

FORT BEND COUNTY FY 2010
COMMISSIONERS COURT AGENDA REQUEST FORM

Return Completed Form by E-Mail to: Agenda Coordinator, County Judge's Office

Date Submitted: 2/16/10

Submitted By: Hopie Solomon

Department: 6451 Social Services

Court Agenda Date: 2-23-10

Phone Number: Ext. 3506

SUMMARY OF ITEM: Renew letter of agreement between Fort Bend County Social Services and Reliant Energy LLC Care Program for FY 2010. The agreement provides a total grant amount of \$55,000 for emergency assistance payments. Funds are for Fort Bend County residents who are Reliant customers qualifying for assistance. The funds will be disbursed to the Social Service Department in two payments for FY 2010.

RENEWAL AGREEMENT/APPOINTMENT

YES ☒ NO ☐

FINANCIAL SUMMARY:

BUDGETED ITEM: YES ☐ NO ☒

FUNDNG SOURCE: Accounting Unit: 190645999 Account Number: 63850
 Activity (If Applicable): R645-RELIANT CR

DESCRIPTION OF LAWSON ACCOUNT: _____

Instructions to submit Agenda Request Form:

- Completely fill out agenda form: incomplete forms will not be processed.
- Agenda Request Forms should be submitted by e-mail, fax, or inter-office mail, and all back-up information must be provided by Wednesday at 2:00 p.m. to all those listed below.
- All original back-up must be received in the County Judge's Office by 2:00 p.m. on Wednesday.

DISTRIBUTION:

Original Form Submitted with back up to County Judge's Office ☐ (✓ when completed)

If by E-Mail to ospindon@co.fort-bend.tx.us

If by Fax to (281) 341-8609

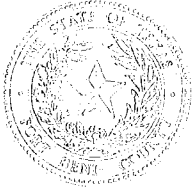
Distribute copies with back-up to all listed below. If by fax, send to numbers below:

<input type="checkbox"/> Auditor (281-341-3774)	<input type="checkbox"/> Comm. Pct. 1 (281-342-0587)
<input type="checkbox"/> Budget Officer (281-344-3954)	<input type="checkbox"/> Comm. Pct. 2 (281-403-8009)
<input type="checkbox"/> Facilities/Planning (281-633-7022)	<input type="checkbox"/> Comm. Pct. 3 (281-242-9060)
<input type="checkbox"/> Purchasing Agent (281-341-8642)	<input type="checkbox"/> Comm. Pct. 4 (281-980-9077)
<input type="checkbox"/> Information Technology (281-341-4526)	<input type="checkbox"/> County Clerk (281-341-8697)
<input type="checkbox"/> Other:	<input type="checkbox"/> County Atty (281-341-4557)

RECOMMENDATION / ACTION REQUESTED:

Special Handling Requested (specify):

2-24-10 copy received




**HEALTH & HUMAN SERVICES
SOCIAL SERVICES DEPARTMENT**
FORT BEND COUNTY, TEXAS

HOPIE SOLOMON, LSW
DIRECTOR

MEMORANDUM

TO: Donna Ospina

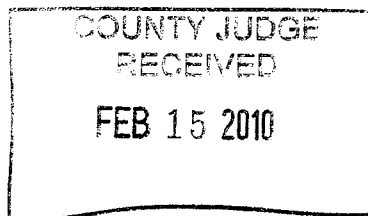
FROM: Hopie Solomon 
Director of Social Services

DATE: February 10, 2009

SUBJECT: Agenda item

Enclosed is the original "Letter of Agreement" from Reliant Energy LLC Care Program. The agreement provides a total grant amount of \$55,000 for emergency assistance payments. Funds are for Fort Bend County residents who are Reliant customers qualifying for the funds. The funds are to be disbursed to the Social Service Department in two payments for FY 2010.

Please note the Letter of Agreement has been sent to the County Attorney's office for review and agenda notification.





February 5, 2010

Fort Bend County Social Services
Attn: Robert Hebert, County Judge
4520 Reading Road, Suite A
Rosenberg, Texas 77471

Re: Letter Agreement for Reliant Energy Retail Services, LLC CARE Program
("CARE")

Dear Judge Hebert:

Reliant Energy Retail Services, LLC (Reliant Energy is a certified Retail Electric Provider serving residential customers in *Fort Bend County* is required to establish and maintain an energy assistance program in accordance with the rules and regulation of the Public Utility Commission of Texas. *Fort Bend County Social Services (FBSS)* is an established nonprofit organization that has a proven record of managing energy assistance and heat relief programs and is capable of processing Reliant Energy's customer payment assistance in an efficient, effective manner. On or before March 31, 2010, Reliant Energy will contribute \$27,500.00 to *Fort Bend County Social Services (FBSS)* in support of the 2010 Reliant Energy CARE Program. An additional contribution payment in the amount of \$27,500.00 will be made to *Fort Bend County Social Services (FBSS)* on or before June 30, 2010. The purpose of these contributions is to provide funding for energy assistance payments to Reliant Energy customers under the CARE program.

