

RESOLUTION B-18-061  
AMENDING THE ANNUAL BUDGET  
FOR MANATEE COUNTY, FLORIDA  
FOR FISCAL YEAR 2017-2018

**WHEREAS,** Florida Statutes 129.06, authorizes the Board of County Commissioners to amend its budget for the current fiscal year as follows:

- a) Appropriations for expenditures in any fund may be decreased and other appropriations in the same fund correspondingly increased, provided the total appropriations of the fund are not changed.
- b) Appropriations from reserves may be made to increase the appropriation for any particular expense in the same fund, or to create an appropriation in the fund for any lawful purpose.
- c) Unanticipated revenues, including increased receipts for enterprise or proprietary funds, may be appropriated for their intended purpose, and may be transferred between funds to properly account for the unanticipated revenue.

**NOW, THEREFORE,** BE IT RESOLVED by the Board of County Commissioners of Manatee County, Florida that the 2017-2018 budget is hereby amended in accordance with FS 129.06 as described on the attached summary and specified in the budget adjustment batch files which are listed below:

Department: NEIGHBORHOOD SERVICES DEPARTMENT  
Fund: GRANTS  
Description: Appropriates \$7,793 in unanticipated revenues from the Senior Connection Center for Emergency Home Energy Assistance Program (EHEAP) grant. The allocation of the funding increased in the following areas: benefits/crisis funds \$8,610, administration \$328, and outreach \$241. This is offset by a reduction in water related/supply shortage of \$1,386. The grant agreement, Contract No. EH-17/18-MAN, has been extended from March 31, 2018 to September 30, 2018. Resolution B-17-036 was approved on March 7, 2017 by the Board.

Batch ID: EP40918A/B

Reference: BU18000234

ADOPTED IN OPEN SESSION WITH A QUORUM PRESENT AND VOTING THIS 24<sup>th</sup> DAY OF April, 2018.



BOARD OF COUNTY COMMISSIONERS  
MANATEE COUNTY, FLORIDA

By: [Signature]  
Chairman

ATTEST: Angelina Colonnese,  
Clerk of the Circuit Court

By: [Signature]  
Deputy Clerk

THIS AMENDMENT, entered into between Senior Connection Center, Inc., hereinafter referred to as the "agency", and Manatee County, a political subdivision of the State of Florida, hereinafter referred to as the "subrecipient", amends Contract No. EH-17/18-MAN.

The purpose of this amendment is to:

- 1) amend Section 2(2), Effective Dates;
- 2) increase Section 3, Contract Amount, by \$7,793.00;
- 3) increase Section 5, Source of Funds, by \$7,793.00;
- 4) amend Section 6, Final Budget Revisions and Request for Payment;
- 5) amend Attachment I, Section 12(3), Reports;
- 6) amend Attachment I, Section 16(9), Request for Payment Invoices;
- 7) amend Attachment II, Invoice Schedule; and
- 8) revise and replace Attachment III, Budget Summary.

1. Section 2(2), is hereby amended to read:

(2) Delivery of services shall end on September 30, 2018. This contract shall end on December 31, 2018, in order to provide for the maximization of resources and to allow greater flexibility to pay for services rendered on or before September 30, 2018. Services provided after September 30, 2018 cannot be reimbursed under this contract.

2. Section 3, is hereby amended to read:

**3. Contract Amount**

The agency agrees to pay for services according to the conditions of ATTACHMENT I an amount not to exceed \$67,305.00, subject to the availability of funds.

3. Section 5, is hereby amended to read:

**5. Source of Funds**

The costs of services paid under any other contract or from any other source are not eligible for reimbursement under this contract. The funds awarded to the subrecipient pursuant to this contract are in the state grants and aids appropriations and consist of the following:

Program Title	Funding Source	CFDA #	Fund Amounts
Emergency Home Energy Assistance Program	U.S. Department of Health and Human Services	93.568	\$67,305.00
<b>TOTAL FUNDS CONTAINED IN THIS CONTRACT:</b>			<b>\$67,305.00</b>

4. Section 6, is hereby amended to read:

**6. Final Budget Revisions and Request for Payment**

(1) Final requests for budget revisions or adjustments to contract funds based on expenditures for services provided through September 30, 2018 must be submitted to the agency by September 30, 2018.

(2) The subrecipient must submit the final request for payment invoice to the agency by October 15, 2018. If the subrecipient fails to do so, all right to payment is forfeited, and the agency will not honor any requests

submitted after the aforesaid time period. Any payment due under the terms of this contract may be withheld until all reports due from the subrecipient, and necessary adjustments thereto, have been approved by the agency.

