

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

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Meeting Date: January 10, 2017	<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: Ryan White Program

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I. EXECUTIVE BRIEF



**Motion and Title:** Staff recommends motion to:

- A) approve** Subaward Amendment. 1, No. 9920160083 with the RAND Corporation, for the period May 13, 2016, through August 31, 2017, in an amount not to exceed \$117,461, to continue improving health outcomes for persons living with HIV Spectrum Disease; and
- B) approve** Budget Amendment of \$117,461, in the Ryan White Care Program fund to establish FY 2017 budget for grant award.

**Summary:** On March 1, 2016, the Board of County Commissioners (BCC) ratified the Ryan White Part A, Data Integration Grant Application (R2016-0239) with the RAND Corporation for the maximum cumulative amount of \$317,365. On August 16, 2016, the BCC ratified the first of three (3) Subaward Agreements. This is the second of the agreements which represents an accumulative amount of \$200,411. The Addressing HIV Care Project is a collaboration between Palm Beach County Community Services Department and the City of West Palm Beach's Department of Housing and Community Development. The funding integrates data management systems between the Ryan White Part A and Housing Opportunities for Persons with AIDS (HOPWA) programs. The funds improve the delivery of medical and housing services, improve health outcomes, coordinate service delivery and quality management through improved data infrastructure for homeless HIV-positive clients. **No County funds are required.** (Ryan White Program) Countywide (HH)

**Background and Justification:** The Department of Community Services' Ryan White HIV/AIDS Program Part A HIV Emergency Relief Grant Program will improve the coordination of services for the HIV-positive homeless population by coordinating data systems and service planning with the HOPWA program.

- Attachments:**
- 1. Subaward Amendment No. 1, No. 9920160083
  - 2. Budget Amendment
- =====

Recommended By:		12/15/16
	Department Director	Date
Approved By:		12/29/16
	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	117,461				
External Revenue	(117,461)				
Program Income					
In-Kind Match (County)					
NET FISCAL IMPACT	0	-0-			

# ADDITIONAL FTE POSITIONS (Cumulative)					
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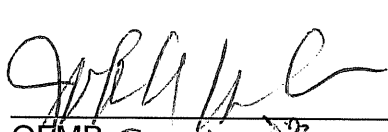
Is Item Included In Current Budget? Yes ☐ No ☒  
Budget Account No.:  
Fund 1010 Dept 142 Unit 1480 Object VAR Program Code Var Program Period GY16

**B. Recommended Sources of Funds/Summary of Fiscal Impact:**  
Funding source is the U.S. Department of Health and Human Services, through the Rand Corporation.

**C. Departmental Fiscal Review:**   
Julie Dowe, Director of Finance and Support Services

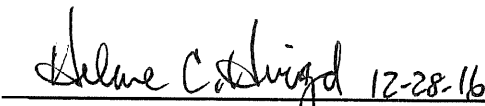
**III. REVIEW COMMENTS**

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

  
OFMB/ET 12/15 JTB 12/10

 12/28/16  
Contract Development and Control

**B. Legal Sufficiency:**

 12-28-16  
Assistant County Attorney

**C. Other Department Review:**

\_\_\_\_\_  
Department Director

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

Subaward Amendment

Institution/Organization ("RAND") Name: RAND Corporation Address: 1776 Main Street Santa Monica, CA 90401		Institution/Organization ("COLLABORATOR") Name: Palm Beach County Board of Commissioners Address: PO Box 4036 West Palm Beach, FL 33402  DUNS: 07-847-0481	
Prime Award (FAIN) No. U1SHA29299		Subaward No. 9920160083	
Award Date 3 September 2015	Federal Project Funding \$2,385,299.00	R&D Funded (Y/N) N	
Effective Date of Amendment 9 August 2016	Amendment No. 1	Amount Funded this Action \$117,461.00	

Amendment(s) to Original Terms and Conditions  
(numbering is independent of original Agreement)

1. The period of performance for this Subcontract shall be from May 13, 2016 through August 31, 2017 unless amended by written mutual agreement. Expenditures incurred prior to the beginning date or subsequent to the termination date are unallowable.
2. Funding has been increased by the above amount. The budget details will be the same as seen in the original agreement for period 2. There is no carryover of unused funds from the first period of performance at this time. RAND will notify Collaborator when/if previously unused funds are released for use in the current period of performance.
3. Additional Terms and Conditions of the Prime Award may be seen in Attachment 2.1.
4. All other terms and conditions of the original Subaward remain in full force and effect.

