

RESOLUTION B-21-091
AMENDING THE ANNUAL BUDGET
FOR MANATEE COUNTY, FLORIDA
FOR FISCAL YEAR 2020-2021

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 2020-2021 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
Fund: GRANTS > 7/03
Description: Appropriates \$21,934 of unanticipated revenues in the Grants fund for the FY21/22 Emergency Home Energy Assistance Program (EHEAP) grant awarded from Senior Connections Center, Inc. Also the Amendment will also extend the agreement from April 1, 2021 to September 30, 2023 and rename the contract EH-21/23-MAN. The grant does not require a local match. The agreement is being presented to the Board along with this budget amendment.

Batch ID: AM51121E/F

Reference: BU21000321

ADOPTED IN OPEN SESSION WITH A QUORUM PRESENT AND VOTING THIS 28 DAY OF June, 2021.

ATTEST: Angelina Colonnese
Clerk of Circuit Court

By: Walter Lesner
Deputy Clerk



BOARD OF COUNTY COMMISSIONERS
MANATEE COUNTY, FLORIDA

By: [Signature]
Chairman

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-2021-MAN renamed EH-21/23-MAN.

The purpose of this amendment is to:

- 1) amend Section 2(2), Effective Dates;
- 2) increase Section 3, Contract Amount, by **\$21,934.00**;
- 3) increase Section 5, Source of Funds, by **\$21,934.00**;
- 4) amend Section 6, Final Budget Revisions and Request for Payment;
- 5) amend Attachment I, Section 2, Definition of Terms;
- 6) amend Attachment I, Section 3, General Statement;
- 7) amend Attachment I, Section 5, Scope of Service;
- 8) amend Attachment I, Section 6, Major Program Goals;
- 9) amend Attachment I, Sections 7(1), 7(2)(e), 7(3)(d), (f) and (h), Clients to be Served;
- 10) amend Attachment I, Sections 8(3), 8(10), 8(11), 8(13)(f), 8(14)(b), (c), (d)(xvii), and 8(16), Service Tasks;
- 11) amend Attachment I, Sections 9(2), 9(3), 9(4), 9(5), 9(6), 9(7), 9(8), 9(9), 9(10), 9(11), 9(12) and 9(13), Staffing Requirements;
- 12) amend Attachment I, Sections 11(1)(b), 11(3)(r), (s) and (t), Deliverables;
- 13) amend Attachment I, Sections 12(1) and 12(3), Reports;
- 14) amend Attachment I, Section 13(2), Monitoring and Performance Evaluation;
- 15) amend Attachment I Sections 14(2), 14(4)(a), (b), 14(14)(h), (i), (j), (k), (u), and 14(16) Subrecipient Responsibilities;
- 16) amend Attachment I, Section 17(9), Request for Payment Invoices;
- 17) amend Attachment II, Invoice Schedule;
- 18) revise and replace Attachment III, Budget Summary; and
- 19) revise and replace Attachment III, Exhibit B.

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

(2) Delivery of services shall end on **September 30, 2023**. This contract shall end on **December 31, 2023**, in order to provide for the maximization of resources and to allow greater flexibility to pay for services rendered on or before **September 30, 2023**. Services provided after **September 30, 2023** 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 **\$84,440.95**, 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	\$84,440.95
TOTAL FUNDS CONTAINED IN THIS CONTRACT:			\$84,440.95

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, 2023 must be submitted to the agency by September 30, 2023.

(2) The subrecipient must submit the final request for payment invoice to the agency by October 15, 2023. 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 2, is hereby amended to read:

(1) **Eighteen (18) hour rule** – The timeframe within which all applications for life-threatening crisis assistance shall be acted upon, with an eligible action to mediate the crisis being taken and documented in the client file within eighteen (18) hours of the application date stamp.

(2) **Forty-eight (48) hour rule** – The timeframe within which all applications for standard crisis assistance shall be acted upon, with an eligible action to mediate the crisis being taken and documented in the client file within forty-eight (48) hours of the application date stamp.

(3) **Caseworker** – Person who is responsible for determining program eligibility by completing the Emergency Home Energy Assistance for the Elderly Program Act (EHEAP) Eligibility Worksheet and for awarding crisis benefits.

(4) **Caseworker Signature Date** – The date that the client’s completed application is processed, eligibility determined, and the crisis resolved. This date shall not be changed. Signatures must be in ink. Rubber-stamped signatures will not be accepted.

(5) **Categorically Eligible** – Applicants will be considered eligible to receive EHEAP services, regardless if their household in is exceeding 150% of the Federal Poverty Guideline, if any member of their household is receiving Temporary Assistance for Needy Families (TANF), Supplemental Social Security (SSI), or Supplemental Nutrition Assistance Program (SNAP) benefits.

(6) **Client Application Date** – The date the application is completed (whether by self or with assistance) and signed by the elder. This date shall not be changed. If an elder cannot write their signature on the application,

or any other required document, the elder shall sign with an "X" in the presence of two witnesses, who shall also sign the application. Signatures must be in ink. Rubber-stamped signatures will not be accepted.

(7) **Crisis** – A home cooling or heating crisis exists when an elder has no access to, or is in danger of losing access to, needed home energy.

(8) **Crisis Assistance** – Assistance provided to an elder who has no access to, or is in danger of losing access to, needed home energy.

(9) **Date of Resolution** – The date that a documented commitment to pay was made to the utility vendor to resolve the energy crisis. This date is used as the EHEAP Client Enrollment date in the Department's Client Information and Registration Tracking System (CIRTS). This date shall not be changed.

(a) The amount of time elapsed between the Date Stamp and the Date of Resolution shall determine if the eighteen (18) or forty-eight (48) hour rule was met.

(b) Vendors must be paid within forty-five (45) days of the date of resolution.

(10) **Date Stamp** – The date the application and all required documentation is presented in acceptable form to intake staff. An inked stamp must be used, and the date shall not be changed. The 18 or 48-hour rule for crisis resolution begins when the application is date stamped.

(11) **Disability** – A disabling condition that causes an elder to be determined eligible to receive Supplement Security Income (SSI) or Social Security Disability Income (SSDI) from the Social Security Administration.

(12) **Elder** – An individual aged sixty (60) years or older.

(13) **Eligible Action** – An action taken by the caseworker to mediate an elder's energy crisis. Eligible actions include:

(a) Approval of an elder's application;

(b) Denial of an elder's application pending further information;

(c) Denial of an elder's application because the elder is deemed ineligible;

(d) Contact with a utility vendor to halt utility disconnection or interruption in services; or

(e) Written referral to, and providing the elder assistance to contact, another agency if EHEAP funding is not available or the elder is ineligible.

(14) **Energy Subsidy** – Utility costs paid directly or indirectly to the elder who lives in government-subsidized housing.

(15) **Household** – Any individual or group of individuals who are living together as one economic unit for whom residential energy is customarily purchased in common or who make undesignated payments for energy in the form of rent.

(16) **Household Member** – Persons in a household who share a common kitchen or bath and purchase residential energy in common.

(17) **Intake Worker** – Person who accepts the EHEAP application and required documentation and may have the responsibility to determine eligibility or award crisis benefits.

(18) **Minimum Level of Service** – Service to a minimum of one household per month.

(19) **Crisis Assistance Benefit** – Payment of heating/cooling energy bill; the purchase of heating/cooling device; and/or the repair of a heating/cooling device.

(20) **Priority for Assistance** – Households with the highest home energy needs and lowest household income, which will be determined by taking into account both the energy burden and the unique situation of such households with members of vulnerable populations, including very young children, individuals with disabilities, and frail elder individuals.

(21) **Provider** – The entity that is awarded a contract, subcontract, or has entered into a Memorandum of Understanding (MOU) to provide services under EHEAP. For the purposes of this contract, the terms “Provider” and “Subrecipient” may be used interchangeably.

(22) **Reasonable Promptness** – Within fifteen (15) working days of receiving the client’s completed application.

(23) **Request for Payment** – Submission of actual monthly expenditures for reimbursement.

(24) **Service Unit** – One individual (elder) served.

(25) **Social Security Number** – The number on an elder’s Social Security card, or the number provided by an award or determination letter from an entity, such as a government agency, that has already verified the social security number.

(26) **Supervisory/Peer Review Date** – The date that a supervisor or peer reviewed the application and documentation, and signed the application indicating vendor payment can be made. The intent of the supervisor/peer review is to avoid errors in eligibility determination and payment amounts and to alleviate the possibility of fraud. This date shall not be changed. Signatures must be in ink. Rubber-stamped signatures will not be accepted.

