

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

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Meeting Date: November 22, 2016	<input checked="" type="checkbox"/> Consent	<input type="checkbox"/> Regular
	<input type="checkbox"/> Ordinance	<input type="checkbox"/> Public Hearing

Department
Submitted By: Community Services
Submitted For: Financially Assisted Agencies

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I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: Memorandum of Agreement (MOU) with United Way of Palm Beach County, Inc. (United Way of PBC), for the period October 1, 2016, through September 30, 2017, in an amount not to exceed \$60,000 to support the Hunger Relief Plan.

Summary: The Hunger Relief Plan for Palm Beach County was approved by the Board of County Commissioners on October 6, 2015. This MOU will provide funding to support the Plan and the position of a Hunger Relief Executive. The Hunger Relief Executive is an employee of United Way of PBC and reports to their Chief Executive Officer. This individual will work with the County, community partners and stakeholders to evaluate and implement plan recommendations to the extent practical, in accordance with the goals and objectives of the parties and plan participants. County staff will participate in all hunger relief task force steering committee and stakeholder meetings and assist with overall plan implementation. County staff will also share hunger relief task force outreach and public information responsibilities with United Way of PBC. The effective dates of service for the above item submitted for approval is prior to this meeting date. The MOU being recommended in this item reflects dollar amounts included in the FY 2017 budget. Matching funds are being provided by United Way of PBC. (Financially Assisted Agencies) Countywide (HH)

Background and Justification: United Way of PBC and the Palm Beach County Board of County Commissioners entered into a contractual agreement in October 2014, to initiate and fund a strategic planning project focusing on alleviating hunger in Palm Beach County. The impetus for this plan was the desire for new strategies and coordination to relieve and prevent hunger. The plan provides the framework for community-supported projects, approaches and programs addressing the problem of hunger in our community.

Attachment: Memorandum of Agreement with United Way of Palm Beach County, Inc.
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Recommended By: <u>Tammy</u>	<u>11/9/16</u>
Department Director	Date
Approved By: <u>Nancy L. Bolton</u>	<u>11/10/16</u>
Assistant County Administrator	Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2017	2018	2019	2020	2021
Capital Expenditures					
Operating Costs	\$60,000				
External Revenue					
Program Income (County)					
In-Kind Match (County)					
NET FISCAL IMPACT	\$60,000				

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

Budget Account No.:

Fund 0001 Dept 740 Unit 2534 Object 8201 Program Code _____ Program Period _____

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

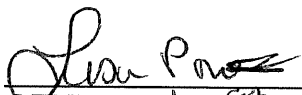
Source of Funding is Palm Beach County.

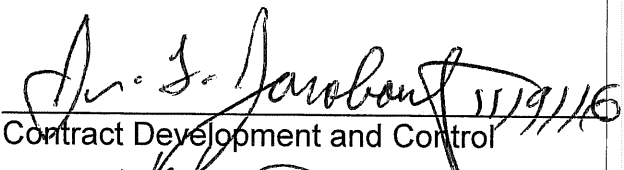
C. Departmental Fiscal Review:


Julie Dowe, Director of Finance & Support Services

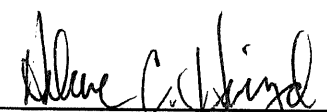
III. REVIEW COMMENTS

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


OFMB 11/11/16


Contract Development and Control
11/9/16

B. Legal Sufficiency:


Assistant County Attorney

C. Other Department Review:

Department Director

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

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement (MOA) on this _ day of _____ 2016, by and between Palm Beach County, a Political subdivision of the State of Florida, by and through its Board of County Commissioners, hereinafter referred to as the "County" and the United Way of Palm Beach County, Inc., a non-profit corporation authorized to do business in the State of Florida hereinafter referred to as "United Way of PBC" both being referred to collectively as the "parties".

Whereas, this Agreement goes into effect upon approval and signature of all parties and in consideration of mutual promises contained herein, the County and United Way of PBC agree as follows:

Section 1. Term

The term of this Agreement shall commence on the date of execution by the County and shall terminate on September 30, 2017.

Section 2. Payment

The total amount to be paid by the County to United Way of PBC under this Agreement shall be sixty thousand dollars (\$60,000). United Way of PBC shall bill the County quarterly pursuant to this Agreement and outlined in Exhibit B. Invoices received from United Way PBC will be reviewed and approved by the County's representative to verify that services have been rendered in conformity with the Agreement. Invoices will normally be paid within thirty (30) days following County representative's approval, which shall not be unreasonably withheld.

