

Staff Report

TO: Finance Committee
Board of Commissioners

FROM: Donna Barker, CPA
Director of Accounting Services

DATE: July 23, 2015

SUBJECT: CRP Contract for Friend of the Court
For the Work Session on August 4, 2015

BACKGROUND

Each year the County enters into a contract with the Department of Human Services to receive State and Federal funding for the Friend of the Court. The current contract is for three years beginning October 1, 2012 with amendments each fiscal year to authorize the funding amounts. The proposed amendment extends the current contract for fiscal year 2016 and authorizes the funding amount.

FINANCIAL IMPACT

The grant amount for the 2016 fiscal year is \$498,723.81 which covers approximately 72% of the Friend of the Court's budget.

RECOMMENDATION

Move to approve the Cooperative Reimbursement Program amendment between the Department of Human Services and the Friend of the Court effective October 1, 2015 through September 30, 2016 in the amount of \$ 498,723.81 and authorize the Chairman to sign the contract on behalf of the County.

ATTACHMENT

CRP contract for the Friend of the Court.

AGREEMENT NUMBER: CSFOC13-37001-3
AMENDMENT NUMBER: 3
Between
THE STATE OF MICHIGAN
DEPARTMENT OF HEALTH & HUMAN SERVICES
And

| | |
|--------------------|--|
| CONTRACTOR | County Of Isabella |
| CONTRACTOR ADDRESS | 200 North Main Street, Mt. Pleasant, Mi 48858 2390 |
| CONTRACTOR EMAIL | c21@isabellacounty.org |

| | |
|------------------------|------------------------|
| CONTRACT ADMINISTRATOR | EMAIL |
| Duane Noworyta | noworytad@michigan.gov |

| AGREEMENT SUMMARY | | | |
|-------------------------|-----------------------------------|-------------------------|------------|
| SERVICE DESCRIPTION | Child Support Friend of the Court | | |
| GEOGRAPHIC AREA | Isabella | | |
| INITIAL EFFECTIVE DATE | 10/01/2012 | CURRENT EXPIRATION DATE | 09/30/2015 |
| CURRENT AGREEMENT VALUE | \$1,267,499.00 | | |
| CONTRACT TYPE | Actual Cost | | |

| AMENDMENT DESCRIPTION | | | |
|---|---|--|------------|
| EXTEND EXPIRATION DATE | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO | NEW EXPIRATION DATE | 09/30/2016 |
| AMENDMENT AMOUNT | \$498,723.81 | <input checked="" type="checkbox"/> INCREASE <input type="checkbox"/> DECREASE | |
| ESTIMATED REVISED AGGREGATE AGREEMENT VALUE | \$1,766,222.81 | | |
| NATURE OF CHANGE | Extend the end date of the agreement to 9/30/2016 to add fiscal year (FY) 2016 and include the Budget for FY 2016 and include the selection of an IT technical support model. | | |

The undersigned have the lawful authority to bind the Contractor and DHS to the terms set forth in this Agreement.

FOR THE CONTRACTOR:

County Of Isabella

Chief Circuit Judge

Date

FOR THE STATE:

DEPARTMENT OF HUMAN SERVICES

Signature of Director or Authorized Designee

Date

=====

FOR THE CONTRACTOR:

County Of Isabella

Chairperson, County Board of Commissioners

Date

Agreement Number : CSFOC13-37001-

3

Amendment Number : 3

| | | | | |
|-------------------------|------------|---------|------------|----------------|
| Year 1 | 10/01/2012 | through | 09/30/2013 | \$394,653.00 |
| Year 2 | 10/01/2013 | through | 09/30/2014 | \$401,219.00 |
| Year 3 | 10/01/2014 | through | 09/30/2015 | \$471,627.00 |
| Year 4 | 10/01/2015 | through | 09/30/2016 | \$498,723.81 |
| Total Contract Amount : | | | | \$1,766,222.81 |

Check all contract years affected by this amendment:

| | | |
|--|---------------------------------|---------------------------------|
| <input type="checkbox"/> Year 1 | <input type="checkbox"/> Year 2 | <input type="checkbox"/> Year 3 |
| <input checked="" type="checkbox"/> Year 4 | <input type="checkbox"/> Year 5 | <input type="checkbox"/> Year 6 |

STATE OF MICHIGAN

DEPARTMENT OF HEALTH & HUMAN SERVICES

WHEREAS, the Department of Health & Human Services of the state of Michigan (hereinafter referred to as "DHHS") entered into a contractual Agreement effective October 1, 2012, with County Of Isabella and the 21 Circuit Court (hereinafter referred to as "Contractor"), having a mailing address of 200 North Main Street, Mt. Pleasant, Mi 48858 2390 , for the provision of certain services as set forth therein; and,

WHEREAS, it is mutually desirable to DHHS and to the Contractor to amend the aforesaid Agreement.

