



**FISCAL IMPACT ANALYSIS**

**A. Five Year Summary of Fiscal Impact:**

Fiscal Years	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>
Capital Expenditures	_____	_____	_____	_____
Operating Costs	_____	<u>25,000</u>	_____	_____
External Revenue	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____
<b>NET FISCAL IMPACT</b>	_____	<u>25,000</u>	_____	_____
<b># ADDITIONAL FTS POSITIONS (Cumulative)</b>	_____	_____	_____	_____

Is Item Included In Proposed Budget: Yes  No   
 Budget Account No.: Fund 0001 Dept. 148 Unit 1310 Obj. 3401  
 Program Code: HA30 Program Period: FY08

**B. Recommended Sources of Funds/Summary of Fiscal Impact:**  
*City funds*

*FEOL*  
 Departmental Fiscal Review

**III. REVIEW COMMENTS**

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

*The amount is included in tentative budget FY2008*

*Jim DeL...* *8/23/07*  
 OFMB *DM 8/22* *CR 8/21/07*  
*8/23/07*

*Jim J. Jacobs* *8/24/07*  
 Contract Dev. and Control  
*D. Jones 8/24/07*

**B. Legal Sufficiency:**

This Contract complies with our contract review requirements.

*J. P. ...* *8/28/07*  
 Assistant County Attorney

**C. Other Department Review:**

\_\_\_\_\_  
 Department Director

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

## **CONTRACT FOR PROVISION OF FINANCIAL ASSISTANCE**

This Contract is made as of the \_\_\_\_ day of \_\_\_\_\_, 2007, by and between the Board of County Commissioners of Palm Beach County, Florida, hereinafter referred to as the COUNTY, and UNITED WAY OF PALM BEACH COUNTY, hereinafter referred to as the AGENCY, a not-for-profit corporation authorized to do business in the State of Florida, whose Federal Tax I.D. is 59-0683258.

Whereas the AGENCY has proposed providing Supportive Services for homeless individuals; and

Whereas the AGENCY has agreed to assure access to funded services for COUNTY departments, divisions and/or programs; and to assure that individuals referred from COUNTY departments, divisions and/or programs will receive services on a timely basis;

In consideration of the mutual promises contained herein, the COUNTY and the AGENCY agree as follows:

### **ARTICLE 1 - SERVICES**

The AGENCY agrees to provide services to residents of Palm Beach County as set forth in the Scope of Work in Exhibit "A". The AGENCY also agrees to provide deliverables, including reports, as specified in Schedule of Payments detailed in Exhibits "A" and "B". No changes in the scope of work are to be conducted without the written approval of the Palm Beach County Community Services Department (the DEPARTMENT).

### **ARTICLE 2 - SCHEDULE**

The AGENCY shall commence services on October 1, 2007 and complete services on September 30, 2008.

### **ARTICLE 3 - PAYMENTS**

The COUNTY shall pay to the AGENCY for services rendered under this contract, an amount not to exceed Twenty Five Thousand (\$25,000). The AGENCY shall bill the COUNTY on a monthly basis, no later than the 10<sup>th</sup> of each month, for services performed as provided by Exhibit "A" and expenses actually incurred and paid, up to the amounts set forth in Exhibit "B." In no case shall the total cumulative amount billed under this contract exceed the cumulative amounts defined in Exhibit "B". All requests for payments of this Contract shall include the following:

1. An original cover memo (Exhibit C) on AGENCY letterhead signed by the Chief Executive Officer.
2. Properly completed and signed Monthly Expenditure Report (Exhibit D).

An original cover memo on AGENCY letterhead signed by the Chief Executive Officer.  
(Exhibit D)

The AGENCY is obligated to provide the COUNTY with the properly completed requests for all funds paid relative to this Contract no later than September 30 of each fiscal year. Any amounts not submitted by September 30, shall remain the COUNTY'S and the COUNTY shall have no further obligation with respect to such amounts.

Payment of invoices shall be contingent on timely receipt of all required reports. Any payment due by COUNTY under the terms of this contract shall be withheld until all reports due from the AGENCY and necessary adjustments have been approved by the COUNTY.

COUNTY funding can be used to match grants from non-County sources; however, the grantee cannot submit reimbursement requests for the same expenses to more than one funding source or under more than one COUNTY funded program.

#### **ARTICLE 4 - AVAILABILITY OF FUNDS**

The obligations of the COUNTY under this Contract for the current or any subsequent fiscal year are subject to the availability of funds lawfully appropriated for its purpose by the Board of County Commissioners of Palm Beach County.