Section 3. United Way of PBC Obligations

- A. Provide supervision of the Vice President for Hunger Relief in accordance with the responsibilities outlined in Exhibit A.
- B. Make payments, subject to reimbursement by the County as set forth in Section 2, in accordance with offer letter terms and for any other expenditures related to the position that are approved by the parties.
- C. Provide updates to the County at least quarterly on the Vice President for Hunger Relief performance.
- D. Work cooperatively with the County, community partners and stakeholders to evaluate and implement plan recommendations to the extent practical in accordance with the goals and objectives of the parties and other plan participants.
- E. Provide matching funds for the purposes of supporting Vice President for Hunger Relief position. The matching funds shall be in an amount equal to or greater than the amount paid by the County pursuant to Section 2.

Section 4. County Obligations

- A. Share in expenses in the amount described in Section 2.
- B. Participate in all hunger relief task force steering committee and stakeholder meetings and assist with overall plan implementation.

- C. Share hunger relief task force outreach and public information responsibilities with United Way of PBC.
- D. Work cooperatively with United Way of PBC, community partners and stakeholders to evaluate and implement plan recommendations to the extent practical in accordance with the goals and objectives of the parties and other plan participants.

Section 5. Availability of Funds

The parties' performance and obligation to pay under this Agreement is contingent upon an appropriation of funds for this purpose by the Board of County Commissioners.

Section 6. Termination

This Agreement may be terminated by either party upon twenty-one (21) days prior written notice to the other party. In the event this agreement is terminated pursuant to this Section or Section 2, United Way of PBC is entitled to be reimbursed for any and all services rendered as of the date of termination.

Section 7. Indemnification

United Way of PBC shall protect, defend, reimburse, indemnify and hold County and their agents, representatives, directors, employees and elected officers harmless from and against all claims liability, expense, loss, cost, damages, or causes of action of every kind or character, including attorney's fees and costs, whether at trial or appellate levels or otherwise, arising during and as a result of any intentional misconduct or gross negligence by United Way of PBC in the performance of this Agreement.

Section 8. Remedies

This Agreement shall be governed by the laws of the State of Florida. Any legal action necessary to enforce this Agreement shall be held in Palm Beach County. No remedy herein conferred upon any party is intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now hereafter existing at law or equity, by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or further exercise thereof.

No provision of this Agreement is intended to, or shall be construed to, create any third party beneficiary or to provide any rights to any person or entity not a party to this Agreement, including but not limited to any citizen or employees of the County and/or United Way of PBC.

Section 9. Insurance

- A. United Way of PBC shall, at its sole expense, maintain in full force and effect at all times during the life of this Agreement, insurance coverages and limits (including endorsements), as described herein. United Way of PBC shall agree to provide the County with at least

ten (10) day prior notice of any cancellation, non-renewal or material change to the insurance coverages. The requirements contained herein, as well as County's review or acceptance of insurance maintained by United Way of PBC are not intended to and shall not in any manner limit or qualify the liabilities and obligations assumed by United Way of PBC under the Agreement.

- B. **Commercial General Liability:** United Way of PBC shall maintain Commercial General Liability at a limit of liability not less than \$500,000 Each Occurrence. Coverage shall not contain any endorsement excluding Contractual Liability or Cross Liability unless granted in writing by County's Risk Management Department. United Way of PBC shall provide this coverage on a primary basis.
- C. **Workers' Compensation Insurance & Employers Liability:** United Way of PBC shall maintain Workers' Compensation & Employers Liability in accordance with Florida Statute Chapter 440. United Way of PBC shall provide this coverage on a primary basis.
- D. **Additional Insured** United Way of PBC shall endorse the County as an Additional Insured with a CG 2026 Additional Insured - Designated Person or Organization endorsement, or its equivalent, to the Commercial General Liability policy. The Additional Insured endorsement shall read "Palm Beach County Board of County Commissioners, a Political Subdivision of the State of Florida, its Officers, Employees and Agents." United Way of PBC shall provide the Additional Insured endorsements coverage on a primary basis.
- E. **Certificate(s) of Insurance** United Way of PBC agrees to provide COUNTY a Certificate(s) of Insurance evidencing that all coverages, limits and endorsements required herein are maintained and in full force and effect. In addition, United Way agrees to notify COUNTY of any cancellation, non-renewal or material change taking place during the life of this Agreement. The Certificate Holder address shall read:

PALM BEACH COUNTY
c/o Palm Beach County
Community Services Department
810 Datura Street, Suite 350
West Palm Beach, FL 33401

Section 10. Severability

If any term or provision of this Agreement, or the application thereof to any person or circumstances shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, or the application of such terms or provision, to persons or circumstance other than those as to which it is held invalid or unenforceable, shall not be affected, and every other term and provision of this Agreement shall be deemed valid and enforceable to the extent permitted by law.

