

## OMB Contract Review

<b>Contract Name</b>	Specific Performance Agreement with Pinellas Opportunity Council, Inc.				
<b>File #</b>	16-765D	<b>Contract #</b>	CD16POC	<b>Date:</b>	8-31-2016

**Mark all Applicable Boxes:**

Type of Contract									
<b>CIP</b>		<b>Grant</b>	<b>X</b>	<b>Other</b>		<b>Revenue</b>		<b>Project</b>	

**Contract information:**

<b>New Contract (Y/N)</b>	Yes	<b>Original Contract Amount</b>	\$30,000
<b>Fund(s)</b>	1009	<b>Amount of Change</b>	
<b>Cost Center(s)</b>	242220	<b>Contract Amount</b>	\$30,000
<b>Program(s)</b>	1331	<b>Amount Available</b>	<b>Total:</b> \$4,962,640 (FY17 Proposed)
<b>Account(s)</b>	5800001	<b>Included in Applicable Budget? (Y/N)</b>	<b>Yes</b>
<b>Fiscal Year(s)</b>	FY17		

### Description & Comments

(What is it, any issues found, is there a financial impact to current/next FY, does this contract vary from previous FY, etc.)

The agreement is with Pinellas Opportunity Council, Inc. The agency's principal office is located at 501 – First Avenue North, Suite 517, St. Petersburg, FL. The agency will assist individuals who are 60 years old or older with heavy housecleaning, yardwork, and minor repairs via its Chore Services Program. The program's staff is located at 4039 – 8<sup>th</sup> Avenue South, St. Petersburg, FL 33711. The agreement starts October 1, 2016, and ends September 30, 2017.

This allocation can be found in the County's Annual Action Plan for Fiscal Year 2017. The action plan states that the allocation will benefit 68 individuals; and the funds will be used for partial operating expenses: utilities, rent, insurance and essential salaries for the program.

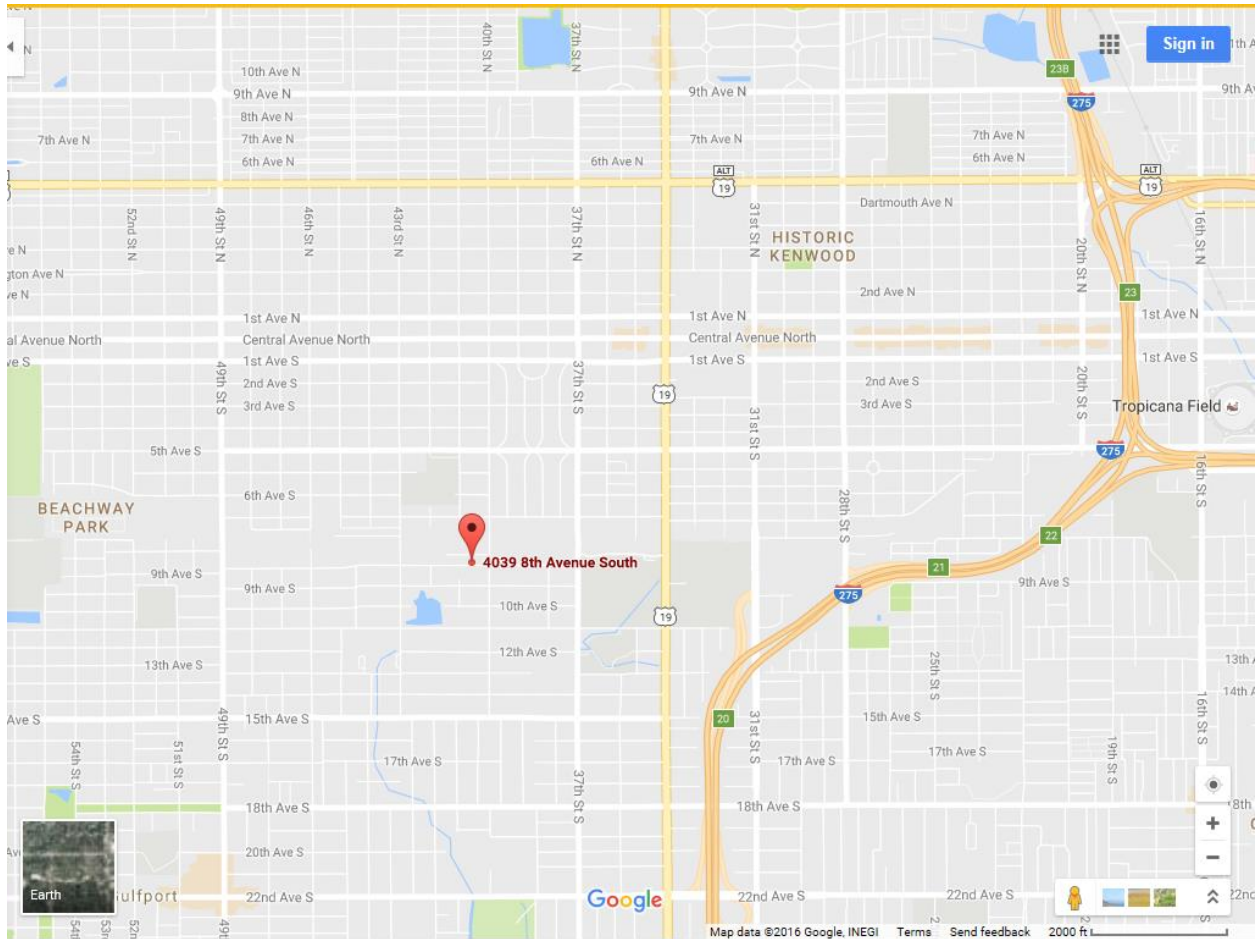
**Comments:**

1. The staff report mentions that only 35 elderly individuals are expected to receive service. Why is there a discrepancy between the number of individuals benefiting from the Chore Services Program in the Staff Report and the number of individual benefiting from the program shown in the County's Action Plan (68 individuals)?
2. The Action Plan does not mention "administration fees" in its description of operating expenses? What are "administration fees" (Page 3, Section, A.1), how are they calculated and why are they considered operating expenses?

**Analyst: Katherine Burbridge**

**Ok to Sign with Comments:**

## Map of 4038 - 8<sup>th</sup> Avenue South, St. Petersburg, FL Chore Services Program



### Instructions/Checklist

1. Upon receipt of a contract and notification in County Admin Tracking System (CATS) review the Agenda and Contract for language and accuracy. Make sure there are available funds, the dept is not overextending itself, was it planned, etc.
2. Complete the form above using the contract document and the County accounting & budgeting systems.
3. Use the "Description & Comments" section to give a brief summary of the contract and include your thoughts and pertinent information.
4. Print the form, initial, and leave folder on the Director's desk.
5. Login to CATS and click in the cell next to your name. A date will appear and click on the date you completed your review. Choose save and close the CATS system.