


**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA REQUEST

TO: Board of County Commissioners
Philip Morley, County Administrator

FROM: Rose Ann Carroll, Accountant 

DATE: June 3, 2013

SUBJECT: Amendment to Subrecipient Agreement for CDBG Public Services
between Jefferson County and Olympic Community Action Programs (OlyCAP)
for the current CDBG period of July 1, 2012 to June 30, 2013

STATEMENT OF ISSUE:

OlyCAP recently received money to help offset the energy assistance program, thereby initiating this amendment. Having already received the money for energy assistance, an amendment to correct the current budget attachment of the subrecipient agreement with Jefferson County is required.

FISCAL IMPACT:

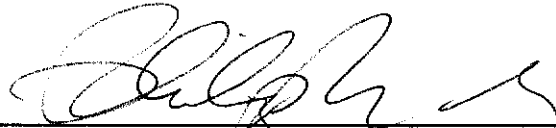
The total budget remains at the original amount of \$99,812 with the cost categories being changed as follows:

\$ 500 is being moved from Staffing to Goods and Services
\$17,000 is being moved from Indirect Costs to Goods and Services

RECOMMENDATION:

Approve Subrecipient Agreement between OlyCAP and Jefferson County to reflect the amended budget associated with Agreement No. 12-65400-004 re: 2012 Community Development Block Grant (CDBG) Public Services Grant for Olympic Community Action Programs (OlyCAP).

REVIEWED BY:



Philip Morley, County Administrator

5/30/13

Date

BUDGET – CDBG Public Services Grant – Amended 05/21/2013

Purpose: To deliver the direct services identified in the CDBG Public Services Grant application and this Agreement's Scope of Work

Cost Categories:

Staffing	\$72,500	<i>Include salary & benefits to be documented by payroll records</i>
Goods and services	\$22,500	<i>Training costs must be tied to the delivery of the CDBG public service</i>
Equipment	\$	<i>Items costing \$300 or more require Commerce pre-approval</i>
Travel	\$	<i>Out-of-state travel requires Commerce pre-approval and follow federal travel per diem</i>
Indirect Costs	\$4,812	<i>Must be tied to a CDBG public service through the agency's approved cost allocation plan.</i>
TOTAL	\$99,812	<i>Must equal the budget amount listed for public services in the CDBG contract between the Local Government and Commerce. (Not to include county administration funds.)</i>

All costs must be eligible under OMB Circular A-122 and tied to the delivery of the CDBG public service. If unsure, consult Commerce's Contracts Administration Unit.

Budget Narrative:

Describe what is included in the costs.

CDBG will support staff and benefit costs for two major services areas: Emergency Services and Linkages (including RSVP, Encore!, and Senior Nutrition) (\$72,500). CDBG will also support goods and services for OlyCAP Educational Services (22,500).

CDBG will help cover the Indirect Costs associated with our Energy Assistance Programs, Home Care Program, and Emergency Services: (\$4,812).



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E-mail: action@olycap.org

May 21, 2013

Rose Ann Carroll
Jefferson County Auditor's Office
PO Box 563
Port Townsend, WA 98368

Dear Rose Ann;

Please consider this request to amend our Public Service Agreement with the county for the 2012 CDBG Public Service Grant. This amendment adjusts the budget line items previously submitted with the application. We have enclosed our proposed amendment with this letter.

As the end date for this contract is June 30, we look to move quickly to accomplish this goal. Thank you for working with us to meet our deadline and considering this request.

Sincerely,

J.R. Lieuallen
Director of Finance
Olympic Community Action Programs
803 W. Park Avenue
Port Townsend, WA 98368