PALM BEACH COUNTY **BOARD OF COUNTY COMMISSIONERS**

AGENDA ITEM SUMMARY

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Meeting Date: April 19, 2016 Department	[[]]	Consent Ordinance	[X] []	Regular Public Hearing
Submitted By: <u>Community Servi</u> Submitted For: <u>Division of Huma</u>			<u>ces</u> ============		===================

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve:

A) Amendment No.8 to Contract for Provision of Services with Adopt-A-Family of the Palm Beaches, Inc. (R2012-0613), for the period October 1, 2015, through September 30, 2016, to increase funding for hotel placement to homeless families by \$200,000 for a new contract amount of \$1,519,099, with a total contract amount not to exceed \$5,683,809; and

B) Budget transfer of \$200,000 from the General Fund Contingency Reserve to the Human Services Division to increase program funding.

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. (Adopt-A-Family) provides family engagement, temporary hotel placement, rapid re-housing placement, ongoing support and navigation at the Lewis Center. To date, 74 families (102 adults & 164 children) with the highest acuities and the greatest number of barriers have been provided hotel placement. The scarcity of affordable housing and the barriers families are encountering has lengthened the time from hotel placement to permanent housing. Adopt-A-Family has expended the entirety of the \$123,583 in hotel funding (in four months). The budget transfer will fund the increased service need. (Human Services) Countywide (HH)

Background and Justification: 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 community agencies, assisting clients in ending their homelessness. Since the Lewis Center opened in July 2012, Adopt-A-Family 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. 8 to Contract for Provision of Services 2. Budget Transfer _____

Department Director

Approved By:

Recommended By: //MWW

por Mancy Z.

Assistant County Administrator

II. FISCAL IMPACT ANALYSIS

Five Year Summary of Fiscal Impact: Α.

Fiscal Years	2016	2017	2018	2019	2020
Capital Expenditures					
Operating Costs	200,000				
External Revenue					· · · · · · · · · · · · · · · · · · ·
Program Income					
In-Kind Match (County)					
NET FISCAL IMPACT	200,000				
		-	L	L	

ADDITIONAL FTE POSITIONS (Cumulative)

Is Item Included In Current Budget: Yes ____ No X Budget Account No.: Fund 0001 Dept. 148 Unit 1221 Obj. 3401 Program Code AAF11 Program Period FY16

- Β. **Recommended Sources of Funds/Summary of Fiscal Impact:** Funding source is the General Fund Contingency Reserve
- C. **Departmental Fiscal Review:** M Taruna Malhotra, Assistant Department Director.

III. REVIEW COMMENTS

Α. **OFMB Fiscal and/or Contract Development and Control Comments:**

4/4/16 314/1/10

Legal Sufficiency: Β.

Contract Development and Control 1/6/16

Assistant County

C. **Other Department Review:**

Department Director

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

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 ______, 2016 by and between PALM BEACH COUNTY, a political subdivision of the State of Florida hereinafter referred to as "COUNTY" and the <u>Adopt-A-Family of the Palm</u> <u>Beaches, Inc.</u>, 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, 2016 (R2015-1240) and is funded in the amount of <u>One Million Three Hundred Nineteen Thousand and Ninety</u> <u>Nine Dollars (\$1,319,099).</u>

WHEREAS, the parties desire to increase the contract to the amount of <u>One Million Five</u> <u>Hundred Nineteen Thousand and Ninety Nine Dollars(\$1,519,099)</u> for a new total contract amount <u>not to exceed Five Million Six Hundred Eighty-Three Thousand Eight Hundred</u> <u>and Nine Dollars (\$5,683,809).</u>

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

- So much of Article 3- Payments that says <u>One Million Three Hundred Nineteen</u> <u>Thousand and Ninety Nine Dollars (\$1,319,099</u>), shall be amended to read <u>One Million Five Hundred Nineteen Thousand and Ninety Nine Dollars</u> (1,519,099), is hereby amended to read, for a new total contract amount not to exceed <u>Five Million Six Hundred Eighty Three Thousand Eight Hundred</u> <u>Nine dollars (\$5,683,809).</u>
- 2. Exhibit "B-7" Pages 1 and 2 is hereby replaced by "B-8" 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 Eighth 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.

Page 1

Attachment # ___

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:

Mary Lou Berger, Mayor AGENCY:

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

BY: Signature

Matthew Constantine

AGENCY's Signatory Name Typed

Executive Director AGENCY's Signatory Title Typed

APPROVED AS TO TERMS AND CONDITIONS Department of Community Services

we Channell Wilkins, Director

Page 2

BY:

Clerk & Comptroller Deputy Clerk

WITNESS:

Signature

Name Typed

59-2471253

AGENCY's Federal ID Number

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

By:

Assistant County Attorney

UNITS OF SERVICES AND BUDGET ALLOCATION

Definition of a Unit of Service for The Lewis Center	Number of Units of Service	Cost Per Unit of Service
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.	1	\$200,000
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. <u>Housing Services</u> -75% do not re-enter the emergency services system. <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	365	\$2,089.97

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Exhibit B-8 (Page 2)

	- CAMBIC D-0 (1 age 2)		
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	\$323,583
Leasing and Utility (Off Site) Authorized	\$95,085
Family Reunification Authorized	\$11,000
Administration Authorized	\$126,592

Total Authorized

\$1,519,099

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.