APPROVED AS TO TERMS  
AND CONDITIONS

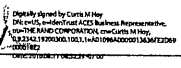
BY:   
DEPARTMENT HEAD

Attest:  
~~Clerk and Comptroller~~  
Sharon Bock

By: \_\_\_\_\_  
Deputy Clerk

Approved as to Form  
and Legal Sufficiency

By:  12-28-16  
Assistant County Attorney

By an Authorized Official of RAND:  Curtis M Hoy <small>Digitally signed by Curtis M Hoy DN: cn=Curtis M Hoy, o=Palm Beach County, ou=Procurement &amp; Contract Systems, email=Curtis.M.Hoy@palmbeach.fl.us, c=US</small> Name: Curtis Hoy Title: Assoc. Director, Procurement & Contract Systems		By an Authorized Official of COLLABORATOR: _____ Paulette Burdick, Mayor _____ Date	
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**Attachment 2.1**  
**Additional Terms & Condition from**  
**Prime Award**

1. A conference is defined as a meeting, retreat, seminar, symposium, workshop or event whose primary purpose is the dissemination of technical information beyond the nonfederal entity and is necessary and reasonable for successful performance under the Federal award. Allowable conference costs paid by the recipient as a sponsor or host of the conference may include rental of facilities, speakers' fees, costs of meals and refreshments, local transportation, and other items incidental to such conferences unless further restricted by the terms and conditions of the Federal award. As needed, the costs of identifying, but not providing, locally available dependent care resources are allowable. Conference hosts/sponsors must exercise discretion and judgment in ensuring that conference costs are appropriate, necessary and managed in a manner that minimizes costs to the Federal award.
2. Recipients must meet the requirements of the HHS regulations to protect human subjects from research risks as specified in the Code of Federal Regulations, Title 45 – Public Welfare, Part 46 – Protection of Human Subjects (45 CFR 46), available online at <http://www.hhs.gov/ohrp/humansubjects/guidance/45cfr46.html>. Recipients must submit and obtain documentation of Institution Review Board (IRB) approval, if applicable, on all multisite evaluation protocols and data collection instruments. Prior to their expiration, the recipient must submit documentation from that IRB, which indicate the project has undergone an annual review and complies with all IRB requirements.
3. The recipient is required to establish and maintain a process for protecting client confidentiality throughout the project period. Client confidentiality requirements apply to all phases of the project.
4. RWHAP funds may not be used to make cash payments to intended recipients of services. This prohibition includes cash incentives and cash intended as payment for RWHAP services. Where direct provision of the service is not possible or effective, store gift cards, vouchers, coupons, or tickets that can be exchanged for a specific service or commodity (e.g., food or transportation) must be used. Store gift cards that can be redeemed at one merchant or an affiliated group of merchants for specific goods or services that further the goals and objectives of the RWHAP are also allowable as incentives for eligible program participants. Recipients are advised to administer voucher and store gift card programs in a manner which assures that they cannot be exchanged for cash or used for anything other than the allowable goods or services, and that systems are in place to account for disbursed vouchers and store gift cards. Note: General use prepaid cards are considered "cash equivalent" and are therefore unallowable. Such cards generally bear the logo of a payment network, such as Visa, MasterCard, or American Express, and are accepted by any merchant that accepts those credit or debit cards as payment. Gift cards that are cobranded with the logo of a payment network and the logo of a merchant or affiliated group of merchants are general use prepaid cards, not store gift cards, and therefore are also unallowable.
5. Recipients must follow the guidance in all applicable HIV/AIDS Bureau Policy Notices and Program Letters to ensure compliance with programmatic requirements. See <http://hab.hrsa.gov/manageyourgrant/policiesletters.html>.
6. No funds will be used to fund AIDS programs, or to develop materials, designed to promote or encourage, directly, intravenous drug use or sexual activity, whether homosexual or heterosexual.

HOPWA/RW DATA INTEGRATION					
TIME PERIOD 2	9/1/2016	TO	8/31/2017		
a. Personnel (Name, Position)	Annual Salary	Program FTE	Program Salary	Administration	
Data Analyst (DCS)	\$52,532	1	\$52,532	\$52,532	\$52,532
Personnel Subtotal	\$52,532	1	\$52,532	\$52,532	\$52,532
b. Fringe Benefits					
Health Insurance: Medical, Dental, and Life Insurance			\$0	\$10,506	\$10,506
Retirement Benefits			\$0	\$3,099	\$3,099
Payroll Taxes			\$0	\$3,940	\$3,940
Fringe Subtotal			\$0	\$17,546	\$17,546
c. Travel					
Washington DC TA meeting					\$2,000
					\$0
					\$0
Travel Subtotal				\$0	\$2,000
d. Equipment					
Computer				\$1,000	\$1,000
Equipment Subtotal				\$1,000	\$1,000
e. Supplies					
Office Supplies				\$250	\$250
				\$0	\$0
Supplies Subtotal				\$250	\$250
f. Contractual					
Groupware Technologies				\$44,133	\$44,133
Consultants					\$0
Contractual Subtotal				\$44,133	\$44,133
g. Subtotal Period 2				\$115,461	\$117,461