Section 11. Notice

All notices required in this Agreement shall be sent by certified mail, return receipt requested, hand delivery or other delivery service.

If sent to the County, notices shall be addressed to:

Taruna Malhotra, Assistant Department Director
Community Services Department Palm Beach County
810 Datura Street
West Palm Beach, FL 33401

With a copy to:

Palm Beach County Attorney's Office
301 North Olive Ave. Suite 601
West Palm Beach, Florida 33401

If sent to United Way of PBC, notices shall be addressed to:

Dr. Laura George, CEO
United Way of Palm Beach County
2600 Quantum Boulevard
Boynton Beach, FL 33426

Section 12. Independent Contractor Relationship

United Way of PBC is and shall be, in the performance of all work, services and activities under this Agreement, an Independent Contractor, and not an employee, agent, or servant of County. All persons engaged in any of the work or services performed pursuant to this Agreement shall at all times, and at all places, be subject to the United Way of PBC's sole direction, supervision and control. The United Way of PBC does not have the power or authority to bind the County in any promise, agreement or representation.

Section 13. Entirety of Contractual Agreement

The County and United Way of PBC agree that this Agreement sets forth the entire agreement between the parties, and that there are no promises or understandings other than those stated herein. None of the provisions, terms and conditions contained in this Agreement may be added to, modified, superseded or otherwise altered, except by written instrument executed by the parties hereto.

Section 14. Nondiscrimination

United Way of PBC warrants and represents that all of its employees are treated equally during employment without regard to race, color, religion, disability, sex, age, national origin, ancestry, marital status, familial status, sexual orientation, gender identity or expression or genetic information. United Way of PBC has submitted to County a copy of its non-discrimination policy which is consistent with the above paragraph, as contained in Resolution R-2014-1421, as amended, or in the alternative, if the United Way of PBC does not have a written non-discrimination policy or one that conforms to the County's policy, it has acknowledged through a signed statement provided to County that United Way of PBC will conform to the County's non-discrimination policy as provided in R-2014-1421, as amended.

Section 15. Access and Audits

United Way of PBC shall maintain records adequate to justify all billings and payments made pursuant to this Agreement and make them available to County upon five (5) days of request during normal business hours.

Section 16. Inspector General

Palm Beach County has established the Office of the Inspector General in Palm Beach County Code, Section 2-421 - 2-440, as may be amended. The Inspector General's authority includes, but is not limited to, the power to review past, present and proposed County contracts, transactions, accounts and records, to require the production of records, and to audit, investigate, monitor, and inspect the activities of the Association, its officers, agents, employees, and lobbyists in order to ensure compliance with contract requirements and detect corruption and fraud. Failure to cooperate with the Inspector General or interfering with or impeding any investigation shall be in violation of Palm Beach County Code, Section 2-421 - 2-440, and punished pursuant to Section 125.69, Florida Statutes, in the same manner as a second degree misdemeanor.

Section 17. SCRUTINIZED COMPANIES (when contract value is greater than \$1 million)

As provided in F.S. 287.135, by entering into this Contract or performing any work in furtherance hereof, the AGENCY certifies that it, its affiliates, suppliers, subcontractors and consultants who will perform hereunder, have not been placed on the Scrutinized Companies With Activities in Sudan List or Scrutinized Companies With Activities in The Iran Petroleum Energy Sector List created pursuant to F.S. 215.473, or on the Scrutinized Companies that boycott Israel List, or is engaged in a boycott of Israel, pursuant to F.S. 215.4725, or is engaged in business operations in Cuba or Syria.

If the County determines, using credible information available to the public, that a false certification has been submitted by AGENCY, this Contract may be terminated and a civil penalty equal to the greater of \$2 million or twice the amount of this Contract shall be imposed, pursuant to F.S. 287.135.