THEREFORE, in consideration of the promises and mutual covenants hereinabove and hereinafter contained, the parties hereto agree to the following amendment of said Agreement. This amendment shall be attached to the Agreement, said Agreement being hereby reaffirmed and made a part hereof.

Article I

This amendment shall be effective on the date of DHHS signature or October 1, 2015, whichever is later.

Article II

DHHS will exercise the first of two, one-year options to extend. Therefore, the end date of the Agreement shall be changed from 09/30/2015 to 09/30/2016.

Article III

The maximum "Net Budget" and the "GF/GP" dollar amounts of the Agreement shall be increased by \$676,145.16 from \$1,675,511.00 to \$2,351,656.16 and increased by \$52,468.00 from \$161,661.00 to \$214,129.00, respectively, for the period 10/01/2012, through 09/30/2016.

From the total "Net Budget" and GF/GP amounts, the maximum amount the Contractor may expend during the following periods is:

| Agreement Period | Net Budget Amount | GF/GP Amount | Total Amount |
|---|-------------------|--------------|--------------|
| October 1, 2012, through September 30, 2013 | \$516,312.00 | \$53,887.00 | \$570,199.00 |
| October 1, 2013, through September 30, 2014 | \$526,260.00 | \$53,887.00 | \$580,147.00 |
| October 1, 2014, through September 30, 2015 | \$632,939.00 | \$53,887.00 | \$686,826.00 |
| October 1, 2015, through September 30, 2016 | \$676,145.16 | \$52,468.00 | \$728,613.16 |

The maximum "Total Contract" dollar amount of the Agreement shall be increased by \$498,723.81 from \$1,267,499.00 to \$1,766,222.81 for the period 10/01/2012, through 09/30/2016.

From the total "Total Contract" amount, the maximum amount the Contractor may expend during the following periods is:

| Agreement Period | Total Contract Amount |
|---|-----------------------|
| October 1, 2012, through September 30, 2013 | \$394,653.00 |
| October 1, 2013, through September 30, 2014 | \$401,219.00 |
| October 1, 2014, through September 30, 2015 | \$471,627.00 |
| October 1, 2015, through September 30, 2016 | \$498,723.81 |

Payment shall be made in accordance with the attached budget.

Article IV

The Contractor selects the following Information technology (IT) support model:

- effective immediately if the selection is not a change from the Contractor's current IT support model,
- effective upon a completed conversion of the contractor's current IT support model to the selected IT support model by the Michigan Department of Technology, Management and Budget.

| IT Support Model | |
|------------------|-------------------------------------|
| County Managed | <input checked="" type="checkbox"/> |
| State Managed | <input type="checkbox"/> |

Budget Summary - 2013

A. CONTRACT DESCRIPTION

COUNTY : Isabella CONTRACT NO : CSFOC13-37001
 PROVIDER : _____ FOC ☒ PA _____ COM _____
 FISCAL YEAR : 2013 AMENDMENT ☒ LINE ITEM TRANSFER _____