#### **ARTICLE 5 - AMENDMENTS TO FUNDING LEVELS**

This agreement may be amended to decrease and/or increase funds for the delivery of services depending upon the utilization and rate of expenditure of funds.

AGENCY shall be subject to decrease of funds if funds are not utilized at the anticipated rate of expenditures. The anticipated rate of expenditures is determined by dividing the contract service amount by the months in the contract unless otherwise provided for in Exhibit B. A 10% increase over the monthly expenditure rate, in accordance with Exhibit B, must be pre-approved by the AGENCY. The anticipated rate of expenditure will be figured on a per service basis. The formula for reduction of funds shall be as follows:

At one quarter of the service period the AGENCY shall have provided at a minimum twenty percent (20%) of their anticipated services. If the minimum has not been reached ten percent (10%) of the unspent funds allocated for that service period may be reduced.

At one half of the service period the AGENCY shall have provided at a minimum forty percent (40%) of their anticipated services. If the minimum has not been reached fifty percent (50%) of the unspent funds allocated for that service period may be reduced.

At three quarters of the service period the AGENCY shall have provided at a minimum seventy five percent (75%) of their anticipated services. If the minimum

has not been reached one hundred percent (100%) of the unspent funds allocated for that service period may be reduced.

In the event that funds become available due to other agencies budgets being decreased, a currently funded AGENCY may apply for those funds. AGENCY may become eligible for an increase in funding if they have spent their funds at the anticipated rate and can present a proposal for the utilization of additional funds by delivering additional units of service.

Any increase or decrease of funding up to 20% may be approved by the Director of Community Services. Any increase or decrease of funding over 20% must be approved by the Board of County Commissioners.

#### **ARTICLE 6 – INSURANCE Professional**

The AGENCY shall, at its sole expense, maintain in full force and effect at all times during the life of this contract, insurance coverages and limits (including endorsements), as described herein. The requirements contained herein, as well as COUNTY'S review or acceptance of insurance maintained by AGENCY, are not intended to and shall not in any manner limit or qualify the liabilities and obligations assumed by AGENCY under the Contract.

- A. **Commercial General Liability** The AGENCY shall maintain a Commercial General Liability policy at a limit of liability not less than \$500,000 Each Occurrence. Coverage shall not include a Cross Liability Exclusion. AGENCY shall provide coverage on a primary basis.
- B. **Business Automobile Liability** The AGENCY shall maintain a Business Automobile liability policy at a limit of liability not less than \$500,000 Each Occurrence for all owned, non-owned and hired automobiles. If the AGENCY does not own any automobiles, the requirement shall be amended to allow the AGENCY to maintain Hired & Non-Owned Auto Liability only. This amended requirement may be satisfied by way of endorsement to the Commercial General Liability, or separate Business Auto Coverage form. AGENCY shall provide coverage on a primary basis.
- C. **Worker's Compensation Insurance & Employers Liability** The AGENCY shall maintain Worker's Compensation Insurance & Employers Liability in accordance with Florida Statute 440. AGENCY shall provide coverage on a primary basis.
- D. **Additional Insured** The AGENCY shall 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 Community Services". The AGENCY shall provide the Additional Insured endorsements coverage on a primary basis.

- E. **Right to Review** The COUNTY, by and through its Risk Management Department, in cooperation with the DEPARTMENT, reserves the right to review, modify, reject or accept any required policies of insurance, including limits, coverages, or endorsements, herein from time to time throughout the term of this Contract. Furthermore, the COUNTY reserves the right, but not the obligation, to review and reject any insurer providing coverage because of poor financial condition or failure to operate legally. In such event, the COUNTY shall provide AGENCY written notice of such adjusted limits, coverages or other action, and AGENCY shall agree to comply within thirty (30) days of receipt thereof and to be responsible for any premium or coverage revisions as a result of any such reasonable adjustment.
- F. **Certificate of Insurance** Prior to execution of the Contract by the COUNTY, AGENCY shall deliver Certificate(s) of Insurance to the COUNTY which evidence that all types and amounts of required insurance coverages have been obtained and are in full force and effect. Such Certificate(s) of Insurance shall include a minimum thirty (30) day endeavor to notify due to cancellation or non-renewal of coverage. The mailing address for the certificate of insurance is:

**Palm Beach County  
c/o Community Services Department  
Division of Human Services  
810 Datura Street  
West Palm Beach, FL 33401**

#### **ARTICLE 7 - INDEMNIFICATION**

The AGENCY shall protect, defend, reimburse, indemnify and hold harmless the COUNTY, its agents, employees and elected officers from and against all claims, liability, expense, loss, cost, damages and/or causes of action, including attorney's fees and costs, arising during and as a result of performance of the terms of this contract or due to the acts or omissions of the AGENCY. The AGENCY also shall not use funds made available pursuant to this contract for the purpose of initiating or pursuing litigation against the COUNTY.