(27) **Verification Date** – The date the caseworker verified previous Low Income Home Energy Assistance Program (LIHEAP) crisis benefits with the LIHEAP provider or verified the minimum amount necessary to resolve the crisis with the utility company. This date shall not be changed.

6. **ATTACHMENT I**, Section 3, is hereby amended to read:

The Emergency Home Energy Assistance for the Elderly Program (EHEAP) serves the mission of the Department and the agency by providing home energy assistance aid to elders in the event of a home energy heating or cooling emergency. EHEAP is designed to assist low income households with at least one member aged sixty (60) or older experiencing a heating or cooling emergency.

7. **ATTACHMENT I**, Section 5, is hereby amended to read:

The subrecipient is responsible for the programmatic, fiscal, and operational management of EHEAP. Eligible elders may receive multiple crisis assistance benefit(s), that combined are not to exceed \$4,000.00 during the term of this agreement. Eligible elders may receive multiple crisis assistance benefits until a written notice is provided by the agency.

8. **ATTACHMENT I**, Section 6, is hereby amended to read:

EHEAP is designed to provide crisis assistance to eligible low-income households with at least one individual aged sixty (60) or older experiencing a heating or cooling emergency. The Summer and Winter Crisis seasons are waived until a written notice is provided by the agency.

(3) **Crisis Assistance** - Allowable categories for crisis assistance are:

- (a) Utility payments for heating/cooling bill assistance for electric, gas, propane, wood, coal, or refillable fuels;
- (b) Temporary emergency shelter (if needed due to energy-related crisis);
- (c) Payment to landlords (when utility costs are included in rent);
- (d) Repairs or replacements to heating/cooling units (as long as the amount is within the benefit limits and the work is done by a licensed contractor);
- (e) Deposits to connect or restore energy;
- (f) Late fees, disconnect fees, and reconnect fees;
- (g) Charges from a previous account held by the applicant that is now closed;
- (h) Blankets and fans;
- (i) Taxes and fees associated with the client's utility bill towards the energy portion. In some cases, where the utility vendor combines all the other fees and taxes, which also includes non-home energy services, such taxes and fees can be paid with EHEAP funding. For example, in a case where taxes for other services are commingled with taxes for home energy services, proceed with paying the taxes portion of the bill.
- (j) Other allowable payments are those related to the start-up of services, including reasonable connection or reconnection fees, delivery fees, deposits, and other fees related to the start-up of service.

9. **ATTACHMENT I**, Sections 7(1), 7(2)(e), 7(3)(d), (f) and (h), are hereby amended to read:

(1) EHEAP provides for direct client services to elders in low-income households experiencing a home energy heating or cooling emergency. A household receiving EHEAP services may not have an income above one hundred fifty percent (150%) of the poverty level, as published by the United States Department of Health and Human Services, unless the household is determined categorically eligible.

(2) **Client Eligibility:**

To be eligible for services under this contract, and receive assistance, an elder must:

- (e) Possess a total gross household income of not more than one hundred fifty percent (150%) of the Office of Management and Budget (OMB) federal poverty level for the size of the household, in accordance with ATTACHMENT I, Section 7.3(d), or be determined categorically eligible to receive EHEAP benefits;

(3) **Client Determination:**

The subrecipient shall begin taking applications for EHEAP services upon execution of this contract and continue taking applications until the contract expires or funds are exhausted. The subrecipient shall not accept applications when funds are exhausted for a particular time period. The subrecipient shall:

- (d) Calculate the income eligibility of the elder by using the past thirty (30) days earnings for all occupants of the household annualized, or the elder's current economic situation;
 - (ii) Total household income cannot exceed one hundred fifty percent (150%) of the current Federal Poverty Income Guidelines, unless the household is determined categorically eligible.
 - (iii) Obtain a written self-declaration from any household members aged eighteen (18) years or older claiming zero income. The self-declarations must be completed and signed by the household member who is claiming zero income.
- (f) Use program qualification approvals or notifications from TANF, SSI, or SNAP to document household size and income of elders, or to determine and document categorical eligibility to receive

EHEAP benefits. The benefit level to be provided to elders receiving TANF, SSI, and SNAP shall be the same as that provided to other qualified elders;

(h) Ensure elders receive no more than the household crisis assistance cap of \$4,000.00.

(i) Elders may apply for and receive multiple crisis assistance benefits;

(a) The purchase or repair of fans, blankets, air conditioners, and/or portable heaters in addition to heating/cooling bill assistance, that combined does not exceed the maximum crisis; and

(b) Crisis situations which may involve a heater or air conditioner that is powered by both gas and electricity, in which case both energy obligations are eligible for a crisis benefit payment that combined does not exceed the maximum crisis benefit.

(ii) Water, sewage, garbage, and fire, etc. charges may not be paid;

(iii) Repair or replacement of a heating/cooling unit is allowable, provided any required installation or repair work is completed by a licensed contractor;

(iv) Deposits to connect or restore energy are allowable;

(v) Late fees, disconnect fees, and reconnect fees are allowable;

(vi) Charges from a previous account held by the elder that is now closed are allowable;

(vii) Payment to landlord when utility costs are included in the elder's rent is allowable; and

(viii) Payment for temporary emergency shelter is allowable if due to an energy-related crisis.

10. **ATTACHMENT I**, Sections 8(3), 8(10), 8(11), 8(13)(f), 8(14)(b), (c), (d)(xvii), and 8(16) are hereby amended to read:

(3) Implement appropriate program management and operational controls to ensure actions are taken to resolve a home energy emergency within 18 hours of application approval for crisis benefits when the consumer is in a life-threatening situation. For non-life-threatening situations, actions must be undertaken to resolve the home energy emergency within 48 hours of application approval with standard crisis assistance.

(10) Ensure no consumer fees are charged to, nor donations accepted from, an elder as a prerequisite for receiving EHEAP benefits. The subrecipient shall post the following notice in a conspicuous place at all locations where EHEAP applications are received: "No money, cash, or checks will be requested or received from customers in the EHEAP office. If an employee asks for money, report this to the agency executive director or department head";

(11) Compare LIHEAP records and EHEAP records for households with elderly members to avoid duplicate crisis assistance payment during the same eligibility period and maintain documentation sufficient to ensure compliance with this requirement;

(13) Perform consumer outreach to ensure that households within the subrecipient's service area wishing to benefit from the program have the opportunity to do so. The subrecipient shall undertake consumer outreach initiatives designed to inform potentially eligible households within their service area about EHEAP. Outreach efforts must focus on elderly households with disabled individuals, young children, and where the highest percentage of the household income is required to pay for their home energy. Specific outreach initiatives shall include, but are not limited to, the following:

(f) Maintaining an EHEAP Outreach Activity Report to demonstrate to the agency that outreach efforts to inform potentially eligible households about EHEAP are conducted to target households

in all counties within the subrecipient's service area.

(14) Coordinate services with other program partners and stakeholders to prevent the duplication of services, facilitate referrals, and improve the efficiency of services for consumers. Coordination activities shall include, but not be limited to, the following:

- (b) Developing a new, or continuing an existing, MOU with the Weatherization Assistance Program (WAP) in the service area. The MOU shall detail cooperative efforts and describe the actions that will be taken by both parties to ensure coordination and referrals. Subrecipient, in coordination with the local WAP agency, shall develop a system by which elders who have received more than three (3) EHEAP and LIHEAP benefits in the last eighteen (18) months and who are homeowners are referred to a WAP provider. The MOU shall be reviewed and renewed at least every five (5) years. The subrecipient shall submit copies of all WAP MOUs to the agency. MOUs with local WAP agencies shall be updated if the contracting parties change. The MOUs must be applicable to subrecipient's current EHEAP program requirements and guidelines;
- (c) Establishing a new, or continuing an existing, MOU with service area LIHEAP contractors. Each MOU shall ensure coordination of services to avoid duplication of assistance and increase the quality of services provided to elders. The MOU shall direct LIHEAP providers to refer elders aged sixty (60) or older to EHEAP providers for energy assistance. The MOU shall be reviewed and renewed at least every five (5) years. The subrecipient shall submit copies of all LIHEAP MOUs to the agency. MOUs with local LIHEAP agencies shall be updated if the contracting parties change. The MOUs must be applicable to subrecipient's current EHEAP program requirements and guidelines;
- (d) Developing agreements with home energy vendors that benefit elders. The subrecipient shall submit copies of all vendor agreements to the agency. All agreements between the subrecipient and home energy vendors shall contain the following conditions:
 - (xvii) The home energy vendor, with the exception of municipal providers, must be in "active" status with the State of Florida (<http://sunbiz.org/search.html>) and the vendor's name must be checked on Excluded Parties List System (EPLS) (<https://www.epls.gov>). The business name on the vendor agreement must match the legal business name on the State of Florida website.

