

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

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Meeting Date:  April 1, 2014           [X]  Consent  [ ]  Regular
                                           [ ]  Ordinance [ ]  Public Hearing

Department
Submitted By:   Community Services
Submitted For:  Human Services Division
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I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to:

- A) ratify signature of the Mayor on the 2014 Florida Department of Children and Families #LPZ11 Homeless Prevention Grant Application for the period not to exceed June 30, 2014, in the amount of \$40,000 for homeless prevention services for families;
- B) delegate signature authority to the County Administrator, or his designee, to sign the 2014 Florida Department of Children and Families #LPZ11 Homeless Prevention Grant Contract;
- C) delegate signature authority to the County Administrator, or his designee, to sign the subcontract with Adopt-A-Family of the Palm Beaches, Inc. (AAF), for a period not to exceed June 30, 2014, in an amount of \$40,000 for homeless prevention services; and
- D) approve budget amendment of \$40,000 in the General Fund to establish the grant budget.

Summary: In 2013, the Florida Legislature created the Homeless Prevention Grant program to provide emergency financial assistance to families facing the loss of their housing due to a financial crisis. In accordance with Section 420.624, Florida Statutes, the grant application must be submitted by the Lead Agency for the Continuum of Care. The Human Services Division serves in this capacity for Palm Beach County. If awarded the grant, the funding will be sub-contracted with AAF to provide financial assistance, such as rental and utility assistance for 20 families. In order to align this award to the County budget, an amendment will be needed to recognize the funding in the newly created Homeless Prevention unit within the General Fund. All funds must be expended no later than June 30, 2014. No County match funds are required. (Human Services) Countywide (TKF)

Background and Justification: Since 2006, the Division has acted as the lead agency for the local Continuum of Care. The Homeless Prevention Grant Application is funded though Federal Temporary Assistance for Needy Families (TANF) funding. This is the first year since the Homeless Prevention Grant was created by the Florida Legislature that the Department of Children and Families has released a Request for Proposal (RFP). The RFP was released on January 29, 2014 with instructions to return it by February 17, 2014. The emergency signature process was utilized because there was insufficient time to submit the application by the due date. The County serves as a pass thru for these grant funds.

- Attachments:**
1. Grant application
 2. Budget Amendment

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Recommended By: [Signature] 3/26/14
                  Department Director      Date

Approved By: [Signature] 3/28/14
               Assistant County Administrator      Date

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II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2014	2015	2016	2017	2018
Capital Expenditures					
Operating Costs	40,000				
External Revenue	(40,000)				
Program Income					
In-Kind Match (County)					
NET FISCAL IMPACT	0				

# ADDITIONAL FTE POSITIONS (Cumulative)					

Is Item Included In Current Budget: Yes _____ No X

Budget Account No.:

Fund 0001 Dept. 148 Unit 1355 Obj. 3401 Program Code ___ Program Period: ___

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

Funding source is the Department of Children and Families

C. Departmental Fiscal Review: _____

Taruna Malhotra, Director, Financial & Support Svcs.

III. REVIEW COMMENTS

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

The budget is being amended with the application due to the spending deadline of June 30, 2014. Funds will not be sent to Adopt-A-Family until after the notice of award has been received.

[Signature]
 OFMB *sc* *3/20* *3/21* *3/24* *ce*

[Signature] *3/26/14*
 Contract Development and Control
3-25-14

B. Legal Sufficiency:

[Signature] *3/26/14*
 Chief Assistant County Attorney

C. Other Department Review:

 Department Director

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



MEMORANDUM

Department of Community Services
Division of Human
and Veteran Services
810 Datura Street, Suite 350
West Palm Beach, FL 33401-5211
(561) 355-4775
FAX: (561) 355-4801
www.pbcgov.com

TO: Priscilla A. Taylor, Mayor
Board of County Commissioners
THRU: Robert Weisman, County Administrator
Board of County Commissioners
THRU: Jon Van Arnam, Assistant County Administrator
Board of County Commissioners
FROM: Channell Wilkins, Director
Community Services Department
DATE: February 11, 2014

RE: 2014 DCF Homeless Prevention Grant Application #LPZ11

Pursuant to Section 309 of the Administrative Code, your signature is needed on the 2014 DCF Homeless Prevention Grant Application #LPZ11. This application totals \$40,000 for homeless prevention services for families to include rent and utility assistance for a period up to June 30, 2014. As per the grant requirement (Page 2), the Division of Human Services, serving as the Lead Agency must apply for the funds. No match is required for this grant. This is a new grant applied for by the County with Adopt a Family of the Palm Beaches, Inc. (AAF) listed as sub-grantee.

Upon receipt of the funds, a subcontract will be executed with Adopt-A-Family to provide the homeless prevention services for homeless families.

The Homeless Prevention Grant Request for Application was released on January 29, 2014 with instructions to return it by February 17, 2014. The emergency signature process is being utilized because there is not sufficient time to submit the application through the regular BCC agenda process. Staff will submit this item and the Budget Amendment at the Board's April 1, 2014 Commission Agenda.

If additional information is needed, please contact Claudia Tuck, at (561) 355-4775.