#### **ARTICLE 8 - WARRANTIES AND LICENSING REQUIREMENTS:**

The AGENCY represents and warrants that it has and will continue to maintain all licenses and approvals required to conduct its business, and that it will at all times conduct its business activities in a reputable manner. Proof of such licenses and approvals shall be submitted to the COUNTY's representative upon request.

The AGENCY shall comply with all laws, ordinances and regulations applicable to the services contemplated herein, to include those applicable to conflict of interest and collusion. The AGENCY is presumed to be familiar with all federal, state, and local laws, ordinances, codes and regulations that may in any way affect the services offered.

The AGENCY further represents that it has, or will secure at its own expenses, all necessary personnel required to perform the services under this Contract, and that they shall be fully qualified and, if required, authorized, permitted and/or licensed under State and local law to perform such services. Such personnel shall not be employees of or have any contractual relationship with the COUNTY.

The AGENCY represents that it presently has no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the performance of services required under this contract, as provided for in Chapter 112, Part III, Florida Statutes. The AGENCY further represents that no person having any such conflict of interest shall be employed for said performance of services.

The AGENCY represents and warrants that it is governed by a Board, or other appropriate body, whose members have no monetary conflict of interest. Further, the members must also serve the AGENCY without compensation, and the composition of the governing body must reasonably reflect Palm Beach County and/or client demographics.

#### **ARTICLE 9 - NONDISCRIMINATION**

The AGENCY warrants and represents that all of its employees and participants in the programs it serves are treated equally during employment and/or services without regard to race, color, religion, sex, age, disability, marital status, sexual orientation, national origin or ancestry.

#### **ARTICLE 10 - REMEDIES**

This Contract shall be governed by the laws of the State of Florida. Any legal action necessary to enforce the Contract will be held in Palm Beach County. No remedy herein conferred upon any party is intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or in equity, by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or further exercise thereof.

#### **ARTICLE 11 - AGENCY'S PROGRAMMATIC REQUIREMENTS**

The AGENCY agrees to specific programmatic requirements, including but not limited to, the following:

- A. Maintain books, records, documents, and other evidence which sufficiently and properly reflects all costs of any nature expended in the performance of this Contract, in accordance with generally accepted accounting principles.
- B. Maintain records in accordance with the Public Records Law, Chapter 119, Florida Statutes.

- C. No private or confidential data collected, maintained or used during the course of the contract period shall be disseminated except as authorized by statute during the contract period or thereafter.
- D. To allow COUNTY through the DEPARTMENT to both fiscally and programmatically monitor AGENCY to assure that its fiscal and programmatic goals and conduct as outlined in the Work Plan, Exhibit A, are adhered to. All contracted programs/services will be reviewed at least yearly and possibly twice-yearly. Outcomes will be reviewed on a quarterly basis. The DEPARTMENT staff will utilize and review other funder's licensing or accreditation monitoring results. Services will be monitored against administrative and programmatic standards designed to measure program efficiency and effectiveness. The AGENCY shall maintain business and accounting records detailing the performance of the contract. Authorized representatives or agents of the COUNTY and/or the DEPARTMENT shall have access to records upon reasonable notice for purposes of review, analysis, inspection and audit.
- E. Reimburse funds to COUNTY that are deemed misused or misspent.
- F. Submit a Report of Quarterly Measurable Outcomes Report for each program, within 15 days of the end of each calendar quarter (i.e. January 15, April 15, July 15 and September 30) that reflects the AGENCY'S progress in attaining its goals as outlined in the Scope of Work, Exhibit A. Failure to provide this information in a timely fashion and in the format required will be grounds for financial reimbursements to be held by County staff. All data will be submitted to the DEPARTMENT by completing Exhibit C.
- G. For all Agencies receiving County funds to provide homeless and shelter related services: AGENCY agrees to be a partner agency in the community's Client Management Information System. AGENCY agrees to execute the necessary Partner and User Agreements and shall fully comply with the terms and conditions as set forth in these documents.

Copies of the required COUNTY forms have been supplied to the AGENCY as attachments to this contract.