Summary of Certificates This report displays detailed Certificate of Insurance information for a selected Insured. Any items shown in red are deficient. Click on the Insured Name to update to contact information.						
Wednesday, March 16, 2016 Images	Contracts					
Insured: Adopt-A-Family of the Palm E	Beaches. Inc. Insured	D: 002FAA03FY15				
Status: Compliant						
ITS Account Number: PLC1274						
Project(s): Palm Beach County -	Community Services					
Insurance Policy <u>General Liability</u> Expiration: 12/7/2016	Required	Provided	Override			
General Aggregate:	\$1,000,000	\$3,000,000				
Products - Completed Operations Aggregate:	\$0	\$0				
Personal And Advertising Injury:	\$0	\$0				
Each Occurrence:	\$1,000,000	\$1,000,000				
Fire Damage:	\$0	\$0				
Medical Expense:	\$0	\$0				
Automobile Liability Expiration: 12/7/2016	All Owned Autos Hired Autos Non-Owned Autos	Any Auto not provided Hired Autos Non-Owned Autos	X			
Combined Single Limit:	\$1,000,000	\$1,000,000				
<u>Workers Compensation/Employers</u> <u>Liability</u> Expiration: 12/22/2016	WC Stat. Limits	WC Stat. Limits				
Professional Liability Expiration: 12/7/2016						
Each Occurrence:	\$1,000,000	\$1,000,000				
Aggregate Limit:	\$1,000,000	\$3,000,000				

Notifications

There were no deficiency letters issued.

Do you have an updated Certificate? Click the button below to submit a Certificate.

Certificate Submittal

 $https://its.insurancetrackingservices.com/clientreports/ProblemsSpecificRpt.asp?Vendor=1... \ 3/16/2016$



of the Palm Beaches, Inc. 1712 Second Avenue North, Lake Worth, FL 33460-3210 Tel: 561-253-1361 - Fax: 561/253-1370 - www.adoptafamilypbc.org

NON-DISCRIMINATION POLICY

Adopt-A-Family of the Palm Beaches, Inc. is committed to the spirit and letter of all federal, state, and local laws and regulations pertaining to the equal opportunities of individuals without regard to race, color, national origin, religion, gender identity and expression, ancestry, sex, age, familial status, marital status, sexual orientation, disability, genetic information, pregnancy, and other medical conditions related to pregnancy, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws. This policy extends to all terms, conditions and privileges of employment as well as the use of all facilities of Adopt-A-Family of the Palm Beaches. No form of unlawful discrimination, including unlawful harassment, will be tolerated.

NON-DISCRIMINATION POLICY

Pursuant to Resolution R-2014-1421, as may be amended, it is the policy of the Board of County Commissioners of Palm Beach County that Palm Beach County shall not conduct business with nor appropriate any funds to any organization that practices discrimination on the basis of race, color, national origin, religion, ancestry, sex, age, familial status, marital status, sexual orientation, gender identity and expression, disability, or genetic information.

All entities doing business with Palm Beach County are required to submit a copy of their nondiscrimination policy which shall be consistent with the policy of Palm Beach County stated above, prior to entering into any contract with Palm Beach County. In the event an entity does not have a written non-discrimination policy, such entity shall be required to sign a statement affirming their non-discrimination policy is in conformance with Palm Beach County's policy.

Check one:

(-) <u>Adopt-A-Family</u> (company name) hereby attaches its nondiscrimination policy which is consistent with the policy of Palm Beach County, or

() _____ (company name) does not have a written nondiscrimination policy; however Company affirms that its non-discrimination policy is in conformance with the above.

COMPANY:

Mutthe Castate Signature

Title

Matthew Constanting Name (type or print)

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16 - <u>0699</u>

BOARD OF COUNTY COMMISSIONERS PALM BEACH COUNTY, FLORIDA BUDGET TRANSFER

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BGEX - 148 - 020916*927

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/ ENCUMBERED S OF 02/09/2016	REMAINING BALANCE
EXPENDITURE 148 1221 3401 Othe	r Contractual Services	3,759,314	3,759,314	200,000		3,959,314	3,685,256	274,058
820 9900 9901 Conti Total Expenditures	ingency Reserves	20,775,190 1,175,064,887	19,748,849 1,181,241,710	200,000	200,000 200,000	<u>19,548,849</u> 1,181,241,710	0	19,548,849
COMMUNITY SERVICES		Signatures		Date		By Board of Count At Meeting on A	y Commissioners pril 19, 2016	
INITIATING DEPARTMENT/DI Administration/Budget Depart OFMB Department - Posted		May Alu I		<u>3 30 16</u> 4 4 16		Deputy Clerk to the Board of County Co		,

