

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:


Fiscal Years	2018	2019	2020	2021	2022
Capital Expenditures					
Operating Costs	152,250	152,250			
External Revenue					
Program Income (County)					
In-Kind Match (County)					
NET FISCAL IMPACT	152,250	152,250			

No. ADDITIONAL FTE POSITIONS (Cumulative)					
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Is Item Included In Current Budget? Yes X No
 Does this item include the use of federal funds? Yes No X

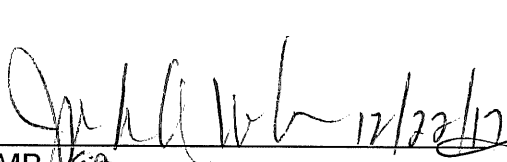
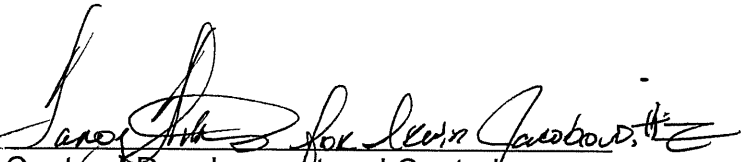
Budget Account No.:
 Fund 0001 Dept 740 Unit 2060. Object Var. Program Code Program Period

B. Recommended Sources of Funds/Summary of Fiscal Impact:
 Funding source is Palm Beach County.

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 ^{EB} _{SP 12/21} 12/22

 Contract Development and Control
 12/27/17 (Tu)

B. Legal Sufficiency:


 Assistant County Attorney

C. Other Department Review:

 Department Director

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

**AMENDMENT TO FINANCIALLY ASSISTED AGENCIES
CONTRACT FOR PROVISION OF FINANCIAL ASSISTANCE**

THIS AMENDMENT TO THE FINANCIALLY ASSISTED AGENCIES CONTRACT (R2016-1863) made and entered into in Palm Beach County Florida, on this ____ day of ____ 2018 by and between Palm Beach County, a Political Subdivision of the State of Florida, by and through its Board of Commissioners, hereinafter referred to as the COUNTY and **The Glades Initiative Inc.**, hereinafter referred to as the AGENCY, a not-for-profit corporation authorized to do business in the State of Florida, whose Federal Tax I.D. is 01-0733180.

WITNESSETH:

WHEREAS, the parties entered in a contract on **December 20, 2016**;

WHEREAS the AGENCY has proposed providing certain services under the Service Area of Economic Stability / Poverty;

WHEREAS, the contract currently has an expiration date of September 30, 2017 and the parties desire to extend the contract to September 30, 2019, in the amount of THREE HUNDRED FOUR THOUSAND, FIVE HUNDRED DOLLARS (\$304,500) for a two (2) year period of which ONE HUNDRED FIFTY TWO THOUSAND, TWO HUNDRED AND FIFTY DOLLARS (\$152,250) is budgeted in FY2018 WITH AN ANTICIPATED ANNUAL ALLOCATION OF ONE HUNDRED FIFTY TWO THOUSAND, TWO HUNDRED AND FIFTY DOLLARS (\$152,250) IN EACH SUBSEQUENT FISCAL YEAR FOR THE TERM OF THIS CONTRACT.

WHEREAS, the parties agree that certain other amendments to the contract are necessary and appropriate.

NOW THEREFORE, the above named parties hereby mutually agree that the contract is hereby amended as follows:

1. **So much of Article 2 - Schedule that reads, September 30, 2017 shall be amended to read September 30, 2019.**
2. **So much of Article 3 - Payments that reads ONE HUNDRED FIFTY TWO THOUSAND, TWO HUNDRED AND FIFTY DOLLARS (\$152,250) shall read FOUR HUNDRED FIFTY SIX THOUSAND, SEVEN HUNDRED AND FIFTY DOLLARS (\$456,750).**
3. **So much of Article 3 – Payments that reads, The program and unit cost definitions for this contract year are set forth in Exhibit B shall be amended to read,**

The program and unit costs definitions for this contract year are set for in Exhibit B-1.

