

PALM BEACH COUNTY  
 BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM SUMMARY

Meeting Date: August 21, 2007                       Consent                       Regular  
     Ordinance                       Public Hearing

**Department:**                      Housing and Community Development

**Submitted By:**                      Housing and Community Development

I. EXECUTIVE BRIEF

**Motion and Title:** **Staff recommends motion to approve:** Amendment 001 to an Agreement (R2006-2447) with Community Caring Center of Boynton Beach, Inc., (CCCBB) to increase funding by \$1,457 in Emergency Shelter Grant Program (ESGP) funds to increase the amount funded from \$14,000 to \$15,457 and to transfer \$3,250 from their "Hotel/Motel Vouchers" program to their "Emergency Rent, Mortgage, and Utility Assistance" program.

**Summary:** CCCBB has an Agreement with the County for \$14,000 to provide the following: emergency shelter through a hotel/motel voucher program with participating facilities (\$4,000) and homeless prevention through emergency rent, mortgage and utility assistance (\$10,000). The additional funds, in conjunction with the realignment of funds under their Emergency Rent, Mortgage, and Utility Assistance Program, will enable CCCBB to increase its funding to prevent homelessness through emergency rent, mortgage, and utility assistance by \$4,707 for a total of \$14,707. These are federal ESGP funds and the required match will be met by the agency. No match from County General Funds is required. (HCD Countywide) (TKF)

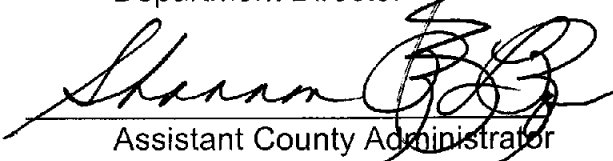
**Background and Justification:** Palm Beach County receives ESGP funding annually from the U.S. Department of Housing and Urban Development (HUD). The regulations governing the ESG Program require that funds received during a particular year be expended within 24 months of their receipt. Funds which are not expended within that timeframe are subject to recapture by HUD. HCD's policy is that all ESGP funds must be expended within 12 months of their receipt from the County. HCD staff has identified surplus funds for \$1,457 in ESGP funds from completed projects during FY 2005-06. These funds are available for reprogramming under FY 2006-07. The Palm Beach County ESGP Advisory Board, whose members were nominated by the Homeless Coalition of Palm Beach County, Inc. and appointed by the BCC, recommended these funds be reallocated to CCCBB to be expended during FY 2006-07.

The realignment of funds is being requested because CCCBB no longer has an Agreement with the establishment that participated in the Hotel/Motel Vouchers Program; therefore, they are unable to expend the remaining \$3,250 under that Program. CCCB is requesting to realign \$3,250 to the Emergency Rent, Mortgage, and Utility Assistance Program; thereby allowing the funds to be used to prevent homelessness through emergency rent, mortgage, and utility assistance.

**Attachments:**

1. Amendment No. 001 with Community Caring Center of Boynton Beach, Inc.
2. ESGP Agreement (R2006-2447) with Community Caring Center of Boynton Beach, Inc.

**Recommended By:**                       7/24/07  
    Department Director                      Date

**Approved By:**                       8/6/07  
    Assistant County Administrator                      Date

II FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years:	2007	2008	2009	2010	2011
Capital Expenditures:	_____	_____	_____	_____	_____
Operating Costs:	\$1,457	_____	_____	_____	_____
External Revenues:	<\$1,457>	_____	_____	_____	_____
Program Income (County):	_____	_____	_____	_____	_____
In-kind Match (County):	_____	_____	_____	_____	_____
 NET FISCAL IMPACT	 0				
 # ADDITIONAL FTE POSITIONS (Cumulative)	 N/A				

Is Item Included In Current Budget? Yes X No  
 Budget Account No.: Fund 1101 Agency 143 Unit 1435 Object \_\_\_\_\_  
 Program Code/Period: Various

B. Recommended Sources of Funds/Summary of Fiscal Impact:  
 Approval of this Agenda Item will appropriate an additional \$1,457 to the Community Caring Center of Boynton Beach to operate their Emergency Shelter Grant Program (ESGP).

line item.

C. Departmental Fiscal Review: Shairette Major 7/24/07  
 Shairette Major / Fiscal Manager I

**III. REVIEW COMMENTS**

A. OFMB Fiscal and/or Contract Dev. and Control Comments:

Elizabeth Blaise 8/1/07  
 7/31/07 OFMB 8/1/07  
 8/1/07

John K. [Signature] for [Signature]  
 Contract Dev. and Control 8/2/07

B. Legal Sufficiency:

[Signature]  
 Senior Assistant County Attorney

This amendment complies with our review requirements.

C. Other Department Review:

Edward W. [Signature]  
 Department Director

This summary is not to be used as a basis for payment.

**AMENDMENT 001 TO THE AGREEMENT  
WITH  
COMMUNITY CARING CENTER OF BOYNTON BEACH, INC.**

Amendment 001 entered into this \_\_\_ day of \_\_\_\_\_, 20\_\_ by and between Palm Beach County and Community Caring Center of Boynton Beach, Inc.

