

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: April 15, 2008

Consent

Regular

Ordinance

Public Hearing

Department

Submitted By: Community Services

Submitted For: Division of Human Services

I. EXECUTIVE BRIEF

**Motion and Title: Staff recommends motion to approve:** Contract with Governor's Council for Community Health Partnerships for the period of March 1, 2008 through September 30, 2008, in an amount not to exceed \$540,000 for summer camp scholarships.

**Summary:** The Summer Camp Scholarship Program pays full tuition and associated fees for eligible children to attend day camp during the summer months. In 2007, the Governor's Council for Community Health Partnerships (GCCHP) through donations, grants and matching funds secured \$654,933. These funds combined with the funds from the BCC served 2066 children at over 100 camps in Palm Beach County. GCCHP processes payments to the specific summer camp providers based on invoices from PBC Division of Human Services. GCCHP maintains financial records & reports of payments and receipts for summer camp funding. GCCHP does not charge fees or indirect costs for these services; all funds are utilized for scholarships. (Human Services) Countywide (TKF)

**Background and Justification:** The Summer Camp Scholarship Program is a public/private initiative providing a summer camp experience in a safe, supervised environment to children from low-income families. These scholarships are provided to children who otherwise may be left at home alone, in the care of older siblings or unsupervised on the streets. Since 1995, GCCHP has provided support for the Summer Camp Scholarship Program as well as marketing strategies to raise additional funding for the Program. The Division of Human Services began administering the program in August 2006. The Division established procedures for summer camp scholarship eligibility and summer camp vendors. The Division also expanded their database to include a tracking system for applicants, vendors and expenditures.

**Attachments:**

Contract with Governor's Council for Community Health Partnerships

Recommended By:



3-27-2008

Department Director

Date

Approved By:



4/2/08

Assistant County Administrator

Date

**II. FISCAL IMPACT ANALYSIS**

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

Fiscal Years	2008	2009	2010	2011
Capital Expenditures	_____	_____	_____	_____
Operating Costs	<u>540,000</u>	_____	_____	_____
External Revenue	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____
<b>NET FISCAL IMPACT</b>	<u>540,000</u>	_____	_____	_____
<b># ADDITIONAL FTE POSITIONS (Cumulative)</b>	_____	_____	_____	_____

Is Item Included in Current Budget: Yes X No \_\_\_\_\_  
 Budget Account No.: Fund 0001 Dept. 741 Unit 2514 Obj. 8301  
 Program Code \_\_\_\_\_ Program Period: \_\_\_\_\_

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

Departmental Fiscal Review: REC'D

**III. REVIEW COMMENTS**

**A. OFMB Fiscal and/or Contract Administration Comments:**

Jan Dink 4/1/08  
 OFMB 4/1/08 64/01 en 3/31/08  
John Dink 4/2/08  
 Contract Administration

**B. Legal Sufficiency:**

Jerry [Signature] 4/2/08  
 Assistant County Attorney

This Contract complies with our contract review requirements.  
 The effective date is retroactive.

**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 \_\_\_\_\_, 2008, by and between the Board of County Commissioners of Palm Beach County, Florida, hereinafter referred to as the COUNTY, and Governor's Council for Community Health Partnerships 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 65-0449910.

Whereas the AGENCY has proposed providing Summer Camp Scholarship Funding Administration for low income Palm Beach County residents; 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 March 1, 2008 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 Five Hundred and Forty Thousand Dollars (\$540,000). The AGENCY shall bill the COUNTY on at least a monthly basis, for Summer Camp Scholarships provided as indicated by Exhibit "A" and expenses actually incurred, up to the amounts set forth in Exhibit "B2." In no case shall the total cumulative amount billed under this contract exceed the cumulative amounts defined in Exhibit "B2." All requests for payments of this Contract shall include the following:

1. An original cover memo (Exhibit C) on AGENCY letterhead signed by the Executive Director or Board of Directors Officer.
2. Properly completed invoice to include: Summer Camp Provider Invoice, Summer Camp Scholarship Program Statement (Exhibit D), Governor's Council Invoice on AGENCY letterhead.
3. Requests for Payment received from the AGENCY will be reviewed for authenticity and accuracy and approved by the Department. Such documentation shall be sufficient to

establish that the expense was actually incurred and necessary in the performance of the Scope of Work detailed in Exhibit "A."