4. **So much of Exhibit A-1** is attached hereto and made a part of hereof showing a revised SCOPE OF WORK & SERVICE UNITS and such exhibit supersedes and replaces Exhibit A.
5. **So much of Exhibit B-1 for FY 2018-2019** is attached hereto and made a part hereof showing new units' service rate and definition and such exhibit supersedes and replaces Exhibit B.
6. **So much of Exhibit C-1 for FY 2018-2019** is attached hereto and made a part hereof showing new units' service rate and definition and such exhibit supersedes and replaces Exhibit C.
7. **So much of ARTICLE 13 - AGENCY 'S PROGRAMMATIC REQUIREMENTS** is hereby amended in its entirety to read, The AGENCY agrees to specific programmatic requirements, including but not limited to, the following:

- A. AGENCY shall maintain separate financial records for Financially Assisted Agencies (FAA) Contract funds and account for all receipts and expenditures including direct and indirect cost allocations in accordance with Generally Accepted Accounting Principles (GAAP), by individual service categories, by administration and program costs. Financially Assisted Agencies' cost allocations are to be completed and posted by service category, delineating program and administrative costs, to the general ledger on a monthly basis. The backup documentation-copies of paid receipts, copies of checks, invoices, or any other applicable documents acceptable to the Palm Beach County Community Services Department will be requested as desk and/or on-site monitoring on a periodic basis. Allowable administrative expenses shall not exceed fifteen percent (15%) and shall be inclusive with the unit cost of service. The administrative cost to be maintained at individual service category and to be available as in the detailed general ledger. These costs must support the unit rate and number of units billed.
- B. AGENCY shall be chartered or registered with the Florida Department of State, have been incorporated for at least one agency fiscal year and have provided services for at least six months. County assistance shall not exceed 25% of the agency's total operating budget, unless otherwise approved by the Board of County Commissioners. If approved for funding, a formal agreement shall be executed, and payment will be made by reimbursement of documented expenses. The Agency must provide a report at the end of the fiscal year showing that it is within the 25% of the FAA Administrative code.
- C. AGENCY shall promptly reimburse the COUNTY for any funds which are misused, misspent or unspent are for any reason deemed to have been spent on ineligible expenses.
- D. AGENCY shall maintain records in accordance with the Public Records Law, Chapter 119, Florida Statutes.

- E. AGENCY shall ensure that no private or confidential data collected, maintained or used during the course of the contract period shall be disseminated except as authorized by statute during the contract period or thereafter.
- F. AGENCY shall allow COUNTY through the DEPARTMENT to both fiscally and programmatically monitor to assure that its fiscal and programmatic goals and conduct as outlined in the Scope of Work, Exhibit A-1 and Units of Service Rate and Definition, Exhibit B-1 are adhered to. All contracted programs/services will be monitored at least yearly and possibly twice-yearly. The DEPARTMENT staff will utilize and review other Funder's licensing or accreditation monitoring results. A copy of all grant audits and monitoring reports by other funding entities are required to be provided to the County. Services will be monitored against administrative and programmatic standards designed to measure program efficiency and effectiveness. The AGENCY shall maintain business and accounting records detailing the performance of the contract. Authorized representatives or agents of the COUNTY and/or the DEPARTMENT shall have access to records upon reasonable notice for purposes of review, analysis, inspection and audit.
- G. AGENCY shall be monitored by the information within the contract, Exhibit A-1, Exhibit B-1, and current FAA monitoring tool.
- H. AGENCIES with findings during the monitoring phase shall complete a Grant Compliance Agreement within 30 days outlining how and when findings will be resolved.
- I. AGENCY shall provide the DEPARTMENT with client level data as stated in the FAA Program Data Reporting Instructions. Outcomes are to be entered for each program as clients are served into the designated reporting system. Data submitted shall clearly document all client admissions and discharges which occurred under this Contract and documents all program participants, programs and strategies which occurred under this Contract, if applicable. Data entered in the designated website reporting system shall be consistent with the data maintained in the AGENCY'S client files. Data that is entered incorrectly must be corrected within the timeframe designated by the DEPARTMENT upon discovery of error or notification of error, whichever occurs first. Failure to provide this information in a timely fashion and in the format required will be grounds for financial reimbursements to be held by the COUNTY until such information is submitted.
- J. Agencies receiving County funds to provide homeless and shelter related services agrees to be a partner in the community's Client Management Information System and to execute the necessary Partner and User Agreements and shall fully comply with the terms and conditions as set forth in these documents, unless otherwise directed by the DEPARTMENT.