Signature: Tuck
Director, Financial & Support Services

Chief Assistant County Attorney
Assistant County Administrator

Attachments: Three (3) copies of DCF Homeless Prevention Grant Application
Certification of Regarding Lobbying form
Applicant Certification

Palm Beach County
Board of County
Commissioners
Priscilla A. Taylor, Mayor
Paulette Burdick, Vice Mayor
Hal R. Valeche
Shelley Vana
Steven L. Abrams
Mary Lou Berger
Jess R. Santamaria
County Administrator
Robert Weisman

"An Equal Opportunity
Affirmative Action Employer"





ADOPT-A-FAMILY of the Palm Beaches, Inc.

Leaders in helping families help themselves.

RE: Transmittal Letter

Adopt-A-Family of the Palm Beaches, Inc. is respectfully requesting \$40,000 from the Homelessness Prevention Grant.

The requested funds will be utilized by the Housing Stabilization Program, a homelessness prevention program that serves families in Palm Beach County who are at risk of becoming homeless. The Housing Stabilization Program provides case management for families that fall behind in rent or mortgage payments and need a temporary intervention in order to sustain their housing. The Housing Stabilization Program will utilize the following eligible grant activities: payments of up to four months of past due rent, mortgage, and utilities.

It is estimated that this funding will allow the Housing Stabilization Program to assist 20 eligible families in avoiding an episode of homelessness.

Adopt-A-Family has identified Matthew Constantine as the designated Single Point of Contact for this application. Matthew Constantine's contact information is listed below.

Respectfully Submitted,

Matthew Constantine, LCSW

Active CEO

Phone: 561- 253-1361 extension 104

Fax: 561-253-1370

E-mail: mconstantine@adoptafamilypbc.org

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1712 Second Avenue North, Lake Worth, FL 33460-3210
Phone: (561) 253-1361 Fax: (561) 253-1370
www.adoptafamilypbc.org



Please consider Adopt-A-Family in your will, and be sure to let us know.

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Application Content

1. Applicant's name: Palm Beach County Board of County Commissioners
Applicant's tax identification number: 596000785

2. Applicant's DUNS number: 078470481

3. Mailing Address: 301 North Olive Avenue
West Palm Beach, FL 33401

4. Grant-funded services will be carried out by sub-grantee:

Adopt-A-Family of the Palm Beaches, Inc.

Sub-Grantee tax identification number: 592471253

Sub-Grantee Address: 1712 2nd Avenue North
Lake Worth, Fl. 33460

5. Sub-Grantee's last completed fiscal year covered the period from October 1, 2012 – September 30, 2013. During the last completed fiscal year, the Housing Stabilization Program operated with a total budget of \$2,101,844.

6. Sources of Sub-Grantee revenue received:

Grantor Agency: Palm Beach County

Grant Program Name: Financially Assisted Agencies

Amount of Award: \$1,637,087

Grantor Agency: Palm Beach County

Grant Program Name: CDBG and ESGP

Amount of Award: \$93,777

Grantor Agency: United Way

Grant Program Name: United Way of Palm Beach County

Amount of Award: \$127,718

Grantor Agency: United Way

Grant Program Name: United Way Town of Palm Beach

Amount of Award: \$87,000

Grantor Agency: United Way

Grant Program Name: Other United Way

Amount of Award: \$25,000

Gerstner Family Foundation

Amount of Award: \$96,262

In-Kind Donations: \$35,000

7. Sub-grantee's point-of-contact: Matthew Constantine, LCSW

mconstantine@adoptafamilypbc.org (561) 253-1361 ext. 104

Project Narrative

Adopt-A-Family's mission is to restore families in crisis to stability and self-sufficiency by providing access to all-encompassing services for families and their children. The agency's purpose is to assist families in Palm Beach County that are homeless and families at risk of becoming homeless by providing physical housing units, rental/utility assistance, and supportive services. Adopt-A-Family provides services to literally homeless families at the Senator Phillip D. Lewis Center located at 1000 45th Street West Palm Beach, FL 33407. Homeless prevention services are managed through the Housing Stabilization Program at the agency's main office.

The Housing Stabilization Program (hereafter referred to as HSP) is a homelessness prevention program that serves families who are at risk of becoming homeless. HSP targets families that fall behind in rent and need a temporary intervention in order to sustain their housing. HSP also serves families that are unstably housed due to overcrowding or otherwise unsafe situations and need assistance with move-in costs in order to relocate. Short-term financial assistance is provided in order to help families overcome their immediate financial crisis and regain self-sufficiency. HSP places a great deal of importance on case management and rapport building with families served. A high percentage of the families that request prevention services have a number of underlying issues that present barriers to housing stability. These underlying issues and barriers tend to be complex and often times cannot be addressed solely with financial intervention. The case management services offered in HSP focus on supportive counseling and improving financial literacy skills in order to help families address issues that may prevent them from maintaining (or obtaining) stable housing. HSP is designed to empower families by providing the interventions necessary for them to become stably housed. HSP is designed to provide homeless prevention services; as a result, families considered literally homeless per HUD guidelines are ineligible for assistance.

Adopt-A-Family receives applications for the program via telephone calls to the agency. Families can be deemed ineligible during their initial phone call to the agency if they are literally homeless or if they have no income to be able to sustain their housing. Families that are deemed ineligible are referred to other community resources as necessary. All potentially eligible families will receive a phone call from a HSP case worker (known as a Family Advocate) within 72 hours in order to complete an initial assessment. The purpose of the initial assessment is for the Family Advocate to obtain a brief description of the family's current circumstances. The initial assessment also provides an overview of the family's resources and expenses and identifies avenues they have tried to ameliorate their financial crisis. Once the initial assessment is completed, the Family Advocate informs the applicant that their information will be reviewed with the Program Manager within 48 hours. If the family meets preliminary qualifications based on income and at risk housing status, the Family Advocate will schedule an intake appointment (the intake appointment will be explained in further detail during the discussion on eligibility requirements).

