

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

Blue Sheet No. 20051585

**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 \$18,015 for the Low Income Home Energy Assistance Program (LIHEAP); approve a budget amendment resolution.

**2. WHAT ACTION ACCOMPLISHES:**

Will provide a total of \$503,317 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.

<b>4. Departmental Category:</b> 05 <span style="margin-left: 100px;"><b>CSB</b></span>		<b>5. Meeting Date:</b> <u>11-15-2005</u>
<b>6. Agenda:</b> <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Administrative <input type="checkbox"/> Appeals <input type="checkbox"/> Public <input type="checkbox"/> Walk-On	<b>7. Requirement/Purpose:</b> (specify) Statute _____ Ordinance _____ Admin. Code _____ Other _____	<b>8. Request Initiated:</b> 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 \$18,015 for the Low Income Home Energy Assistance Program for weather related energy needs. The original grant agreement was signed by the Board of County Commissioners on February 8, 2005. This amendment brings the total grant amount to \$503,317. Approximately eighteen percent (\$89,162) will be retained by the Department of Human Services for administrative and eligibility determination expenses. 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>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>

**11. Commission Action:**

- Approved
- Deferred
- Denied
- Other

RECEIVED BY  
COUNTY ADMIN: *[Signature]*  
11-2-05  
8:03  
COUNTY ADMIN  
FORWARDED TO:

Rec. by CoAtty  
Date: 11/10/05  
Time: 2:40pm  
Forwarded To:  
Co Mgr.  
11-1-05

# 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 \$18,015 of 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:		\$481,130,487
Additions		
11078700100.331621.9004	LIHEAP	\$18,015
Amended Total Estimated Revenues		\$481,148,502

## APPROPRIATIONS

Prior Total:		\$481,130,487
Additions		
11078700100.508303.106	Indigent Rent and Utilities	\$18,015
Amended Total Appropriations		\$481,148,502

**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 to the Recipient under the Low-Income Home Energy Assistance Program (LIHEAP) of \$485,302; and

WHEREAS, the Department and the Recipient desire to modify the Agreement.

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 \$503,317 subject to the availability of funds and appropriate budget authority." This revised contract amount includes:

1. \$ 485,302 Current FFY 2005-2006 LIHEAP contract allocation
  2. +\$ 18,015 Emergency Contingency 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.

- a. Coordinate services with other local agencies in order to reach and provide assistance to the targeted households impacted by these weather events.
  - b. In addition to the current reporting requirements, identify and report the number of households served with these funds weekly to the Department. Track the amount of dollars spent for this purpose and report it the Department monthly.
  - c. These funds must be used exclusively for this purpose until February 1, 2006. At that time the Recipient may choose to use the funds to serve the broader eligible population.
  - d. Funds expended by your agency to serve this population prior to the signing of this amendment, may be counted for this purpose.
6. 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.
7. 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  
DEPARTMENT OF COMMUNITY AFFAIRS**

BY: \_\_\_\_\_

BY: \_\_\_\_\_

\_\_\_\_\_  
(Type Name and Title)

Kimball Love, Director  
Division of Housing and Community  
Development

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

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

59-6000702

\_\_\_\_\_  
Federal Identification Number

**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
<b>REVENUE AND FUNDING</b>					
1. LIHEAP Funds (No Leveraging Funds)	\$484,272		\$0		\$484,272
<b>GRANTEE ADMINISTRATIVE EXPENSE (Cell 2F cannot exceed 7.5% of Cell 1F)</b>					
2. Salaries including Fringe; Rent, Utilities, Travel, Other	\$31,320		\$0		\$31,320
<b>GRANTEE OUTREACH EXPENSE (Cell 3F cannot exceed 15% of the difference between Cell 1FE minus Cell 2F)</b>					
3. Salaries including Fringe; Rent, Utilities, Travel, Other	\$57,942		\$0		\$57,942
<b>DIRECT CLIENT ASSISTANCE</b>					
4. Home Energy Assistance Payments (Cell 4F must be at least 25% of Cell 1F)	\$121,068		\$0		\$121,068
5. Crisis Benefit Payments	\$264,256		\$0		\$264,256
6. Weather Related/Supply Shortage (Cell 6F must be at least 2% of Cell 1F)	\$9,686		\$18,015		\$27,701
7. DIRECT CLIENT ASSISTANCE SUBTOTAL (Lines 4+5+6)	\$395,010		\$18,015	\$0	\$413,025
<b>LEVERAGING FUNDS ONLY</b>					
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)	\$484,272		\$18,015	\$1,030	\$503,317

**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		
<b>LIHEAP W/OUT LEVERAGING</b>				
Home Energy	1210	0	\$100	\$121,068
Crisis	1321	0	\$200	\$264,256
Weather Related/Supply Shortage	48	35	\$800	\$27,701
TOTAL	2,579	35		
<b>LEVERAGING</b>				
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
<b>ADMINISTRATIVE EXPENSE</b>		
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	
	<b>TOTAL</b>	<b>\$31,320</b>
<b>OUTREACH</b>		
3	Average Salaries (including fringe calculated at 38%)	
	Human Services Staff:	
	70 hours/week for 40 weeks @ \$20.6935 = \$57,942	
	<b>TOTAL</b>	<b>57,942</b>
<b>DIRECT CLIENT ASSISTANCE</b>		
4	Home Energy Assistance = \$121,068	
5	Crisis Assistance = \$264,256	
6	Weather Related Assistance = \$27,701	
9	Crisis Leveraging = \$1,030	
	<b>TOTAL</b>	<b>414,055</b>
<b>GRAND TOTAL</b>		<b>\$503,317</b>

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	\$414,055	100 %	
		%	
		%	
		%	
		%	
		%	
		%	
		%	
		%	
		%	
		%	
<b>Total Budgeted Direct Client Assistance</b>	<b>\$ 414,055</b>	<b>100 %</b>	