#### **ARTICLE 12 – AGENCY CERTIFICATION INITIATIVE**

It is the policy of the COUNTY that all agencies receiving funding through the Financially Assisted Agencies Program must participate in the Agency Certification process developed by the Center for Non-profit Excellence (CENTER) and make significant progress towards achievement of certification standards. To comply with this policy, AGENCY will provide written documentation of completion of the agency-wide self-assessment from the CENTER, by May 30, 2008. AGENCY will work in collaboration with the CENTER using the certification assessment tool provided by the CENTER and approved by the



DEPARTMENT. AGENCY understands that self-assessment is an initial step towards agency certification. If additional funding is provided to AGENCY under a contract extension, AGENCY will be expected to continue the certification process and to satisfy any related provisions agreed upon in the contract amendment.

### **ARTICLE 13 - ACCESS AND AUDIT REQUIREMENTS**

The AGENCY shall maintain adequate records to justify all charges, expenses and costs incurred in estimating and performing the work for at least seven (7) years after completion of this contract, or until any resolution of any audit findings and/or recommendations. The COUNTY shall have access to such books, records, and documents as required in this section for the purpose of inspection or audit during normal business hours, at the AGENCY's place of business.

The AGENCY shall provide the COUNTY with an annual financial audit report which meets the requirements of Sections 11.45 and 216.349, Fla. Stat., and Chapter 10.550 and 10.600, Rules of the Auditor General, and, to the extent applicable, the Single Audit Act of

1984, 31 U.S.C. ss. 7501-7507, OMB Circulars A-128 or A-133 for the purposes of auditing and monitoring the funds awarded under this contract.

- A. The annual financial audit report shall include all management letters and the AGENCY's response to all findings, including corrective actions to be taken.
- B. The annual financial audit report shall include a schedule of financial assistance specifically identifying all contracts, agreements and grant revenue by sponsoring agency and contract/agreement/grant number.
- C. The complete financial audit report, including all items specified herein, shall be sent directly to:  

**Community Services Department  
Attn: Georgiana Devine, Homeless Program Manager  
Palm Beach County  
810 Datura Street Suite 350  
West Palm Beach, Florida 33401**
- D. The AGENCY shall have all audits completed by an independent certified public accountant that shall either be a certified public accountant or a public accountant licensed under Chapter 473, Fla. Stat. The accountant shall state that the audit complied with the applicable provisions noted above.
- E. The audit is due within nine (9) months after the end of the AGENCY's fiscal year.

### **ARTICLE 14 - DRUG-FREE WORKPLACE**

The AGENCY shall implement and maintain a drug-free workplace program of at least the following items:

- A. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- B. Inform employees about the dangers of drug abuse in the workplace, the AGENCY'S policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- C. Give each employee engaged in providing the services that are under contract a copy of the statement specified in Article 14, Paragraph A.
- D. In the statement specified in Article 14, Paragraph A, notify the employees that, as a condition of working on the contract services, the employee will abide by the terms of the statement and will notify the AGENCY of any conviction of, or plea of guilty nolo contendere to, any violation of Chapter 893, Florida Statutes, or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction or plea.
- E. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted or so pleads.
- F. Make a good faith effort to continue to maintain a drug-free workplace through implementation Section 287.087, Florida Statutes.

#### **ARTICLE 15 - PUBLIC ENTITY CRIME**

As provided in F.S. 287.132-133, by entering into this contract 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 36 months immediately preceding the date hereof. This notice is required by F.S. 287.133(3)(a).

#### **ARTICLE 16 - INDEPENDENT CONTRACTOR RELATIONSHIP**

The AGENCY is, and shall be, in the performance of all work services and activities under this contract, an Independent Contractor, and not an employee, agent or servant of the COUNTY. All persons engaged in any of the work or services performed pursuant to this contract shall at all times, and in all places, be subject to the AGENCY's sole direction, supervision and control. The AGENCY shall exercise control over the means and manner

in which it and its employees perform the work, and in all respects the AGENCY's relationship and the relationship of its employees to the COUNTY shall be that of an Independent Contractor and not as employees or agents of the COUNTY.

The AGENCY does not have the power or authority to bind the COUNTY in any promise, agreement or representation. Further, the AGENCY shall not pledge the COUNTY's credit or make it a guarantor of payment or surety for any contract, debt, obligation, judgment, lien, or any form of indebtedness.

#### **ARTICLE 17 - SUBCONTRACTING**

The COUNTY reserves the right to accept the use of a subcontractor or to reject the selection of a particular subcontractor and to inspect all facilities of any subcontractors in order to make a determination as to the capability of the subcontractor to perform properly under this Contract. The AGENCY is encouraged to seek additional small business enterprises for participation in subcontracting opportunities. If the AGENCY uses any subcontractors on this project the following provisions of this Article shall apply:

If a subcontractor fails to perform or make progress, as required by this Contract, and it is necessary to replace the subcontractor to complete the work in a timely fashion, the AGENCY shall promptly do so, subject to acceptance of the new subcontractor by the COUNTY.