4. Payments shall be made periodically in accordance with the Schedule for Payment, Exhibit "A".
5. Administrative costs related to the use of COUNTY funds under this contract may not exceed fifteen percent (15%) of the total budget. Administrative costs include all expenses which are reported on IRS Form 990 page 2 under column (C) Management and general and column (D) Fundraising. Total agency administrative costs (the sum IRS Form 990 page 2 columns [C] and [D]) will be used to calculate the percentage of agency administrative cost for reporting to the Board of County Commissioners.

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, 2008. Any amounts not submitted by September 30, 2008, 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 Co

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

Budget changes within approved budget categories can be approved, in writing, by the DEPARTMENT director at his discretion. Such changes may not exceed twenty percent (20%) of the total contract amount during the contract period. Requests for budget changes must be submitted in writing by the AGENCY to the DEPARTMENT director. Appropriate documentation of approval of any budget change requests by AGENCY'S Board of Directors must accompany such requests. Budget changes in excess of twenty percent (20%) must be approved by the Palm Beach County Board of County Commissioners.

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 7 - INDEMNIFICATION**

Each party acknowledges liability for its own negligent acts or omissions and nothing contained within is a construed waiver of Sovereign Immunity for anybody.

## **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 it's DIVISION to both fiscally and programmatically monitor AGENCY to assure that its fiscal and programmatic goals and conduct as outlined in the Scope of Work, Exhibit A, are adhered to. All contracted programs/services will be reviewed at least yearly and possibly twice-yearly. The DIVISION 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 DIVISION 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. 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 - 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: Division of Human Services Grant Coordinator  
Palm Beach County  
810 Datura Street  
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 13 - 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 14 - 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 15 - 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 16 - 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 17 - 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 18 - 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 19 - NOTICES**

All notices required in this Contract shall be sent by, and if sent to the COUNTY shall be mailed to:  
Claudia H, Tuck, Director  
Division of Human Services  
810 Datura Street Suite 350  
West Palm Beach, Florida 33401

and if sent to the AGENCY shall be mailed to:

Executive Director  
Governor's Council for Community Health Partnerships  
The Forum, Suite B-900  
1665 Palm Beach Lakes Blvd.  
West Palm Beach, Florida 33401

**ARTICLE 20 - 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" and "B"), 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

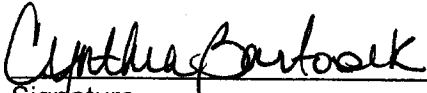
PALM BEACH COUNTY, FLORIDA, a  
Political Subdivision of the State of Florida

BOARD OF COUNTY COMMISSIONERS

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

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

WITNESS:

  
Signature

AGENCY:

Governor's Council for  
Community Health Partnerships  
AGENCY's Name Typed

Cynthia Bartosek  
Name Typed

By   
Signature


65-0449910  
AGENCY's Federal ID Number


Bertram Tamarkin  
AGENCY's Signatory Name Typed

Treasurer  
AGENCY's Signatory Title Typed

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY

APPROVED AS TO TERMS AND CONDITIONS  
Department of Community Services

  
Assistant County Attorney

By:   
Edward L. Rich, Director

## SCOPE OF WORK

This Scope of Work defines the working relationship and partnership of each respective party in addressing and responding to the delivery of Summer Camp Scholarship Program in Palm Beach County.

### **UNDER THIS SCOPE OF WORK, GOVERNOR'S COUNCIL FOR COMMUNITY HEALTH PARTNERSHIP WILL:**

- Administer funds for the Summer Camp Scholarship Program on behalf of the Palm Beach County Board of County Commissioners.
- Submit documentation to include: Summer Camp Provider Invoice, Summer Camp Scholarship Program Statement (**Exhibit D**), Governor's Council Invoice on AGENCY letterhead.
- Solicit and receive donations for Summer Camp Scholarship Program.
- Maintain financial reports for Summer Camp Scholarship Program expenditures.
- Coordinate Summer Camp Scholarship Program Sub-Committee to develop marketing strategies for funding opportunities.

