

SOUTHEAST FLORIDA REGIONAL PARTNERSHIP

To: SCI Executive Committee AGENDA ITEM #4
From: SEFRP Staff
Date: March 30th Meeting
Subject: Proposed Budget Amendments and Monitoring Structure

Introduction

During the January 27, 2012 meeting of the Southeast Florida Regional Partnership's Sustainable Community Initiative (SCI) Executive Committee, staff was directed to amend the HUD approved budget and establish a monitoring document to track the Regional Vision and Blueprint's (the Blueprint) progress within the projected timeline and available funds.

The proposed Budget Amendments were presented to the Operations and Budget Subcommittee during a meeting held on March 23rd, 2012. The Subcommittee's recommendations have been incorporated into the Proposed Amendment.

Proposed Amendments

1. Staff created two documents to fulfill the SCI Executive Committee's requirements. Both documents are performance oriented, modeled after the originally approved HUD Work Plan. Both contain the same data but have a different purpose. The first, referred to as "the Three-Year Budget," reflects changes from the project's inception and is in a format suitable to send to HUD for their review for approval.
2. The second, known as the "Monitoring Budget," or "Two-Year Budget," is a document that reflects all expenditures by task, and is provided in a format that allows for monthly tracking of expenses, timeline, percentage completed, personnel, etc.
3. The proposed amendments to the Budget are as follows:
4. Modeled after the HUD-approved Work Plan, the draft Monitoring Budget now includes tasks and subtasks, and identifies specific personnel to perform such tasks and manage the project.
5. A new "Project Management (M) Task" category was created.

6. Subtasks in this M category include line items for:
 - a. Project Director
 - b. Partnership Coordinator/HUD Point of Contact
 - c. Travel
 - d. General Administration
 - a. **Project Director: Program Manager and Project Director positions are merged into a single position (Project Director).** Project Director's compensation and projected expenses are reflected in this category and will be expensed solely from this projected amount. The Project Director will be involved in every Task and Subtask in the Budget, but the time spent on each will not be tracked independently. The Project Director will, in addition, contribute to specific Subtask deliverables, to be identified and/or defined as the project progresses and as needed. This proposed consolidation of positions (Program Manager and Project Director) is aimed at improving overall coordination, and results in an ultimate cost savings to the Partnership.
 - b. **Partnership Coordinator/HUD Point of Contact:** Partnership Coordinator is an employee of SFRPC and will assist the Project Director with general Partnership and Consortium involvement and participation in the process. The person currently occupying this position is additionally HUD's Designated Point of Contact and Liaison. As such, the HUD Point of Contact has a substantive understanding of HUD's expectations and priorities related to the Sustainable Communities Planning Grant Program. Time spent on each Task for this position will not be tracked independently. The HUD Point of Contact will in addition contribute to specific deliverables, as defined in the job description attached.
 - c. **Travel:** All out-of-region travel for the above mentioned positions and/or members of the Management Team will be expensed from this category. This amount is the same as proposed in the original HUD budget.
 - d. **General Administration:** Direct and Indirect costs resulting from the general administration of the project, not necessarily related to specific deliverables, will be expensed from this category. Such tasks and expenses include administration and accounting duties, proportionate overhead expenses and benefits. The following personnel will be expensing from this category as appropriate:
 - i. **For SFRPC:** Executive Director (expensing between general Administration and specific tasks), Accounting Personnel, Administrative Personnel, Director of Research, Policy Analysts and other staff as deemed necessary to fulfill the project.
 - ii. **For TCRPC:** Executive Director (expensing between general Administration and specific tasks), Accounting Personnel, and proportionate overhead expenses.
7. Amended allocation of funds, to reflect sub tasks where the RPC's will provide specific deliverables. The following personnel will be expensing from these subtasks as appropriate:

- i. **For SFRPC:** Executive Director (expensing between General Administration and specific tasks), Director of Research, Policy Analysts and/or other staff as deemed necessary to fulfill the project.
 - ii. **For TCRPC:** Executive Director (expensing between general Administration and specific tasks), Economic Development Director, Strategic Development Coordinator, Administrative Supervisor and Administrative Coordinator.
8. Both RPC's have determined available management funds, and will distribute those accordingly over the remainder of the project's duration. The purpose of this is to ensure that average spending guarantees completion of the project on time and within budget. Work provided in excess of anticipated average will be calculated as part of the RPCs' in-kind contributions to the project.
9. The "Monitoring Budget" will be updated monthly and available online.
10. A second Monitoring Chart, similar to that established for the RPCs, has been created to track consultant expenses and work completion. This table is for internal (Management Team and Consultant) use only, but will be available upon request.
11. Certain subtasks have been amended to better reflect the required end product as follows:
 - a. Tasks 5, 6 and 7 have been modified. Subtasks have been rearranged to create an expanded Task 5 (Creation of the Blueprint and five-year action plan), and a Task 6 which exclusively addresses implementation.
 - b. A line item has been added to reflect the pending agreement with the Climate Compact. Funds allocated to this task in the amount of \$150,000 are proposed to come from Task 6 (Implementation), from funds allocated under the Consultant/Sub Consultant column. No contract with this group will be issued until an Action Plan is prepared that clearly defines work to be performed for the seven-county region.

Recommendation

Staff recommends that the Executive Committee adopt the proposed budget amendments.

Attachments.