The Palm Beach County Board of County Commissioners has established a minimum goal for Small Business Enterprise (SBE) participation of 15% on all County solicitations.

The AGENCY agrees to abide by all provisions of the Palm Beach County Code establishing the SBE Program, as amended, and understands that failure to comply with any of the requirements will be considered a breach of contract.

The AGENCY understands that each SBE firm utilized on this Contract must be certified by Palm Beach County in order to be counted toward the SBE participation goal.

The AGENCY shall provide the COUNTY with a copy of the AGENCY's contract with any SBE subcontractor or any other related documentation upon request.

The AGENCY understands the requirements to comply with the tasks and proportionate dollar amounts throughout the term of this Contract as it relates to the use of SBE firms.

The AGENCY will only be permitted to replace a certified SBE subcontractor who is unwilling or unable to perform. Such substitutions must be done with another certified SBE in order to maintain the SBE percentages established in this Contract. Requests for substitutions of SBE's must be submitted to the COUNTY's representative and to the Office of Small Business Assistance.

The AGENCY shall be required to submit to the COUNTY Schedule 1 (Participation of SBE-M/WBE Contractors) and Schedule 2 (Letter of Intent) to further indicate the specific participation anticipated, where applicable.

The AGENCY agrees to maintain all relevant records and information necessary to document compliance pursuant to Palm Beach County Code, Chapter 2, Article III, Sections 2-71 through 2-80.13 and any revisions thereto, and will allow the COUNTY to inspect such records.

#### **ARTICLE 18 - EXCUSABLE DELAYS**

The AGENCY shall not be considered in default by reason of failure in performance if such failure arises out of causes reasonably beyond the control of the AGENCY or its subcontractors and without their fault or negligence. Such causes include, but are not limited to, acts of God, force majeure, natural or public health emergencies, labor disputes, freight embargoes and abnormally severe and unusual weather conditions.

Upon the AGENCY's request, the COUNTY shall consider the facts and extent of any failures to perform the work and, if the AGENCY's failure to perform was without it or its subcontractors fault or negligence, the contract schedule and/or any other affected provisions of this contract shall be revised accordingly, subject to the COUNTY's rights to change, terminate or stop any or all of the work at any time.

#### **ARTICLE 19 - TERMINATION**

This contract may be canceled by the AGENCY upon thirty (30) days prior written notice to the COUNTY's representative in the event of substantial failure by the COUNTY to perform in accordance with the terms of this contract through no fault of the AGENCY. It may also be terminated, in whole or part, by the COUNTY, with or without cause, immediate upon written notice to the AGENCY. Unless the AGENCY is in breach of this contract, the AGENCY shall be paid for services rendered to the COUNTY's satisfaction through the date of termination. After receipt of a Termination Notice and except as otherwise directed by the COUNTY, the AGENCY shall:

- A. Stop work on the date and to the extent specified.
- B. Terminate and settle all orders and subcontracts relating to the performance of terminated work.
- C. Transfer all work in process, completed work, and other materials related to the terminated work to the COUNTY. Transfer pertinent client records and refer clients receiving services to another AGENCY funded by COUNTY, as approved by the COUNTY, in order to ensure continuity of care.
- D. Continue and complete all parts of the work that have not been terminated.

- E. Submit an invoice for final payment on the terminated portion of the contract within thirty (30) days of the termination date.

#### **ARTICLE 20 - NOTICES**

All notices required in this Contract shall be sent by, and if sent to the COUNTY shall be mailed to:

Claudia Tuck, Director  
Division of Human Services  
Palm Beach County  
810 Datura Street, Suite 350  
West Palm Beach, Florida 33401.

and if sent to UNITED WAY shall be mailed to:

Scott Badesch, President & CPO  
2600 Quantum Boulevard  
Boynton Beach, Florida 33426

#### **ARTICLE 21 - ENTIRETY OF CONTRACTUAL AGREEMENT**

The AGENCY agrees that the Scope of Work has been developed from the AGENCY'S funding application and that the COUNTY expects performance by the AGENCY in accordance with such application. In the event of a conflict between the application and this Contract (including Exhibits A, B, C, and D), this Contract shall control.

The COUNTY and the AGENCY both further agree that this Contract sets forth the entire agreement between the parties, and that there are no promises or understandings other than those stated herein. None of the provisions, terms and conditions contained in this Contract may be added to, modified, superseded or otherwise altered, except by written instrument executed by the parties hereto.

IN WITNESS WHEREOF, the Board of County Commissioners of Palm Beach County, Florida has made and executed this Contract on behalf of the COUNTY and AGENCY has hereunto set his/her hand the day and year above written.