**WITNESSETH:**

WHEREAS, Palm Beach County entered into an agreement with Community Caring Center of Boynton Beach, Inc. on November 21, 2006, approved by Document R2006-2447, to provide \$14,000 of Emergency Shelter Grants funds for Operations & Maintenance and Homeless Prevention activities; and

WHEREAS, the parties wish to increase the amount of funds within the budget of the Agreement by adding \$1,457; and

WHEREAS, the parties wish to reallocate funds within the budget of the Agreement; and

WHEREAS, both parties mutually agree that the original agreement entered into on November 21, 2006, should be amended as follows:

**A. Exhibit A, Part II - Section A:**

Hotel/Motel Vouchers: substitute "\$750" for "\$4,000"

Emergency Rent/Mortgage/Utilities Payments: substitute "\$14,707" for "\$10,000"

TOTAL: substitute \$15,457 for \$14,000

NOW THEREFORE, all items in the previous agreement in conflict with the amendment shall be and are hereby changed to conform to this amendment.

All provisions not in conflict with this aforementioned amendment are still in effect and shall be performed at the same level as specified in the Agreement.

**ATTEST:**

SHARON R. BOCK, Clerk & Comptroller **PALM BEACH COUNTY, FLORIDA, a Political  
Subdivision of the State of Florida**

**BOARD OF COUNTY COMMISSIONERS**

By: \_\_\_\_\_  
Deputy Clerk

By: \_\_\_\_\_  
Addie L. Greene, Chairperson

Approved as to Form and Legal  
Sufficiency

Approved as to Terms and Conditions  
Dept. of Housing and Community Development

By: \_\_\_\_\_  
Tammy K. Fields  
Senior Assistant County Attorney

By: Elena M. Escovar  
Elena M. Escovar, Manager  
Planning Section

(COUNTY SEAL)

**COMMUNITY CARING CENTER OF BOYNTON BEACH, INC., a Florida corporation**

By: Eugene A. Cericola  
Eugene A. Cericola, President

By: Art Wittman  
Art Wittman, Treasurer

(CORPORATE SEAL)

AGREEMENT BETWEEN PALM BEACH COUNTY

AND

COMMUNITY CARING CENTER OF BOYNTON BEACH, INC.

NOV 21 2006

THIS AGREEMENT, entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by and between Palm Beach County, a political subdivision of the State of Florida, for the use and benefit of its Emergency Shelter Grants Program and the **COMMUNITY CARING CENTER OF BOYNTON BEACH, INC.**, a non-profit corporation duly organized and existing by virtue of the laws of the State of Florida, having its principal office at **145 NE 4<sup>th</sup> Avenue, Boynton Beach, FL 33435** and its Federal Tax Identification Number as **65-0447796**.

WHEREAS, Palm Beach County has entered into an agreement with the United States Department of Housing and Urban Development for a grant for the execution and implementation of an Emergency Shelter Grants Program in certain areas of Palm Beach County, pursuant to Section 1012 of the McKinney-Vento Homeless Assistance Act (as amended); and

WHEREAS, Palm Beach County, in accordance with the FY 2006-07 Action Plan, and **COMMUNITY CARING CENTER OF BOYNTON BEACH, INC.** desire to provide the activities specified in Part II of this Agreement; and

WHEREAS, Palm Beach County desires to engage the **COMMUNITY CARING CENTER OF BOYNTON BEACH, INC.** to implement such undertakings of the Emergency Shelter Grants Program.

NOW, THEREFORE, in consideration of the mutual premises and covenants herein contained, it is agreed as follows:

PART I

DEFINITION AND PURPOSE

1. Definitions:

- (1) "County" means Palm Beach County.
- (2) "ESGP" means Emergency Shelter Grants Program of Palm Beach County.
- (3) "HCD" means Palm Beach County Housing and Community Development.
- (4) "Agency" means **COMMUNITY CARING CENTER OF BOYNTON BEACH, INC.**
- (5) "HCD Approval" means the written approval of the HCD Director or designee.
- (6) "U.S. HUD" means the Secretary of the U. S. Department of Housing and Urban Development or a person authorized to act on U.S. HUD's behalf.
- (7) "Homeless" means the definition set by U.S. HUD.

2. Purpose:

The purpose of this Agreement is to state the covenants and conditions under which the Agency will implement the Scope of Services set forth in Part II of this Agreement. The beneficiaries of a project funded under this Agreement must be eligible for homeless assistance under the Emergency Shelter Grants Program.

## PART II

### SCOPE OF SERVICES

The Agency shall, in a satisfactory and proper manner as determined by HCD, perform the tasks outlined in Exhibit "A" and submit invoices using the cover sheet in Exhibit "B", both of which are attached hereto and made a part hereof.

