

4A-1

PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: June 2, 2015 [] Consent [X] Regular [] Ordinance [] Public Hearing
Department Submitted By: Community Services Submitted For: Human Services Division

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve:

A) Amendment No. 06 to Contract for Provision of Services with Adopt-A-Family of the Palm Beaches, Inc. (R2012-0613) for the period October 1, 2014, through September 30, 2015, to increase funding for hotel placement and rapid re-housing services to homeless families by \$100,000 for a new contract amount of \$1,419,099, with a total contract amount not to exceed \$4,164,710; and

B) Budget transfer of \$100,000 from the General Fund Contingency Reserve to the Human Services General Fund to increase funding for the Senator Philip D. Lewis Center.

Summary: The Senator Philip D. Lewis Center (Lewis Center) serves as the main point of access for homeless services in Palm Beach County. Adopt-A-Family of the Palm Beaches, Inc. provides family engagement and navigation, temporary hotel placement, rapid re-housing services, and ongoing support at the Lewis Center. To date, 107 families with the highest acuity and the greatest number of barriers have been provided hotel placement and rapid re-housing services. As a result of the need for more intense services and the volume of families served, Adopt-A-Family of the Palm Beaches, Inc. will fully expend the current contracted funds, as well as all other federal and private resources allocated for this service, by July 2015. The budget transfer will fund the increased service need. (Human Services) Countywide (HH)

Background and Policy Issues: On March 20, 2012, the BCC approved the Lewis Center concept and funding allocation for its operation. Homeless individuals and families are referred to the Lewis Center from community navigation points and receive a diverse offering of quality services from three (3) community agencies, assisting clients in ending their homelessness. Since the Lewis Center opened in July 2012, Adopt-A-Family of the Palm Beaches, Inc. has provided these services to homeless families. Services are available to Palm Beach County's homeless families on a 24-hour basis, 365 days per year.

Attachments:

- 1. Amendment No. 06 to Contract for Provision of Services
2. Budget Transfer

Recommended By: [Signature] Department Director Date: 5/7/15

Approved By: [Signature] Assistant County Administrator Date: 5/18/15

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2015	2016	2017	2018	2019
Capital Expenditures					
Operating Costs	100,000				
External Revenue					
Program Income					
In-Kind Match (County)					
NET FISCAL IMPACT	100,000				

# ADDITIONAL FTE POSITIONS (Cumulative)					
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Is Item Included In Current Budget: Yes X No _____

Budget Account No.:

Fund 0001 Dept. 148 Unit 1221 Obj. 3401 Program Code AAF11 Program Period FY15

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

Funding source is the General Fund Contingency Reserve.

C. Departmental Fiscal Review:

TM
Taruna Malhotra, Director, Financial & Support Svcs.

III. REVIEW COMMENTS

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

Sherry Bon
OFMB *KV* *AK*
5/11 *5/11/15*

A-J. [Signature] *5/15/15*
Contract Development and Control
5-15-15 [Signature]

B. Legal Sufficiency:

Diane Cobryd
Assistant County Attorney

C. Other Department Review:

Department Director

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

BOARD OF COUNTY COMMISSIONERS
 PALM BEACH COUNTY, FLORIDA
 BUDGET TRANSFER

BGEX - 148 - 042115*1173

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	EXPENDED/ ADJUSTED BUDGET AS OF 04/21/2015	ENCUMBERED	REMAINING BALANCE
EXPENDITURE								
820 9900 9901	Contingency Reserves	20,000,000	18,223,404		100,000	18,123,404	0	18,123,404
148 1221 3401	Other Contractual Services	3,734,314	3,734,314	100,000		3,834,314	3,614,809	219,505
Total Expenditures				100,000	100,000			

Signatures

Date

By Board of County Commissioners
 At Meeting on June 2, 2015

COMMUNITY SERVICES

INITIATING DEPARTMENT/DIVISION Channell Wilkins

Administration/Budget Department Approval

OFMB Department - Posted

Channell Wilkins

 Deputy Clerk to the
 Board of County Commissioners

**AMENDMENT TO
CONTRACT FOR PROVISION OF SERVICES**

THIS AMENDMENT TO CONTRACT FOR PROVISION OF SERVICES (R2012-0613) made and entered into at West Palm Beach Florida. On this _____ day of _____, 2015 by and between PALM BEACH COUNTY, a political subdivision of the state of Florida hereinafter referred to as "COUNTY" and the Adopt-A-Family of the Palm Beaches, Inc., hereinafter referred to as the "AGENCY", a not-for-profit corporation, entitled to do business in the State of Florida, whose address is 1712 2nd Avenue North, Lake Worth, Florida 33460.