**ATTEST:**

Sharon R. Bock, Clerk & Comptroller

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

**BOARD OF COUNTY COMMISSIONERS**

BY: \_\_\_\_\_  
Clerk & Comptroller

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

**WITNESS:**

  
Signature

Terry Jurewicz  
Name Typed

**AGENCY:**

United Way of Palm Beach County, Inc.  
AGENCY=s Name Typed

BY   
Signature

59-0683258  
AGENCY's Federal ID Number

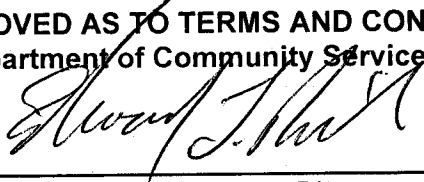
Scott Badesch  
AGENCY's Signatory Name Typed

President & CPO  
AGENCY=s Signatory Title Typed

**APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY**

\_\_\_\_\_  
Assistant County Attorney

**APPROVED AS TO TERMS AND CONDITIONS**  
Department of Community Services

  
\_\_\_\_\_  
Edward L. Rich, Director

## Exhibit A

### Scope of Work Contract for Community Food Alliance

#### DESCRIPTION OF SERVICES:

The Palm Beach County Community Food Alliance is a group of community organizations that work together to implement a countywide strategic plan to end hunger and improve food security. Presently, there are 95 members of the Alliance, representing 75 different agencies, non-profits, faith-based groups, and county government. Members meet on a quarterly basis.

The Alliance's subcommittees work to integrate systems that address food and nutrition issues; maximize the use of government self-sufficiency programs; increase access to quality; nutritious food for low income households; provide for a coordinated response to disaster needs and improve awareness of health and wellness to all Palm Beach County residents.

The Alliance was formed in 2004 when the members conducted a countywide Food Security Survey. The study reported that in neighborhoods where the median income was \$35,000 or less, one in three households ran out of food before they had money to buy more. That result and others from the study, serve as a basis for the work of the Palm Beach County Community Food Alliance.

The Food Alliance helps promote communitywide projects such as the National Association of Letter Carriers "Stamp Out Hunger" food drive, Summer Meals Program, Grandma's Nutrition Kitchen, Gleaning, Project Thanksgiving, Food for Families, and SHARE (Self Help and Resource Exchange). Additionally the Community Food Alliance will continue to support disaster planning efforts.

#### MONITORING / REPORTING:

A monthly desk audit by the County will be completed to determine programmatic and fiscal compliance.

#### BILLING / PAYMENTS:

Funding from the County will be matched by United Way for the support of the salary/benefits and related expenses of the Community Food Alliance Coordinator.

By the 10<sup>th</sup> of each month, the Provider must submit for Community Food Alliance Coordinator, the Provider must submit **Exhibit C** along with back up documentation sufficient to establish the expense was incurred. **Exhibit D** must also be attached to any request for payment certifying these expenses.

All invoice billings for services relative to this agreement must be submitted to Human Services by September 30, 2008.

## Palm Beach County Community Food Alliance

### Mission

The Palm Beach County Community Food Alliance is a group of community organizations that work together to assure that all Palm Beach County residents have access to and obtain safe, sufficient, culturally acceptable nutritious food through a sustainable system that maximizes self-reliance, social justice and health. Formed in 2004, the Alliance has membership from 75 different agencies, nonprofits, faith-based groups, and county government and is currently funded by the United Way of Palm Beach County, Children's Services Council, Palm Healthcare Foundation Inc. and Palm Beach County Division of Human Services.

The core activities of the Food Alliance focus on:

- Improving the systems that address food and nutrition issues
- Maximizing the use of government self-sufficiency programs
- Increasing access to quality, nutritious food to low income households
- Improving awareness of health and wellness to all Palm Beach County residents.

### Alarming Statistics

The data on food insecurity (when the availability or the ability to acquire nutritionally adequate food is uncertain or limited) in Palm Beach county is frightening. In a Food Security Survey, conducted by the County, **1 in 3 households** with incomes less than or equal to \$35,000 **ran out of food before they had money to buy more**. During a door to door survey of 128 households with children, fully 20% of these households cut the size of children's meals because there was not enough money for food and in 5.5% of the households, children did not eat for an entire day.

While there are over 80 community food providers (food pantries and soup kitchens that play a critical role in feeding the food insecure population), the food supply chain and distribution process for these organizations is fragmented and inefficient. In addition, the share of food received by Palm Beach County from the USDA-funded Emergency Food Assistance Program (TEFAP) has declined a minimum of 10% per year for the last 3 years. Since 2002, the total TEFAP distribution in the state of Florida has declined by over 50%.