(3) If the contract is terminated prior to the contract end date, the subrecipient must submit the final request for payment to the agency no more than 45 days after the contract is terminated. If the subrecipient fails to do so, all right to payment is forfeited, and the agency will not honor any requests submitted after the aforesaid time period.

5. ATTACHMENT I, Section 12(3), is hereby amended to read:

(3) Subrecipient shall ensure timely and accurate CIRTS data entry of EHEAP activity and submit to the agency the service report entitled "EHEAP Summary" from CIRTS. The report shall reflect the use of EHEAP in the subrecipient's service area and shall be inclusive of all elders applying for crisis energy assistance during the reporting month or period. The report shall be submitted based on the following schedule:

REPORT	REPORTING PERIOD	SEASON	DATE DUE TO AGENCY
1	04/01/17 – 06/30/17	Cooling Season	July 7, 2017
2	07/01/17 – 09/30/17	Cooling Season	October 7, 2017
3	10/01/17 – 12/31/17	Heating Season	January 7, 2018
4	01/01/18 – 03/31/18	Heating Season	April 7, 2018
5	04/01/18 - 06/30/18	Cooling Season	July 7, 2018
6	07/01/18 – 09/30/18	Cooling Season	October 7, 2018

6. ATTACHMENT I, Section 16(9), is hereby amended to read:

(9) The final request for payment invoice shall be due to the agency by October 15, 2018.

7. ATTACHMENT II, Invoice Schedule, is hereby replaced with the revised ATTACHMENT II, Invoice Schedule, attached hereto.

8. ATTACHMENT III, Budget Summary, is hereby replaced with the revised ATTACHMENT III, Budget Summary, attached hereto.

This amendment shall be effective on the last date that the amendment is signed by both parties.

All provisions in the contract and any attachments thereto in conflict with this amendment shall be and are hereby changed to conform to this amendment.

All provisions not in conflict with this amendment are still in effect and are to be performed at the level specified in the contract.

This amendment and all its attachments are hereby made a part of the contract.

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK

IN WITNESS WHEREOF, the parties hereto have caused this 5 page amendment to be executed by their officials thereunto duly authorized.

**SUBRECIPIENT:** Manatee County,  
a political subdivision  
of the State of Florida

**AGENCY:** Senior Connection Center, Inc.

SIGNED BY: Priscilla Whisenant Trace

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

NAME: Priscilla Whisenant Trace

NAME: Lilly Ho Pehling

TITLE: Chairman

TITLE: Chair, Board of Directors

DATE: 4/24/18

DATE: \_\_\_\_\_

FEDERAL ID NUMBER: 59-6000727  
FISCAL YEAR END DATE: 9/30



ATTEST: Angelina Colonnese  
Clerk of the Circuit Court

By: W. J. Essner

## ATTACHMENT II

**EMERGENCY HOME ENERGY ASSISTANCE PROGRAM  
INVOICE SCHEDULE**

<u>Report Number</u>	<u>Based On</u>	<u>Submit to Agency On This Date</u>
1	April Expenditure Report	May 7, 2017
2	May Expenditure Report	June 7, 2017
3	June Expenditure Report	July 7, 2017
4	July Expenditure Report	August 7, 2017
5	August Expenditure Report	September 7, 2017
6	September Expenditure Report	October 7, 2017
7	October Expenditure Report	November 7, 2017
8	November Expenditure Report	December 7, 2017
9	December Expenditure Report	January 7, 2018
10	January Expenditure Report	February 7, 2018
11	February Expenditure Report	March 7, 2018
12	March Expenditure Report	April 7, 2018
13	April Expenditure Report	May 7, 2018
14	May Expenditure Report	June 7, 2018
15	June Expenditure Report	July 7, 2018
16	July Expenditure Report	August 7, 2018
17	August Expenditure Report	September 7, 2018
18	September Expenditure Report	October 7, 2018
19	Final Request for Payment *	October 15, 2018
20	Closeout Report	October 25, 2018

**Legend:** \* Submission of expenditure reports may or may not generate a payment request. If final expenditure report reflects funds due back to the agency, payment is to accompany the report.

## ATTACHMENT III

## EMERGENCY HOME ENERGY ASSISTANCE PROGRAM

## BUDGET SUMMARY

PSA 6

Original \_\_\_  
Amendment X

SUBRECIPIENT: Manatee County Community Services Division

1.	Administration*	\$913.00
2.	Outreach *	\$9,598.00
3.	EHEAP Benefits (Crisis)	\$56,794.00
4.	Weather-Related/Supply Shortage **	<u>\$0.00</u>
5.	<b>Total</b>	<b>\$67,305.00</b>
6.	Projected minimum number of Individuals to be served:	204
7.	Projected minimum number of Individuals to be served (Weather- Related/Supply Shortage):	N/A

NOTE: Eligible households may be provided with one benefit per season up to six hundred dollars per benefit. The minimum number of consumers may reflect duplicated consumers if a consumer receives a benefit in both seasons.