NOTE: Governor's Council does not select or recommend Summer Camp Providers to Palm Beach County residents. Governor's Council has no affiliation with any Summer Camp Provider. Governor's Council does not have any paid employees. Governor's Council is staffed by employees of the Palm Beach County Health Department with support from volunteers. Governor's Council does not charge indirect costs.

### **UNDER THIS SCOPE OF WORK, THE PALM BEACH COUNTY DIVISION OF HUMAN SERVICES WILL:**

- Establish programmatic guidelines and requirements for the Summer Camp Scholarship Program.
- Recruit Summer Camp Providers for participation in Summer Camp Scholarship Program.
- Coordinate completion of Summer Camp Provider Vendor Packets.
- Establish maximum Summer Camp fees.
- Establish approved Summer Camp Scholarship Program Provider List.
- Market Summer Camp Scholarship Program within Palm Beach County.
- Process and approve Summer Camp Scholarship Applications.
- Award scholarships to eligible Palm Beach County residents.
- Monitor the approved Summer Camp Providers throughout the summer for attendance and compliance with established guidelines.
- Review, approve and process reimbursement requests from Summer Camp Providers and submit Summer Camp Scholarship Program Statement (**Exhibit D**) to Governor's Council for payment.
- Monitor utilization of funds allocated for scholarships.
- Develop and present annual report to funders.

**MONITORING / REPORTING:**

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

**BILLING / PAYMENTS:**

Monthly **Exhibit C** and **D** will be submitted each month. Reimbursement is for actual, documented costs only.

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, 2008. Any amounts not submitted by September 30, 2008, shall remain the COUNTY'S and the COUNTY shall have no further obligation with respect to such amounts.



The Governor's Council for Community Health Partnerships (GCCHP) is a collaborative, non-profit, tax-exempt 501 (c) (3) corporation of community partners under the leadership of the Palm Beach County Health Department (PBCHD) that:

- Works with the PBCHD to prioritize needs, forms task groups, plans strategies, and pools resources.
- Designs programs and create committees to address specific issues.
- Identifies programs with limited financial resources, and acts as conduit to enable them to receive an abundance of private hands-on support and funding.
- Serves as incubator for start-up programs exploring establishing their own non-profit status.
- Recognizes and celebrates individuals and organizations in the PBC community who make outstanding contributions to our mission.

Since 1995, GCCHP has provided support for the Summer Camp Scholarship Program. The Program assures that young children are not home alone during the summer months and continue to receive nutritious meals in the summer.

GCCHP receives \$540,000 annually in funding from the PBCBCC to support the Summer Camp Scholarship Program. GCCHP processes payments to the specific Summer Camp providers based on invoices from PBC Health & Human Services. GCCHP maintains financial records & reports of payments and receipts for Summer Camp funding. In addition, GCCHP's Summer Camp Scholarship Sub-Committee develops and implements marketing strategies to raise additional funding for the Summer Camp Scholarship Program.

GCCHP does not charge fees or indirect costs for these services.

*Improving community health and wellness by linking public/private resources*

Palm Beach County Health Department • Community Health Planning and Partnerships  
1665 Palm Beach Lakes Blvd, Suite B-900 • West Palm Beach, FL 33401 • phone: (561) 681-2524 ext. 122 • fax: (561) 681-2501

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

\_\_\_\_\_  
Director (Signature)



---

810 Datura Street, West Palm Beach, Florida 33401 Phone: (561) 355-4775

Date:

Statement #: 000

To: Governor's Council for Community Health Partnerships  
The Forum, Suite B-900  
1665 Palm Beach Lakes Blvd.  
West palm Beach Fl 33401

Please remit a check in the amount of \$

Payable to:  
Contact:  
Address:

# of Children/Amount per child	Total
Summer Camp Scholarship for # ___ children – for ___ week.	\$

Thank You.

Authorization Signature: \_\_\_\_\_  
Maria T. Watson  
Program Coordinator