(16) Based on local need for EHEAP services and other non-EHEAP energy assistance resources in the service area, the subrecipient may limit crisis benefits to less than those stated in ATTACHMENT I, Section 7(3)(h). Policy changes concerning the amount of crisis benefits available to elders requires approval from the agency and requires notification be sent to current and potential elders of the change.

11. ATTACHMENT I, Section 9(2), 9(3), 9(4), 9(5), 9(6), 9(7), 9(8), 9(9), 9(10), 9(11), 9(12) and 9(13), are hereby amended to read:

(2) For the term of this contract, each month the subcontractor must provide to the subrecipient the following information:

- (a) The total number of individuals served with crisis assistance for the reporting month;
- (b) The total number of individuals ineligible or denied assistance during the reporting month;
- (c) The total number of individuals served by referral to other community resources for energy assistance during the reporting month;
- (d) The total amount of funding expended for crisis assistance per county for the reporting month; and
- (e) An EHEAP Outreach Activity Report to demonstrate that outreach efforts to inform potentially

eligible households about EHEAP are conducted to target households in all counties within the subrecipient's service area will be submitted quarterly.

(3) Subcontractors providing any service required under this contract must comply with the FFATA. This includes securing a DUNS number (www.dnb.com) and maintaining an active and current profile in the System for Award Management (SAM) (<https://sam.gov/SAM/>).

(4) A MOU shall be executed by both parties if a subcontractor performs any service required under this contract and is paid for providing specific services without a direct pass-through of federal funds. The MOU shall clearly state program expectations and the role and responsibilities of each entity. Subrecipient shall submit a copy of all MOUs to the agency within thirty (30) days of the contract execution date.

(5) An EHEAP subcontract shall be executed by both parties if a service provider performs any service required under this contract and is awarded a direct pass-through of federal funds to operate the program and provide program services. The subrecipient shall submit a copy of all subcontracts to the agency within thirty (30) days of the contract execution date.

(6) Subrecipient must follow requirements set forth in paragraph twelve, Audits, Inspections, Investigations and Availability of Records, of the 21/23 Master Contract.

(7) Subrecipient must certify Attachment 1, Assurances and Certifications in 21/23 Master Contract.

(8) Subrecipient must provide the service provider commensurate compensation for the delivery of administration and outreach activities, and for the delivery of crisis benefits. Commensurate compensation of administration and outreach activities shall include cost reimbursement of actual expenses or a negotiated rate for specific activities.

(9) The subrecipient is bound by the terms of this Agreement and by all applicable State and Federal laws and regulations; therefore, if any work required under this contract is subcontracted, the subrecipient shall include in the subcontract that the subcontractor is bound by the terms of this contract, is bound by all applicable state and federal laws and regulations, and shall hold the subrecipient, the agency, and the department harmless against all claims of any nature arising out of the subcontractor's performance of work under this contract to the extent allowed and required by law.

(10) A subcontractor shall not be permitted to perform services related to this contract without an executed subcontract and an approved Provider Cost Analysis or MOU, which includes verification that the subcontractor's staff is paid from non-federal resources or is compensated for such activities from EHEAP funding. The agency and the department shall not be responsible or liable for any obligations or claims resulting from any subcontract or MOU.

(11) The subrecipient shall document the subcontractor's progress in performing its work under this contract in the monthly client service report submitted to the agency.

(12) For each subcontractor, the subrecipient shall provide a written statement to the agency regarding whether that subcontractor is a minority business enterprise, as defined in Section 288.703, F.S.

(13) If this contract involves the use of a subcontractor or third party, then the subrecipient shall not delay the implementation of its agreement with the subcontractor. If any circumstances occur that may result in a delay of the initiation of the subcontract or in the performance of the subcontractor for a period of sixty (60) days or more, the subrecipient shall notify the agency in writing of such delay.

12. **ATTACHMENT I**, Sections 11(1)(b), 11(3)(r), (s) and (t) are hereby amended to read:

(1) Deliverables

(b) The subrecipient shall provide the minimum level of service per month in each county served, as defined in ATTACHMENT I, Section 2(18).

(3) Subrecipient will maintain a separate record (paper and CIRTS) for each EHEAP applicant that, if applicable, includes the following:

- (r) Documented calculation of crisis benefits for the elders living in subsidized housing;
- (s) Documented calculation of crisis benefits for elders whose energy bill includes unallowable charges; and
- (t) Completed **EHEAP Client File Content Checklist** provided by the agency.

13. **ATTACHMENT I**, Section 12(1) and 12(3) are hereby amended to read:

(1) **Monthly Client Service Report** - For the term of this agreement, each month subrecipient shall provide to the agency on the 7th day of the month for the preceding calendar month, the following:

- (a) The total number of households served per county;
- (b) The total amount of funding expended for crisis assistance per county;
- (c) The total number of households served by referral to other community resources for energy assistance; and
- (d) The total number of households ineligible or denied crisis assistance.

(3) **EHEAP Outreach Activity Report** – The subrecipient shall ensure the use of outreach efforts that will inform potentially eligible households about EHEAP. The EHEAP Outreach Activity Report will be due quarterly (July 10th, October 10th, January 10th and April 10th) and shall consist of the following:

- (a) Date;
- (b) County;
- (c) Location Address;
- (d) Description of Activity; and
- (e) Name of Position of Staff.

14. **ATTACHMENT I**, Section 13(2) is hereby amended to read:

(2) The subrecipient shall monitor its performance under this contract, as well as that of its subcontractors who are paid from funds provided under this contract, to ensure that time schedules are met, the budget and scope of work is accomplished within the specified time periods, and other performance goals stated in this contract are achieved. Such review shall be made for each function or activity set forth in ATTACHMENT I of this contract, and reported in the monthly client service report.

15. **ATTACHMENT I**, Sections 14(2), 14(4)(a), (b), 14(14)(h), (i), (j), (k), (u), and 14(16) are hereby amended and introduced to read:

(2) Determine the correct amount of each crisis benefit based on the minimum necessary amount needed to resolve the crisis, but not more than the item limits or total limit set by the Department.

(4) Provide EHEAP crisis services to households with elders in every county within the service area.

- (a) The subrecipient shall provide oversight to ensure that each county within their service area receives the minimum level of crisis services monthly, as delineated in ATTACHMENT I, Section 2(18). EHEAP funding distribution includes a minimum base allocation sufficient to meet the

monthly minimum level of service in each county; and

(b) EHEAP funded staff shall make themselves available in all underserved counties at least once a month, or as needed, to ensure that the minimum level of service is met.

(14) Maintain an EHEAP Policies and Procedures Manual to serve as a local resource for program administration, training, and reference. The EHEAP Policies and Procedures Manual shall be distributed to all subcontractors that provide services under the EHEAP program. The EHEAP Policies and Procedures Manual shall be reviewed during the agency's annual monitoring. The manual shall include the following:

(h) Policies regarding the detection and prevention of fraud and abuse of program funds. At a minimum the policy will address initiatives reflective of the detection and prevention of internal and external collusion, conspiracy, and complacency.

(i) These policies will incorporate internal controls that provides for safeguarding assets, proper recording of transactions, efficient and effective accomplishment of goals and objectives, and compliance of rules and other governance through the segregation of duties.

(ii) The concept of segregation of duties is to separate the following responsibilities in each business process.

1. Custody of assets
2. Record keeping
3. Authorization
4. Reconciliation

(iii) When duties cannot be segregated, compensating controls should be considered. Compensating controls can be preventative, detective; or monitoring controls that are executed by an independent, supervisory-level employee who does not have custody, record-keeping, authorization, or reconciliation responsibilities for the process.

(i) Policies that address serving friends, family members, and employees, that includes senior management oversight and approval of:

1. Application and eligibility determination; and
2. Benefit determination and award.

(j) Policies and procedures to secure applicant Social Security Numbers in order to protect applicants' identities, that at a minimum, include:

- (i) Storage of active and archived paper client files.
- (ii) Access to, use of, storage, and disposal of client database printouts and reports containing client information.
- (iii) Transporting applicant information and client files from one location to another.
- (iv) Authorization to access both paper and electronic files.
- (v) Retention conditions and means of disposal of archived client information and files.

(k) Procedures for data integrity;

- (i) The subrecipient will maintain written procedures for computer system backup and recovery.
- (ii) All data and software shall be routinely backed up to ensure recovery from losses or outages of the computer system.
- (iii) The security over the backed-up data is to be as stringent as the protection required of the primary system.
- (iv) An appropriate level of security includes approving and tracking all employees that request system or information access and ensuring that user access has been removed from all terminated employees.