\* Allowable administrative and outreach expenses are defined in ATTACHMENT III, EXHIBIT A. Funds budgeted for administration and outreach may be used for emergency energy assistance benefits upon approval of the agency and a contract amendment.

\*\* Weather Related/Supply Shortage funds are set-aside for emergency assistance. These funds must be held in this budget line item category until November 1 of the program year, for use in response to a possible disaster. Directives for the Weather-Related/Supply Shortage funds are identified in ATTACHMENT III, EXHIBIT B and EXHIBIT C.

4/24/18

April 24, 2018 - Regular Meeting  
Agenda Item #24

Subject

Amendment #1 to the FY 17/18 Emergency Home Energy Assistance for the Elderly Grant Program

Briefings

None

Contact and/or Presenter Information

Tracie Adams, Human Services Program Manager / ext. 3030

Action Requested

- Authorization for the Chairman to execute Amendment #1 to the FY 17/18 Emergency Home Energy Assistance for the elderly Program (EHEAP) Agreement EH-17/18-MAN between Manatee County and the Senior Connection Center, Inc., extending the end date of the agreement, increasing funding, and revising the Budget Summary.
- Adoption of Budget Resolution B-18-061 amending the annual budget for Manatee County for FY 17/18.

Enabling/Regulating Authority

Florida Statutes Chapter 125

Background Discussion

- Amendment #1 reflects an extension of the end date for the 17/18 EHEAP agreement.
- The end date for services rendered is being extended from March 31, 2018, to September 30, 2018, and the contract end date is being extended from June 30, 2018, to December 31, 2018, to wrap up paperwork.
- The extension of the agreement is due to the state working to regulate the EHEAP agreements to a federal fiscal year.
- Amendment #1 reflects an increase in funding of \$7,793.00 and the revised Budget Summary reflecting this change.
- The additional funds are a result of a statewide increase in EHEAP funding.
- The Emergency Home Energy Assistance for the Elderly Program is a grant funded through Senior Connection Center, Inc., and assists low income households with at least one person 60 years of age or older experiencing a home energy emergency.
- The program allows for assistance with electric bill payments through an application qualifying process developed by the state.

County Attorney Review

Not Reviewed (No apparent legal issues)

Explanation of Other

Reviewing Attorney  
N/A

Interoffice and email 4/25/18

Instructions to Board Records

Return two originals of Amendment #1 and a signed copy of Budget Resolution B-18-061 to Neighborhood Services Department. One original of the amendment will be returned to Board Records when executed by the funding source.

Email the signed Resolution B-18-061 to [budget@mymanatee.org](mailto:budget@mymanatee.org).

Cost and Funds Source Account Number and Name  
\$67,305 Federal Funds 17/18 EHEAP 1739000211

Amount and Frequency of Recurring Costs  
N/A

Attachment: [B-18-061 EHEAP AMEND 1 FY1718.pdf](#)

Attachment: [EHEAP 1718 AMEND 1.pdf](#)



**From:** [Tracie Adams](#)  
**To:** [Vicki Tessmer](#)  
**Cc:** [Quantana Acevedo](#)  
**Subject:** Re: Agenda Item 24  
**Date:** Friday, April 20, 2018 11:11:09 AM

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Hi Vicki

The changes to attachment one are listed in page 2. They didn't actually provide me with the attachment.

Tracie

On Apr 20, 2018, at 11:01 AM, Vicki Tessmer <[vicki.tessmer@ManateeClerk.com](mailto:vicki.tessmer@ManateeClerk.com)> wrote:

Hi Tracie,

Upon reviewing agenda item 24, I noticed that the amendment references attachment 1, which is not included in the packet. Will this be provided? I will not be in the office Monday, but you can contact Quantana if I do not hear from you on Friday.

Thank you.

Vicki Tessmer  
Supervisor, Board Records, Tax Deeds, and VAB  
For Angelina "Angel" Colonnese  
Clerk of the Circuit Court and Comptroller of Manatee County  
[www.manateeclerk.com](http://www.manateeclerk.com)  
[vicki.tessmer@manateeclerk.com](mailto:vicki.tessmer@manateeclerk.com)  
941-741-4081

<image001.jpg>

*"Pride in Service, with a Vision to the Future"*

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