## PART III

### COMPENSATION, TIME OF PERFORMANCE, METHOD AND CONDITIONS OF PAYMENT

#### 1. Maximum Compensation

The Agency agrees to accept as full payment for eligible services rendered pursuant to this Agreement the actual amount of budgeted, eligible, and HCD Director or designee-approved expenditures and encumbrances made by the Agency under this Agreement. Said services shall be performed in a manner satisfactory to HCD. In no event shall the total compensation or reimbursement to be paid hereunder exceed the maximum and total authorized sum of \$14,000 for the period of October 1, 2006 through September 30, 2007. Any funds not obligated by the expiration date of this Agreement shall automatically revert to the County.

Further budget changes within the designated contract amount can be approved in writing by the HCD Director at his discretion up to ten percent (10%) on a cumulative basis of the Agreement amount during the Agreement period. Such requests for changes must be made in writing by the Agency to the HCD Director. Budget changes in excess of ten percent (10%) must be approved by the Board of County Commissioners.

#### 2. Time of Performance

The effective date of this Agreement and all rights and duties designated hereunder are contingent upon the timely release of funds for this project by U.S. HUD under grant number S-06-UC-12-0016. The effective date shall be the date of execution of this Agreement, and the services of the Agency shall be undertaken and completed in light of the purposes of this Agreement. In any event, all services required hereunder shall be completed by the Agency by September 30, 2007.

#### 3. Method of Payment

The County agrees to reimburse the Agency for all eligible budgeted costs permitted by Federal, State, and County guidelines. In no event shall the County provide advance funding to the Agency or any subcontractor hereunder.

Requests by the Agency for reimbursements shall be accompanied by proper documentation of expenditures and should, to the maximum extent possible, be submitted to HCD for approval no later than thirty (30) days after the date of payment by the Agency. Payment shall be made by the Palm Beach County Finance Department upon proper presentation of invoices and reports approved by the Agency and HCD. Proof of payment and originals or copies of invoices, receipts, or other evidence of indebtedness shall be considered proper documentation. Invoices will not be honored if received by HCD later than forty-five (45) days after the expiration date of this Agreement, nor will any invoices be honored that predate the commencement date of this Agreement.

#### 4. Conditions On Which Payment Is Contingent

##### (1) Implementation of Project According to Required Procedures

**COMMUNITY CARING CENTER OF BOYNTON BEACH, INC.**

The Agency shall implement this Agreement in accordance with applicable Federal, State, and County laws, ordinances, and codes and with the applicable procedures outlined in HCD Policies and Procedures Memoranda, and amendments and additions thereto as may from time to time be made. The Federal, State, and County laws, ordinances, and codes are minimal regulations which may be supplemented by more restrictive guidelines set forth by HCD. No reimbursements will be made without evidence of appropriate insurance required by this Agreement on file with HCD. No payments for projects funded by more than one funding source will be made until a cost allocation plan has been approved by the HCD Director or designee.

Should a project receive additional funding after the commencement of this Agreement, the Agency shall notify HCD in writing within thirty (30) days of receiving notification from the funding source and submit a cost allocation plan for approval by the HCD Director or designee within forty-five (45) days of said official notification.

(2) Financial Accountability

The County may have a financial system analysis and/or an audit of the Agency or of any of its subcontractors by an independent auditing firm employed by the County or by the County Internal Audit Department at any time the County deems necessary to determine the capability of the Agency to fiscally manage the project in accordance with Federal, State and County requirements.

(3) Subcontracts

None of the work or services covered by this Agreement, including, but not limited to, consultant work or services, shall be subcontracted or reimbursed without the prior written approval of the HCD Director or designee. Any work or services subcontracted hereunder shall be specifically by written contract, written agreement, or purchase order. All subcontracts shall be submitted by the Agency to HCD and approved by HCD prior to execution of any subcontract hereunder. All subcontracts shall be subject to Federal, State and County laws and regulations.

(4) Purchasing

All purchasing for services and goods, including capital equipment, shall be made by purchase order or by a written contract and in conformity with the procedures prescribed by the Palm Beach County Purchasing Ordinance, OMB Circulars A-110 and A-122, and 24 CFR 84, which are incorporated herein by reference.

(5) Reports, Audits, and Evaluations

Payment will be contingent on the timely receipt of complete and accurate reports required by this Agreement, and on the resolution of monitoring or audit findings identified pursuant to this Agreement.

(6) Additional HCD, County, and U.S. HUD Requirements

HCD shall have the right under this Agreement to suspend or terminate payments until the Agency complies with any additional conditions that may be imposed by HCD, the County or U.S. HUD at any time.

## COMMUNITY CARING CENTER OF BOYNTON BEACH, INC.

### (7) Prior Written Approvals - Summary

The following, among others, require the prior written approval of the HCD Director or designee to be eligible for reimbursement or payment:

- (a) All subcontracts and agreements pursuant to this Agreement;
- (b) All capital equipment expenditures of \$1,000 or more;
- (c) All out-of-county travel (travel shall be reimbursed in accordance with the provisions of Florida Statutes, Chapter 112.061);
- (d) All change orders;
- (e) All requests to utilize uncommitted funds after the expiration of this agreement for programs described in Exhibit A; and
- (f) All rates of pay and pay increases paid from funds provided hereunder, whether for merit or cost of living.