(u) Policies and procedures for conducting home visits to home-bound elders for completion of the program application or eligibility determination when other assistance is not available, that at a minimum, includes:

- (i) Designation of appropriate staff to conduct home visits;
- (ii) Applicant and staff safety and security precautions;
- (iii) Confidentiality;
- (iv) Means to collect required documentation;
- (v) Safeguarding Applicant information and documentation during transport; and
- (vi) Training and technical assistance.

(16) Ensure timely and accurate CIRTS data entry of EHEAP activity is completed prior to submitting Request for Payment.

16. **ATTACHMENT I**, Section 17(9), is hereby amended to read:

(9) The final request for payment invoice shall be due to the agency by **October 15, 2023**.

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

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

19. **ATTACHMENT III**, Exhibit B, is hereby replaced with the revised **ATTACHMENT III**, Exhibit B, 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 16 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: _____

SIGNED
BY: _____

NAME: Vanessa Baugh

NAME: Rebecca McIntyre

TITLE: Chairman

TITLE: Chair, Board of Directors

DATE: 6/8/2021

DATE: 06/23/2021



FEDERAL ID NUMBER: 59-6000727

FISCAL YEAR END DATE: 9/30

ATTEST: Angelina Colonnese
Clerk of the Circuit Court

By: _____

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, 2021
2	May Expenditure Report	June 7, 2021
3	June Expenditure Report	July 7, 2021
4	July Expenditure Report	August 7, 2021
5	August Expenditure Report	September 7, 2021
6	September Expenditure Report	October 7, 2021
7	October Expenditure Report	November 7, 2021
8	November Expenditure Report	December 7, 2021
9	December Expenditure Report	January 7, 2022
10	January Expenditure Report	February 7, 2022
11	February Expenditure Report	March 7, 2022
12	March Expenditure Report	April 7, 2022
13	April Expenditure Report	May 7, 2022
14	May Expenditure Report	June 7, 2022
15	June Expenditure Report	July 7, 2022
16	July Expenditure Report	August 7, 2022
17	August Expenditure Report	September 7, 2022
18	September Expenditure Report	October 7, 2022
19	October Expenditure Report	November 7, 2022
20	November Expenditure Report	December 7, 2022
21	December Expenditure Report	January 7, 2023
22	January Expenditure Report	February 7, 2023
23	February Expenditure Report	March 7, 2023
24	March Expenditure Report	April 7, 2023
25	April Expenditure Report	May 7, 2023
26	May Expenditure Report	June 7, 2023
27	June Expenditure Report	July 7, 2023
28	July Expenditure Report	August 7, 2023
29	August Expenditure Report	September 7, 2023
30	September Expenditure Report	October 7, 2023
31	Final Request for Payment *	October 15, 2023
32	Closeout Report	October 25, 2023

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 Neighborhood Services Department

	<u>TOTAL AWARD</u>	<u>SPENDING AUTHORITY*</u>
1. Administration**	\$1,257.64	\$1,096.28
2. Outreach **	\$12,803.49	\$11,160.78
3. EHEAP Benefits (Crisis)	\$68,499.29	\$59,710.69
4. Weather-Related/Supply Shortage **	<u>\$1,880.53</u>	<u>\$1,639.25</u>
5. Total	\$84,440.95	\$73,607.00
6. Projected minimum number of Individuals to be served:	248	216
7. Projected minimum number of Individuals to be served (Weather- Related/Supply Shortage):	N/A	N/A

NOTE: Eligible households may be provided with more than one benefit, totaling no more than \$4,000.00 until a written notice is provided by the agency. The minimum number of individuals to be served crisis energy assistance may reflect duplicated consumers if a consumer receives multiple benefits.

*Program expenditures may not exceed the spending authority as provided in the Budget Summary. When program funds are released, a written notification of additional spending authority will be provided to subrecipient.

** 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 December 15th 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.

**ATTACHMENT III
EXHIBIT B****Weather-Related/Supply Shortage Funds – Emergency Assistance Program**

Purpose: To provide supplementary assistance to qualified low-income consumers in securing, maintaining and paying for cooling or heating in their homes.

1. Time Period

This directive is effective during the emergency period specified in writing by the agency.

2. Applicant must

- a. Have a total household income at or below 150 percent of the federal poverty income guidelines;
- b. Provide current proof on income;
- c. Provide documentation of outstanding energy obligation, and
- d. Complete an application.

3. Benefits Limit

The maximum benefit per household is the amount required to restore or maintain cooling or heating in the home up to **\$4,000**. This maximum includes all Weather-Related/Supply Shortage benefits received including the payment of energy bills (electric, natural gas, propane, fuel oil, wood, etc.) as well as any repairs to equipment. These benefits are *in addition to* any crisis or home energy benefits the customer may have already received during the emergency period. Customers who have not applied for or received crisis benefits during the emergency period are also eligible.

4. Benefits Available

- a. Bills reflecting any energy usage during the emergency period.
- b. Propane, fuel oil, natural gas or wood when this energy source is used as the primary home heating fuel.
- c. If the home is heated with fuels other than electricity (propane, natural gas, etc.) and electricity is also needed to assure that home heating is provided, the client may receive assistance with electricity payment as well as the other energy source. However, the total Weather-Related/Supply Shortage benefit for both may not exceed **\$4,000**.
- d. Assistance necessary to restore home power, including deposits, late fees, delivery fees (propane or fuel oil) and reconnect fees.
- e. EHEAP funds may NOT be used to pay for penalties incurred due to illegal activities such as meter tampering or bad check charges.
- f. These funds may NOT be used for non-energy related expenses, such as water bills or equipment or home repairs not related directly to cooling or heating the home.
- g. The following may be paid for with these funds, as needed, to install or repair cooling or heating equipment or to restore power:
 - Building electrical wiring or gas line or tank inspection
 - Repair or replacement of propane or fuel oil gas tanks
 - Utility box replacement
 - Contractor's/subcontractor's cost to repair electrical wiring or gas lines
 - Other fees required to assure resumption of services or to prevent the disruption of service
- h. All assistance must be accurately documented in the client files.

The subrecipient must pay vendors and contractors directly. Clients may not be paid or reimbursed directly.

**Weather-Related/Supply Shortage Funds
Emergency Assistance Program
Page 2**

- i. Cash vouchers or “gift cards” for purchase of cooling or heating equipment or fuels are not allowed.
- j. Purchase and/or repair of cooling or heating equipment.
 - Equipment must meet the Underwriter Laboratory (UL) listings and local codes.
 - These funds may NOT be used to purchase, install, or repair any unvented combustion heating appliances.
 - All equipment repair or replacement must be conducted by a licensed contractor.
 - The subrecipient must establish a written policy for determining when an applicant is eligible based on need.
 - Cooling or heating equipment should be purchased in a manner to obtain the best possible product and price.
- l. Central air conditioning or heating equipment may be repaired or replaced in rental housing only with the written consent of the landlord. A sample agreement is enclosed.
- m. For pre-paid fuel assistance such as fuel oil or propane, the subrecipient is encouraged to purchase enough fuel to supply the client through the emergency period.
- n. It is recommended wherever possible that the subrecipient coordinate building inspections and repair with the local Weatherization Assistance Program in order to take advantage of its expertise and to leverage resources when feasible.

5. Written Policy

If the subrecipient chooses to implement this supplemental program, it must develop a written policy concerning how the Weather-Related/Supply Shortage funds will be administered. At a minimum, this policy must outline how client eligibility for these additional funds will be determined, how participants will be selected and what services will be provided. The subrecipient must address how life or health-threatening situations will be handled in an expedient manner. Priority must be given to those life or health-threatening situations. Special consideration must be given to households containing persons with health conditions that may be exacerbated by cold temperatures. Preference must be given to households containing elderly (60 years or older), young children (under 5 years of age), and persons with disabilities. The written policy must be submitted to the agency prior to its implementation.

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-2021-MAN renamed EH-21/23-MAN.

