

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: December 1, 2009 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: Amendment No. 2 to the contract with Langton Associates (R2006-2679) extending the contract for a one-year period commencing October 1, 2009, ending September 30, 2010, in an amount not to exceed \$44,000, for consulting services regarding homeless strategic planning.

Summary: In March 2006, as a result of a 2002 Federal mandate requiring communities to develop a ten-year plan to end homelessness, the Division began gathering information needed for this strategic plan. Langton Associates facilitated the initial focus groups that assisted in the assessment of homeless issues in Palm Beach County. Upon completion of the community assessment and review of the information by the Homeless Advisory Board, Langton Associates organized the data into a final document; the Ten-year Plan to End Homelessness which was adopted by the BCC on September 23, 2008. Following the plan's adoption, Langton Associates continued to assist in overseeing the facilitation of Homeless Advisory Board meetings, providing staffing assistance to the seven Homeless Advisory Board Committees, and overseeing implementation of the Action Steps. Langton Associates will continue in this role. Funding for this purpose is included in the Department's FY2010 budget. (Human Services) Countywide (TKF)

Background and Justification: In January 2006, at the request of homeless service providers and funders, the Division of Human Services began serving as the lead entity for the Palm Beach County Homeless Continuum of Care. This role includes oversight of federal and state grant funding and the development of a strategic plan to end homelessness. The Continuum of Care is the planning and evaluation body for the homeless service delivery system and is a requirement of Housing and Urban Development (HUD). In order to meet a HUD requirement, the Division began the process of developing a strategic plan with the assistance of Langton Associates. The Ten-year Plan to End Homelessness was adopted by the BCC and implementation of the plan immediately began through the seven Homeless Advisory Board Committees. This is the third contract with Langton Associates. The Division requested their assistance with the implementation process due to their experience and knowledge of homeless issues in Palm Beach County as well as two other metropolitan Florida counties.

Attachments: Amendment to Contract for Consulting/Professional Services with Langton Associates

Recommended By:  11/9/09
 Department Director Date

Approved By:  11/23/09
 Assistant County Administrator Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2010	2011	2012	2013
Capital Expenditures	_____	_____	_____	_____
Operating Costs	<u>44,000</u>	_____	_____	_____
External Revenue	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____
NET FISCAL IMPACT	<u>44,000</u>	_____	_____	_____
# ADDITIONAL FTE POSITIONS (Cumulative)	_____	_____	_____	_____

Is Item Included in Current Budget: Yes X No _____
Budget Account No.: Fund 0001 Dept. 148 Unit 1310 Obj. 3401
 Program Code HA11 Program Period: FY10

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

Departmental Fiscal Review: Taruna Malhotra
 11/9/09

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Administration Comments:

[Signature] 11-17-09
 11/2/09 OFMB VA 11/10/09 CW 11/10/09

[Signature] 11/20/09
 Contract Administration
 E. Jones 11/20/09

B. Legal Sufficiency:

[Signature] 11/23/09
 Assistant County Attorney

This amendment complies with our 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.

**AMENDMENT TO
CONTRACT FOR CONSULTING/PROFESSIONAL SERVICES**

THIS AMENDMENT TO THE CONTRACT FOR PROVISION OF FINANCIAL ASSISTANCE (R2006 2679; dated December 5, 2006 and R2008-1617: dated September 23, 2008) made and entered into at West Palm Beach Florida, on this _____ day of _____, 2009 by and between PALM BEACH COUNTY, a political subdivision of the State of Florida hereinafter referred to as "COUNTY" and Langton Associates, Inc. hereinafter referred to as Langton Associates, a corporation, entitled to do business in the State of Florida, whose address is 118 West Adams Street, Suite 700, Jacksonville, Florida 32202.

WITNESSETH:

WHEREAS, Langton Associates has partnered with the County to facilitate the development and implementation of a strategic plan to end homelessness; whereas the need exists to amend the contract to extend the contract for one additional year.

NOW THEREFORE, the above named parties hereby mutually agree that the Contract entered into on September 23, 2008 is hereby amended as follows:

- I. Exhibit "A" is hereby replaced by "A-1" attached hereto and made a part thereof.
- II. Exhibit "B" is hereby replaced by "B-1" attached hereto and made a part thereof.
- III. Article 3 is hereby amended to read, an amount not to exceed Forty-Four Thousand Dollars (\$44,000)

OTHER PROVISIONS

All provisions in the Contract or exhibits to the Contract in conflict with this Second 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 CONSULTANT 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: _____
Chair

WITNESS:

CONSULTANT:

Kristen L. Bennett
Signature

Langton Associates, Inc.
AGENCY's Name Typed

Kristen L. Bennett
Name Typed

BY: [Signature]
Signature

Michael Langton
AGENCY's Signatory Name Typed

President
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: [Signature]
Channell Wilkins, Director



Scope of Work - Homeless Advisory Board Consultant Support

The following tasks and activities outline the role of Langton Associates in Year Four of its contract with Palm Beach County for services related to the facilitation of the Palm Beach County Homeless Advisory Board and Ten-Year Plan to End Homelessness in Palm Beach County.