### (8) Program-Generated Income

All income earned by the Agency from activities financed in whole or in part by funds provided hereunder must be reported to HCD. Such income would include, but not be limited to, income from service fees, sale of commodities, and rental or usage fees. The Agency shall report its plan to utilize such income to HCD, and said plan shall require the prior written approval of the HCD Director or designee. Accounting and disbursement of such income shall comply with OMB Circular A-110 and other applicable regulations incorporated herein by reference.

## PART IV

### GENERAL CONDITIONS

#### 1. Opportunities for Residents and Civil Rights Compliance

The Agency agrees that no person shall on the grounds of race, color, disability, national origin, religion, age, familial status, or sex be excluded from the benefits of, or be subjected to discrimination under, any activity carried out by the performance of this Agreement. Upon receipt of evidence of such discrimination, the County shall have the right to terminate this Agreement.

To the greatest extent feasible, lower-income residents of the project areas shall be given opportunities for training and employment; and to the greatest feasible extent eligible business concerns located in or owned in substantial part by persons residing in the project areas shall be awarded contracts in connection with the project. At a minimum, the Agency shall comply with Section 3 of the Housing and Community Development Act of 1968 (as amended).

#### 2. Opportunities for Small and Minority/Women-Owned Business Enterprises

In the procurement of supplies, equipment, construction, or services to implement this Agreement, the Agency shall make a positive effort to utilize small and minority/women-owned business enterprises as sources of supplies and services, and provide these enterprises the maximum feasible opportunity to compete for contracts to be performed pursuant to this Agreement. To the maximum extent feasible, these small and minority/women-owned

**COMMUNITY CARING CENTER OF BOYNTON BEACH, INC.**

business enterprises shall be located in or owned by residents of the areas designated by Palm Beach County in the Action Plan approved by U.S. HUD.

3. Project Beneficiaries

Beneficiaries of a project funded through this Agreement must be homeless or at risk of homelessness. The project funded under this agreement shall assist beneficiaries as defined above for the time period designated in Exhibit A of this Agreement. The Agency shall provide written verification of compliance to HCD upon HCD's request.

4. Evaluation and Monitoring

The Agency agrees that HCD will carry out periodic monitoring and evaluation activities as determined necessary by HCD or the County and that payment, reimbursement, or the continuation of this Agreement is dependent upon satisfactory evaluation conclusions based on the terms of this Agreement. The Agency agrees to furnish upon request to HCD, the County, or the County's designees copies of transcriptions of such records and information as is determined necessary by HCD or the County. The Agency shall submit status reports required under this Agreement on forms approved by HCD to enable HCD to evaluate progress. The Agency shall provide information as requested by HCD to enable HCD to complete reports required by the County or U.S. HUD. The Agency shall allow HCD, the County, or U.S. HUD to monitor the Agency on site. Such visits may be scheduled or unscheduled as determined by HCD or U.S. HUD.

5. Audits and Inspections

At any time during normal business hours and as often as HCD, the County, U.S. HUD, or the Comptroller General of the United States may deem necessary, there shall be made available by the Agency to HCD, the County, U.S. HUD, or the Comptroller General for examination all its records with respect to all matters covered by this Agreement.

The Agency agrees to comply with the provisions of the Single Audit Act of 1984, as amended, as it pertains to this Agreement. The Agency shall submit a single audit, including any management letter, made in accordance with the general program requirements of OMB Circulars A-110, A-122, A-133, and other applicable regulations within one hundred and eighty (180) days after the end of any fiscal year covered by this agreement in which Federal funds from all sources are expended. Said audit shall be made by a Certified Public Accountant of the Agency's choosing, subject to the County's approval. In the event the Agency anticipates a delay in producing such audit, the Agency shall request an extension in advance of the deadline. The cost of said audit shall be borne by the Agency. In the event the agency is exempt from having an audit conducted under A-133, the Agency will submit audited financial statements and/or the County reserves the right to conduct a "limited scope audit" of the agency as defined by A-133. The County will be responsible for providing technical assistance to the Agency, as deemed necessary by the County.

6. Data Becomes County Property

All reports, plans, surveys, information, documents, maps, and other data procedures developed, prepared, assembled, or completed by the Agency for the purpose of this Agreement shall become the property of the County without restriction, reservation, or limitation of their use and shall be made available by the Agency at any time upon request by



**COMMUNITY CARING CENTER OF BOYNTON BEACH, INC.**

the County or HCD. Upon completion of all work contemplated under this Agreement, copies of all documents and records relating to this Agreement shall be surrendered to HCD if requested. In any event, the Agency shall keep all documents and records for five (5) years after expiration of this Agreement.

7. Indemnification

The Agency shall protect, defend, reimburse, indemnify and hold the County, its agents, employees and elected officers harmless from and against all claims, liability, expense, loss, cost, damages or causes of action of every kind or character, including attorney's fees and costs, whether at trial or appellate levels or otherwise, arising during performance of the terms of this Agreement or due to the acts or omissions of the Agency. Agency's aforesaid indemnity and hold harmless obligation, or portion or applications thereof, shall apply to the fullest extent permitted by law. The Agency will hold the County harmless and will indemnify the County for funds which the County is obligated to refund the Federal Government arising out of the conduct of activities and administration of Agency.