Section 18. PUBLIC RECORDS

Notwithstanding anything contained herein, as provided under Section 119.0701, F.S., if the Agency: (i) provides a service; and (ii) acts on behalf of the County as provided under Section 119.011(2) F.S., the AGENCY shall comply with the requirements of Section 119.0701, Florida Statutes, as it may be amended from time to time. The AGENCY is specifically required to:

- A. Keep and maintain public records required by the County to perform services as provided under this Contract.
- B. Upon request from the County's Custodian of Public Records, provide the County with a copy of the requested records or allow the records to be

inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119 or as otherwise provided by law. The AGENCY further agrees that all fees, charges and expenses shall be determined in accordance with Palm Beach County PPM CW-F-002, Fees Associated with Public Records Requests, as it may be amended or replaced from time to time.

- C. Ensure that public records that are exempt, or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the Contract, if the AGENCY does not transfer the records to the public agency.
- D. Upon completion of the Contract the AGENCY shall transfer, at no cost to the County, all public records in possession of the AGENCY unless notified by County's representative/liaison, on behalf of the County's Custodian of Public Records, to keep and maintain public records required by the County to perform the service. If the AGENCY transfers all public records to the County upon completion of the Contract, the AGENCY shall destroy any duplicate public records that are exempt, or confidential and exempt from public records disclosure requirements. If the AGENCY keeps and maintains public records upon completion of the Contract, the AGENCY shall meet all applicable requirements for retaining public records. All records stored electronically by the AGENCY must be provided to County, upon request of the County's Custodian of Public Records, in a format that is compatible with the information technology systems of County, at no cost to County.

Failure of the AGENCY to comply with the requirements of this article shall be a material breach of this Contract. County shall have the right to exercise any and all remedies available to it, including but not limited to, the right to terminate for cause. AGENCY acknowledges that it has familiarized itself with the requirements of Chapter 119, F.S., and other requirements of state law applicable to public records not specifically set forth herein.

IF THE AGENCY HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE AGENCY'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, PLEASE CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT RECORDS REQUEST, PALM BEACH COUNTY PUBLIC AFFAIRS DEPARTMENT, and 301 N. OLIVE AVENUE, WEST PALM BEACH, FL 33401, BY E-MAIL AT RECORDSREQUEST@PBCGOV.ORG OR BY TELEPHONE AT 561-355-6680.

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

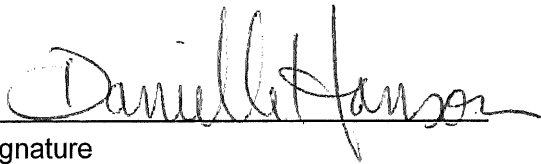
PALM BEACH COUNTY, FLORIDA, a
Political Subdivision of the State of Florida

BOARD OF COUNTY COMMISSIONERS

BY: _____
Deputy Clerk

BY: _____
~~XXXXXX~~ Mayor

WITNESS:


Signature

Danielle Hanson

Name Typed

59-0683258
Agency's Federal ID Number

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY

BY: 
Assistant County Attorney

AGENCY:

United Way of Palm Beach County, Inc.
Agency's Name Typed

BY 
Signature

Laura George

Agency's Signatory Name Typed

APPROVED AS TO TERMS AND
CONDITIONS
Department of Community Services

BY: 
Department Director

Exhibit A

UNITED WAY OF PALM BEACH COUNTY Hunger Relief Plan

Deliverables:

1. Meetings with Hunger Relief Committee and Subcommittee.
 - a. Provide Quarterly update reports on the Priority Strategies and Outcomes approved by committees.
 - b. Provide Quarterly update reports on implementation and progress of Hunger Relief Strategic Plan.
 - c. Provide Quarterly update reports on Anti-Hunger Coalition and subcommittees meetings.
 - d. Provide Quarterly update reports on Hunger Relief Meetings and Subcommittee Meetings.
2. Meetings with partnering agencies, donors, policy makers and stakeholders.
 - a. Provide Quarterly update reports on the progress of the collaboration among agencies, donors, policy makers and stakeholders. Status on development and implementation of partnership initiatives.
3. Community Involvement:
 - a. Provide Quarterly update reports on relevant community, state and federal task forces, commissions and committees.
4. Implement hunger relief task force outreach and public information efforts.
5. Determine the dollars or resources needed to address the identified priority needs.
 - a. Develop annual budget and implementation plan.
6. Identify potential grant funding for projects consistent with the identified priorities and strategies.
 - a. Develop project plan
 - b. Develop and submit grant proposal
 - c. Monitor Grants.
7. Resource and support efforts of Glades Distribution Center committee
8. Work with FHEED on Geographic Baseline Assessment of the performance, capacity and coordination of food pantries in Palm Beach County, Florida
 - a. The objective of this proposal is to provide the United Way and Vice President for Hunger Relief with a geographically visualized baseline measure for food pantry Performance, Capacity and Coordination.
 - b. Develop survey instruments.
 - c. Project management and oversight of surveys
 - d. Processing and analysis of results
 - e. Geo-coding and verification of pantry location
 - f. Joining of survey results to pantry shapefiles
 - g. GIS Processing of determinants of food insecurity at tract – level.
 - h. GIS processing of community Assets that may assist pantries.
 - i. Exploratory Geographic Data Analysis
 - j. Production of draft maps to be shared for comments
 - k. Production of final maps with narratives
 - l. Information exchanges via email, phone calls, webinars and in person meetings
9. Supervise Staff.

Exhibit B
Schedule of Payments

Quarter	Deliverable	Payment
Qtr 1	<ul style="list-style-type: none">• Supervise Hunger Relief Grant Writer and Hunger Relief Coordinator, two new positions funded by United Way of Palm Beach County for FY 2016-2017.• Identify and apply for potential grant funding for projects consistent with the identified priorities and strategies• Monitor grants• Create first year report of Hunger Relief Plan progress• Meetings with Hunger Relief Advisory Committee quarterly and Subcommittees every 4 to 8 weeks depending on group priorities/action items• Recruit volunteers for Hunger Relief efforts• Recruit and hire three AmeriCorps members to work on projects identified by Hunger Relief Taskforce related to Senior Hunger, Infrastructure, and Childhood Hunger• Launch “Give Back Garden” – community garden at CBS 12 in Riviera Beach• Resource and support efforts of Glades Distribution Center committee• Execute Senior Hunger Event in November• Work with FHEED consultant on milestones identified in attached scope of work.	\$16,250
Qtr 2	<ul style="list-style-type: none">• Identify and apply for potential grant funding for projects consistent with the identified priorities and strategies• Monitor grants• Partner with community for Hunger Relief themed MLK Day of Service• Recruit volunteers for Hunger Relief efforts• Supervise projects assigned to three AmeriCorps members identified by Hunger Relief Taskforce related to Senior Hunger, Infrastructure, and Childhood Hunger• Meetings with Hunger Relief Advisory Committee quarterly and Subcommittees every 4 to 8 weeks depending on group priorities/action items• Resource and support efforts of Glades Distribution Center committee• Work with FHEED consultant on milestones identified in attached scope of work.	\$16,250
Qtr 3	<ul style="list-style-type: none">• Identify and apply for potential grant funding for projects consistent with the identified priorities and strategies• Monitor grants• Recruit volunteers for Hunger Relief efforts• Resource and support efforts of Glades Distribution Center committee• Supervise projects assigned to three AmeriCorps members identified by Hunger Relief Taskforce related to Senior Hunger, Infrastructure, and Childhood Hunger• Meetings with Hunger Relief Advisory Committee quarterly and Subcommittees every 4 to 8 weeks depending on group priorities/action items• Develop and submit grant proposals• Work with FHEED consultant on milestones identified in attached scope of work.	\$13,750
Qtr 4	<ul style="list-style-type: none">• Identify and apply for potential grant funding for projects consistent with the identified priorities and strategies• Recruit volunteers for Hunger Relief efforts• Resource and support efforts of Glades Distribution Center committee• Supervise projects assigned to three AmeriCorps members identified by Hunger Relief Taskforce related to Senior Hunger, Infrastructure, and Childhood Hunger• Meetings with Hunger Relief Advisory Committee quarterly and Subcommittees every 4 to 8 weeks depending on group priorities/action items• Monitor Grants	\$13,750
Total Payment		\$60,000