The purpose of this amendment is to:

- 1) amend Section 2(2), Effective Dates;
- 2) increase Section 3, Contract Amount, by **\$21,934.00**;
- 3) increase Section 5, Source of Funds, by **\$21,934.00**;
- 4) amend Section 6, Final Budget Revisions and Request for Payment;
- 5) amend Attachment I, Section 2, Definition of Terms;
- 6) amend Attachment I, Section 3, General Statement;
- 7) amend Attachment I, Section 5, Scope of Service;
- 8) amend Attachment I, Section 6, Major Program Goals;
- 9) amend Attachment I, Sections 7(1), 7(2)(e), 7(3)(d), (f) and (h), Clients to be Served;
- 10) amend Attachment I, Sections 8(3), 8(10), 8(11), 8(13)(f), 8(14)(b), (c), (d)(xvii), and 8(16), Service Tasks;
- 11) amend Attachment I, Sections 9(2), 9(3), 9(4), 9(5), 9(6), 9(7), 9(8), 9(9), 9(10), 9(11), 9(12) and 9(13), Staffing Requirements;
- 12) amend Attachment I, Sections 11(1)(b), 11(3)(r), (s) and (t), Deliverables;
- 13) amend Attachment I, Sections 12(1) and 12(3), Reports;
- 14) amend Attachment I, Section 13(2), Monitoring and Performance Evaluation;
- 15) amend Attachment I Sections 14(2), 14(4)(a), (b), 14(14)(h), (i), (j), (k), (u), and 14(16) Subrecipient Responsibilities;
- 16) amend Attachment I, Section 17(9), Request for Payment Invoices;
- 17) amend Attachment II, Invoice Schedule;
- 18) revise and replace Attachment III, Budget Summary; and
- 19) revise and replace Attachment III, Exhibit B.

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

(2) Delivery of services shall end on **September 30, 2023**. This contract shall end on **December 31, 2023**, in order to provide for the maximization of resources and to allow greater flexibility to pay for services rendered on or before **September 30, 2023**. Services provided after **September 30, 2023** 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 **\$84,440.95**, 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	\$84,440.95
TOTAL FUNDS CONTAINED IN THIS CONTRACT:			\$84,440.95

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, 2023 must be submitted to the agency by September 30, 2023.

(2) The subrecipient must submit the final request for payment invoice to the agency by October 15, 2023. 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 2, is hereby amended to read:

(1) **Eighteen (18) hour rule** – The timeframe within which all applications for life-threatening crisis assistance shall be acted upon, with an eligible action to mediate the crisis being taken and documented in the client file within eighteen (18) hours of the application date stamp.

(2) **Forty-eight (48) hour rule** – The timeframe within which all applications for standard crisis assistance shall be acted upon, with an eligible action to mediate the crisis being taken and documented in the client file within forty-eight (48) hours of the application date stamp.

(3) **Caseworker** – Person who is responsible for determining program eligibility by completing the Emergency Home Energy Assistance for the Elderly Program Act (EHEAP) Eligibility Worksheet and for awarding crisis benefits.

(4) **Caseworker Signature Date** – The date that the client’s completed application is processed, eligibility determined, and the crisis resolved. This date shall not be changed. Signatures must be in ink. Rubber-stamped signatures will not be accepted.

(5) **Categorically Eligible** – Applicants will be considered eligible to receive EHEAP services, regardless if their household in is exceeding 150% of the Federal Poverty Guideline, if any member of their household is receiving Temporary Assistance for Needy Families (TANF), Supplemental Social Security (SSI), or Supplemental Nutrition Assistance Program (SNAP) benefits.

(6) **Client Application Date** – The date the application is completed (whether by self or with assistance) and signed by the elder. This date shall not be changed. If an elder cannot write their signature on the application,

or any other required document, the elder shall sign with an "X" in the presence of two witnesses, who shall also sign the application. Signatures must be in ink. Rubber-stamped signatures will not be accepted.

(7) **Crisis** – A home cooling or heating crisis exists when an elder has no access to, or is in danger of losing access to, needed home energy.

(8) **Crisis Assistance** – Assistance provided to an elder who has no access to, or is in danger of losing access to, needed home energy.

(9) **Date of Resolution** – The date that a documented commitment to pay was made to the utility vendor to resolve the energy crisis. This date is used as the EHEAP Client Enrollment date in the Department's Client Information and Registration Tracking System (CIRTS). This date shall not be changed.

(a) The amount of time elapsed between the Date Stamp and the Date of Resolution shall determine if the eighteen (18) or forty-eight (48) hour rule was met.

(b) Vendors must be paid within forty-five (45) days of the date of resolution.

(10) **Date Stamp** – The date the application and all required documentation is presented in acceptable form to intake staff. An inked stamp must be used, and the date shall not be changed. The 18 or 48-hour rule for crisis resolution begins when the application is date stamped.

(11) **Disability** – A disabling condition that causes an elder to be determined eligible to receive Supplement Security Income (SSI) or Social Security Disability Income (SSDI) from the Social Security Administration.

(12) **Elder** – An individual aged sixty (60) years or older.

(13) **Eligible Action** – An action taken by the caseworker to mediate an elder's energy crisis. Eligible actions include:

(a) Approval of an elder's application;

(b) Denial of an elder's application pending further information;

(c) Denial of an elder's application because the elder is deemed ineligible;

(d) Contact with a utility vendor to halt utility disconnection or interruption in services; or

(e) Written referral to, and providing the elder assistance to contact, another agency if EHEAP funding is not available or the elder is ineligible.

(14) **Energy Subsidy** – Utility costs paid directly or indirectly to the elder who lives in government-subsidized housing.

(15) **Household** – Any individual or group of individuals who are living together as one economic unit for whom residential energy is customarily purchased in common or who make undesignated payments for energy in the form of rent.

(16) **Household Member** – Persons in a household who share a common kitchen or bath and purchase residential energy in common.

(17) **Intake Worker** – Person who accepts the EHEAP application and required documentation and may have the responsibility to determine eligibility or award crisis benefits.

(18) **Minimum Level of Service** – Service to a minimum of one household per month.

(19) **Crisis Assistance Benefit** – Payment of heating/cooling energy bill; the purchase of heating/cooling device; and/or the repair of a heating/cooling device.

(20) **Priority for Assistance** – Households with the highest home energy needs and lowest household income, which will be determined by taking into account both the energy burden and the unique situation of such households with members of vulnerable populations, including very young children, individuals with disabilities, and frail elder individuals.

(21) **Provider** – The entity that is awarded a contract, subcontract, or has entered into a Memorandum of Understanding (MOU) to provide services under EHEAP. For the purposes of this contract, the terms “Provider” and “Subrecipient” may be used interchangeably.

(22) **Reasonable Promptness** – Within fifteen (15) working days of receiving the client’s completed application.

(23) **Request for Payment** – Submission of actual monthly expenditures for reimbursement.

(24) **Service Unit** – One individual (elder) served.

(25) **Social Security Number** – The number on an elder’s Social Security card, or the number provided by an award or determination letter from an entity, such as a government agency, that has already verified the social security number.

(26) **Supervisory/Peer Review Date** – The date that a supervisor or peer reviewed the application and documentation, and signed the application indicating vendor payment can be made. The intent of the supervisor/peer review is to avoid errors in eligibility determination and payment amounts and to alleviate the possibility of fraud. This date shall not be changed. Signatures must be in ink. Rubber-stamped signatures will not be accepted.

(27) **Verification Date** – The date the caseworker verified previous Low Income Home Energy Assistance Program (LIHEAP) crisis benefits with the LIHEAP provider or verified the minimum amount necessary to resolve the crisis with the utility company. This date shall not be changed.

6. **ATTACHMENT I**, Section 3, is hereby amended to read:

The Emergency Home Energy Assistance for the Elderly Program (EHEAP) serves the mission of the Department and the agency by providing home energy assistance aid to elders in the event of a home energy heating or cooling emergency. EHEAP is designed to assist low income households with at least one member aged sixty (60) or older experiencing a heating or cooling emergency.

7. **ATTACHMENT I**, Section 5, is hereby amended to read:

The subrecipient is responsible for the programmatic, fiscal, and operational management of EHEAP. Eligible elders may receive multiple crisis assistance benefit(s), that combined are not to exceed \$4,000.00 during the term of this agreement. Eligible elders may receive multiple crisis assistance benefits until a written notice is provided by the agency.

8. **ATTACHMENT I**, Section 6, is hereby amended to read:

EHEAP is designed to provide crisis assistance to eligible low-income households with at least one individual aged sixty (60) or older experiencing a heating or cooling emergency. The Summer and Winter Crisis seasons are waived until a written notice is provided by the agency.