8. Insurance

Unless otherwise specified in this Agreement, the Agency shall, at its sole expense, maintain in full force and effect at all times during the life of this Agreement, insurance coverages, limits, including endorsements, as described herein. The Agency shall agree to provide the County with at least ten (10) day prior notice of any cancellation, non-renewal or material change to the insurance coverages. The requirements contained herein as to types and limits, as well as the County's review or acceptance of insurance maintained by the Agency, are not intended to and shall not in any manner limit or qualify the liabilities and obligations assumed by the Agency under this Agreement.

(1) Commercial General Liability

The Agency shall agree to maintain Commercial General Liability at a limit of liability not less than \$500,000 Each Occurrence. Coverage shall not contain any endorsement excluding Contractual Liability or Cross Liability unless granted by the County's Risk Management Department. The Agency agrees this coverage shall be provided on a primary basis.

(2) Business Automobile Liability

The Agency shall agree to maintain Business Automobile Liability at a limit of liability not less than \$500,000 Each Occurrence for all owned, non-owned and hired automobiles. In the event the Agency does not own any automobiles, the Business Auto Liability requirement shall be amended allowing the Agency to agree to maintain only Hired & Non-Owned Auto Liability. This amended requirement may be satisfied by way of endorsement to the Commercial General Liability, or separate Business Auto coverage form. The Agency shall agree this coverage shall be provided on a primary basis.

(3) Worker's Compensation & Employer's Liability

The Agency shall agree to maintain Worker's Compensation Insurance & Employers Liability in accordance with Florida Statutes Chapter 440. The Agency agrees this coverage shall be provided on a primary basis.

**COMMUNITY CARING CENTER OF BOYNTON BEACH, INC.**

**(4) Additional Insured**

The Agency shall agree to endorse the County as an Additional Insured with a CG 2026 Additional Insured - Designated Person or Organization endorsement, or its equivalent, to the Commercial General Liability. The Additional Insured endorsement shall read "Palm Beach County Board of County Commissioners, a Political Subdivision of the State of Florida, its Officers, Employees and Agents, c/o Department of Housing and Community Development."

The Agency shall agree the Additional Insured endorsements provide coverage on a primary basis.

**(5) Certificate of Insurance**

The Agency shall agree to deliver to the County a certificate(s) of insurance evidencing the required insurance is in full force and effect within thirty (30) calendar days prior to the execution of the Agreement by the County and upon renewal or reduction of any required insurance. A minimum ten (10) day endeavor to notify due to cancellation or non-renewal of coverage shall be included on the certificate(s).

The certificate of insurance shall be issued to

Palm Beach County Board of County Commissioners  
c/o H.C.D.  
3323 Belvedere Rd., Building 501  
West Palm Beach, FL 33406

**(6) Right to Review and Adjust**

The Agency shall agree the County, by and through its Risk Management Department, in cooperation with HCD, reserves the right to periodically review, modify, reject or accept any required policies of insurance, including limits, coverages, or endorsements, herein from time to time throughout the life of this Agreement. The County reserves the right, but not the obligation, to review and reject any insurer providing coverage because of its poor financial condition or failure to operate legally.

**9. Maintenance of Effort**

The intent and purpose of this Agreement is to increase the availability of the Agency's services. This Agreement is not to substitute for or replace existing or planned projects or activities of the Agency. The Agency agrees to maintain a level of activities and expenditures, planned or existing, for projects similar to those being assisted under this Agreement which is not less than that level existing prior to this Agreement.

**10. Conflict of Interest**

The Agency covenants that no person who presently exercises any functions or responsibilities in connection with the project has any personal financial interest, direct or indirect, in the activities provided under this Agreement which would conflict in any manner or degree with the performance of this Agreement and that no person having any conflict of interest shall be employed by or subcontracted by the Agency. Any possible conflict of interest on the part of the Agency or its employees shall be disclosed in writing to HCD provided, however, that this paragraph shall be interpreted in such a manner so as not to unreasonably impede the statutory requirement that maximum opportunity be provided for employment of and participation of lower- income residents of the project target area.

**COMMUNITY CARING CENTER OF BOYNTON BEACH, INC.**

11. Citizen Participation

The Agency shall cooperate with HCD in the implementation of the Citizen Participation Plan by establishing a citizen participation process to keep residents and/or clients informed of the activities the Agency is undertaking in carrying out the provisions of this Agreement. Representatives of the Agency shall attend meetings and assist in the implementation of the Citizen Participation Plan, as requested by HCD.

12. Recognition

All facilities purchased or constructed pursuant to this Agreement should be clearly identified as to funding source. The agency will include a reference to the financial support herein provided by HCD in all publications and publicity. In addition, the Agency will make a good faith effort to recognize HCD's support for all activities made possible with funds available under this Agreement.

