

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2017	2018	2019	2020	2021
Capital Expenditures					
Operating Costs	419,484	419,484	419,484		
External Revenue	(158,500)	(158,500)	(158,500)		
Program Income					
In-Kind Match	(98,900)	(98,900)	(98,900)		
NET FISCAL IMPACT	162,084	162,084	162,084		

# 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 1351 Obj. 3401 Program Code Var. Program Period GY16

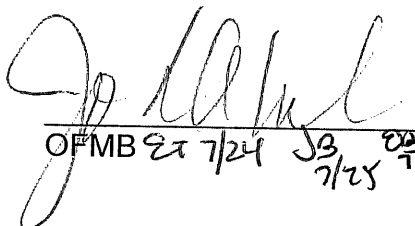
B. Recommended Sources of Funds/Summary of Fiscal Impact:

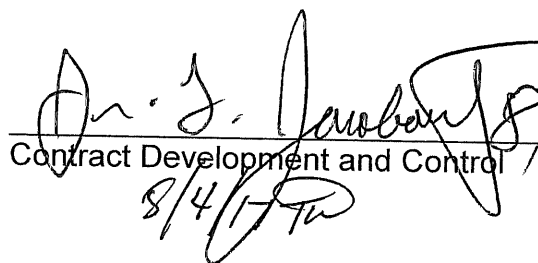
Funding source is DCF. The County match of \$162,084 will consist of staff time. Catholic Charities of the Diocese of Palm Beach, Inc. will provide in-kind match of \$98,900. No other match funds are required.

C. Departmental Fiscal Review: 
Julie Dowe, Director, Financial & Support Svcs.

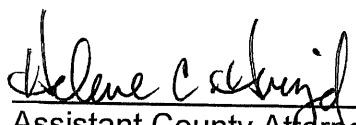
III. REVIEW COMMENTS

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

 7/27/17
OFMB ST 7/24 JS 08 7/25 7/26

 8/14/17
Contract Development and Control

B. Legal Sufficiency:


Assistant County Attorney

C. Other Department Review:

Department Director

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

THIS AMENDMENT, entered into between the State of Florida, Department of Children and Families, hereinafter referred to as the "Department" and **Palm Beach County Board of County Commissioners**., hereinafter referred to as the "Provider," amends **Contract # IPZ07**.

The purpose of Amendment #0001 is to renew Contract #IPZ07 for two (2) additional years as referenced in Section 1.3 of the CF Standard Integrated Contract 2016, in the amount of \$158,500.00 for SFY 17-18 and \$158,500.00 for SFY 18-19, for a total two (2) year increase of \$317,000.00. The revised total contract amount is \$475,500.00, subject to the availability of funds.

1. **Page 1, CF Standard Integrated Contract 2016, Section 1.1., Purpose and Contract Amount**, is hereby amended to read:

1.1. Purpose and Contract Amount

The Department is engaging the Provider for the purpose of **preventing homelessness by providing emergency funds for rent and mortgage payments, analysis of the homeless service delivery in Palm Beach County and updating the Palm Beach County Ten Year Plan to End Homelessness**, as further described in Section 2, payable as provided in Section 3, in an amount not to exceed **\$475,500.00**.

2. **Page 2, CF Standard Integrated Contract 2016, Section 1.3., Effective and Ending Dates, first paragraph**, is hereby amended to read:

This contract shall be effective on **December 6, 2016** or the last date executed by a party, whichever is later. The service performance period under this Contract shall commence on **December 6, 2016**, or the effective date of this Contract, whichever is later, and shall end at midnight, **Eastern time, on June 30, 2019**, subject to the survival of terms provisions of Section 7.4.

3. **Page 18, 2016 Challenge Grant, EXHIBIT A – SPECIAL PROVISIONS, Section A-1.3, Effective and Ending Dates**, is hereby added to read:

A-1.3. Effective and Ending Dates

As indicated in **Section 1.3.**, there is a renewal clause; however, Amendment #0001 renews the Contract and there are no remaining renewal periods. This Contract shall end at midnight, Eastern time, on **June 30, 2019**, subject to the survival of terms provisions of **Section 7.4**.

4. **Page 20, 2016 Challenge Grant, EXHIBIT B–SCOPE OF WORK, Section B-1., Scope of Service**, is hereby amended to read:

B-1. Scope of Service

This is a three (3) year Grant Agreement, pursuant to section 420.622(4), Florida Statutes. Under this Grant Agreement, services shall be provided in Palm Beach County, Florida in accordance with the Grantee's Application to the Department's Challenge Grant Solicitation #LPZ22. The Grantee's Application for #LPZ22 is hereby incorporated by reference and shall

be maintained in the Grantee's and the Department's official files. The terms of the Grantee's Application may not be changed without specific advance written approval by the Department.