HOPWARW DATA INTEGRATION					
TIME PERIOD 3	9/1/2017	TO	8/31/2018		
a. Personnel (Name, Position)	Annual Salary	Program FTE	Program Salary	Administration	
Data Analyst	\$54,108	1	\$54,108	\$54,108	\$54,108
Personnel Subtotal	\$54,108	1	\$54,108	\$54,108	\$54,108
b. Fringe Benefits					
Health Insurance: Medical, Dental, and Life Insurance			\$0	\$11,146	\$11,146
Retirement Benefits			\$0	\$3,192	\$3,192
Payroll Taxes			\$0	\$4,058	\$4,058
Fringe Subtotal			\$0	\$18,397	\$18,397
c. Travel					
Washington, DC TA meeting					\$2,000
					\$0
					\$0
Travel Subtotal				\$0	\$2,000
d. Equipment					
Client Track Bridge				\$20,000	\$20,000
Equipment Subtotal				\$20,000	\$20,000
e. Supplies					
Office Supplies				\$250	\$250
				\$0	\$0
Supplies Subtotal				\$250	\$250
f. Contractual					
Groupware Technologies				\$22,200	\$22,200
Consultants					\$0
Contractual Subtotal				\$22,200	\$22,200
g. Subtotal Period 3				\$114,955	\$116,955
Total				\$114,955	\$117,365

Attachment 5  
Budget

HOPWARW DATA INTEGRATION					
TIME PERIOD 1		5/1/2016	TO	8/31/2016	
Object Class Categories				Ryan White Allocation	Total
a. Personnel (Name, Position)	Annual Salary	Program FTE	Program Salary	Administration	
Temporary Staff (New Position)	\$ 20,000	1	20,000	20,000	20,000
Personnel Subtotal	\$ 20,000	1	20,000	20,000	20,000
b. Fringe Benefits					
Health Insurance: Medical, Dental, and Life Insurance			0	0	0
Retirement Benefits			0	0	0
Payroll Taxes			0	1,500	1,500
Fringe Subtotal			0	1,500	1,500
c. Travel					
Washington DC TA meeting				0	2,000
Travel Subtotal				0	2,000
d. Equipment					
Computer				800	800
Data Management System Hardware				5,000	5,000
Equipment Subtotal				5,800	5,800
e. Supplies					
Office Supplies				250	250
				0	0
Supplies Subtotal				250	250
f. Contractual					
Groupware Technologies				18,400	18,400
SAMIS				20,000	20,000
Consultants				15,000	15,000
Contractual Subtotal				53,400	53,400
g. Subtotal Period 1				80,950	82,950

BOARD OF COUNTY COMMISSIONERS  
PALM BEACH COUNTY, FLORIDA  
BUDGET AMENDMENT

Page 1 of 1

BGEX - 142 - 093016\*2076

BGRV - 142 - 093016\*0607

## FUND (1010) - Ryan White Care Program

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	ENCUMBERED AS OF 09/30/16	REMAINING BALANCE
REVENUE								
142 1480 3169	Federal Grant Other -Human Services	0	0	117,461		117,461		
	Total Revenue	7,697,488	7,697,488	117,461		7,814,949		
EXPENDITURE								
142 1480 1201	Salaries & Wages Regular	0	0	70,078		70,078	0	70,078
142 1480 4007	Travel - Mileage	0	0	2,000		2,000	0	2,000
142 1480 5101	Office Supplies	0	0	1,250		1,250	0	1,250
142 1480 3401	Other Contractual Services	0	0	44,133		44,133	0	44,133
	Total Expenditures	7,697,488	7,697,488	117,461		7,814,949		

COMMUNITY SERVICES

INITIATING DEPARTMENT/DIVISION

Administration/Budget Department Approval

OFMB Department - Posted

Signature

Date

[Signature] 12/15/16  
[Signature] 12/20/16

By Board of County Commissioners

At Meeting of January 10, 2017

\_\_\_\_\_  
Deputy Clerk to the  
Board of County Commissioners