(3) **Crisis Assistance** - Allowable categories for crisis assistance are:

- (a) Utility payments for heating/cooling bill assistance for electric, gas, propane, wood, coal, or refillable fuels;
- (b) Temporary emergency shelter (if needed due to energy-related crisis);
- (c) Payment to landlords (when utility costs are included in rent);
- (d) Repairs or replacements to heating/cooling units (as long as the amount is within the benefit limits and the work is done by a licensed contractor);
- (e) Deposits to connect or restore energy;
- (f) Late fees, disconnect fees, and reconnect fees;
- (g) Charges from a previous account held by the applicant that is now closed;
- (h) Blankets and fans;
- (i) Taxes and fees associated with the client's utility bill towards the energy portion. In some cases, where the utility vendor combines all the other fees and taxes, which also includes non-home energy services, such taxes and fees can be paid with EHEAP funding. For example, in a case where taxes for other services are commingled with taxes for home energy services, proceed with paying the taxes portion of the bill.
- (j) Other allowable payments are those related to the start-up of services, including reasonable connection or reconnection fees, delivery fees, deposits, and other fees related to the start-up of service.

9. **ATTACHMENT I**, Sections 7(1), 7(2)(e), 7(3)(d), (f) and (h), are hereby amended to read:

(1) EHEAP provides for direct client services to elders in low-income households experiencing a home energy heating or cooling emergency. A household receiving EHEAP services may not have an income above one hundred fifty percent (150%) of the poverty level, as published by the United States Department of Health and Human Services, unless the household is determined categorically eligible.

(2) **Client Eligibility:**

To be eligible for services under this contract, and receive assistance, an elder must:

- (e) Possess a total gross household income of not more than one hundred fifty percent (150%) of the Office of Management and Budget (OMB) federal poverty level for the size of the household, in accordance with **ATTACHMENT I**, Section 7.3(d), or be determined categorically eligible to receive EHEAP benefits;

(3) **Client Determination:**

The subrecipient shall begin taking applications for EHEAP services upon execution of this contract and continue taking applications until the contract expires or funds are exhausted. The subrecipient shall not accept applications when funds are exhausted for a particular time period. The subrecipient shall:

- (d) Calculate the income eligibility of the elder by using the past thirty (30) days earnings for all occupants of the household annualized, or the elder's current economic situation;
 - (ii) Total household income cannot exceed one hundred fifty percent (150%) of the current Federal Poverty Income Guidelines, unless the household is determined categorically eligible.
 - (iii) Obtain a written self-declaration from any household members aged eighteen (18) years or older claiming zero income. The self-declarations must be completed and signed by the household member who is claiming zero income.
- (f) Use program qualification approvals or notifications from TANF, SSI, or SNAP to document household size and income of elders, or to determine and document categorical eligibility to receive

EHEAP benefits. The benefit level to be provided to elders receiving TANF, SSI, and SNAP shall be the same as that provided to other qualified elders;

(h) Ensure elders receive no more than the household crisis assistance cap of \$4,000.00.

(i) Elders may apply for and receive multiple crisis assistance benefits;

(a) The purchase or repair of fans, blankets, air conditioners, and/or portable heaters in addition to heating/cooling bill assistance, that combined does not exceed the maximum crisis; and

(b) Crisis situations which may involve a heater or air conditioner that is powered by both gas and electricity, in which case both energy obligations are eligible for a crisis benefit payment that combined does not exceed the maximum crisis benefit.

(ii) Water, sewage, garbage, and fire, etc. charges may not be paid;

(iii) Repair or replacement of a heating/cooling unit is allowable, provided any required installation or repair work is completed by a licensed contractor;

(iv) Deposits to connect or restore energy are allowable;

(v) Late fees, disconnect fees, and reconnect fees are allowable;

(vi) Charges from a previous account held by the elder that is now closed are allowable;

(vii) Payment to landlord when utility costs are included in the elder's rent is allowable; and

(viii) Payment for temporary emergency shelter is allowable if due to an energy-related crisis.

10. ATTACHMENT I, Sections 8(3), 8(10), 8(11), 8(13)(f), 8(14)(b), (c), (d)(xvii), and 8(16) are hereby amended to read:

(3) Implement appropriate program management and operational controls to ensure actions are taken to resolve a home energy emergency within 18 hours of application approval for crisis benefits when the consumer is in a life-threatening situation. For non-life-threatening situations, actions must be undertaken to resolve the home energy emergency within 48 hours of application approval with standard crisis assistance.

(10) Ensure no consumer fees are charged to, nor donations accepted from, an elder as a prerequisite for receiving EHEAP benefits. The subrecipient shall post the following notice in a conspicuous place at all locations where EHEAP applications are received: "No money, cash, or checks will be requested or received from customers in the EHEAP office. If an employee asks for money, report this to the agency executive director or department head";

(11) Compare LIHEAP records and EHEAP records for households with elderly members to avoid duplicate crisis assistance payment during the same eligibility period and maintain documentation sufficient to ensure compliance with this requirement;

(13) Perform consumer outreach to ensure that households within the subrecipient's service area wishing to benefit from the program have the opportunity to do so. The subrecipient shall undertake consumer outreach initiatives designed to inform potentially eligible households within their service area about EHEAP. Outreach efforts must focus on elderly households with disabled individuals, young children, and where the highest percentage of the household income is required to pay for their home energy. Specific outreach initiatives shall include, but are not limited to, the following:

(f) Maintaining an EHEAP Outreach Activity Report to demonstrate to the agency that outreach efforts to inform potentially eligible households about EHEAP are conducted to target households

in all counties within the subrecipient's service area.

(14) Coordinate services with other program partners and stakeholders to prevent the duplication of services, facilitate referrals, and improve the efficiency of services for consumers. Coordination activities shall include, but not be limited to, the following:

- (b) Developing a new, or continuing an existing, MOU with the Weatherization Assistance Program (WAP) in the service area. The MOU shall detail cooperative efforts and describe the actions that will be taken by both parties to ensure coordination and referrals. Subrecipient, in coordination with the local WAP agency, shall develop a system by which elders who have received more than three (3) EHEAP and LIHEAP benefits in the last eighteen (18) months and who are homeowners are referred to a WAP provider. The MOU shall be reviewed and renewed at least every five (5) years. The subrecipient shall submit copies of all WAP MOUs to the agency. MOUs with local WAP agencies shall be updated if the contracting parties change. The MOUs must be applicable to subrecipient's current EHEAP program requirements and guidelines;
- (c) Establishing a new, or continuing an existing, MOU with service area LIHEAP contractors. Each MOU shall ensure coordination of services to avoid duplication of assistance and increase the quality of services provided to elders. The MOU shall direct LIHEAP providers to refer elders aged sixty (60) or older to EHEAP providers for energy assistance. The MOU shall be reviewed and renewed at least every five (5) years. The subrecipient shall submit copies of all LIHEAP MOUs to the agency. MOUs with local LIHEAP agencies shall be updated if the contracting parties change. The MOUs must be applicable to subrecipient's current EHEAP program requirements and guidelines;
- (d) Developing agreements with home energy vendors that benefit elders. The subrecipient shall submit copies of all vendor agreements to the agency. All agreements between the subrecipient and home energy vendors shall contain the following conditions:

(xvii) The home energy vendor, with the exception of municipal providers, must be in "active" status with the State of Florida (<http://sunbiz.org/search.html>) and the vendor's name must be checked on Excluded Parties List System (EPLS) (<https://www.epls.gov>). The business name on the vendor agreement must match the legal business name on the State of Florida website.

(16) Based on local need for EHEAP services and other non-EHEAP energy assistance resources in the service area, the subrecipient may limit crisis benefits to less than those stated in **ATTACHMENT I**, Section 7(3)(h). Policy changes concerning the amount of crisis benefits available to elders requires approval from the agency and requires notification be sent to current and potential elders of the change.

11. **ATTACHMENT I**, Section 9(2), 9(3), 9(4), 9(5), 9(6), 9(7), 9(8), 9(9), 9(10), 9(11), 9(12) and 9(13), are hereby amended to read:

(2) For the term of this contract, each month the subcontractor must provide to the subrecipient the following information:

- (a) The total number of individuals served with crisis assistance for the reporting month;
- (b) The total number of individuals ineligible or denied assistance during the reporting month;
- (c) The total number of individuals served by referral to other community resources for energy assistance during the reporting month;
- (d) The total amount of funding expended for crisis assistance per county for the reporting month; and
- (e) An EHEAP Outreach Activity Report to demonstrate that outreach efforts to inform potentially

eligible households about EHEAP are conducted to target households in all counties within the subrecipient's service area will be submitted quarterly.

(3) Subcontractors providing any service required under this contract must comply with the FFATA. This includes securing a DUNS number (www.dnb.com) and maintaining an active and current profile in the System for Award Management (SAM) (<https://sam.gov/SAM/>).

