

## OMB Contract Review

<b>Contract Name</b>	Emergency Solutions Grant Program Specific Performance Agreement <i>with Catholic Charities, Diocese of St. Petersburg, Inc.</i>				
<b>File #</b>	17-015D	<b>Contract #</b>	ESG17CC	<b>Date:</b>	1-12-2018

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>	\$118,154.80
<b>Fund(s)</b>	1009	<b>Amount of Change</b>	
<b>Cost Center(s)</b>	242240	<b>Contract Amount</b>	\$118,154.80
<b>Program(s)</b>	1331	<b>Amount Available</b>	<b>Total:</b> \$293,000 (FY18)
<b>Account(s)</b>	5800001	<b>Included in Applicable Budget? (Y/N)</b>	<b>Yes</b>
<b>Fiscal Year(s)</b>	FY18 – FY19		

### 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 the Homeless Emergency Project, Inc. d/b/a Homeless Empowerment Program. The agency is located at 1213-16th Street North, St. Petersburg, FL. The agency will assist eligible homeless or at-risk homeless with rental payments, move in costs, and security/utility deposits through the County's Community Housing Assistance Program. The agency is a sub-recipient of the County's Federal allocation. The agreement starts October 1, 2017 and ends September 30, 2019.

The County's Community Housing Assistance Program (CHAP) began providing short-term rental and utility assistance for homelessness prevention and rapid re-housing activities in fiscal year 2012-2013. The County has partners with community agencies to administer the CHAP program.

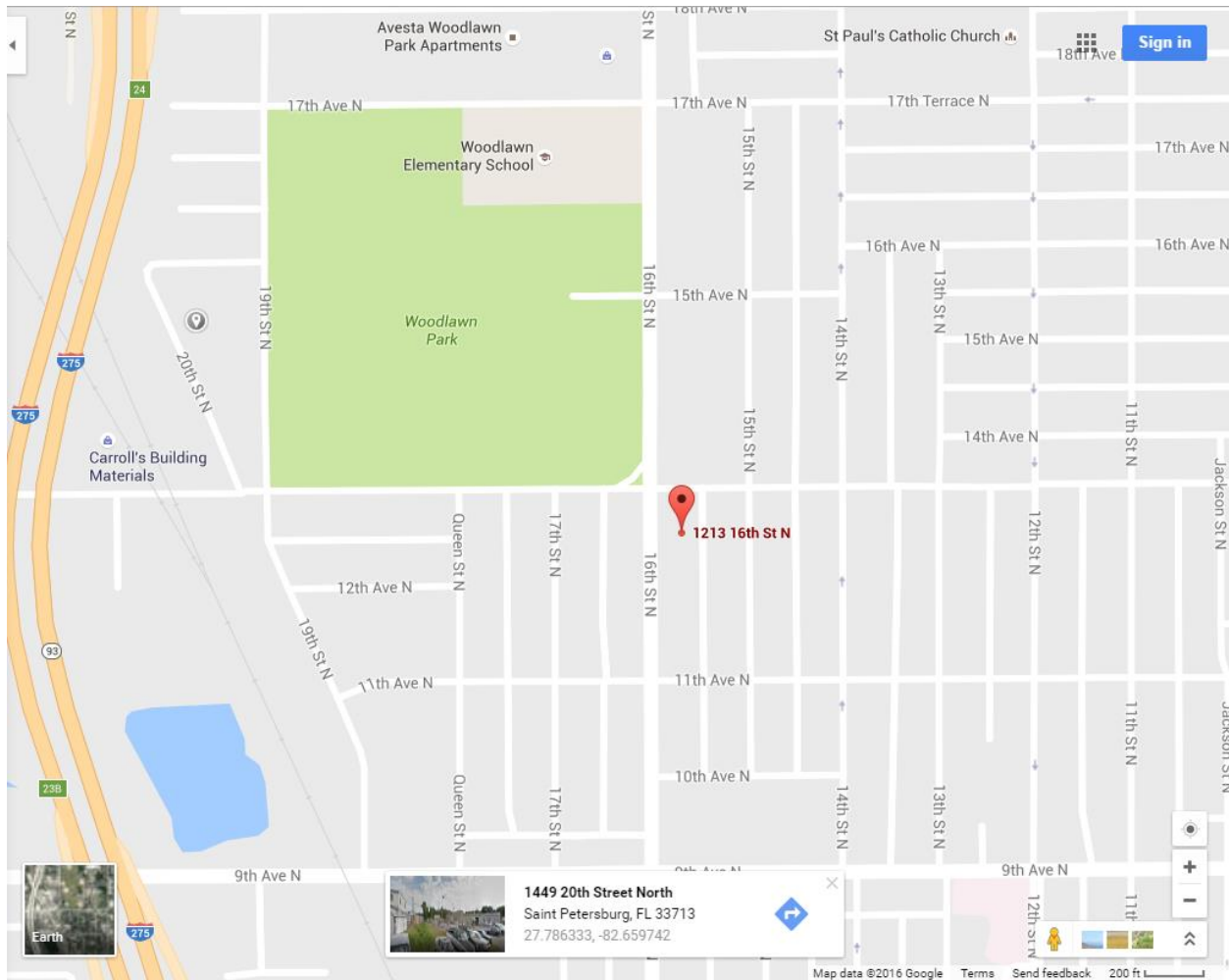
**Comments:**

- Page 8 of 21, Table Row (m): States that the CFDA Number and Name is "14.218 Community Development Block Grant/Entitlement Grants." Shouldn't it be, "CFDA 14.231, Emergency Solutions Grant/Formula Grant"? Please check the CFDA number and title.
- Page 16 of 21, A3. Documentation and Recordkeeping (c), third line: "The Catalog of Federal Domestic Assistance (CFDA) number is 14.228." Shouldn't that be, 14.231?
- The County's Action Plan has identified the use of funds for the activities identified in the agreement, however the dollar amount of this agreement is not easily identifiable in the Action Plan and has not been confirmed by the budget analyst at this time. The amount listed appears to be less than the Action Plan's amount. The appropriate staff of the initiating department were contacted for computation assistance.

Analyst: **Katherine Burbridge**

Ok to Sign with Comments:

## Map of 1213 - 16<sup>th</sup> Street North, St. Petersburg, FL



### 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.