


II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2007	2008	2009	2010
Capital Expenditures	_____	_____	_____	_____
Operating Costs	_____	<u>20,000</u>	_____	_____
External Revenue	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____
NET FISCAL IMPACT	<u>-0-</u>	<u>20,000</u>	_____	_____
# ADDITIONAL FTE POSITIONS (Cumulative)	_____	_____	_____	_____


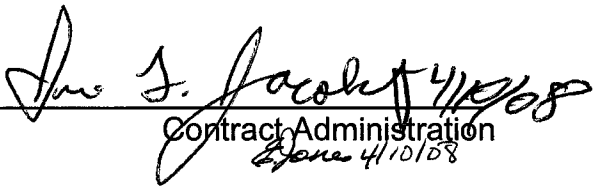
Is Item Included in Current Budget: Yes X No _____
 Budget Account No.: Fund 0001 Dept. 740 Unit 2076 Obj. 8201
 Program Code _____ Program Period: _____

B. Recommended Sources of Funds/Summary of Fiscal Impact:

Departmental Fiscal Review: 

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Administration Comments:

 4-9-08 JTB 04/04 OFMB (WD) 4/2/08	 4/10/08 Contract Administration Done 4/10/08
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B. Legal Sufficiency:


 4/11/08
 Assistant County Attorney

This amendment complies with our review requirements.

C. Other Department Review:

 Department Director

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

**AMENDMENT TO
CONTRACT FOR PROVISION OF FINANCIAL ASSISTANCE**

THIS AMENDMENT TO THE CONTRACT FOR PROVISION OF FINANCIAL ASSISTANCE (R2007-1467, dated September 11, 2007) made and entered into at West Palm Beach Florida, on this _____ day of _____, 2008 by and between PALM BEACH COUNTY, a political subdivision of the State of Florida hereinafter referred to as "COUNTY" and Christians Reaching Out to Society, Inc. hereinafter referred to as the AGENCY, a not-for-profit corporation, entitled to do business in the State of Florida, whose address is The Center for Family Services of Palm Beach County, Inc., 301 1st Avenue South Lake Worth, Florida 33460.

WITNESSETH:

WHEREAS, Christians Reaching Out to Society, Inc. has partnered with the county to participate in produce distribution efforts; whereas the need exists to amend the contract to increase the total contact amount.

NOW THEREFORE, the above named parties hereby mutually agree that the Contract entered into on September 11, 2007 is hereby amended as follows:

- I. Exhibit "A" is hereby replaced by A-1a and A-2a attached hereto and made a part thereof.
- II. Exhibit "B" is hereby replaced by B-1a attached hereto and made a part thereof.
- III. Exhibit "C" is hereby replaced by C-1a attached hereto and made a part thereof.
- IV. Exhibit "D" is hereby replaced by D-1a attached hereto and made a part thereof.
- V. Exhibit "E" is hereby replaced by E-1a attached hereto and made a part thereof.
- VI. Article 3 is hereby amended to read, an amount not to exceed Sixty-Two Thousand Five Hundred Forty Eight Dollars (\$62,548).

OTHER PROVISIONS

All provisions in the Contract or exhibits to the Contract in conflict with this First Amendment to the Contract shall be and are hereby changed to conform to this amendment.

All provisions not in conflict with this Amendment are still in effect and are to be performed at the same level as specified in the Contract.

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:

Carol J. Shaffer
Signature

Carol J. Shaffer
Name Typed

59-1802917
AGENCY's Federal ID Number

AGENCY:

Christians Reaching Out to Society, Inc
AGENCY's Name Typed

BY: Pamela Cahoon
Signature

Reverend Pamela Cahoon
AGENCY's Signatory Name Typed

Executive Director
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

By: Edward L. Rich
Edward L. Rich, Director

SCOPE OF WORK

DESCRIPTION OF SUPPORTIVE SERVICES FOR CROS MINISTRIES AS OUTLINED IN EXHIBIT C-1a:

The Division of Human Services and C.R.O.S. Ministries have been collaborating to serve economically disadvantaged residents of Palm Beach County since 1999. This particular collaborative approach adds United Way to the partnership, creating a public sector, faith-based sector and non-profit funder, all supporting a concerted effort to bring food resources to low income individuals identified in the 2004 Countywide Food Security Survey. The survey findings have also resulted in an effort to better coordinate the distribution of food resources into economically disadvantaged neighborhoods, particularly as those resources relate to fresh produce. Fresh produce is often too expensive and/or of poor quality in the low income neighborhoods; yet the addition of fresh fruit and vegetables adds much needed nutrition to the diet, promoting health and wellness and proper development. Thus far, this collaboration has successfully increased the number of SHARE sites and Summer Lunch Sites in targeted low income neighborhoods. The addition of this Gleaning Project, on a full time basis, further strengthens food resources in targeted communities.

PROGRAM DESCRIPTION:

Gleaning is the gathering of excess produce after the fields have been harvested. The program will recruit and coordinate gleaning opportunities through local church, civic and non profit agencies as well as targeted Beacon Center neighborhoods which are centers located at three elementary schools in the county to develop strong neighborhood relationships, opportunities and support systems. The produce will then be transported and distributed to designated sites of the Palm Beach County Community Food Alliance, homeless shelters, day care centers, senior centers, and emergency food pantries. This contract supports one (1) FTE to coordinate gleaning, recruit SHARE and Summer Lunch sites and engage targeted Beacon Centers identified by the Community Food Security Council to participate in gleaning opportunities. CROS ministries and Northwood Baptist Church, as members of the Community Food Alliance, propose to expand the produce recovery infrastructure in order to increase the amount of produce and donated food commodities that will enter the Community Food Providers supply chain. Attached is the proposal submitted by C.R.O.S. Ministries which outlines the Gleaning Program Goals (**Exhibit B-1a**).

MONITORING/REPORTING:

A monthly desk audit by the County will be completed to determine programmatic and fiscal compliance. The Provider must submit by the 10th of each month a Status Report (**Exhibit D-1a**) to the County.

Monitoring of Gleaning Services will be completed by the County annually.

BILLING/PAYMENTS:

By the 10th of each month, the Provider must submit documentation of full time employment of the Gleaning staff person and Food Recovery Program expenses. The Provider must submit **(Exhibit E-1a)** along with back up documentation sufficient to establish the expense was incurred. **(Exhibit F)** 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.

**CROS Ministries
Gleaning/Food Recovery Program
2007/2008 Program Goals**

The operational plan of the Gleaning/Food Recovery Program will include:

1. Recruitment of a minimum of 900 volunteers who will glean until the end of May 2008.
2. A minimum of 40 events will occur.
3. 150,000 lbs of produce will be gleaned.
4. Recruitment of one additional farmer who will allow gleaning to occur on his farm.
5. Volunteers will learn about hunger.
6. Volunteer coordination which will include recruitment, training, retention and recognition of volunteers.
7. Coordination of the transport and storage of the produce.
8. Coordination of Database and all pertinent gleaning records.
9. Refer 5 new Summer Lunch sites.
10. Promote the SHARE program through contacts and visits to local churches and organizations and by making 6 presentations with the aim of securing new host sites.
11. Participation in the Community Food Alliance and its Food Access Committee.
12. Expand current gleaning program to include ongoing food recovery throughout the year, therefore increasing the amount of nutritious food utilized by local community food providers.
13. Enhance the transportation of donated commodities which may include meats, bakery and deli goods and produce.