This grant will assist HSP in providing services to families at risk of becoming homeless. The eligible grant funded activities to be provided by HSP are past due rent or mortgage payments and past due utility payments. Specific housing costs to be covered by the direct financial assistance are payment of up to four months of past due rent, utilities, or mortgage payments (not to include late fees) for eligible families.

Family eligibility is determined at the intake appointment. At the intake appointment, the Family Advocate will obtain more information about the family's circumstances and needs. Documentation of income and proof of housing status will be collected at the intake appointment. Proof of income consists of 4-6 weeks of pay stubs, documented Child Support Payments, documented SSI/SSDI benefits, etc. Proof of housing status must include an itemized list of charges owed for rent or mortgage, a 3-day notice, a stipulated agreement from a court ordered notice of eviction, and/or utility bill(s). Families complete a budget and a Family Action Plan with the Family Advocate during the intake. The Family Action Plan is a case plan comprised of mutually agreed upon goals that will aid the family in maintaining housing stability. The plan also details the amount and type of financial assistance the agency will provide. Family Advocates address the need for ancillary services and make referrals to community partners during the intake and throughout the duration of the case. After the intake, the case is again reviewed with the Program Manager to review the documentation provided and officially determine the family's eligibility for HSP.

In order to qualify for services from HSP, families must meet specific eligibility requirements. Families must reside in Palm Beach County. Families must have minor children in their custody. A minor child is defined as a child under the age of 18, or a dependent, full-time student up to age 19. Families must be at *imminent risk* of becoming homeless; per HSP guidelines, this means that families must either: have a 3-Day Notice or a court ordered notice of eviction; provide proof that they are living in unsafe conditions and have no means to obtain alternative housing; or provide proof that they had a sudden and unexpected loss of income and need assistance to relocate to more affordable housing. Families will be served in the order in which their request for services is received. In order to ensure that families have the ability to sustain their housing after agency assistance, families must provide proof of having stable income. HSP guidelines stipulate that a family's gross yearly income must fall between 30% - 50% of the Area Median Income (ex. the gross yearly income for a family of four must fall between \$20,610 and \$34,350). In addition to meeting income guidelines, families must express a willingness to participate in case management services, including (but not limited to): budgeting, developing a Family Action Plan which encompasses mutually agreed upon goals for the family, home visits as necessary, and referrals for ancillary services (i.e. mental health counseling, substance abuse treatment, credit counseling, etc.). This documentation is required at the intake assessment in order to determine eligibility for the program.

Based on the award respectfully requested through this grant submission, HSP anticipates helping 20 families avoid an episode of homelessness. Families are eligible to apply and receive assistance from HSP once every two years. Once a family has been approved for HSP, they are assigned a Family Advocate that will provide case management services and limited financial assistance for 3-6 months based on the family's need. During the course of agency intervention, families can be assisted with up to four months of past due rent/mortgage/utilities through the Homelessness Prevention Grant. In addition, families that provide documentation of ongoing need can potentially receive up to 2 months of present rent, mortgage, or utility payments through additional funding streams. Once a family's case is closed, no additional assistance can be provided by the agency for two full calendar years.

The maximum level of direct financial assistance to be provided to an eligible household under the grant award is \$2,500. The estimated average cost of paying no more than four months of past due rent, past due mortgage payments, or past due utilities per family served in the program is \$3,200. Other funding streams will be used as needed to leverage the amount needed to prevent homelessness. Per HSP guidelines, a family is considered stably housed once they are current on rent/mortgage and utilities (water, electricity, and/or gas). The funding requested should prove sufficient in preventing an episode of homelessness for the eligible families served.

Families that do not meet the HSP eligibility criteria clearly outlined in the program manual are deemed ineligible for assistance. Families that want to appeal the decision and ask for reconsideration are instructed to contact the Program Manager to discuss their case. If the issue still cannot be resolved, families are given the opportunity to appeal the decision in writing by completing a grievance form that is provided to the agency's Deputy Director. The Deputy Director reviews the situation and the client will be given a final determination on the decision within 2 weeks. Families that are denied assistance are encouraged to seek support from other agencies in the community.

The Homeless Management Information System (HMIS) is used by all agencies in the Palm Beach County Continuum of Care that provide services to the homeless population. Though HSP is a homelessness prevention program, HMIS plays an active role in service provision. Before a client is approved for services from HSP, Family Advocates search the HMIS database to ascertain data concerning the client's housing history. This information proves very helpful when developing a Family Action Plan with goals pertaining to housing stability. In addition, this information may preclude program eligibility as program guidelines indicate that families that have received rental assistance in the past year are ineligible for assistance. All financial assistance provided to families during the course of agency involvement must be entered into the HMIS database. This ensures that agencies across the county have accurate data, improving the ability to track client outcomes.

Collecting longitudinal data will ensure that the homeless prevention program is accomplishing the desired outcome. A family will be considered successful in maintaining stable housing if

they have no instances of homelessness twelve months after the date of initial financial assistance. HSP staff will conduct follow up phone calls with clients once a month for twelve months after the date of initial financial assistance. During those follow up phone calls, staff will determine if the family is stably housed. If the client that was assisted cannot be reached, a collateral source such as the landlord or the emergency contact listed in the case file will be reached. HSP staff will also check the HMIS database to determine if the family has experienced an episode of homelessness within twelve months of agency intervention. Families will be considered unsuccessful in regards to maintaining stable housing if they have been evicted or have otherwise entered the homeless system in Palm Beach County at any time during the twelve month period.