WITNESSETH:

WHEREAS, the parties entered into a contract on May 1, 2012, which the AGENCY has agreed to provide services in the Senator Philip D. Lewis Center hereinafter referred to as The Lewis Center; and

WHEREAS the contract currently has an expiration date of September 30, 2015 and is funded in the amount of **One Million Three Hundred Nineteen Thousand and Ninety Nine Dollars (\$1,319,099).**

WHEREAS, the parties desire to increase the contract to the amount of **One Million Four Hundred Nineteen Thousand and Ninety Nine Dollars(\$1,419,099) for a new amount not to exceed \$4,164,710.**

NOW THEREFORE, the above named parties hereby mutually agree that the Contract entered into on May 1, 2012 is hereby amended as follows:

1. Article 3 is hereby amended to read, an amount not to exceed **Four Million One Hundred Sixty Four Thousand Seven Hundred and Ten dollars (\$4,164,710).**
2. Exhibit "B-6" Pages 1 and 2 is hereby replaced by "B-7" Pages 1 and 2 attached hereto and made a part thereof.

OTHER PROVISIONS:

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

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

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

ATTEST:

Sharon R. Bock, Clerk & Comptroller

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

BOARD OF COUNTY COMMISSIONERS

BY: _____
Clerk & Comptroller Deputy Clerk

BY: _____
Shelley Vana, Mayor

WITNESS:

AGENCY:

Devine
Signature

Adopt-A-Family of the Palm Beaches, Inc
AGENCY's Name Typed

Georgiana Devine
Name Typed

BY: *Matthew Constantine*
Signature

59-2471253

Matthew Constantine

AGENCY's Federal ID Number

AGENCY's Signatory Name Typed

**APPROVED AS TO FORM AND
LEGAL SUFFICIENCY**

Executive Director
AGENCY's Signatory Title Typed

By: _____
Assistant County Attorney

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

Channell Wilkins
Channell Wilkins, Director

UNITS OF SERVICES AND BUDGET ALLOCATION

Agency: Adopt-A-Family of the Palm Beaches. Inc

Definition of a Unit of Service for The Lewis Center	Number of Units of Service	Cost Per Unit of Service
<p>Mobilization- Start up for this contract period at the Lewis Center. Mobilization funds must be expended on Lewis Center eligible activities as defined by Scope of Work. Any mobilization funds approved by the COUNTY to be carried forward through a contract extension will be expended on Lewis Center participants within the contract renewal period.</p>	1	\$200,000
<p>Lewis Center Operations: A unit of service is defined as one day of operation. Operations includes but is not limited to: <u>Case Management</u> which encompasses outreach, program eligibility determination, intake & assessment, data entry, housing & service plan development, case note entry, linkage & referral to community & mainstream resources, case management sessions, obtaining food vouchers, referral and linkage to housing placement, job placement assistance, legal assistance, credit repair & budgeting, financial assistance, monitoring & evaluating program participant performance, data entry into CMIS, clinical case management supervision, clinical risk management supervision, attendance of meetings & staffing, ongoing rapid re-housing aftercare, initial & ongoing professional training & certification/ licensing fees, computer, cell phone utilization, & mileage. <u>Housing Services</u> which encompasses tracking of interim bed utilization, coordination regarding on-site laundry services & onsite laundry equipment, logging & securing of participant's belongings, computer utilization by participants & computer supplies & participant supplies, coordination of hotel/motel utilization, coordination of available permanent housing options including inspections & landlord negotiations, coordination of available community resources.</p> <p><u>Housing Services</u>-75% do not re-enter the emergency services system.</p> <p><u>Engagement:</u> activities that build relationships with homeless persons and families, data entry into database. <u>Operation</u> services encompass conducting & evaluating background screenings, hiring & supervision of Lewis Center Staff, coordination with Gulfstream Goodwill regarding screening for weapons, hot box (bed bugs) utilization, day to day operations with on-site services, attendance at neighborhood meetings and issues addressed at neighborhood meetings, marketing The Lewis Center, conducting outreach to</p>	365	\$2,089.97