| COLUMN I | COLUMN II | COLUMN III | COLUMN IV | COLUMN V |
|---------------------------------|--------------------------------|--------------------------------------|--------------------------------|--|
| Allocation Factors | Current 2013 IV-D Budget | Adjustment To 2013 IV-D Budget | Revised 2013 IV-D Budget | Provider's Total Eligible Budget |
| SECTION B | | | | |
| 1. FTE Positions | 8.06 | 0.00 | 8.06 | 9.00 |
| 2. % of Total FTE | 89.56 | 0.00 | 89.56 | 100.00 |
| 3. Caseload % (FOC, COM) | 98.41 | 0.00 | 98.41 | 100.00 |
| Budget Categories | Current 2013 IV-D Budget | Adjustment To 2013 IV-D Budget | Revised 2013 IV-D Budget | Provider's Total Eligible Budget |
| SECTION C | | | | |
| 1. Personnel | 499,039.44 | 0.00 | 499,039.44 | 581,727.05 |
| 2. Data Processing | 1,343.40 | 0.00 | 1,343.40 | 1,500.00 |
| 3. Other Direct | 15,493.88 | 0.00 | 15,493.88 | 17,300.00 |
| 4. Central Services | 85,082.00 | 0.00 | 85,082.00 | 95,000.00 |
| 5. Paternity Testing | 0.00 | 0.00 | 0.00 | 0.00 |
| 6. TOTAL EXPENDITURES | 600,958.72 | 0.00 | 600,958.72 | 695,527.05 |
| 7. Service Fees | 0.00 | 0.00 | 0.00 | 38,000.00 |
| 8. Final Judgment Fees | 3,000.00 | 0.00 | 3,000.00 | 13,000.00 |
| 9. Other Income | 0.00 | 0.00 | 0.00 | 5,000.00 |
| 10. SUB TOTAL | 597,958.72 | 0.00 | 597,958.72 | 639,527.05 |
| 11. Federal Incentives | 81,647.00 | 0.00 | 81,647.00 | 81,647.00 |
| 12. NET BUDGET | 516,311.72 | 0.00 | 516,311.72 | 557,880.05 |
| 13. County Share @ 34.00% | 175,546.00 | 0.00 | 175,546.00 | 0.00 |
| 14. State Share (IV-D) @ 66.00% | 340,766.00 | 0.00 | 340,766.00 | 0.00 |
| 15. STATE GF/GP AMOUNT | 53,887.00 | 0.00 | 53,887.00 | 0.00 |
| TOTAL CONTRACT AMOUNT | 394,653.00 | 0.00 | 394,653.00 | 0.00 |

Budget Summary - 2014

A. CONTRACT DESCRIPTION

COUNTY : Isabella CONTRACT NO : CSFOC13-37001
 PROVIDER : _____ FOC ☒ PA _____ COM _____
 FISCAL YEAR : 2014 AMENDMENT ☒ LINE ITEM TRANSFER _____

| COLUMN I | COLUMN II | COLUMN III | COLUMN IV | COLUMN V |
|---------------------------------|--------------------------------|--------------------------------------|--------------------------------|--|
| Allocation Factors | Current 2014 IV-D Budget | Adjustment To 2014 IV-D Budget | Revised 2014 IV-D Budget | Provider's Total Eligible Budget |
| SECTION B | | | | |
| 1. FTE Positions | 9.06 | 0.00 | 9.06 | 10.00 |
| 2. % of Total FTE | 90.60 | 0.00 | 90.60 | 100.00 |
| 3. Caseload % (FOC, COM) | 98.41 | 0.00 | 98.41 | 100.00 |
| Budget Categories | Current 2014 IV-D Budget | Adjustment To 2014 IV-D Budget | Revised 2014 IV-D Budget | Provider's Total Eligible Budget |
| SECTION C | | | | |
| 1. Personnel | 532,961.13 | 0.00 | 532,961.13 | 607,391.14 |
| 2. Data Processing | 0.00 | 0.00 | 0.00 | 0.00 |
| 3. Other Direct | 9,144.25 | 0.00 | 9,144.25 | 10,093.00 |
| 4. Central Services | 68,970.16 | 0.00 | 68,970.16 | 76,126.00 |
| 5. Paternity Testing | 0.00 | 0.00 | 0.00 | 0.00 |
| 6. TOTAL EXPENDITURES | 611,075.54 | 0.00 | 611,075.54 | 693,610.14 |
| 7. Service Fees | 0.00 | 0.00 | 0.00 | 40,280.00 |
| 8. Final Judgment Fees | 3,169.00 | 0.00 | 3,169.00 | 13,780.00 |
| 9. Other Income | 0.00 | 0.00 | 0.00 | 5,300.00 |
| 10. SUB TOTAL | 607,906.54 | 0.00 | 607,906.54 | 634,250.14 |
| 11. Federal Incentives | 81,647.00 | 0.00 | 81,647.00 | 81,647.00 |
| 12. NET BUDGET | 526,259.54 | 0.00 | 526,259.54 | 552,603.14 |
| 13. County Share @ 34.00% | 178,928.00 | 0.00 | 178,928.00 | 0.00 |
| 14. State Share (IV-D) @ 66.00% | 347,332.00 | 0.00 | 347,332.00 | 0.00 |
| 15. STATE GF/GP AMOUNT | 53,887.00 | 0.00 | 53,887.00 | 0.00 |
| TOTAL CONTRACT AMOUNT | 401,219.00 | 0.00 | 401,219.00 | 0.00 |