HSP staff members are dedicated to furthering the agency's mission of providing services to restore families in crisis to stability and self-sufficiency. Families at risk of becoming homeless are provided with financial assistance in the form of past due rent, mortgage, or utility payments in order to address their immediate financial crisis. Equally as important, however, is the case management provided to ensure that families are linked to the services needed to help them maintain stability. Adopt-A-Family is able to offer a number of services on site with the help of community partners, including (but not limited to): financial fitness classes, resume building workshops, informational sessions on the Affordable Health Care Act and nutrition, and parenting classes. Agency personnel are fully aware that the services offered through the agency are not all-encompassing, thus families may be in need of additional services and benefits. Family Advocates are familiar with agencies in the community that offer educational programming, budgeting assistance, credit repair, mental health services, substance abuse counseling, job search assistance, and a host of other resources that are extremely beneficial to the families served. Family Advocates attend trainings and networking opportunities throughout the year in order to solidify working relationships with community partners and to become familiar with new resources. Family Advocates work to connect families with mainstream benefits such as food stamps and Medicaid. In addition, Family Advocates refer families to other agencies if they have exhausted the financial benefits allotted through the program but are still in need of financial assistance. Family Advocates ensure that families are connected to ancillary services during the course of the case, and teach families how to access resources in case assistance is needed in the future. Housing stability is best attained through combined use of financial assistance, service provision, and referrals for additional resources and benefits. Receipt of this grant will allow Adopt-A-Family to continue its efforts in preventing families from becoming homeless.

Competitive Preference Criteria

Appendix I – Application Scoring Criteria

Statutory Preference: Leverage additional private and public funds.

a. Document the source(s) and amount of public and private funding committed to the prevention program on the grant budget in Appendix IV, and the budget narrative to certify the binding commitment of these other funds.

Ratio of Public and Private \$ to Department Grant Request		Other \$
		Committed
		Grant
Palm Beach County FAA - \$206,000		\$ <u>632,553</u>
		Request
		\$ <u>40,000</u>
United Way of Palm Beach County - \$127,718		
Town of Palm Beach United Way - \$58,713		
United Way of Palm Beach County Pension Fund - \$40,000		
Private Foundations - \$151,346		
Private Contributions - \$36,776		
Private In Kind Contributions - \$12,000		

<u>Score</u>	<u>Leverage Ratio</u>	<u>Ratio:</u>
<u>3</u>	Public to Private Funding	2.16 : 1
<u>3</u>	Other \$ Committed Per \$1.00 of Grant Funding Requested	15.81 : 1

- 0 No other public or private money committed
- 1 Ratio less than 1:1
- 2 Ratio more than 1:1 but less than 2:1
- 3 Ratio over 2:1

Score Claimed: 6

Statutory Preference: Effectiveness in Keeping Families Housed

b. Describe method used to capture the housing stability outcome and data available for the program year ending December 31, 2012.

Currently, HSP tracks client outcomes at the following intervals: 6 months after the date of initial financial assistance, and 1 year after the date of initial financial assistance. The purpose of tracking clients at the specified time frames is to determine whether or not clients have remained stably housed following agency intervention. Current program outcomes indicate that 75% of families at risk of becoming homeless will remain stably housed for a period of 6 months. In order to monitor long term efficacy of program services, clients are tracked at the one year mark as well. The data attached to this tab shows results of clients tracked one year following their date of initial financial assistance. Please see the supporting documentation outlined on pages 11-14.

Provide data on the clients served in calendar year 2012 on success in staying in their housing 12 months after the last program assistance was provided. Attach the data report, clearly citing the source of the data and report.

# Clients Served in 2012:	<u>54</u>	Remain Housed after 12 months:	<u>45</u>		<u>83%</u>	Remained Housed after 12 months
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Score Data on Housing Stability

- 0 No data was reported on clients assisted in Calendar Year 2012.

- 1 Less than 35% of the clients assisted remained in their permanent housing after 12 months.

- 2 More than 35% but less than 80% of the clients assisted remained in their permanent housing after 12 months.

- 3 More than 80% of the clients assisted were still in their permanent housing 12 months after the last program assistance was provided.

Score Claimed: 3

Method Used for Data Collection:

The program manager obtained a spreadsheet from the finance department that lists all clients that received financial assistance in the specified time frame. Family Advocates pulled case files and called the last known number for the client. If the client could not be reached, the Emergency Contact listed in the file would be the next attempt. If the Emergency Contact was unavailable or could not provide any information on the client's housing status, Family Advocates would contact the client's landlord listed on the lease in the client's file. Additionally, all clients were searched on the HMIS database to determine if they entered the homeless system in Palm Beach County.