PROPOSED SCOPE OF SERVICES - FHEED	
SERVICE	DESCRIPTION
MILESTONE 1: (A) Development of the survey instruments (B) Project Management & Oversight of Surveys (C) Processing and Analysis of Results	<p>FHEED, working with QualMix and resource persons identified by the PBC United Way and others, will develop two survey instruments to be administered at pantries:</p> <ol style="list-style-type: none">Performance Survey (for pantry users): This survey will measure how much pantries fill the hunger gap for their clients, in particular for fresh healthy foods. It will be adapted from the ERS-USDA Six-Item Short Form U.S. Household Food Security Survey Module.Capacity Survey (for pantries): This survey will measure capacity for pantries to provide fresh healthy foods by assessing their refrigeration, storage and food preparation infrastructure. <p>NOTE: QualMix will develop and plan survey design and administration. Surveys will be administered and collected by the United Way and its partners. QualMix will manage and oversee scope of survey phase and serve as the dedicated point person and resource. Once data is collected, QualMix will process the survey results. *Timeline will depend on total number of participants, survey execution and completion by UW partners and volunteers</p>
MILESTONE 2: (A) Geocoding and verification of pantry locations (B) Joining of survey results to pantry shapefiles	<p>Pantry locations will need to be mapped (geocoded) and then verified via Google Street View and/or phone calls. After mapping the pantries, FHEED will assign the final survey results to the food pantry “shapefiles,” the files used in GIS. A database of 175 pantry attributes will be a useful co-product.</p>
MILESTONE 3: GIS Processing of the determinants of food insecurity at the tract-level	<p>This service involves collecting and processing GIS census data for the determinants of food security that capture the greatest number of food insecure households. For guidance, FHEED will use determinants cited in: Coleman-Jensen, A., Christian, G., & Singh, A. (2014). Household Food Security in the United States, 2013. Economic Research Report, 141. Washington, DC: U.S. Department of Agriculture, Economic Research Service</p>
MILESTONE 4: GIS Processing of community assets that may assist pantries	<p>This service involves collecting, processing, and mapping assets that pantries and or food banks identify as possible capacity builders for pantry hunger relief efforts (e.g., supermarkets, schools, farms, and farmers markets).</p>
MILESTONE 5: Exploratory	<p>This service involves the exploring of patterns of the geographic data. Some of the patterns that may be explored include, but are not limited to:</p> <ol style="list-style-type: none">Clusters of pantries by common or opposing performance and capacity measures

Geographic Data Analysis	<div>2. Concentration of pantries in census tracts of need</div> <div>3. Clusters of pantries with each other and community assets that may facilitate the coordination of hunger relief efforts</div> <div>4. Identification of gaps: e.g., high need tracts with no pantries</div>
<div>MILESTONE 6:</div> <div>Production of draft maps to be shared for comment</div>	These digital products will be map options for visualizing the baseline need for Performance, Capacity and Coordination. The United Way and its partners will provide feedback about which maps are the most informative, and any modifications needed to clarify the “geographic story” of pantries.
<div>MILESTONE 7:</div> <div>Production of final maps with narratives</div>	These will be digital maps (size TBD), which will tell the geographic story of pantry performance, capacity and coordination possibilities. Each map (most likely 3) will be accompanied with a brief narrative and the data behind the map. The data will be in a form that can be used by future GIS technicians and others to update the maps. The maps will produced for the intent of printing by the United Way.
<div>MILESTONE 8:</div> <div>Information exchanges via email, phone calls, webinars, and in-person meetings</div>	These are anticipated periodic information exchanges that normally arise when communicating on a project’s progress.
QUALIFICATIONS	<div>Anthony Olivieri, the founder of FHEED LLC (Food for Health, the Environment, Economy & Democracy), has a Master’s in Urban and Regional Planning from Florida Atlantic University (2011) with a capstone project on community food systems, and a certificate in Geographic Information Systems (GIS). Passionate about food justice, Since 2011, Anthony has been a Community Food Systems consultant with the Broward Regional Health Planning Council’s TOUCH Initiative: Transforming Our Community’s Health. In partnership with TOUCH, Anthony has presented his work on food and health disparities to the Florida American Planning Association (2012), American Public Health Association (2013, 2014), and the Florida Redevelopment Association (2013). In addition to conduction dietary disease disparities assessments, FHEED has developed a visioning session to facilitate planning between public-sector planners and residents interested in community food system change. This technique was accepted as a “Learning Institute” by the 142nd APHA annual meeting in New Orleans, in November 2014. Anthony Olivieri was also an instructor with Florida Atlantic University’s School of Urban and Regional Planning, where he developed and taught South Florida’s first urban planning course on community food systems, <i>Cities and Urban Food</i>.</div> <div>Nicole Mixson-Perez, Chief Consultant of QualMix Consulting, is a hybrid social scientist trained in Sociology, Anthropology and Geography with research interests and skills that reach across disciplinary boundaries in the social and health sciences. She received her Ph.D. (2014) from the interdisciplinary department Global and Sociocultural Studies in the School of International and Public Affairs at Florida International University. She received her Master’s degree (2006) in Sociology from the University of Miami with specializations in Medical Sociology and Race/Ethnic Relations. She received her Bachelor’s degree (2004) from the University of Florida with a major in Sociology and a minor in Women’s Studies. After working with organizations in the</div>