13. Agreement Documents

The following documents are herein incorporated by reference and made part hereof, and shall constitute and be referred to as the Agreement; and all of said documents taken as a whole constitute the Agreement between the parties hereto and are as fully a part of the Agreement as if they were set forth verbatim and at length herein:

- (1) This Agreement including its Exhibits
- (2) Office of Management and Budget Circulars A-110, A-122, and A-133
- (3) Title VI of the Civil Rights Act of 1964, Age Discrimination Act of 1975, and Title II of the Americans With Disabilities Act of 1990
- (4) Executive Orders 11246, 11478, 11625, 12432, Section 3 of the Housing and Community Development Act of 1968, and the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended
- (5) Executive Orders 11063, 12259, 12892, the Fair Housing Act, and Section 109 of the Housing and Community Development Act of 1974, as amended
- (6) The Drug-Free Workplace Act of 1988, as amended
- (7) Florida Statutes, Chapter 112
- (8) Palm Beach County Purchasing Ordinance
- (9) Federal Emergency Shelter Grants Program Regulations (24 CFR Part 576), as amended
- (10) The Agency's Personnel Policies and Job Descriptions
- (11) The Agency's Articles of Incorporation and Bylaws
- (12) The Agency's Certificate of Insurance
- (13) Current list of the Agency's Officers and members of Board of Directors
- (14) Proof of Agency's 501(c)(3) certification from Internal Revenue Service (IRS)

The Agency shall keep an original of this Agreement, including its Exhibits, and all amendments thereto, on file at its principal office.

14. Termination

In the event of termination, the Agency shall not be relieved of liability to the County for damages sustained by the County by virtue of any breach of the Agreement by the Agency,

**COMMUNITY CARING CENTER OF BOYNTON BEACH, INC.**  
and the County may withhold any payment to the Agency until such time as the exact amount of damages due to the County from the Agency is determined.

A. Termination for Cause

If through any cause either party shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or if either party shall violate any of the covenants, agreements, or stipulations of this Agreement, either party shall thereupon have the right to terminate this Agreement or suspend payments in whole or part by giving written notice to the other party of such termination or suspension and specify the effective date of termination or suspension. Upon termination, the County shall pay the Agency for services rendered pursuant to this Agreement through and including the date of termination.

B. Termination for Convenience

At any time during the term of this Agreement, either party may, at its option and for any reason, terminate this Agreement upon ten (10) working days written notice to the other party. Upon termination, the County shall pay the Agency for services rendered pursuant to this Agreement through and including the date of termination.

C. Termination Due To Cessation

In the event the grant to the County under Title I of the Housing and Community Development Act of 1974 (as amended) is suspended or terminated, this Agreement shall be suspended or terminated effective on the date U.S. HUD specifies.

In the event the Agency ceases to exist, or ceases or suspends its operation for any reason, this Agreement shall be suspended or terminated on the date the County specifies. The determination that the Agency has ceased or suspended its operation shall be made solely by the County, and the Agency, its successors or assigns in interest agrees to be bound by the County's determination. Upon termination, the County shall pay the Agency for services rendered pursuant to this Agreement through and including the date of termination.

15. Severability of Provisions

If any provision of this Agreement is held invalid, the remainder of this Agreement shall not be affected thereby if such remainder would then continue to conform to the terms and requirements of applicable law.

16. Amendments

The County may, at its discretion, amend this Agreement to conform with changes required by Federal, State, County, or U.S. HUD guidelines, directives, and objectives. Such amendments shall be incorporated by written amendment as a part of this Agreement and shall be subject to approval of the Palm Beach County Board of County Commissioners. Except as otherwise provided herein, no amendment to this Agreement shall be binding on either party unless in writing, approved by the Board of County Commissioners and signed by both parties.

17. Notice

All notice required to be given under this Agreement shall be sufficient when delivered to HCD at its office at 3323 Belvedere Road, Building 501, West Palm Beach, Florida 33406,

**COMMUNITY CARING CENTER OF BOYNTON BEACH, INC.**

and to the Agency when delivered to its office at the address listed on Page One of this Agreement.

18. Independent Agent and Employees

The Agency agrees that, in all matters relating to this Agreement, it will be acting as an independent agent and that its employees are not County employees and are not subject to the County provisions of the law applicable to County employees relative to employment compensation and employee benefits.

19. No Forfeiture

The rights of the County under this Agreement shall be cumulative and failure on the part of the County to exercise promptly any rights given hereunder shall not operate to forfeit or waive any of the said rights.

20. Public Entity Crimes

As provided in F.S. 287.132-133, by entering into this Agreement or performing any work in furtherance hereof, the Agency certifies that it, its affiliates, suppliers, subcontractors and consultants who will perform hereunder have not been placed on the convicted vendor list maintained by the State of Florida Department of Management Services within the thirty-six (36) months immediately preceding the date hereof. This notice is required by F.S. 287.133(3)(a).

**THE REMAINDER OF THIS PAGE IS LEFT INTENTIONALLY BLANK.**

COMMUNITY CARING CENTER OF BOYNTON BEACH, INC.

21. Counterparts Of This Agreement

This Agreement, consisting of fifteen (15) enumerated pages including the exhibits referenced herein, shall be executed in three (3) counterparts, each of which shall be deemed to be an original, and such counterparts will constitute one and the same instrument.