Gleaning Budget
October 1, 2007 – September 30, 2008

Expense		Palm Beach County	United Way	CROS Funding	
Gleaning Staff person Salary	32,375	32,375			
FICA	2,007	2,007			
MCARE	469	469			
Worker's Comp	249	249			
Unemployment	22	22			
Health/Dental Insurance	5,797	5,797			
Continuing Education	400			400	
Pension	971	971			
Travel	1,600		1,600		
Gleaning Supplies (40 events X \$20 avg.)	800			800	
Truck Rental and Gas for Gleaning Events	3,000		3,000		
* Food Recovery Program Unit Cost 40,000 lbs. of food distributed @\$.50/lb.	20,000	20,000			
Office Supplies and Copies	2,400			2,400	
Office Rent	in kind				
Office Utilities	500			500	
Telephone	1,500			1,500	
Administrative Costs	12,389		3,057	9,332	
Enhancement of accounting system	13,000	658	12,343		
Liability Insurance	240			240	
	\$ 97,720	\$ 62,548	\$ 20,000	\$ 15,172	\$ 77,720
Income					
United Way	20,000				
Palm Beach County	62,548				
CROS Funding	15,172				
	\$ 97,720				

** amended expenses*

MONTHLY STATUS REPORT

Month	# of Volunteers	# of Gleanings Coordinated	lbs. of Produce Gleaned	# of Farms Recruited	# of SHARE Presentations	# of New Summer Lunch Sites	# of lbs. of Food Commodities Distributed
October							
November							
December							
January							
February							
March							
April							
May							
June							
July							
August							
September							
TOTALS							

MONTHLY EXPENDITURE REPORT
Gleaning/Food Recovery Program

Provider Name: _____ **Date:** _____

Contact Person: _____

EXPENDITURE CATEGORIES	MONTHLY TOTAL	YEAR TO DATE TOTAL
PERSONNEL SERVICES		
Employee Name:		
a. Salary	\$	\$
b. Withholding	\$	\$
c. FICA	\$	\$
d. Medicare	\$	\$
Total Personnel Services	\$	\$
EXPENSES:		
a. Workman's Comp	\$	\$
b. Unemployment	\$	\$
c. Pension	\$	\$
d. Health Insurance	\$	\$
e. Audit	\$	\$
f. Office Supplies and Copies	\$	\$
g. Office Utilities	\$	\$
h. Telephone	\$	\$
i. Administrative Costs	\$	\$
j. Unit cost of food distributed: (# of lbs. of food distributed x \$.50)	\$	\$
k.	\$	\$
Total Expenses:		
GRAND TOTAL	\$	\$

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

Signature

Title

Date

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
01/03/08

PRODUCER 1-561-995-6706
Arthur J. Gallagher Risk Management Services, Inc.
2255 Glades Road
Suite 400E
Boca Raton, FL 33431

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
222001-CHRISTIANS REACHING OUT TO SOCIETY, INC.
4401 GARDEN AVENUE
WEST PALM BEACH, FL 33405

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A: Princeton Excess Surplus Lines Ins	10786
INSURER B: Lexington Ins Co	19437
INSURER C: Midwest Employers Cas Co	23612
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 LTR	INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A		GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Incl. \$250,000 Self <input checked="" type="checkbox"/> Insured Retention GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/>	G2A3EX0000023-00	12/31/07	12/31/08	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COM/OP AGG \$
A		AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input checked="" type="checkbox"/> Incl. \$250,000 Self <input checked="" type="checkbox"/> Insured Retention	G2A3EX0000023-00	12/31/07	12/31/08	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 \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$
B		EXCESS/UMBRELLA LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE \$ RETENTION \$	1033601	12/31/07	12/31/08	EACH OCCURRENCE \$15,000,000 AGGREGATE \$15,000,000 \$ \$ \$
C		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below OTHER	EWC007817	12/31/07	12/31/08	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS
 Florida Annual Conference of the United Methodist Church is an authorized self insurer for; Auto Liability Certificate #3789; Workers Compensation # 999-09749 \$400,000 SIR.

CERTIFICATE HOLDER

PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS
 c/o Community Services-Georgiana Devine
 810 Datura ST 350
 WEST PALM BEACH, FL 33401
 USA

CANCELLATION *10 day cancellation for premium non payment

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30* 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

David L. Hanna

ACORD 25 (2001/08) aimbel
7903939

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IMPORTANT

If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

DISCLAIMER

The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.