For Behavioral Health contracts, the Concordia Portal and any other data reporting system designated by COUNTY will be used as the source for all data used to determine compliance with programmatic contractual requirements.

Final client data entry must be completed by October 15th of each year in order to be in contract compliance and also to be able to determine AGENCY'S progress in attaining its goals as outlined in the Scope of Work, Exhibit A-1.

- K. All Behavioral Health Agencies providing care coordination services shall provide documentation of executed Memorandum of Understanding (MOU) with behavioral health providers required to meet the needs of families in multiple areas of the county. If new Behavioral Health service agencies are needed, the care coordination shall get approval from the Assistant Director Community Services Department.
- L. AGENCY agrees to not use or disclose protected health information, defined as individually identifiable health information other than permitted or required by this Contract or as required by law.
- M. AGENCY shall have clearly written eligibility criteria and process that includes the following:
- a. Client must be a resident of Palm Beach County.
 - b. Eligibility for Economic Stability and Poverty Program must be income based.
 - c. Eligibility for Homelessness must be according to the Federal HUD Guidelines.
 - d. Eligibility for Seniors must be age of sixty (60) and above.
- N. Disclosure of Incidents:
AGENCY shall inform Funder by telephone of all unusual incidents that involved any FAA Clients within 4 - 8 hours of the occurrence of the incidents, and follow up with the FAA Incident Notification Form within twenty-four (24) hours. This includes incidents occurring in or out of the facilities or on approved trips away from the facility. An unusual incident is defined as any alleged, suspected, or actual occurrence of an incident that adversely affects the health and safety of the FAA Clients. All of the incidents require that immediate action is taken to protect FAA Clients from further harm, that an investigation is conducted to determine the cause of the incident and contributing factors, and that a prevention plan is developed to reduce the likelihood of further occurrences. Examples include but are not limited to physical, verbal or sexual abuse.
- O. For FAA Clients who are children or adolescent, the AGENCY shall inform Funder by telephone of all unusual incidents that involved any FAA Clients within 2-4 hours of the occurrence of the incidents and follow up with the FAA Incident Notification Form within twenty-four (24) hours. This includes incidents occurring in or out of the facilities or on approved trips away from the facility. A written report must follow within 24 hours of the incidents. An unusual incident is defined as any alleged, suspected, or actual occurrence of an incident that adversely affects the health and safety of the FAA Clients. All of the incidents require that immediate action is taken to protect FAA Clients from further harm, that an investigation is conducted to determine the cause of the incident and contributing factors, and that a prevention plan is developed to reduce the likelihood of further occurrences. Examples include but are not limited to physical, verbal or sexual abuse.
- P. AGENCY that provide services or will be around children, the elderly and other vulnerable adult populations, will have and comply with policy that requires them to conduct a Level 1 or Level 2 Criminal Background Check every five (5) years for applicants and volunteers being considered or currently in positions.