**One year follow ups:
Report 1**

	Client Name	Amount	Purpose	#Adults	#Children	Episode of Homelessness Avoided?	Information Source
7/6/2012	McKenzie, Jacqueline	132.51	Utility Payment	1	1	Yes	Client
7/10/2012	Tiera Knowles	600.00	Rent Payment	1	2	Yes	Client
7/11/2012	Denise Murray	425.00	Security Payment	2	4	Yes	Client
7/11/2012	Linda Morris	1,300.00	Rent Payment	2	2	Yes	Emergency Contact
7/11/2012	Tonya Harrison	500.00	Security Payment	2	1	Yes	Landlord
7/11/2012	Georgette White	675.00	Security Payment	1	1	Yes	Emergency Contact
7/11/2012	Nathaniel Gaynus	497.50	Security Payment	1	1	No	Client
7/11/2012	Hervin Reid	1,500.00	Rent Payment	1	2	Unknown	Attempted Contacts: Client Landlord Emergency Contact CMIS
7/25/2012	Latasha Mitchell	894.00	Rent Payment	1	2	Yes	Client
7/25/2012	Elisha Guffey	265.00	Utility Payment	2	1	No	Client
7/25/2012	Darrin Virgil	315.00	Utility Payment	2	1	No	Client
7/25/2012	Sophia Hobbs	1,484.00	Rent Payment	1	1	Yes	Client
7/25/2012	Lori Terminello	900.00	Rent Payment	2	3	Yes	Client
7/25/2012	Ameneh Alizadeh	895.00	Rent Payment	2	3	Yes	CMIS
7/25/2012	Latasha Reed	1,120.00	Rent Payment	3	1	Yes	Landlord

7/25/2012	Ketline Oscar	600.00	Rent Payment	1	1	Yes	Client
7/25/2012	Erica King	373.69	Utility Payment	1	4	Yes	Client
7/25/2012	Alisia Wright	613.00	Rent Payment	1	1	Yes	Client
7/25/2012	Erica King	1,000.00	Rent Payment	1	4	Yes	Client
7/25/2012	Khyrian Pope	900.00	Security Payment	1	1	Yes	Client
7/26/2012	Latoya Bush	1,450.00	Security Payment	1	4	Yes	Client
7/26/2012	Alfonso Stanley	900.00	Security Payment	2	4	Yes	Client CMIS
8/1/2012	Jhinel Krupa	918.00	Rent Payment	1	0	Yes	Emergency Contact CMIS
8/1/2012	Andrea Becerra	1,180.00	Rent Payment	2	3	Yes	Client
8/1/2012	Shanita Johnson	675.00	Rent Payment	1	1	Yes	Emergency Contact
8/1/2012	Wanda Montero	1,300.00	Rent & Security Dep	2	1	Yes	Client
8/1/2012	Annette Paul	1,000.00	First month Rent	1	3	Yes	Client
8/1/2012	Linda Martinez	850.00	Past due Rent	1	2	Yes	Client
8/1/2012	Keambria Warren	1,240.00	Rent Payment	1	1	Yes	Client
8/1/2012	Margaret Gissome	775.00	Rent Payment	1	1	No	Emergency Contact
8/1/2012	Jullian Henry	940.00	Car Repair	2	5	Yes	Client
8/7/2012	Desvarieux, Francesca	1,600.00	Rent Payment	1	2	Yes	Client
8/7/2012	Brown, Joanne	428.59	Rent Payment	1	2	Yes	Client
9/10/2012	Etzer Evenou	1,200.00	Past due Rent	1	2	Yes	CMIS

One year follow ups:

Report 2

	Client Name	Amount	Purpose	#Adults	#Children	Episode of Homelessness Avoided?	Information Source
10/31/2012	Patre Davis Brown	463.90	Utility Payment	1	3	yes	Client
10/31/2012	Regina Bunch	319.88 675	Utility Payment Rent Payment	1	2	No – client evicted	Client
10/31/2012	Lakeitha Babb	556.00	Utility Payment	1	2	yes	Client
10/31/2012	Natasha Brown	381.00	Utility Payment	1	3	yes	Client
10/31/2012	Yoleine Michel	95.80	Utility Payment	1	4	yes	CMIS
10/31/2012	Lisa Butcher	1,900.00	Security Payment	1	1	No – client evicted	Landlord
10/31/2012	Kristin Jones	900.00	Security Payment	1	3	yes	Client
11/8/2012	Jonathon Hill	750.00	Partial Sec Dep	2	0	unknown	Attempted Contacts: Client Landlord Emergency Contact CMIS
11/8/2012	Leiann Dodd	1,000.00	Rent	1	1	yes	Client
11/8/2012	Shatara Biddines	1,600.00	Rental Assistance	2	1	yes	Client

		1,000.00	Rent Payment				Client
11/8/2012	Margaret Thompson	650.86	Utilities	3	5	yes	
11/15/2012	Tamika Igwenagu	234.00	Util payment	1	3	yes	Client
		237.39	Util payment			yes	Emergency Contact
11/15/2012	Marc & Lisa Goodman	387.49	Util payment	2	4		
11/19/2012	Christine Palmer	431.96	Util payment	1	2	yes	Client
11/27/2012	Dyema Robinson	1,300.00	Rental Assistance	1	1	yes	Client
12/11/2012	Sandra Williams	1,638.00	Rental Assistance	1	4	yes	CMIS
		725.00	Rental Assistance			unknown	Attempted Contacts: Client Landlord Emergency Contact CMIS
12/11/2012	Emanule Hillaire	113.91	Utility Payment	2	3		
12/11/2012	Roshundra Hibbert	750.00	Rental Assistance	2	4	yes	Client
12/13/2012	Rhonda Kerr	1,695.77	Rental Assistance	1	3	yes	Client
12/20/2012	Deborah Stewart	1,345.00	Rental Assistance	2	3	yes	Landlord



ADOPT-A-FAMILY of the Palm Beaches, Inc.