Definition of a Unit of Service for The Lewis Center	Number of Units of Service	Cost Per Unit of Service
provide community education, attendance at agency, Lewis Center, and/or homeless service provider meetings, preparation and distribution of reports as required, development and oversight of Policies and Procedures for The Lewis Center Family Services. <u>Transportation</u> services encompass conducting travel for participants, fuel, insurance, ongoing maintenance and tracking and recording of mileage as well as obtaining bus passes and gas vouchers. <u>Navigation</u> services including but not limited to: Referral services for at-risk and homeless families and individuals to the Homeless Resource Center, activities that build relationship with homeless persons, intake, linkage & referral to community & mainstream resources, data entry into CMIS, conducting outreach to provide community education, development and oversight of Policies and Procedures for the HRC Navigation Services.		
Administration: A unit of service is defined as a day of operation. Administrative services encompass: participation in neighborhood meetings, conducting or participating in The Lewis Center related fund raising events, evaluation of fiscal, grant, CMIS, and funding reports as required, grant writing and budget preparation (to support housing programs/interventions to benefit The Lewis Center clients, payment of leases & utilities, general fiscal accounting and auditing of expenditures, supervision of staff, internal organizational meetings, cell phone utilization, and mileage.	251	\$504.35

BUDGET ALLOCATIONS:

Mobilization Authorized	\$200,000
Lewis Center Operations Authorized	\$762,839
Hotel/Motel Authorized	\$223,583
Leasing and Utility (Off Site) Authorized	\$95,085
Family Reunification Authorized	\$11,000
Administration Authorized	\$126,592
Total Authorized	\$1,419,099

Unit Cost expenses shall mean the actual expenses as authorized by the COUNTY pursuant to this contract, and reasonably incurred by AGENCY directly in connection with AGENCYs performance of its duties and Scope of Work pursuant to this Contract. AGENCY will sustain the program for the full contract period regardless of the rate of expenditure of above funds. Reimbursement for leasing costs will be based on actual costs not to exceed current Fair Market Rent (FMR). Reimbursement for security and utility deposits will be based on actual costs. Back-up documentation for actual expenditures will be reviewed during desk audits and on-site monitoring.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
02/20/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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

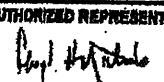
PRODUCER Colonial Insurance Group 3400 PGA Blvd, Suite 1000 Palm Beach Gardens, FL 33410	CONTACT NAME: PHONE (561) 622-2550 FAX (561) 622-2550 ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
INSURED Adopt A Family of the Palm Beaches, Inc 1712 2nd Ave North Lake Worth, FL 33480	INSURER A: Philadelphia Indemnity Insurance Company NAIC# 18058	
	INSURER B: Guarantee Insurance Company NAIC# 11398	
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSTR LTR	TYPE OF INSURANCE	ADDL INSR (INSTR LTR)	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXPI (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PER OCCUR <input type="checkbox"/> LOC OTHER:	X X	PHPK1267413	12/07/2014	12/07/2015	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 Prof. Liability \$ 1,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO - ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS		PHPK1267413	12/07/2014	12/07/2015	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ PIP \$ 10,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input checked="" type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		PHUB482828	12/07/2014	12/07/2015	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in FL) (Yes, describe under DESCRIPTION OF OPERATIONS below)	Y/N N/A	WCPR101069201GIC	12/22/2014	12/22/2015	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER EL EACH ACCIDENT \$ 100,000 EL DISEASE - EA EMPLOYEE \$ 100,000 EL DISEASE - POLICY LIMIT \$ 500,000
A	Comm-General Liabil		PHPK1267413	12/07/2014	12/07/2015	Abuse/Molestation 1,000,000
A	Comm-General Liabil		PHPK1267413	12/07/2014	12/07/2015	Prof Liab 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Additional insured under the general liability is: palm beach county Board of county commissioners, a Political Subdivision of the State of Florida, its Officers, Employees and Agents. Coverage is primary and non-contributory. The General Liability package also includes Professional liability with a \$1,000,000 limit. It is occurrence form. And the liability includes abuse and molestation at \$1,000,000. Auto coverage does include PIP/No Fault at \$10,000

CERTIFICATE HOLDER Palm Beach County C/O Community Services Department 810 datura St West Palm Beach, FL 33401	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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