WITNESS our Hands and Seals on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

R2006 2447

NOV 21 2006

ATTEST:

SHARON R. BOCK, Clerk, Comptroller

PALM BEACH COUNTY, FLORIDA, a Political  
Subdivision of the State of Florida

By: [Signature]  
Deputy Clerk



BOARD OF COUNTY COMMISSIONERS

By: [Signature]  
~~County Administrator~~

Addie L. Greene, Chairperson

Approved as to Form and Legal  
Sufficiency

Approved as to Terms and Conditions  
Dept. of Housing and Community Development

By: [Signature]  
Tammy K. Fields  
Senior Assistant County Attorney

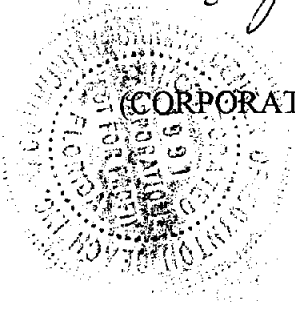
By: [Signature]  
Elena M. Escovar  
Planning Manager

(COUNTY SEAL)

COMMUNITY CARING CENTER OF BOYNTON BEACH, INC., A Florida Corporation

By: [Signature]  
Eugene A. Cericola, President

By: [Signature]  
Lillian Ostiguy, Vice President



(CORPORATE SEAL)

**COMMUNITY CARING CENTER OF BOYNTON BEACH, INC.**  
**EXHIBIT A**

**WORK PROGRAM NARRATIVE**  
**COMMUNITY CARING CENTER OF BOYNTON BEACH, INC.**

- I. The Agency agrees to:
- A. Operating from 145 NE 4<sup>th</sup> Avenue Boynton Beach, Florida 33435, provide emergency shelter to homeless individuals and families through Hotel/Motel vouchers to 40 unduplicated households (60 unduplicated individuals); Operate a homeless prevention program to prevent eviction, foreclosure or disconnection of utilities service through the provision of the following: emergency rent/mortgage assistance of up to \$450/month to approximately 20 households (50 individuals); and emergency utility payment of up to \$150.00 to 120 households (302 individuals)
  - B. Provide service exclusively to current residents of Palm Beach County. The agency shall prove compliance through verifiable and authentic documents on file kept for each client.
  - C. Persons receiving such assistance must show reasonable proof that the aid is necessary and that the following conditions are met:
    - 1. An eviction, foreclosure, or termination of service notice has been received;
    - 2. The circumstances are due to a sudden and unexpected drop in income;
    - 3. The aid will not supplant similar aid from a preexisting homeless prevention program;
    - 4. There is a reasonable chance the individual will be able to resume payments within a reasonable period of time; and
    - 5. The emergency financial assistance will prevent homelessness.
  - D. Submit to HCD by the 10th of each month the Direct Benefit Activities form, the Detailed Narrative Report, and the ESGP Grantee Statistics Report. The Direct Benefit Activities form will document the actual number and characteristics of clients served. The Detailed Narrative Report will include a summary of activities for the month, expenditure summary, constraints, and goal comparisons for all indicators referenced above. The ESGP Grantee Statistics Report will provide estimates required by U.S. HUD.
  - E. Report the receipt of any income earned by the Agency to the HCD Director within five working days before the receipt of the income. Any income earned by the Agency will be considered program income and will be subject to HCD and U.S. HUD regulations and this Agreement.
  - F. The agency is required to participate in the Client Management Information System in Palm Beach County, Florida (CMIS), which is hosted by the Center for Information & Crisis Services, Inc. The Agency is encouraged, though not required, to join the Homeless Coalition of Palm Beach County, Inc. and to participate in one or more of its committee activities.
  - G. Coordinate services for persons in need with other nonprofit service providers in Palm Beach County by making and accepting referrals.
  - H. The Agency will provide matching funds or match-in-kind of a sum equal to or more than the amount of funds provided in this Agreement, in the form and in the amounts described below. The Agency will report the match contribution using the letter format provided in Exhibit "C", and will provide documentation of the match as attachment(s) to that letter. Match reports will be submitted to HCD at the end of the sixth month of the Agreement term (February, 2007); and with submission of the final invoice for reimbursement. Satisfactory submission of timely and adequately documented match reports shall be a requirement for reimbursement under this Agreement.

The required match (\$14,000) is to be provided as the value of the building premises used to execute the ESGP activities.

**COMMUNITY CARING CENTER OF BOYNTON BEACH, INC.**

- I. Submit consecutively numbered invoices to HCD for reimbursement with ESGP funds on a regular, recurring basis, preferably monthly, to facilitate an even flow of funds throughout the agreement term, and to prevent under-expenditure of allocated funds.
- J. Make a good faith effort to recognize HCD as a funding supporter in all publications and publicity as appropriate.
- K. Provide a drug and alcohol free environment by developing policies for and carrying out a drug free program in compliance with the Drug Free Workplace Act of 1988.