Tasks:

1. Continued Facilitation of Homeless Advisory Board.

Related activities to include:

- a. Facilitate quarterly meetings of the full Homeless Advisory Board.
- b. Facilitate and assist with the recruitment of new Board members in the event of vacancies focusing on key target stakeholders.
- c. Facilitate communication between all Board members, County staff and consultants.

2. Staffing of Four of the Seven Homeless Advisory Board Committees:

- Community Outreach and Public Awareness Committee
- Funding Committee
- Policy and Legislation Committee
- Strategic Planning Committee

And Staffing Assistance to the Remaining Three Committees (Staffed by County Staff):

- Facilities Committee
- Housing Committee
- Program Planning Committee

Related activities to include:

- a. Continue membership recruitment for each Committee, to include appropriate number of representatives from both the Homeless Advisory Board and the community at-large. Diversity of membership (gender, race, geography, area of expertise) will also be addressed.
- b. Identify and solidify commitments from individuals to serve in leadership positions within each Committee, if and when vacancies occur.
- c. Maintain schedule of meetings for Committee structure.
- d. In conjunction with County staff, provide administrative staffing for each Committee.

- e. Facilitate the establishment of a set of aggressive, yet realistic second year implementation goals for each Committee, correlating with the Action Steps outlined in the Ten-Year Plan to End Homelessness.
- f. In conjunction with County staff, facilitate the implementation of tasks associated with the established second year goals.
- g. Expand on research provided to Funding and Strategic Planning Committees on dedicated funding options/strategies. Conduct additional research on dedicated funding sources for homeless services utilized in other jurisdictions and present research to Funding and Strategic Planning Committees.

3. *Oversee Implementation of the Action Steps to Address the Identified Goals:*

Related activities to include:

- a. Monitor timeframes for accomplishment.
- b. Ensure involvement of proposed partners and enhance as needed.
- c. Review ongoing performance and assist with transitions for ongoing implementation.
- d. Prepare documents to report achievement of Action Steps.

4. *Assist in Transition to Locally Managed Governance of Ten-Year Plan*

Related activities to include:

- a. Assist in the development of job specifications, and in the recruitment and review of candidates for a Senior Planner staff position directly responsible for operational implementation of the Ten-Year Plan.
- b. Assist staff in the identification of funding prospects, and solicitation of funds for staff support for the first 12-24 months of the Ten-Year Plan implementation.
- c. Provide training and assist in the effective transition of Langton Associates responsibilities to new hire(s) for Year Four of the facilitation of the Palm Beach County Homeless Advisory Board and Ten-Year Plan to End Homelessness in Palm Beach County.

5. *Engage the Community to Respond to Changes in Federal Regulations Impacting Homeless Services*

Related activities to include:

- a. Facilitate a Public Forum regarding the HEARTH Act to educate the community regarding the changes in the McKinney-Vento Homeless Assistance Act.
- b. Facilitate discussion of the Continuum of Care planning process.
- c. Facilitate discussion of Fiscal/Administrative Oversight of HEARTH Act funds.
- d. Facilitate community approval on Collaborative Applicant for Continuum of Care and Unified Funding Agency of HEARTH Act funds.

Langton Associates proposes to perform the above tasks and activities from October 1, 2009 through September 30, 2010 for a total fee of \$44,000.

SCHEDULE OF PAYMENTS

Payments during the term of the contract shall be made to the CONSULTANT on a monthly basis upon submission by the basis upon submission to the CONSULTANT an appropriate invoice and monthly activity report. Compensation for the work tasks state herein shall be in accordance with the following Schedule of Payments:

Month	Payment	Total Cost to Date
10/2009	3,666.67	3,666.67
11/2009	3,666.67	7,333.34
12/2009	3,666.67	11,000.01
01/2010	3,666.67	14,666.68
02/2010	3,666.67	18,333.35
03/2010	3,666.67	22,000.02
04/2010	3,666.67	25,666.69
05/2010	3,666.67	29,333.36
06/2010	3,666.66	33,000.02
07/2010	3,666.66	36,666.68
08/2010	3,666.66	40,333.34
09/2010	2,666.66	43,000.00
Facilitation of Public Forum	1000.00	44,000.00