(4) A MOU shall be executed by both parties if a subcontractor performs any service required under this contract and is paid for providing specific services without a direct pass-through of federal funds. The MOU shall clearly state program expectations and the role and responsibilities of each entity. Subrecipient shall submit a copy of all MOUs to the agency within thirty (30) days of the contract execution date.

(5) An EHEAP subcontract shall be executed by both parties if a service provider performs any service required under this contract and is awarded a direct pass-through of federal funds to operate the program and provide program services. The subrecipient shall submit a copy of all subcontracts to the agency within thirty (30) days of the contract execution date.

(6) Subrecipient must follow requirements set forth in paragraph twelve, Audits, Inspections, Investigations and Availability of Records, of the 21/23 Master Contract.

(7) Subrecipient must certify Attachment 1, Assurances and Certifications in 21/23 Master Contract.

(8) Subrecipient must provide the service provider commensurate compensation for the delivery of administration and outreach activities, and for the delivery of crisis benefits. Commensurate compensation of administration and outreach activities shall include cost reimbursement of actual expenses or a negotiated rate for specific activities.

(9) The subrecipient is bound by the terms of this Agreement and by all applicable State and Federal laws and regulations; therefore, if any work required under this contract is subcontracted, the subrecipient shall include in the subcontract that the subcontractor is bound by the terms of this contract, is bound by all applicable state and federal laws and regulations, and shall hold the subrecipient, the agency, and the department harmless against all claims of any nature arising out of the subcontractor's performance of work under this contract to the extent allowed and required by law.

(10) A subcontractor shall not be permitted to perform services related to this contract without an executed subcontract and an approved Provider Cost Analysis or MOU, which includes verification that the subcontractor's staff is paid from non-federal resources or is compensated for such activities from EHEAP funding. The agency and the department shall not be responsible or liable for any obligations or claims resulting from any subcontract or MOU.

(11) The subrecipient shall document the subcontractor's progress in performing its work under this contract in the monthly client service report submitted to the agency.

(12) For each subcontractor, the subrecipient shall provide a written statement to the agency regarding whether that subcontractor is a minority business enterprise, as defined in Section 288.703, F.S.

(13) If this contract involves the use of a subcontractor or third party, then the subrecipient shall not delay the implementation of its agreement with the subcontractor. If any circumstances occur that may result in a delay of the initiation of the subcontract or in the performance of the subcontractor for a period of sixty (60) days or more, the subrecipient shall notify the agency in writing of such delay.

12. **ATTACHMENT I**, Sections 11(1)(b), 11(3)(r), (s) and (t) are hereby amended to read:

(1) Deliverables

(b) The subrecipient shall provide the minimum level of service per month in each county served, as defined in **ATTACHMENT I**, Section 2(18).

(3) Subrecipient will maintain a separate record (paper and CIRTS) for each EHEAP applicant that, if applicable, includes the following:

(r) Documented calculation of crisis benefits for the elders living in subsidized housing;

(s) Documented calculation of crisis benefits for elders whose energy bill includes unallowable charges; and

(t) Completed **EHEAP Client File Content Checklist** provided by the agency.

13. **ATTACHMENT I**, Section 12(1) and 12(3) are hereby amended to read:

(1) **Monthly Client Service Report** - For the term of this agreement, each month subrecipient shall provide to the agency on the 7th day of the month for the preceding calendar month, the following:

(a) The total number of households served per county;

(b) The total amount of funding expended for crisis assistance per county;

(c) The total number of households served by referral to other community resources for energy assistance; and

(d) The total number of households ineligible or denied crisis assistance.

(3) **EHEAP Outreach Activity Report** – The subrecipient shall ensure the use of outreach efforts that will inform potentially eligible households about EHEAP. The EHEAP Outreach Activity Report will be due quarterly (July 10th, October 10th, January 10th and April 10th) and shall consist of the following:

(a) Date;

(b) County;

(c) Location Address;

(d) Description of Activity; and

(e) Name of Position of Staff.

14. **ATTACHMENT I**, Section 13(2) is hereby amended to read:

(2) The subrecipient shall monitor its performance under this contract, as well as that of its subcontractors who are paid from funds provided under this contract, to ensure that time schedules are met, the budget and scope of work is accomplished within the specified time periods, and other performance goals stated in this contract are achieved. Such review shall be made for each function or activity set forth in **ATTACHMENT I** of this contract, and reported in the monthly client service report.

15. **ATTACHMENT I**, Sections 14(2), 14(4)(a), (b), 14(14)(h), (i), (j), (k), (u), and 14(16) are hereby amended and introduced to read:

(2) Determine the correct amount of each crisis benefit based on the minimum necessary amount needed to resolve the crisis, but not more than the item limits or total limit set by the Department.

(4) Provide EHEAP crisis services to households with elders in every county within the service area.

(a) The subrecipient shall provide oversight to ensure that each county within their service area receives the minimum level of crisis services monthly, as delineated in **ATTACHMENT I**, Section 2(18). EHEAP funding distribution includes a minimum base allocation sufficient to meet the

monthly minimum level of service in each county; and

(b) EHEAP funded staff shall make themselves available in all underserved counties at least once a month, or as needed, to ensure that the minimum level of service is met.

(14) Maintain an EHEAP Policies and Procedures Manual to serve as a local resource for program administration, training, and reference. The EHEAP Policies and Procedures Manual shall be distributed to all subcontractors that provide services under the EHEAP program. The EHEAP Policies and Procedures Manual shall be reviewed during the agency's annual monitoring. The manual shall include the following:

(h) Policies regarding the detection and prevention of fraud and abuse of program funds. At a minimum the policy will address initiatives reflective of the detection and prevention of internal and external collusion, conspiracy, and complacency.

(i) These policies will incorporate internal controls that provides for safeguarding assets, proper recording of transactions, efficient and effective accomplishment of goals and objectives, and compliance of rules and other governance through the segregation of duties.

(ii) The concept of segregation of duties is to separate the following responsibilities in each business process.

1. Custody of assets
2. Record keeping
3. Authorization
4. Reconciliation

(iii) When duties cannot be segregated, compensating controls should be considered. Compensating controls can be preventative, detective; or monitoring controls that are executed by an independent, supervisory-level employee who does not have custody, record-keeping, authorization, or reconciliation responsibilities for the process.

(i) Policies that address serving friends, family members, and employees, that includes senior management oversight and approval of:

1. Application and eligibility determination; and
2. Benefit determination and award.

(j) Policies and procedures to secure applicant Social Security Numbers in order to protect applicants' identities, that at a minimum, include:

- (i) Storage of active and archived paper client files.
- (ii) Access to, use of, storage, and disposal of client database printouts and reports containing client information.
- (iii) Transporting applicant information and client files from one location to another.
- (iv) Authorization to access both paper and electronic files.
- (v) Retention conditions and means of disposal of archived client information and files.

(k) Procedures for data integrity;

- (i) The subrecipient will maintain written procedures for computer system backup and recovery.
- (ii) All data and software shall be routinely backed up to ensure recovery from losses or outages of the computer system.
- (iii) The security over the backed-up data is to be as stringent as the protection required of the primary system.
- (iv) An appropriate level of security includes approving and tracking all employees that request system or information access and ensuring that user access has been removed from all terminated employees.

(u) Policies and procedures for conducting home visits to home-bound elders for completion of the program application or eligibility determination when other assistance is not available, that at a minimum, includes:

- (i) Designation of appropriate staff to conduct home visits;
- (ii) Applicant and staff safety and security precautions;
- (iii) Confidentiality;
- (iv) Means to collect required documentation;
- (v) Safeguarding Applicant information and documentation during transport; and
- (vi) Training and technical assistance.

(16) Ensure timely and accurate CIRTS data entry of EHEAP activity is completed prior to submitting Request for Payment.

16. **ATTACHMENT I**, Section 17(9), is hereby amended to read:

(9) The final request for payment invoice shall be due to the agency by **October 15, 2023**.