Leaders in helping families help themselves.

RE: Commitment of Other Assistance to the Family Receiving Help

Adopt-A-Family certifies that the agency has established working relationships with the following community partners in order to assist families with the ancillary services needed to improve housing stability.

c. Statutory Preference: Commitment of Other Assistance to the Family Receiving Help

Agency Name	Type of Service
Workforce Alliance	a. Local workforce board for job training and placements
Gulfstream Goodwill	b. Business committed to hire adults in assisted family
Genesis House	c. Provides health care to assisted families
Parent Child Center	d. Provides mental health treatment
Gratitude House	e. Provide substance abuse treatment for addiction issues
Palm Beach County School District	f. Ensures children will continue to access education services
Early Learning Coalition of Palm Beach County	g. Early learning programs for preschool children
Family Central	h. Provide Head Start or day care for children

Matthew Constantine

Matthew Constantine, LCSW
Active CEO
Authorized Agency Official

2/10/14

Date



1712 Second Avenue North, Lake Worth, FL 33460-3210
Phone: (561) 253-1361 Fax: (561) 253-1370
www.adoptafamilypbc.org



Please consider Adopt-A-Family in your will, and be sure to let us know.

Statutory Preference: Commitment of Other Assistance (Scoring)

<u>Score</u>	<u>Number of Established Working Relationships</u>
0	No established working relationships
1	1 to 3 established working relationships
2	4 to 6 established working relationships
3	7 to 9 established working relationships

Score Claimed: 12
(a, b, and c)

Total Score Claimed: 12

In the event of two or more applicants having the same total score, the applicant with the highest ratio of other public and private funding to the grant request will be ranked higher.

Applicant Certification

The responses to the above scoring criteria are true and accurate:

Priscilla A. Taylor, Mayor
Name of Authorized Officer

2-13-2014
Date

Priscilla Burdick
Signature Vice Mayor

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

Attach all documents immediately following this certification.

BY: [Signature]
Chief Assistant County Attorney

Budget Proposal, Match and Explanation

Appendix II – Budget Form

Homelessness Prevention Grant Budget for FY2013 - 14

<u>Eligible Activity</u>	<u>Grant \$</u>	<u>Leveraged \$</u>
1. Past due rent or mortgage assistance	\$ 29,200	\$ 257,776
2. Past due utility payments (electric, gas, water, sewer only)	\$ 9,600	\$ 52,797
3. Case management		
a. Salaries and benefits Number of FTE's <u> 4 </u>	\$ 0	\$ 248,672
b. Operating expenses	\$ 0	\$ 18,950
4. Grant Administration (Maximum = 3% of total award)	\$ 1200	\$ 54,358
TOTAL	\$ 40,000	\$ 596,500

Attach budget narrative to support the request, and document the commitment of leveraged dollars from private and other public sources.

Grant expenditures must be obligated by June 30, 2014.

Budget Narrative

Adopt-A-Family of the Palm Beaches, Inc's overall Agency budget for the Fiscal year of July 2013- June 2014 approximates \$5,570,000. Of this amount, the Housing Stabilization Program constitutes 11% or \$632,500. There are eight other direct programs the Agency administers and operates totaling 73% of the Agency budget. The remaining 16% of the budget is categorized as Administrative, Development and Fundraising, allocated as 5%, 5% and 6% respectively.

Public funding for the entire Agency totals \$3,187,000, all of which has been committed to the Agency through grants, contracts or other such committals.

Private funding for the entire Agency totals \$1,668,267, of which 65% has been committed and/or received as of December 31, 2013. The remaining 35% projected and uncommitted are intended to be raised via planned fundraising events, private contribution and private foundations.

Program revenue combined with In-Kind donations for the entire Agency totals \$715,000 or 13% of the Agency budget, of which the Agency has received \$387,600 or 54% as of December 31, 2013.

The Agency provides additional services in addition to Homeless Prevention. Those services are detailed below:

Project GROW- Public Funding, Tuition, Private Funding: Project GROW is the agency's licensed afterschool/out-of-school program serving children ages five to twelve. Most children attending are formerly homeless and reside in one of the agency's housing programs. The program is customized to meet the unique needs of formerly homeless children and focuses on building the children's social, emotional, and educational skills.

A Place Called Home (A.P.C.H.) – Public Funding, Rental Income, Private Funding: A Place Called Home is a permanent supportive housing program for homeless families funded by the U.S. Department of Housing and Urban Development (HUD). The program offers scattered site housing in Lake Worth to homeless families living with a disability. The program offers intensive case management and supportive services to all residents.

Bridges to Success – Public Funding: Bridges to Success is a permanent supportive housing program for homeless families funded by HUD. The program offers scattered site housing in western Palm Beach County to homeless families living with a disability. The program offers intensive case management and supportive services to all residents and is one of the only options for homeless families residing in Belle Glade, Pahokee, and others areas in western Palm Beach County. This is a collaborative program with other not-for-profit agencies for residents in Palm Beach County.

Project S.A.F.E. (Stable, Able, Family Environment)- Public Funding, Rental Income, Private Funding: Project SAFE is a permanent supportive housing program for homeless families funded by HUD. The program consists of 32 units of agency-owned housing and is currently the largest

permanent housing program for homeless families in Palm Beach County. The program offers intensive case management and supportive services to all residents.