5. **Page 20, 2016 Challenge Grant, EXHIBIT B–SCOPE OF WORK, Section B-7., Grant Agreement Limits**, is hereby amended to read:

B-7. Grant Agreement Limits

This Grant Agreement is limited to funding from **December 6, 2016** or the date of Grant execution, whichever is later, through **June 30, 2019**. Funding is limited to no more than **\$475,500.00** for the grant period, subject to the availability of funds. This Grant Agreement may be renewed at the discretion of the Department.

6. **Page 28, 2016 Challenge Grant, EXHIBIT D – DELIVERABLES**, is hereby deleted in its entirety and **Page 28, 2016 Challenge Grant, EXHIBIT D – DELIVERABLES (Revised July 1, 2017)**, is inserted in lieu thereof and attached hereto.
7. **Page 30, 2016 Challenge Grant, EXHIBIT E1 - Annual Performance Report**, is hereby deleted in its entirety and **Page 30, EXHIBIT E1 - Annual Performance Report (Revised July 1, 2017)**, is inserted in lieu thereof and attached hereto.
8. **Page 35, 2016 Challenge Grant, EXHIBIT F3 – MONTHLY EXPENDITURE REPORT**, is hereby deleted in its entirety and **Page 35, EXHIBIT F3 – MONTHLY EXPENDITURE REPORT (Revised July 1, 2017)**, is inserted in lieu thereof and attached hereto.

REMAINDER OF PAGE LEFT BLANK INTENTIONALLY

This amendment shall begin on **June 30, 2017** or the date on which the amendment has been signed by both Parties, whichever is later.

All provisions in the contract and any attachments thereto in conflict with this amendment shall be and are hereby changed to conform with this amendment.

All provisions not in conflict with this amendment are still in effect and are to be performed at the level specified in the contract.

This amendment and all its attachments are hereby made a part of the contract. **IN WITNESS THEREOF**, the parties hereto have caused this **six (6)** page amendment to be executed by their officials thereunto duly authorized.

PROVIDER: PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS

FLORIDA DEPARTMENT OF CHILDREN AND FAMILIES

SIGNED BY: *Paulette Burdick*

SIGNED BY: _____

NAME: Paulette Burdick

NAME: Dennis Miles

TITLE: Mayor

TITLE: Regional Managing Director

DATE: 6/19/17

DATE: _____

FEID # (or SSN): 59-6000785

Approved As To Terms
And Conditions

Approved As To Form
And Legal Sufficiency

By: *Tarune*
Department Director

By: *Dennis Miles*
Assistant County Attorney

Attest:
Sharon R. Bock
Clerk and Comptroller

By: _____
Deputy Clerk

EXHIBIT D – DELIVERABLES

- D-1 Service Units.** A unit of service is one month of the services defined in **Exhibit C-Task List**, C-1 Service Task.
- D-1.1** Project 1 Catholic Charities - A minimum of 45 eligible homeless households (each household may consist of one person or more) will be provided with services under this Grant Agreement.
- D-1.2** Project 2 Homeless Coalition of Palm Beach County - Coordinated Analysis of Systems.
- D-2 Deliverables.** The Grantee shall attain the following service targets by the end of the grant period (June 30, 2019).
- D-2.1** Reduction in the number of homeless persons in the catchment area.
- D-2.1.1 Project 1.** Catholic Charities will serve a minimum of 45 eligible individuals/or families.
- D-2.2** Collections of data, Activity 1 for Coordinated Analysis, Activity 2 applying research findings of best practices and performance measures for integration of diversion and prevention programs to connect with the Coordinated Entry System.
- D-2.2.1 Project 2.** Homeless Coalition of Palm Beach County will provide Coordinated Analysis to result in recommendations for both programmatic and system level changes and support the Continuum of Care Plan.
- D-3 Performance Measures for Acceptance of Deliverables.** For the acceptance of deliverables, the Grantee shall serve a minimum of the following per month:
- D-3.1 Project 1:** Three (3) individuals/families will be served each full month. If the start date is not the 1st of the month the # served will be prorated.
- D-3.2 Project 2:** C-1.2.2.1, C-1.2.2.2, C-1.2.2.3 data and analysis collection will be completed by June 30, 2019.
- D-4 Criteria for Acceptance of Deliverables**
- D-4.1** The HMIS report must support the services provided. The Provider will input data into the Homeless Management Information System (HMIS) on clients served (including the types of services provided), submit the HMIS report with the monthly invoice and monthly activity reports, and state the monthly goal of servicing three (3) homeless households with this grant funding. The HMIS report shall include the number of individuals and households served during the reporting month and year-to-date, from date of execution of the contract.
- D-4.2** The Provider must maintain documentation to support proof of service delivery, including but not limited to: receipts, case notes, homeless verification/eligibility forms, receipts for any direct client/shelter costs, lease agreements.