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

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

19. **ATTACHMENT III**, Exhibit B, is hereby replaced with the revised **ATTACHMENT III**, Exhibit B, 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 16 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:

SIGNED
BY:

NAME: Vanessa Baugh

NAME: Rebecca McIntyre

TITLE: Chairman

TITLE: Chair, Board of Directors

DATE:

6/8/2021

DATE:



FEDERAL ID NUMBER: 59-6000727

FISCAL YEAR END DATE: 9/30

ATTEST: Angelina Colonnese
Clerk of the Circuit Court

By:

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, 2021
2	May Expenditure Report	June 7, 2021
3	June Expenditure Report	July 7, 2021
4	July Expenditure Report	August 7, 2021
5	August Expenditure Report	September 7, 2021
6	September Expenditure Report	October 7, 2021
7	October Expenditure Report	November 7, 2021
8	November Expenditure Report	December 7, 2021
9	December Expenditure Report	January 7, 2022
10	January Expenditure Report	February 7, 2022
11	February Expenditure Report	March 7, 2022
12	March Expenditure Report	April 7, 2022
13	April Expenditure Report	May 7, 2022
14	May Expenditure Report	June 7, 2022
15	June Expenditure Report	July 7, 2022
16	July Expenditure Report	August 7, 2022
17	August Expenditure Report	September 7, 2022
18	September Expenditure Report	October 7, 2022
19	October Expenditure Report	November 7, 2022
20	November Expenditure Report	December 7, 2022
21	December Expenditure Report	January 7, 2023
22	January Expenditure Report	February 7, 2023
23	February Expenditure Report	March 7, 2023
24	March Expenditure Report	April 7, 2023
25	April Expenditure Report	May 7, 2023
26	May Expenditure Report	June 7, 2023
27	June Expenditure Report	July 7, 2023
28	July Expenditure Report	August 7, 2023
29	August Expenditure Report	September 7, 2023
30	September Expenditure Report	October 7, 2023
31	Final Request for Payment *	October 15, 2023
32	Closeout Report	October 25, 2023

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 Neighborhood Services Department

	<u>TOTAL AWARD</u>	<u>SPENDING AUTHORITY*</u>
1. Administration**	\$1,257.64	\$1,096.28
2. Outreach **	\$12,803.49	\$11,160.78
3. EHEAP Benefits (Crisis)	\$68,499.29	\$59,710.69
4. Weather-Related/Supply Shortage **	<u>\$1,880.53</u>	<u>\$1,639.25</u>
5. Total	\$84,440.95	\$73,607.00
6. Projected minimum number of Individuals to be served:	248	216
7. Projected minimum number of Individuals to be served (Weather- Related/Supply Shortage):	N/A	N/A

NOTE: Eligible households may be provided with more than one benefit, totaling no more than \$4,000.00 until a written notice is provided by the agency. The minimum number of individuals to be served crisis energy assistance may reflect duplicated consumers if a consumer receives multiple benefits.

*Program expenditures may not exceed the spending authority as provided in the Budget Summary. When program funds are released, a written notification of additional spending authority will be provided to subrecipient.

** 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 December 15th 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.

**ATTACHMENT III
EXHIBIT B****Weather-Related/Supply Shortage Funds – Emergency Assistance Program**

Purpose: To provide supplementary assistance to qualified low-income consumers in securing, maintaining and paying for cooling or heating in their homes.

1. Time Period

This directive is effective during the emergency period specified in writing by the agency.

2. Applicant must

- a. Have a total household income at or below 150 percent of the federal poverty income guidelines;
- b. Provide current proof on income;
- c. Provide documentation of outstanding energy obligation, and
- d. Complete an application.

3. Benefits Limit

The maximum benefit per household is the amount required to restore or maintain cooling or heating in the home up to **\$4,000**. This maximum includes all Weather-Related/Supply Shortage benefits received including the payment of energy bills (electric, natural gas, propane, fuel oil, wood, etc.) as well as any repairs to equipment. These benefits are *in addition to* any crisis or home energy benefits the customer may have already received during the emergency period. Customers who have not applied for or received crisis benefits during the emergency period are also eligible.

4. Benefits Available

- a. Bills reflecting any energy usage during the emergency period.
- b. Propane, fuel oil, natural gas or wood when this energy source is used as the primary home heating fuel.
- c. If the home is heated with fuels other than electricity (propane, natural gas, etc.) and electricity is also needed to assure that home heating is provided, the client may receive assistance with electricity payment as well as the other energy source. However, the total Weather-Related/Supply Shortage benefit for both may not exceed **\$4,000**.
- d. Assistance necessary to restore home power, including deposits, late fees, delivery fees (propane or fuel oil) and reconnect fees.
- e. EHEAP funds may NOT be used to pay for penalties incurred due to illegal activities such as meter tampering or bad check charges.
- f. These funds may NOT be used for non-energy related expenses, such as water bills or equipment or home repairs not related directly to cooling or heating the home.
- g. The following may be paid for with these funds, as needed, to install or repair cooling or heating equipment or to restore power:
 - Building electrical wiring or gas line or tank inspection
 - Repair or replacement of propane or fuel oil gas tanks
 - Utility box replacement
 - Contractor's/subcontractor's cost to repair electrical wiring or gas lines
 - Other fees required to assure resumption of services or to prevent the disruption of service
- h. All assistance must be accurately documented in the client files.

The subrecipient must pay vendors and contractors directly. Clients may not be paid or reimbursed directly.

**Weather-Related/Supply Shortage Funds
Emergency Assistance Program
Page 2**

- i. Cash vouchers or “gift cards” for purchase of cooling or heating equipment or fuels are not allowed.
- j. Purchase and/or repair of cooling or heating equipment.
 - Equipment must meet the Underwriter Laboratory (UL) listings and local codes.
 - These funds may NOT be used to purchase, install, or repair any unvented combustion heating appliances.
 - All equipment repair or replacement must be conducted by a licensed contractor.
 - The subrecipient must establish a written policy for determining when an applicant is eligible based on need.
 - Cooling or heating equipment should be purchased in a manner to obtain the best possible product and price.
- l. Central air conditioning or heating equipment may be repaired or replaced in rental housing only with the written consent of the landlord. A sample agreement is enclosed.
- m. For pre-paid fuel assistance such as fuel oil or propane, the subrecipient is encouraged to purchase enough fuel to supply the client through the emergency period.
- n. It is recommended wherever possible that the subrecipient coordinate building inspections and repair with the local Weatherization Assistance Program in order to take advantage of its expertise and to leverage resources when feasible.

5. Written Policy

If the subrecipient chooses to implement this supplemental program, it must develop a written policy concerning how the Weather-Related/Supply Shortage funds will be administered. At a minimum, this policy must outline how client eligibility for these additional funds will be determined, how participants will be selected and what services will be provided. The subrecipient must address how life or health-threatening situations will be handled in an expedient manner. Priority must be given to those life or health-threatening situations. Special consideration must be given to households containing persons with health conditions that may be exacerbated by cold temperatures. Preference must be given to households containing elderly (60 years or older), young children (under 5 years of age), and persons with disabilities. The written policy must be submitted to the agency prior to its implementation.



APPROVED in Open Session
6/8/2021
Manatee County Board of County
Commissioners

Board of County Commissioners June 8, 2021 - Regular Meeting

SUBJECT

EXECUTION OF AMENDMENT 001 TO THE EMERGENCY HOME ENERGY ASSISTANCE PROGRAM AGREEMENT EH-2021-MAN; ADOPTION OF BUDGET RESOLUTION B-21-091

Category

CONSENT AGENDA

Briefings

None

Contact and/or Presenter Information

Tracie Adams, Human Services Program Manager / Ext. 3646
Ava Ehde, Neighborhood Services Director/Ext. 3974

Action Requested

Authorization for the Chairman to execute Amendment 001 to the Emergency Home Energy Assistance for the Elderly Program (EHEAP) Agreement EH-2021-MAN between Manatee County and Senior Connection Center, Inc., which includes renaming the agreement, extending the end date, increasing funds by \$21,934, and revising the budget summary.

Adoption of Budget Resolution B-21-091 amending the annual budget for Manatee County, FL, for fiscal year 2021.

Enabling/Regulating Authority

Florida Statute Chapter 125

Background Discussion

Amendment 001 reflects changing the agreement name from EH-2021-MAN to EH-21/23-MAN due to extending the end date to September 30, 2023 and also reflects a funding increase of \$21,934 which revises the Budget Summary.

The EH-2021-MAN agreement was issued prior to the Department of Elder Affairs indicating that the agreement end date would be extended.

Amendment 001 reflects a change in the Budget Summary to include the increase in funds along with specifying a spending authority of approximately 87% of the award total for the first year of the agreement.

The Emergency Home Energy Assistance for the Elderly Program is funded through the 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.

Attorney Review

Not Reviewed (No apparent legal issues)

[emailed and sent interoffice 6/11/2021](#)

Instructions to Board Records

Return two originals of Amendment 001 to Neighborhood Services Department with a signed copy of Resolution B-21-091. One original amendment will be returned to Board Records when executed by the funding source.

Email the approved agenda item and signed Budget Resolution B-21-091 to budget@mymanatee.org and debbie.carpenter@mymanatee.org.

Cost and Funds Source Account Number and Name

\$84,440.95 Federal Funds 2021 EHEAP 1739000215

Amount and Frequency of Recurring Costs

N/A