II. The County agrees to:

- A. Provide up to \$14,000 in funding for budget line items as follows:

Operation and Maintenance

Hotel/Motel Vouchers.....\$ 4,000

Homeless Prevention

Rent, Mortgage and Utility Payments ....\$ 10,000

**TOTAL.....\$ 14,000**

- B. Provide technical assistance to ensure compliance with HCD, U.S. HUD, and applicable State, Federal and County regulations and this Agreement.
- C. Provide overall administration and coordination activities to ensure that planned activities are completed in a timely manner.
- D. Monitor the Agency at any time during the term of this Agreement. Visits may be scheduled or unscheduled as determined by HCD, may be conducted by HCD staff or its contractor, and will ensure compliance with U.S. HUD regulations, that planned activities are conducted in a timely manner, and verify the accuracy of reporting to HCD on program activities.



COMMUNITY CARING CENTER OF BOYNTON BEACH, INC.

EXHIBIT B

LETTERHEAD STATIONERY

TO: Edward W. Lowery, Director  
Housing and Community Development  
3323 Belvedere Road, Bldg. 501  
West Palm Beach, FL 33406

FROM: Name of Subrecipient:  
Address:  
Telephone:

SUBJECT: INVOICE REIMBURSEMENT - (R2006-\_\_\_\_\_)

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Attached, you will find Invoice # \_\_\_\_\_, requesting reimbursement in the amount of \$ \_\_\_\_\_ . The expenditures for this invoice covers the period \_\_\_\_\_ through \_\_\_\_\_ . You will also find attached originals or copies of documentation relating to the expenditures involved.

Approved for Submission

Ref: S:\PLANADMNMISCADMN\Shell Contracts\standardESGP.doc

**COMMUNITY CARING CENTER OF BOYNTON BEACH, INC.**  
**EXHIBIT C**

**LETTERHEAD STATIONERY**

DATE: \_\_\_\_\_

TO: Edward W. Lowery, Director  
Housing and Community Development  
3323 Belvedere Road, Bldg. 501  
West Palm Beach, FL 33406

FROM: Name of Subrecipient:  
Address:  
Telephone:

SUBJECT: REPORT OF MATCH PROVIDED UNDER ESGP AGREEMENT (R-2006-\_\_\_\_)

As required by the Emergency Shelter Grants Program (ESGP) Agreement identified above, Match has been provided as described below, toward the expense of providing the ESGP activity funded under the Agreement.

Time Frame (Select One)	Type of Match	Amount
<input type="checkbox"/> 10/1/2006 - 2/28/2007 <input type="checkbox"/> 3/1/2007 - 9/30/2007 <input type="checkbox"/> 3/1/2007 - _____ (specify)		\$ _____

The following attachments are provided to substantiate the Match:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

I certify that the statements above and the documents provided are accurate representations of agency records.

\_\_\_\_\_  
(Signature)  
Name  
Title

<b>ACORD CERTIFICATE OF LIABILITY INSURANCE</b>		CSR SN COMM-9	DATE (MM/DD/YYYY) 09/29/06
PRODUCER  <b>The Plastridge Agency, Inc.</b> 820 N. Federal Highway Delray Beach FL 33483 Phone: 561-276-5221 Fax: 561-276-5244		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
INSURED  <b>Community Caring Center of</b> 145 N.E. 4th Avenue Boynton Beach FL 33435		INSURERS AFFORDING COVERAGE	NAIC #
		INSURER A: Philadelphia Ins. Companies	18058
		INSURER B: Travelers Casualty & Surety	
		INSURER C:	
		INSURER D:	
		INSURER E:	

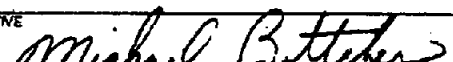
**COVERAGES**

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L TR INSR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
X X	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR  <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> POLY <input type="checkbox"/> LOC	PHPK172688	08/09/06	08/09/07	EACH OCCURRENCE \$ 1000000 UNRENTED PREMISES (Ea occurrence) \$ 100000 MED EXP (Any one person) \$ 5000 PERSONAL & ADV INJURY \$ 1000000 GENERAL AGGREGATE \$ 2000000 PRODUCTS - COMP/OP AGG \$ 2000000
A A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	PHPK172688	08/09/06	08/09/07	COMBINED SINGLE LIMIT (Ea accident) \$ 1000000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY EA ACC \$ AGG \$
	EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE  DEDUCTIBLE \$ RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ALL PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below OTHER:	6FR134B4179B98A06	08/09/06	08/09/07	MAX STABILIZING LIMITS OTHER EL EACH ACCIDENT \$ 100000 EL DISEASE - EA EMPLOYEE \$ 100000 EL DISEASE - POLICY LIMIT \$ 500000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS <b>Palm Beach County Board of County Commissioners, a political subdivision of the State of Florida, its officers, employees and agents, c/o Department of Housing and Community Development is listed as additional insured with respect to General Liability Only.</b>					

**CERTIFICATE HOLDER**

**CANCELLATION**

PALMB-C  <b>Palm Beach County Board of County Commissioners</b> 3323 Belvedere Rd., Bldg. 501 West Palm Beach FL 33406	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE 
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