- Q. AGENCY shall have an approved Succession Plan indicating how they plan to communicate to Funders if Key Personnel of Senior Management plans on leaving the Agency. Provide an action plan and timeline for replacement.
- R. AGENCY shall notify Funder through the FAA Incident Notification Process and follow up with the FAA Incident Notification Form within fourteen (14) business days of the following:
 - a. Resignation/Termination of CEO, President and/or CFO.
 - b. Resignation/Termination of Key FAA funded staff.
 - c. FAA Funded Staff vacancy position over 90 days.
 - d. Loss of funding from another Funder that could impact service delivery.
 - e. Temporary interruption of services delivery due to emergency, natural or unnatural disaster.
 - f. Other incidents that may occur unexpectedly and is not covered above.
- S. AGENCY shall provide Key Personnel appropriate training according to their staff qualifications.
 - a. Behavioral Health and Special Needs Agencies - AGENCY shall ensure that staff receive racial equity training, ACEs (Adverse Childhood Experiences) training, trauma informed care training, and cultural competency training.
 - b. Behavioral Health Agencies Only - AGENCY shall ensure that staff receive wraparound training.
- T. AGENCY shall provide a roster of Board of Directors, with titles, addresses, phone numbers and a copy of the Board By-Laws.
- U. AGENCY shall provide a copy of their revised budget if there are programmatic changes. This needs to be reviewed, discussed and approved by Community Services Department Program and Fiscal Staff.
- V. AGENCY shall submit annually on a periodic basis to 211 Palm Beach/Treasure Coast, Inc. information regarding available services and related information about Impact Partner and the funded program(s), as requested by 211 Palm Beach/Treasure Coast, Inc.
- W. AGENCY shall verify that the insurance information is in compliance by contacting Insurance Tracking System (ITS) website at www.instracksing.com prior to submitting the signed contracts.
- X. Agency Engagement
 Community Services Department (CSD) and Palm Beach County (County) relies on all Agencies to help ensure that our community recognizes the importance of the work we do together. Palm Beach County residents should know about the specific work covered in this Agreement, and also know about CSD: who it is, its role in funding, how it works, and what they – the taxpayers – are funding.

The names and logos of the Agency or program funded under this Agreement and CSD and County are to be displayed in all communications, education and outreach materials. CSD is to be identified as the funder, or one of the funders if there are more than one. The two (2) logos approved are below:



Specific Activities – Mandatory:

When Agency describes CSD in written material (including new releases), use the language provided below and available on the Agency's website <http://discover.pbcgov.org/communityservices/Pages/default.aspx>

To promote independence and enhance the quality of life in Palm Beach County by providing effective and essential services to residents in need.

- Display CSD and County logo according to the guidelines at <http://discover.pbcgov.org/communityservices/Pages/Publications.aspx> on any printed promotional material paid for using CSD and County funds including stationery, brochures, flyers, posters, etc., describing or referring to a program or service funded by the CSD and County.

Specific Activities – Recommended:

- Identify the CSD and County as a funder in media interviews when possible.
- Notify the CSD staff of any news release or media interview relating to this Agreement or the program funded under this Agreement so the coverage can be promoted using appropriate media channels.
- Place signage/LOGO in Agency's main office/lobby and all additional work/service sites visible to the public, identifying CSD and County as a funder.
- Display CSD and County logo according to this posted guideline <http://discover.pbcgov.org/communityservices/Pages/Publications.aspx> on Agency's website with a hyperlink to CSD and County website <http://discover.pbcgov.org/communityservices/Pages/default.aspx>
- Display the CSD logo on signs and banners at events open to the public (excluding fund-raising events) promoting funded programs that Agency sponsors or participates in.

Failure to provide this information in a timely fashion and in the format required will be grounds for financial reimbursements to be held by the COUNTY until such information is received.

Copies of the required COUNTY forms have been supplied to the as attachments to this contract.

OTHER PROVISIONS

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

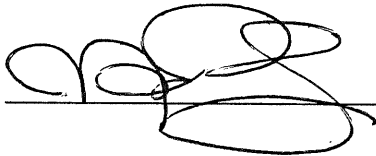
**BOARD OF COUNTY
COMMISSIONERS**

BY: _____
Deputy Clerk

BY: _____
Melissa McKinlay, Mayor

WITNESS:

AGENCY:

BY:  _____

BY: The Glades Initiative Inc.