Service Enriched Housing (S.E.H.) – Public Funding, Rental Income, Private Funding: The Service Enriched Housing program offers housing to low-income families who are on the path to home ownership. The program consists of 28 two-bedroom apartment units located adjacent to the Family Resource Center. Rent is based on 30% of the family's income. The Agency captures the first \$500 as the base rent, all additional funds are placed in escrow and are used for credit repair, home ownership activities, and general wealth building.

Senator Philip D. Lewis Homeless Resource Center (HRC) – Public Funding: The Agency is a partner agency of Palm Beach County's homeless resource center (HRC) opened in 2012. The HRC serves as Palm Beach County's "front door" for access to homeless services. The Agency operates the family division and provides homeless families with assessments, case management, health care, access to mainstream resources, vital shelter and housing services, and permanent housing.

Neighborhood Stabilization Program 2 (NSP2) – Public Funding, Rental Income: The Agency, in partnership with the Lake Worth Community Redevelopment Agency (CRA), was one of 56 awardees in 2010 to be awarded funding through HUD's NSP2 funding competition. The goal of the program is to stabilize neighborhoods through the acquisition and rehabilitation of foreclosed properties. The Agency rehabbed and constructed a total of forty-one housing units in the City of Lake Worth as a result of this opportunity. As of June 30, 2013, a total of seventeen units were sold to income-qualified households, while two units remained available for sale, and twenty-four units were retained by the Agency to be used as rental properties for low-income families.

Community Land Trust Program/Wiley Reynolds Apartments – Rental Income, Private Funding: The Agency's Community Land Trust Program combined with the Agency's Wiley Reynolds Apartments provides affordable home ownership and rental opportunities to income qualified households. Home ownership opportunities use a land lease model in which the Agency retains ownership of the land while the purchaser owns the improvements. This permits the improvements to be sold at a reduced rate. Rental opportunities primarily consist of the nine-unit Wiley Reynolds Gardens apartments. The units were constructed in 2008 and offer low-income and homeless families housing that is priced below 50% of the fair market rent rates.

Key Executive Staff:

Matt Constantine, Active CEO

Dana Perez, CFO

Chere Brodi, Director of Development

Joan Kieffer, Director of Clinical Services

TOTAL AGENCY BUDGET BY PROGRAM

PROGRAM NAME	Items	TOTAL HSP
1. Funds from Government Sources		
	1a. Palm Beach County FAA & HRC	206,000
	1b. Family Central	
	1c. Federal HUD & Fema/USDA	
	1e. NSP2	
	1f. Other ESGP & ESG2	
2. United Way		
	2a. United Way of Palm Bch Cty	127,718
	2b. Town of Palm Beach United Way	58,713
	2c. Other United Way (specials)	40,000
3. Homesless Coalition		
4. Membership Dues		
5. Program Service Fees and Sales		
6. Investment Income		
	7. In-Kind	12,000
8. Miscellaneous Revenue		
9. Operating Reserve Revenue		
10. Replacement Reserve Revenue		
Total Revenues		444,431
PROGRAM NAME	Items	TOTAL HSP
11.	Salaries	191,032
12.	Employee Benefits	
	a. Employee Benefits	42,146
	b. Payroll Taxes & Unemployment	15,494
	Sub-Total Salaries and Benefits	248,672
13.	Travel	
	a. Travel/Transportation	1,420
	Sub-Total Travel	1,420
14.	Building/Ownership/Occupan	

total Salaries
1

	cy		
	a. Rent	-	
	b. Depreciation	10,485	2
	Sub-Total Bldg/Owner/Occupancy	10,485	
15.	Communications/Utilities		
	a. Telephone	4,430	1
	b. Postage & Shipping	728	2
	c. Utilities (Power/Water/Gas)	6,519	1
	Sub-Total Comm/Utilities	11,677	
	Items		
PROGRAM NAME		TOTAL HSP	
16.	Printing & Supplies		
	a. Office Supplies	3,066	1
	b. Program Supplies	-	
	c. Printing & Publications	413	2
	Sub-Total Printing & Supplies	3,479	
17.	Food Service	-	
18.	Other		
	a. Professional Fees/Contractual/Legal	4,950	2
	b. Insurance	24,860	2
	c. Building Maintenance	8,950	2
	d. Operating Reserve	-	
	e. Replacement Reserve	-	
	f. Equipment Rental & Maintenance	1,415	1
	Items		
PROGRAM NAME		TOTAL HSP	
	e. Specific Assistance to Individuals Advertising & Recruitment &	310,573	17% to Utility
	f. Dues	700	2
	g. Training & Development	2,100	1
	h. Property & Sales Tax	850	2

	i. Payroll Admin Fee	2,422
	j. Debt Service	-
	k. Events	-
	l. Miscellaneous	-
	Sub-Total Other	356,820
19.	Equipment Purchase (capital items)	-
20.	Indirect/Admin Costs	-
	Total Expenditures	632,553
	Items	
PROGRAM NAME		TOTAL HSP
	TOTAL REVENUES LESS TOTAL EXPENDITURES	(188,122)
1. Foundation (Specify)		151,346
1a.		
1b.		
2. Fund Raising		-
2a.		
2b.		
3. Contributions, Legacies & Bequests		36,776
3a.		
3b.		
	Total Foundations / Contributions / Fund Raising	188,122
	Total Revenues	632,553
	Total Expenditures	632,553

2

sum of 1 = Total Operating expenses

sum of 2 = Total Admin expenses

Appendix III - Certification that Prevention Program is Contained in the CoC Plan

In compliance with section 414.161(3), F.S., the homelessness prevention program to be funded must be included in the CoC plan.