EXHIBIT E1
Annual Performance Report
Palm Beach County Board of County Commissioners
Challenge Grant

IPZ07
Contract

Prepared by

Service Month: _____

Signature

Date: _____

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete and accurate and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal Award. I am aware that any false, fictitious, or fraudulent information or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims, or otherwise. Additionally, I certify that all reports supporting this invoice have been submitted to the Department in accordance with this agreement.

PERFORMANCE MEASURES

E-1.1 Reduction In The Number Of Homeless Persons

Stably Housed Clients

- a. Number Of Households per Fiscal Year Who Remained Stably Housed 6 Months Following Last Assistance
- b. Total Number Of Households Served During Fiscal Year 2016-2017, Fiscal Year 2017-2018 or Fiscal 2018-2019
- c. Percentage Of Households Remaining Stably Housed (a divided by b)

The standard target for FY16-17 is to establish a baseline of households who remained stably housed 6 months following last assistance.

E-1.2 Collection of Information for Coordinated Analysis of Systems and Practices used for Diversion and Prevention of Homelessness in Palm Beach County

- a. Data Collection- Activity 1 (completion by March 31, 2017) Y/N

- b. Analysis of Best Practices Research- Activity 2 (completion by April 15, 2017) _____
- c. Diversion and Prevention- Systems Recommendations Report- Activity 3 (finalized report May 31, 2017)
Target activity dates (a and b= c) meet systems analysis FY objective (June 30, 2017) _____

**EXHIBIT F3
MONTHLY EXPENDITURE REPORT**

Provider: Palm Beach County Board of County Commissioners	Challenge Contract # IPZ07
Address:	FEID:
Telephone:	Grant Year: _____
Reporting Period: _____ through _____	OCA: <u>HMLCH</u>

	<i>Items</i>	<i>Total Expenditures This Report</i>	<i>Total Expenditures to Date</i>	<i>Budget Remaining</i>
	TOTAL			
		Total Payments to Date		
		On target to expend all funds within grant period?		

ATTESTATION			
By signing this report, I certify to the best of my knowledge and belief that the report is true, complete and accurate and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Award. I am aware that any false, fictitious, or fraudulent information or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims, or otherwise. Additionally, I certify that all reports supporting this invoice have been submitted to the Department in accordance with this agreement.			
Authorized Name and Title <i>(please print)</i>			
Signature		Date	



MEMORANDUM

TO: Paulette Burdick, Mayor
Board of County Commissioners

THRU: Verdenia C. Baker, County Administrator
Board of County Commissioners *V. C. Baker*

THRU: Nancy L. Bolton, Assistant County Administrator
Board of County Commissioners *NLB*

FROM: James Green, Director
Community Services Department *J. Green*

DATE: June 13, 2017

RE: **2016 DCF Challenge Grant Agreement IPZ07
Amendment #0001**

Department of Community Services
810 Datura Street
West Palm Beach, FL 33401
(561) 355-4700
FAX: (561) 355-3863
www.pbcgov.com

**Palm Beach County
Board of County
Commissioners**

- Paulette Burdick, Mayor
- Melissa McKinlay, Vice Mayor
- Hal R. Valeche
- Dave Kerner
- Steven L. Abrams
- Mary Lou Berger
- Mack Bernard

County Administrator

Verdenia C. Baker



"An Equal Opportunity
Affirmative Action Employer"

Pursuant to Section 309 of the Administrative Code, your signature is needed on the 2016 Department of Children and Families (DCF) Challenge Grant Amendment # 0001 for Challenge Grant Agreement IPZ07.

The purpose of Amendment #0001 is to renew Grant Agreement #IPZ07 (R2017-0255) for two (2) additional years in the amount of \$158,500 annually for SFY 2017-2018 and SFY 2018-2019, for a total two (2) year increase of \$317,000. The revised total agreement amount is \$475,500, subject to availability of funds.

Subcontracts will be executed with Catholic Charities of the Dioceses of Palm Beach, Inc. to provide homeless prevention services and the Homeless Coalition of Palm Beach County to update the Ten Year Plan to End Homelessness. The Grant Agreement will provide \$158,500 annually. The County match of \$162,084 supports all Continuum of Care activities and is included in the FY 2017 budget and proposed FY 2018 budget. An additional \$98,900 of in-kind match funds will be provided annually by Catholic Charities of the Dioceses of Palm Beach, Inc.

The amendment was delivered to Human Services for signature on June 5, 2017, and must be executed by both parties no later than July 1, 2017, or the funds will not be available until the next competitive procurement process in 2019. To ensure that both parties have signed prior to the July 1, 2017 deadline, we would like the amendment return to us no later than June 23, 2017.

If additional information is needed, please contact Georgiana Devine, at (561) 355-4778.

Approved by:

J. Green

Assistant Department Director

Selena C. Hernandez

Assistant County Attorney

Nancy L. Bolton

OFMB
Assistant County Administrator

Attachments: DCF Challenge Grant IPZ07 Amendment #0001