Budget Summary - 2015

A. CONTRACT DESCRIPTION

COUNTY : Isabella CONTRACT NO : CSFOC13-37001
 PROVIDER : _____ FOC ☒ PA _____ COM _____
 FISCAL YEAR : 2015 AMENDMENT ☒ LINE ITEM TRANSFER _____

| COLUMN I | COLUMN II | COLUMN III | COLUMN IV | COLUMN V |
|---------------------------------|--------------------------------|--------------------------------------|--------------------------------|--|
| Allocation Factors | Current 2015 IV-D Budget | Adjustment To 2015 IV-D Budget | Revised 2015 IV-D Budget | Provider's Total Eligible Budget |
| SECTION B | | | | |
| 1. FTE Positions | 9.06 | 0.00 | 9.06 | 10.00 |
| 2. % of Total FTE | 90.60 | 0.00 | 90.60 | 100.00 |
| 3. Caseload % (FOC, COM) | 98.41 | 0.00 | 98.41 | 100.00 |
| Budget Categories | Current 2015 IV-D Budget | Adjustment To 2015 IV-D Budget | Revised 2015 IV-D Budget | Provider's Total Eligible Budget |
| SECTION C | | | | |
| 1. Personnel | 601,341.67 | 0.00 | 601,341.67 | 692,896.00 |
| 2. Data Processing | 1,526.61 | 0.00 | 1,526.61 | 1,685.00 |
| 3. Other Direct | 20,962.10 | 0.00 | 20,962.10 | 23,137.00 |
| 4. Central Services | 94,115.28 | 0.00 | 94,115.28 | 103,880.00 |
| 5. Paternity Testing | 0.00 | 0.00 | 0.00 | 0.00 |
| 6. TOTAL EXPENDITURES | 717,945.66 | 0.00 | 717,945.66 | 821,598.00 |
| 7. Service Fees | 0.00 | 0.00 | 0.00 | 42,697.00 |
| 8. Final Judgment Fees | 3,360.00 | 0.00 | 3,360.00 | 14,607.00 |
| 9. Other Income | 0.00 | 0.00 | 0.00 | 5,618.00 |
| 10. SUB TOTAL | 714,585.66 | 0.00 | 714,585.66 | 758,676.00 |
| 11. Federal Incentives | 81,647.00 | 0.00 | 81,647.00 | 81,647.00 |
| 12. NET BUDGET | 632,938.66 | 0.00 | 632,938.66 | 677,029.00 |
| 13. County Share @ 34.00% | 215,199.00 | 0.00 | 215,199.00 | 0.00 |
| 14. State Share (IV-D) @ 66.00% | 417,740.00 | 0.00 | 417,740.00 | 0.00 |
| 15. STATE GF/GP AMOUNT | 53,887.00 | 0.00 | 53,887.00 | 0.00 |
| TOTAL CONTRACT AMOUNT | 471,627.00 | 0.00 | 471,627.00 | 0.00 |

Budget Summary - 2016

A. CONTRACT DESCRIPTION

COUNTY : Isabella CONTRACT NO : CSFOC13-37001-3
 PROVIDER : _____ FOC ☒ PA _____ COM _____
 FISCAL YEAR : 2016 AMENDMENT ☒ LINE ITEM TRANSFER _____