### Community Initiatives

The Food Alliance helps promote communitywide projects such as the National Association of Letter Carriers "Stamp Out Hunger" food drive, Summer Meals Program, Grandma's Nutrition Kitchen, Gleaning, Project Thanksgiving, Food for Families, and SHARE (Self Help and Resource Exchange). In addition, the Alliance is examining ways to improve the effectiveness and efficiency of the community food provider supply chain.



### *Food Recovery and Delivery*

Food banks such as Daily Bread Food Bank play a critical role in the distribution of food to agencies who serve the food insecure population. Other organizations like Palm Beach Harvest and the Community Food Truck (managed by Northwood Baptist Church) play an important role in the collection and transportation of surplus and donated food to these non-profit agencies. Since January 2007, the Community food truck has picked up over 100,000 lbs of frozen meat, vegetables, deli and other items from 12 Publix Supermarkets within Palm Beach County and delivered to six of the largest soup kitchens in the area. There are significant opportunities to increase food recovery within the county.

### *Gleaning*

Gleaning projects benefit food programs and food pantries that feed the hungry in Palm Beach County. Gleaning is a process in which volunteers pick produce that is edible but would otherwise go to waste during the harvesting process. The fresh, nutritious food is then distributed through the Daily Bread Food Bank and other food pantries to food insecure households. Managed by C.R.O.S. Ministries, over 156,000 lbs. of produce was gleaned during the 2006/2007 season by 655 volunteers in 54 gleaning projects. Current farming partners include R.C. Hatton Farms, T. Santiago Green Pepper Farm and Green Cay Farms. Crops gleaned include:

- 81,350 lbs. of corn
- 7,642 lbs. of tomatoes
- 23,414 lbs. of green peppers
- 1,584 lbs. of egg plant
- 42,793 lbs. green beans.

The Food Alliance is currently exploring ways to expand the gleaning process.

### *SHARE*

SHARE (Self Help and Resource Exchange) is a food cooperative that helps households stretch their food budget and increase their access to nutritious foods. For just \$18 a month, households can purchase food that would cost them \$40 or more in grocery stores. The food is the same quality as found in stores. Currently, there are 32 SHARE sites in Palm Beach County.

### *Awareness & Education*

#### *Grandma's Nutrition Kitchen*

Grandma's Nutrition Kitchen is a program that trains social, health care and education workers on how to teach cooking and nutrition classes to diverse communities. Using the successful "Happy Kitchen" Curriculum, trainers teach participants not only cooking,

## Exhibit B 2

but also food budgeting, nutrition, and food safety. The curriculum is designed to be taught to the primary food purchaser and cook in the household, and can be customized for each community, depending on the audience.

Trainers are taught culturally appropriate and nutritious meal preparation and then deliver the training in community organizations. Two "Train the Trainer" classes have been conducted, and training has been provided to two dozen participants.

### *Project Hunger Partnership*

United Way of Palm Beach County and WPEC NEWS 12 partnered to form Project Hunger, a multi-year project to raise public awareness and to stop hunger in Palm Beach County. WPEC has committed its station's resources and community service airtime. As part of this partnership, United Way and WPEC combine resources to raise money for Project Thanksgiving. This program provides Thanksgiving meals to more than 10,000 families. With the help of donations from the community and corporate sponsors Winn Dixie, Wachovia, Latin Fest and the Palm Beach Kennel Club, more than \$140,000 was raised in 2006.

### *Nutrition Forum*

In March 2008, the Community Food Alliance will host the 2<sup>nd</sup> Annual Nutrition Forum. The free all-day event focuses on food issues in low-income households, including how to improve access to nutritious foods and food assistance programs. This Forum provides guest speakers and breakout sessions on a number of topics. In the most recent Forum, Deborah Frank, M.D., Director of Children's Sentinel Nutrition Assessment Program at Boston Medical Center presented her ongoing research on young low-income children and their families, and their food insecurity, health and economic issues.