BY: Melissa Silvagnoli
Name Typed

BY:  _____
Signature

Karis Engle
AGENCY's Signatory Name Typed

**APPROVED AS TO FORM AND
LEGAL SUFFICIENCY**

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

BY:  _____
Assistant County Attorney

BY:  _____
Department Director

SCOPE OF WORK
2018-2019 FINANCIAL ASSISTANCE PROPOSAL
Deliverable Schedule

- I. Implementation of Outreach Plan:
 - a. Objective: Residents will have increased access to information about available health and human services in the Glades area.
 - i. Strategy:
 - 1. Maximize efforts by targeting other networks that serve as multipliers to share information to their partners.
 - 2. Have relevant swag (promotional products) or other incentives available to draw attention and engage residents at large outreach events.
 - b. Objective: Residents with limited English skills will have increased awareness of available services, to include information (written or verbal) in Spanish or Haitian Creole.
 - i. Strategy:
 - 1. Bilingual staff will attend outreach activities and engage with residents.
 - 2. Bilingual staff will provide Presentations will target locations that might have a large number of residents speaking a language other than English, such as churches, school district migrant education events, trailer parks, organizations serving heavily immigrant populations, grocery stores and others.
 - c. Objective: Residents without adequate transportation will have increased awareness of available services.
 - i. Strategy:
 - 1. Hold events in locations that might not have access to bus routes.
 - 2. Collaborate with Palm Tran about educating the community on bus usage.
 - 3. Aim to decrease social stigma about public transportation.
 - 4. Explore potential usage and promotion of subsidized bus passes. Target neighborhoods that do not even have access to public transportation.
 - d. Objective: Residents with access to technology such as computers and smart phones will have increased awareness of available services by maximizing high tech strategies.
 - i. Strategy:
 - 1. Use social media – Facebook, What’s App and possibly others.

- 2. Have computers available at the office for residents needing access to apply for services. The Glades Initiative Outreach Plan 2017
- 3. Collaborate with local libraries to encourage computer access for residents needing health and
- 4. Generate campaigns that are smart phone friendly – recognizing this is the primary resource for connecting to the internet for many residents.
- e. Objective: Residents with limited access to technology, computers, internet and smart phones will have increased awareness of available services through the use of low technology solutions.
 - i. Strategy:
 - 1. Develop neighborhood based outreach opportunities
 - 2. Consider door to door outreach
 - 3. Outreach at local stores during high business hours
- f. Objective: Access to information about health and human services will increase by developing engaging messaging about services.
 - i. Strategy:
 - 1. Develop creative marketing materials that are language appropriate and culturally sensitive for dissemination in the community.
 - 2. Partner with local churches, stores, cities and others to display and distribute flyers and other marketing materials at their locations
 - 3. Have good swag available to distribute.
- g. Objective: Access to health and human services will increase by minimizing the complications in the application processes.
 - i. Strategy:
 - 1. Encourage health and human service organizations to hire bilingual staff or interpreters relevant to community needs.
 - 2. Encourage health and human service organizations to have applications for services in multiple languages relevant to community needs.
 - 3. Discourage health and human service organizations from having complicated eligibility guidelines whenever possible.
- II. Communication
 - a. Objective: Increase communication to residents of services provided by Agency.
 - i. Strategy:
 - 1. E-Blast and Social Media
- III. Collaboration
 - a. Objective: Distribute and coordinate food to Partners of Glades Area food banks, and increase cold food storage.
 - b. Participate in Hunger Relief in Palm Beach County. (Committee meetings, events, activities related to Palm Beach County Hunger Relief Plan, etc.)

- IV. Navigational Services
 - a. Objective: Increase access to DCF Benefits such as SNAP, TANF, Medicaid, Medicare, and others.
- V. Education/Training
 - a. Objective: Increase knowledge of financial literacy.
 - i. 10 - 15 training sessions on financial literacy such as Money Smart Program
 - ii. Other Training
 - 1. Wage Theft
 - 2. Education Advocacy
 - 3. Health Related Training
 - 4. Immigration Training and other as needed in the community
- VI. CAC Quarterly Updates
 - a. Objective: Increase CAC knowledge of Glades Initiative Activities and Outreach Plan
 - i. Updates need to be submitted every 3 months to CAC Coordinator prior to CAC Meeting and at least 1 week prior to CAC Meeting. Executive Director must coordinate with CAC Coordinator.
 - ii. Updates need to include:
 - 1. # of weekly e-Blast
 - 2. # of training offered
 - 3. # of outreach events delivered
 - 4. # of applications submitted
 - 5. Pounds of cold food stored for Partners
 - 6. Pounds of food stored and delivered to Partners