As the designated lead agency for this homeless CoC planning area, I certify that the Housing Stabilization Program to be implemented by Adopt-A-Family of the Palm Beaches, Inc.
(Name of Prevention Program) (Name of Agency)
is contained in current approved CoC plan, as submitted for the 2013/2014 CoC competition to the U.S. Department of Housing and Urban Development

On behalf of this CoC, HUD FL- 605, the above certification is made and is true and accurate. Further, I am duly authorized to make this certification on behalf of the CoC.

Name of Certifying Official: Kasha Owers

Title: Homeless & Housing Alliance Executive Committee, Chair

Signature: *Kasha Owers*

Date Signed: 02/03/2014

Appendix IV - Certification of HMIS Compliance

Participation in the homeless management information system (HMIS) is a requirement for receipt of homeless grant funds. HMIS requirements are outlined in the U.S. Department of Housing and Urban Development interim rule December 5, 2011. Accordingly, only applicants who commit to participate in the HMIS will be considered for funding in 2013. Section 605 of the Violence Against Women Act of 2005 amended the McKinney-Vento Homeless Assistance Act prohibits victim services providers from entering personally-identifying information into an HMIS database. This law applies to providers receiving Violence Against Women Act and/or Family Violence Prevention and Services Act funding. Domestic violence services providers are not required to participate in HMIS, but shall provide aggregate service data on persons served and outcomes achieved consistent with those identified in this solicitation.

I have read the above statement regarding HMIS and agree on behalf of the applicant applying for these homeless prevention grant funds, that the applicant will fully participate in HMIS and that receipt of grant funds is contingent on HMIS participation.

Matthew Constantine

Signature

2/16/14

Date

Matthew Constantine

Printed Name

Appendix VI – Certification Regarding Lobbying

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or an employee of any agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Priscilla A. Taylor Vice Mayor 2-13-2014
Signature Date

Priscilla A. Taylor, Mayor
Name of Authorized Individual

LP211
Application or Contract
Number

301 North Olive Avenue, West Palm Beach, FL 33401
Address of Organization

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

BY: [Signature]
Chief Assistant County Attorney



Department of the Treasury
Internal Revenue Service

P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0248467576
Mar. 27, 2012 LTR 4168C E0
59-2471253 000000 00

00017052
BODC: TE

ADOPT-A-FAMILY OF THE PALM BEACHES
INC
1712 2ND AVE N
LAKE WORTH FL 33460-3210

001781

Employer Identification Number: 59-2471253
Person to Contact: MS YATES
Toll Free Telephone Number: 1-877-829-5500

Dear TAXPAYER:

This is in response to your Mar. 16, 2012, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in DECEMBER 1985.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website www.irs.gov/eo for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

0248467576
Mar. 27, 2012 LTR.4168C E0
59-2471253 000000 00
00017053)

ADOPT-A-FAMILY OF THE PALM BEACHES
INC
1712 2ND AVE N
LAKE WORTH FL 33460-3210

If you have any questions, please call us at the telephone number
shown in the heading of this letter.

Sincerely yours,



S. A. Martin, Operations Manager
Accounts Management Operations

Completeness Checklist

Appendix V - Completeness Checklist

Applicants must complete the Completeness Checklist using this form to help assure that all required documents are contained in their grant application. The completed checklist shall be included in **Tab 6**.

<u>Application Content Item</u>	<u>Complete</u>	<u>Tab</u>	<u>Page Number(s)</u>
1. Original Application, plus one copy			
2. Transmittal Letter, Signed by Authorized Organization Official			1
3. Organization Information – Tab 1			3
Addressed all items, 1 to 6		1	
Attached supporting documents		1	
4. Project Narrative – Tab 2		2	4-7
Addressed all items, as required (See p. 8-9)			
5. Application Form: Criteria Preference			
• Addressed all criteria, a to g		3	8
• Attached supporting documentation?		3	11-14
• Certification signed by Authorized Official?		3	16
6. Budget Forms			
Forms completely filled out?		4	17
Budget narrative included?		4	18-19
7. Evidence of MyFloridaMarketPlace registration?		5	
8. Certification of HMIS Compliance?		5	24
9. If applicant is nonprofit, evidence of IRS 501(c) (3) status?		5	26-27

**BOARD OF COUNTY COMMISSIONERS
PALM BEACH COUNTY, FLORIDA
BUDGET AMENDMENT**

FUND (0001) - General Fund

Use this form to provide budget for items not anticipated in the budget.

ACCT.NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED AS OF 02/19/14	REMAINING BALANCE
REVENUE								
148 1355 3168	Fed Grant Indirect - Human Services	0	0	40,000	0	40,000		
Total Revenue		1,070,918,243	1,071,159,885	40,000	0	1,071,199,885		
EXPENDITURE								
148 1355 3401	Other Contractual Services	0	0	40,000	0	40,000	0	
Total Expenditures		1,070,918,243	1,071,159,885	40,000	0	1,071,199,885	498,173,318	573,026,567

BUD_BLNK.xl

Signatures

Date


**By Board of County Commissioners
At Meeting of April 1, 2014**

COMMUNITY SERVICES

INITIATING DEPARTMENT/DIVISION Channell Wilkins

Administration/Budget Department Approval

OFMB Department - Posted



3/20/14

**Deputy Clerk to the
Board of County Commissioners**