Agency Name: United Way of Palm Beach County  
 Program Name: Community Food Alliance

Budget for Community Food Alliance Project Coordinator

	United Way	PBC Division of Human Services	TOTAL
<b>EXPENDITURES</b>			
<b>Salary</b>	11,475	25,000	36,475
<b>Employee Benefits/other</b>			
a. FICA	2561		2,561
b. FI Unemployment	167		167
c. Workers' Compensation	312		312
d. Insurance	7379		7,379
e. 401k	2960		2,960
Payroll taxes	2960		2,960
<b>Sub-Total Salaries &amp; Benefits</b>	27,814		52,814
<b>Other</b>			
a. Travel/Transportation	1000		1,000
b. Postage & Shipping	500		500
Office			
c. Supplies	500		500
d. Program Supplies	635		635
e. Printing			
<b>Sub-Total Other expenses</b>	2635	25,000	2,635
<b>TOTAL</b>	<b>30,449</b>	<b>25,000</b>	<b>55,449</b>

**Exhibit C**

Date \_\_\_\_\_

AMOUNT OF REIMBURSEMENT REQUEST: \$ \_\_\_\_\_

FOR MONTH OF: \_\_\_\_\_

I hereby certify that by personal examination of the records of this Provider that these expenses, as supported by the attached statements, were made on behalf of this provider for the purposes specified in its approved request for County funding. Refer to Palm Beach County Board of County Commissioner Document

# \_\_\_\_\_.

MONTHLY EXPENDITURE REPORT

Provider Name: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_

EXPENDITURE CATEGORIES    MONTHLY TOTAL    YEAR TO DATE TOTAL

NAME OF EMPLOYEE \_\_\_\_\_

PERSONNEL SERVICES

Salaries                      \$ \_\_\_\_\_                      \$ \_\_\_\_\_

- a. Withholding                      \_\_\_\_\_                      \_\_\_\_\_
- b. FICA    \_\_\_\_\_                      \_\_\_\_\_
- c. Medicare    \_\_\_\_\_                      \_\_\_\_\_

EXPENSES

- 1. Mileage    \_\_\_\_\_                      \_\_\_\_\_
- 2. Training    \_\_\_\_\_                      \_\_\_\_\_
- 3. Rent    \_\_\_\_\_                      \_\_\_\_\_
- 4. Telephone    \_\_\_\_\_                      \_\_\_\_\_
- Total Expenses                      \$ \_\_\_\_\_                      \$ \_\_\_\_\_

Grand Total                      \$ \_\_\_\_\_                      \$ \_\_\_\_\_

I hereby certify the above information to be true and correct as reflected in our books and records.

\_\_\_\_\_  
Signature    Title    Date

<b>ACORD CERTIFICATE OF LIABILITY INSURANCE</b>		DATE (MM/DD/YYYY) 07/24/2007
PRODUCER (561)278-0448 FAX (561)278-2391 Weekes & Callaway, Inc. 777 E. Atlantic Avenue, Suite 300 Delray Beach, FL 33447-1460 Dana Hood:ks	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 United Way of Palm Beach County, Inc. 2600 Quantum Blvd. Boynton Beach, FL 33426	INSURERS AFFORDING COVERAGE INSURER A: Philadelphia Indemnity INSURER B: Scottsdale Insurance Co. INSURER C: Philadelphia Indemnity INSURER D: Florida Retail Federation INSURER E: Landmark American	NAIC # 09566 09566

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 LTR INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Comprehensive form <input checked="" type="checkbox"/> Professional Liab GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	PHPK102129	12/04/2006	12/04/2007	EACH OCCURRENCE	\$ 1,000,000
					DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 50,000
					MED EXP (Any one person)	\$ 5,000
					PERSONAL & ADV INJURY	\$ 1,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	PHPK102129	12/04/2006	12/04/2007	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
					BODILY INJURY (Per person)	\$
					BODILY INJURY (Per accident)	\$
					PROPERTY DAMAGE (Per accident)	\$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT	\$
C	EXCESS/UMBRELLA LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE RETENTION \$ 10,000	PHUB038658	12/04/2006	12/04/2007	EACH OCCURRENCE	\$ 1,000,000
					AGGREGATE	\$ 1,000,000
						\$
						\$
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	467100	12/04/2006	12/04/2007	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER	
					E.L. EACH ACCIDENT	\$ 500,000
					E.L. DISEASE - EA EMPLOYEE	\$ 500,000
					E.L. DISEASE - POLICY LIMIT	\$ 500,000
B	OTHER Special Events with Blanket Add'l Insd endorsement	CLS1400653	06/20/2007	06/20/2008	General Aggregate -	\$1,000,000
					Each Occurrence -	\$1,000,000
No Deductible						

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS  
 A Palm Beach County Board of County Commissioners, a Political Subdivision of the State of Florida, its Officers, Employees and Agents c/o Department of Community Services are listed as an additional insured with respects to General Liability when required by written contract as per form #PINP003 (9/03) attached.

<b>CERTIFICATE HOLDER</b>  Palm Beach County c/o Community Services Department 810 Datura Street West Palm Beach, FL 33401	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <u>30</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT. BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE Leon A. Weekes/KSTEGN
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