The Glades Initiative, Inc

Deliverables	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Implementation of Outreach Plan				
1.a Increase Access to Information				
1.b Increase awareness of available services				
1.c Increase awareness of adequate transportation				
1.d Increase access to technology through various strategies				
1.e Increase access to technology, computers, internet via use of low technology solutions such as door to door outreach	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
1.f Increase access to information about HHS through marketing initiatives				
1.g decrease complications in application process				
Communication				
e-Blast & social media	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00
Collaboration				
Distribution and coordination of food and cold storage	\$5,000.00	\$5,000.00	\$5,000.00	\$5,750.00
Participation in Hunger Relief in Palm Beach County	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00
Navigational Services	\$12,500.00	\$12,500.00	\$12,500.00	\$12,500.00
Access to DCF Benefits such as SNAP, TANF, Medicaid, Medicare, and others.				
Education/Training				
15 Money Smart Program	\$3,000.00	\$12,000.00	\$10,000.00	\$5,000.00
Other (Wage Theft, Education Advocacy, Health Related)				
CAC Quarterly Updates				
Coordination with CAC Coordinator				
# of Eblast				
# of training delivered				
# of outreach events	\$ -	\$2,500.00	\$2,500.00	\$2,500.00
# of applications submitted				
Pounds of cold food stored for partners				
Pounds of food stored and delivered to Partners				
Total Payments Per Quarter	\$31,500.00	\$43,000.00	\$41,000.00	\$36,750.00

FINANCIAL RECONCILIATION STATEMENT

As required by the provisions of the Agreement/Contract between Palm Beach County ("the COUNTY") and Agency Name ("Agency") **[Contract Number]** effective _____, 201____, for _____[describe subject of Agreement/Contract], attached is a final financial reconciliation of the funds provided by COUNTY.

As shown in the attached (mark applicable box):

All funds provided by Palm Beach County were spent in accordance with the provisions of the Agreement/Contract; and total administrative expenses did not exceed fifteen percent (15%)

OR

There were under expenditures in the amount of \$_____, which pursuant to the Contract/Agreement, will be returned to Palm Beach County by _____ **[date]**; all other funds were spent in accordance with the provisions of the Agreement/Contract.

The undersigned states that he/she is the CFO or other individual dually authorized as stipulated in the contract to sign this type of document. The information attached is a true and accurate representation of the expenditure of Palm Beach County funds under the Agreement/Contract.

Signature

Date

Print Name

Summary of Certificates

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

Tuesday, December 05, 2017

- Simple View
- Certificate Images
- Documents
- Call Log

Insured: The Glades Initiative, Inc.

Insured ID: 026FAA01FY15

Status: Compliant

ITS Account Number: PLC1316

Project(s): Palm Beach County - Community Services

Insurance Policy	Required	Provided	Override
<u>General Liability</u>			
Expiration: 8/1/2018			
General Aggregate:	\$500,000	\$2,000,000	
Products - Completed Operations Aggregate:	\$0	\$0	
Personal And Advertising Injury:	\$0	\$0	
Each Occurrence:	\$500,000	\$1,000,000	
Fire Damage:	\$0	\$0	
Medical Expense:	\$0	\$0	
<u>Automobile Liability</u>	All Owned Autos	not provided	X
Expiration: 8/1/2018	Hired Autos	Hired Autos	
	Non-Owned Autos	Non-Owned Autos	
Combined Single Limit:	\$500,000	\$1,000,000	
<u>Workers Compensation/Employers Liability</u>	WC Stat. Limits	WC Stat. Limits	
Expiration: 6/1/2018			
<u>Professional Liability</u>			
Expiration: 8/1/2018			
Each Occurrence:	\$500,000	\$1,000,000	
Aggregate Limit:	\$500,000	\$1,000,000	

Notifications (Show All)

There were no deficiency letters issued.

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

Certificate Submittal