	<p>health sector, she established QualMix consulting in 2015. She is more broadly concerned with questions addressing policy issues and lived experiences related to health, bodies, food and place and examining the role of race, ethnicity, class and gender. She is committed to connecting organizations to the needs and realities of people living in communities they serve and is passionate about working collaboratively to plan effective research strategies that deliver evidence-based results. She has taught various courses (e.g. <i>Sociology of Food</i>, <i>Global Social Change</i> and <i>Globalization and U.S. Cities</i>) at local universities such as UM, FIU, FAU, and Barry. She has presented her work at national and international conferences including the American Sociological Association, the Association of American Geographers and the Economic and Social Research Council (UK). Dr. Mixson-Perez has over a decade of combined expertise in teaching and practice in the social sciences, with emphasis in qualitative ethnographic data design, collection and analysis.</p>
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Attachment 2

Milestones Schedule and Fee Structure: All 175 Pantries

Milestone	Anticipated hours	Per Hour	Milestone Cost	Anticipated completion date
1A	56	\$ 50.00	\$ 2,800.00	10/28/2016
1B	100	\$ 75.00	\$ 7,500.00	12/16/2016 ¹
1C	120	\$ 75.00	\$ 9,000.00	2/24/2017
2A	30	\$ 75.00	\$ 2,250.00	11/11/2016 ²
2B	30	\$ 75.00	\$ 2,250.00	3/9/2017
3	24	\$ 75.00	\$ 1,800.00	12/2/2016
4	40	\$ 75.00	\$ 3,000.00	1/11/2017
5	60	\$ 75.00	\$ 4,500.00	3/24/2017
6	30	\$ 75.00	\$ 2,250.00	4/20/2017
7	50	\$ 75.00	\$ 3,750.00	5/30/2017
8	70	\$ 50.00	\$ 3,500.00	On going
Estimated total fees			42,600.00	

Performance Survey of sample of users (N ~ 10) from all 175 pantries (N ~ 1750); Capacity survey from all 175 pantries (N ~ 175)

1 The completion date for this milestone is sensitive to the volunteer resources such as the number of volunteers, their availability, and access to the pantries. Therefore, this completion date is a best estimate.

2 By October 1st, 2016, the United Way of Palm Beach County shall provide FHEED a database of all pantries to be included in the assessment. The list/database shall be in a spreadsheet format with separate fields for the pantry site, street address, city and ZIP Code.

Summary of Certificates

This report displays detailed Certificate of Insurance information for a selected Insured. Any items shown in red are deficient.

Tuesday, October 25, 2016

- Simple View
- Certificate Images
- Contracts
- Call Log

Insured: United Way of Palm Beach County, Inc. Insured ID: 049FAA01FY15

Status: Compliant

ITS Account Number: PLC1326

Project(s): Palm Beach County - Community Services

Insurance Policy	Required	Provided	Override
<u>General Liability</u>			
Expiration: 12/4/2016			
General Aggregate:	\$500,000	\$3,000,000	
Products - Completed Operations Aggregate:	\$500,000	\$3,000,000	
Personal And Advertising Injury:	\$500,000	\$1,000,000	
Each Occurrence:	\$500,000	\$1,000,000	
Fire Damage:	\$0	\$0	
Medical Expense:	\$0	\$0	
<u>Automobile Liability</u>			
Expiration: 12/4/2016			
	All Owned Autos	Any Auto not provided	X
	Hired Autos	not provided	X
	Non-Owned Autos	not provided	X
Combined Single Limit:	\$500,000	\$1,000,000	
<u>Workers Compensation/Employers Liability</u>			
Expiration: 12/4/2016			
<u>Professional Liability</u>			
Expiration: 12/4/2016			
Each Occurrence:	\$500,000	\$1,000,000	
Aggregate Limit:	\$500,000	\$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