code: 33901
- h. Contact Person:
Name: Susan Oliver
Title: Program Manager
Mailing Address: 2440 Thompson Street
Fort Myers, FL Zip Code: 33901
Telephone: (239) 533-7916
Fax: (239) 533-7960
E-Mail Address: oliversl@leegov.com
- i. Person(s) authorized to sign reports:
Name: Barbara Hollis Title: Fiscal Manager
Name: Susan Oliver Title: Program Manager
Name: Diana Childers Title: Fiscal Officer

IV. AUDIT DUE DATE

Agency Fiscal Year: 10/01/04 to 09/30/05
Seven months from end of agency fiscal year: 04/06

LIHEAP
REVISED ATTACHMENT H
BUDGET SUMMARY AND WORKPLAN

RECIPIENT: LEE COUNTY BOARD OF COUNTY COMMISSIONERS

I. BUDGET SUMMARY

A. BUDGET CATEGORY	B. Last Approved Budget Amount	C. Adjustments to Last Budget (Optional)	D. Increase in Base Allocation	E. Leveraging	F TOTAL Modified Budget
REVENUE AND FUNDING					
1. LIHEAP Funds (No Leveraging Funds)	\$441,476		\$42,796		\$484,272
GRANTEE ADMINISTRATIVE EXPENSE (Cell 2F cannot exceed 7.5% of Cell 1F)					
2. Salaries including Fringe; Rent, Utilities, Travel, Other	\$31,320		\$0		\$31,320
GRANTEE OUTREACH EXPENSE (Cell 3F cannot exceed 15% of the difference between Cell 1FE minus Cell 2F)					
3. Salaries including Fringe; Rent, Utilities, Travel, Other	\$57,942		\$0		\$57,942
DIRECT CLIENT ASSISTANCE					
4. Home Energy Assistance Payments (Cell 4F must be at least 25% of Cell 1F)	\$110,375		\$10,693		\$121,068
5. Crisis Benefit Payments	\$233,009		\$31,247		\$264,256
6. Weather Related/Supply Shortage (Cell 6F must be at least 2% of Cell 1F)	\$8,830		\$856		\$9,686
7. DIRECT CLIENT ASSISTANCE SUBTOTAL (Lines 4+5+6)	\$352,214		\$42,796	\$0	\$395,010
LEVERAGING FUNDS ONLY					
8. Home Energy Assistance					
9. Crisis Assistance				\$1,030	\$1,030
10. TOTAL LEVERAGING (Lines 8+9)				\$1,030	\$1,030
11. GRAND TOTAL (Lines 2+3+7+10)	\$441,476		\$42,796	\$1,030	\$485,302

II. WORKPLAN

Type of Assistance	Estimated # of Households		Estimated Cost Per Household	Estimated Expenditures (Estimated # of HHs x Estimated Cost Per HH) Amounts must agree with Column F above
	Previous	Amended		
LIHEAP W/OUT LEVERAGING				
Home Energy	1103	1,210	\$100	\$121,068
Crisis	1165	1,321	\$200	\$264,256
Weather Related/Supply Shortage	44	48	\$200	\$9,685
TOTAL	2,312	2,579		
LEVERAGING				
Home Energy				
Crisis		4	\$257	\$1,030
TOTAL		4		

**LIHEAP
ATTACHMENT I**

III. ADMINISTRATIVE AND OUTREACH EXPENSE BUDGET DETAIL (Lines 2-3)

Line Item Number	EXPENDITURE DETAIL (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:	
	12 hours/week for 40 weeks @ \$19.7600 = \$9,485	
	FSS Administrative Support & Secondary Case Review:	
	Counselor/Admin Specialist/Program Manager	
	12 hours/week for 40 weeks @ 26.8200 = \$12,874	
	Clerical and Administrative Support:	
	14 hours/week for 40 weeks @ 16.0017 = \$8,961	
	TOTAL	\$31,320
OUTREACH		
3	Average Salaries (including fringe calculated at 38%)	
	Human Services Staff:	
	70 hours/week for 40 weeks @ \$20.6935 = \$57,942	
	TOTAL	57,942
DIRECT CLIENT ASSISTANCE		
4	Home Energy Assistance = \$121,068	
5	Crisis Assistance = \$264,256	
6	Weather Related Assistance = \$9,686	
9	Crisis Leveraging = \$1,030	
	TOTAL	396,040
GRAND TOTAL		\$485,302

**LIHEAP
REVISED ATTACHMENT J
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	\$ 485,302	100%	
		%	
		%	
		%	
		%	
		%	
		%	
		%	
		%	
		%	
		%	
Total Budgeted Direct Client Assistance	\$ 485,302	100%	