The funds contributed to *Fort Bend County Social Services* for energy assistance payments must be deposited in a depository bank account held in trust for Reliant Energy. *Fort Bend County Social Services* will not discriminate during the distribution of CARE funds because of race, creed, color, national origin, ancestry, sex, marital status, lawful source of income, level of income, disability, financial status, and location of customer in an economically distressed geographic area. *Fort Bend County Social Services (FBSS)* will accept enrollment applications from potential clients and qualify Reliant Energy customers as eligible recipients in accordance with the following Reliant Energy CARE Program qualifications:

1. Each *Fort Bend County Social Services (FBSS)* client recipient of CARE contributions must be a Reliant Energy customer with an **active account**.
2. The *Fort Bend County Social Services (FBSS)* client recipient name must match the Reliant Energy customer account name.
3. All *Fort Bend County Social Services (FBSS)* client recipients of CARE contributions are eligible for a one time annual payment in an amount not to exceed \$300 in accordance with the *Fort Bend County Social Services (FBSS)*'s hardship criteria or the recipient may receive multiple Assistance payments on their account as long as the cumulative amount does not exceed the maximum annual payment limit of \$300.

Letter of Agreement for Reliant Energy Retail Services, LLC CARE Program

Fort Bend County Social Services (FBSS) will submit a monthly report to Reliant Energy on or before the last day of each month until the entire contribution fund balances is depleted. Reports should be submitted for all months even if funds were not distributed. The monthly reports should be submitted to the Reliant Energy Agency Desk before the 10th of each month. All funds that are not utilized or pledged to provide assistance to qualifying Reliant customers by December 31, 2010, can rollover to the following year. *Fort Bend County Social Services (FBSS)* must also comply with the CARE Program Guidelines outlined in Attachment A. *Fort Bend County Social Services (FBSS)* will keep records of all transactions relating to the distribution of Reliant Energy CARE contributions for a period of 2 year(s) and will allow Reliant Energy full access during normal business hours to inspect, audit or reproduce any and all such records and books of *Fort Bend County Social Services (FBSS)* related to this agreement.

Reliant Energy can terminate this agreement at any time during the year by providing 30 days advance written notice to *Fort Bend County Social Services (FBSS)*. In the event this agreement is terminated, *Fort Bend County Social Services (FBSS)* must comply with the directions contained in the notice and take any necessary action to terminate the work under this agreement. To acknowledge your agreement to and acceptance of the terms and conditions outlined in this letter and Attachment A, please sign below on both letters. Keep one copy of your records and return one letter to Reliant Energy. If you have any questions, you can contact Grenda Monroe at 713-488-5430 or Misty White 713-497-2622.

Sincerely,




Tracy Carmen-Jones

Vice President Community & Involvement

AGREED AND ACCEPTED:

Fort Bend County Social Services

By: 

Robert Hebert, County Judge

Date: February 23, 2010

EXHIBIT A

1. Each *Fort Bend County Social Services* recipient of CARE contributions must be a Reliant Energy customer with an active account.
2. The *Fort Bend County Social Services* client recipient name must match the Reliant Energy customer name.
3. All *Fort Bend County Social Services* client recipients of CARE contributions are eligible for a maximum annual payment not to exceed \$300. The assistance payment may be a one-time payment of up to \$300 in accordance with the agency hardship criteria or the recipient may receive multiple assistance payments as long as the annual total does not exceed the maximum \$300 limit.

EXHIBIT B

CARE Program Guidelines and Information

In an effort to implement the CARE Program efficiently, Reliant Energy provides important guidelines and information that will assist you in administering the Program. Please distribute and discuss these guidelines in a training session with all volunteers and staff.

Reliant Energy Contact Information

- Grenda Monroe (Agency Desk) 713-488-5430

How the Program Works

- Agency qualifies active Reliant Energy customer
- Agency contacts Reliant Energy Agency Desk via phone or fax to make an inquiry or pledge on behalf of the customer
- Agency remits payment to Reliant Energy (address provided below) and include documentation that denotes CARE payment --see attached example
- Payment should be remitted within 30-45 days from the pledge date
- Agency sends to Reliant Energy a monthly report via fax or email recording activity and balance of funds at the end of each month or no later than the 10th day of the following month (report form provided)

Standard Payment Remittance Address

Reliant Energy Retail Services, LLC
P. O. Box 1046
Houston, Texas 77251-1046
Attn: CARE, Special Services

Electronic Payment Information

If your agency is interested in setting up an electronic payment process via EFT (Electronic Funds Transfer), contact Levas Johnson at ljohnson@reliant.com or call 713-497-4555.

Monthly Reporting Requirements

Prepare attached monthly report form and fax or email to:

Grenda Monroe, Reliant Energy, gmonroe@reliant.com, fax 713-488-5469 or toll –free fax 1-866-367-0343.

From: Mary Reveles
To: Hopie Solomon
CC: Laura Johnson
Date: 2/10/2010 4:51 PM
Subject: Reliant Energy Care Program

Hopie,

I reviewed the letter agreement you sent over today and it looks fine. The only thing that stuck out to me is that Reliant is referring to us as "an established nonprofit organization." We went over this with the other provider and they took it out of the agreement. However, since this is just a letter agreement and it's clear that Reliant knows we're a political subdivision, I think it's fine.

Go ahead and place on the agenda.

Thanks!

-Mary

Mary E. Reveles
First Assistant County Attorney
Fort Bend County
301 Jackson, Suite 728
Richmond, Texas 77469
Telephone No. 281-341-4555
Fax No. 281-341-4557
revelmar@co.fort-bend.tx.us

++++++CONFIDENTIALITY NOTICE++++++

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