| COLUMN I | COLUMN II | COLUMN III | COLUMN IV | COLUMN V |
|---------------------------------|--------------------------------|--------------------------------------|--------------------------------|--|
| Allocation Factors | Current 2016 IV-D Budget | Adjustment To 2016 IV-D Budget | Revised 2016 IV-D Budget | Provider's Total Eligible Budget |
| SECTION B | | | | |
| 1. FTE Positions | 0.00 | 0.00 | 8.06 | 9.00 |
| 2. % of Total FTE | 0.00 | 0.00 | 89.56 | 100.00 |
| 3. Caseload % (FOC, COM) | 0.00 | 0.00 | 98.41 | 100.00 |
| Budget Categories | Current 2016 IV-D Budget | Adjustment To 2016 IV-D Budget | Revised 2016 IV-D Budget | Provider's Total Eligible Budget |
| SECTION C | | | | |
| 1. Personnel | 0.00 | 539,151.09 | 539,151.09 | 620,582.00 |
| 2. Data Processing | 0.00 | 1,509.09 | 1,509.09 | 1,685.00 |
| 3. Other Direct | 0.00 | 20,721.49 | 20,721.49 | 23,137.00 |
| 4. Central Services | 0.00 | 114,763.49 | 114,763.49 | 128,141.46 |
| 5. Paternity Testing | 0.00 | 0.00 | 0.00 | 0.00 |
| 6. TOTAL EXPENDITURES | 0.00 | 676,145.16 | 676,145.16 | 773,545.46 |
| 7. Service Fees | 0.00 | 0.00 | 0.00 | 0.00 |
| 8. Final Judgment Fees | 0.00 | 0.00 | 0.00 | 0.00 |
| 9. Other Income | 0.00 | 0.00 | 0.00 | 0.00 |
| 10. SUB TOTAL | 0.00 | 676,145.16 | 676,145.16 | 773,545.46 |
| 11. Federal Incentives | 0.00 | 0.00 | 0.00 | 0.00 |
| 12. NET BUDGET | 0.00 | 676,145.16 | 676,145.16 | 773,545.46 |
| 13. County Share @ 34.00% | 0.00 | 229,889.35 | 229,889.35 | 0.00 |
| 14. State Share (IV-D) @ 66.00% | 0.00 | 446,255.81 | 446,255.81 | 0.00 |
| 15. STATE GF/GP AMOUNT | 0.00 | 52,468.00 | 52,468.00 | 0.00 |
| TOTAL CONTRACT AMOUNT | 0.00 | 498,723.81 | 498,723.81 | 0.00 |

Budget Abstract Summary

| Description | 2013 | 2014 | 2015 | 2016 | Total |
|---------------------------------|-------------------|-------------------|-------------------|-------------------|---------------------|
| SECTION B | | | | | |
| 1. FTE Positions | 8.06 | 9.06 | 9.06 | 8.06 | 34.24 |
| 2. % of Total FTE | 89.56 | 90.60 | 90.60 | 89.56 | 360.32 |
| 3. Caseload % (FOC, COM) | 98.41 | 98.41 | 98.41 | 98.41 | 393.64 |
| SECTION C | | | | | |
| 1. Personnel | 499,039.44 | 532,961.13 | 601,341.67 | 539,151.09 | 2,172,493.33 |
| 2. Data Processing | 1,343.40 | 0.00 | 1,526.61 | 1,509.09 | 4,379.10 |
| 3. Other Direct | 15,493.88 | 9,144.25 | 20,962.10 | 20,721.49 | 66,321.72 |
| 4. Central Services | 85,082.00 | 68,970.16 | 94,115.28 | 114,763.49 | 362,930.93 |
| 5. Paternity Testing | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6. TOTAL EXPENDITURES | 600,958.72 | 611,075.54 | 717,945.66 | 676,145.16 | 2,606,125.08 |
| 7. Service Fees | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 8. Final Judgment Fees | 3,000.00 | 3,169.00 | 3,360.00 | 0.00 | 9,529.00 |
| 9. Other Income | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10. SUB TOTAL | 597,958.72 | 607,906.54 | 714,585.66 | 676,145.16 | 2,596,596.08 |
| 11. Federal Incentives | 81,647.00 | 81,647.00 | 81,647.00 | 0.00 | 244,941.00 |
| 12. NET BUDGET | 516,311.72 | 526,259.54 | 632,938.66 | 676,145.16 | 2,351,655.08 |
| 13. County Share @ 34.00% | 175,546.00 | 178,928.00 | 215,199.00 | 229,889.35 | 799,562.35 |
| 14. State Share (IV-D) @ 66.00% | 340,766.00 | 347,332.00 | 417,740.00 | 446,255.81 | 1,552,093.81 |
| 15. STATE GF/GP AMOUNT | 53,887.00 | 53,887.00 | 53,887.00 | 52,468.00 | 214,129.00 |
| TOTAL CONTRACT AMOUNT | 394,653.00 | 401,219.00 | 471,627.00 | 498,723.81 | 1,766,222.81 |