

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: February 6, 2018 [X] Consent [] Regular
[] Ordinance [] Public Hearing
Department
Submitted By: Community Services
Submitted For: Division of Human and Veteran Services

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve:

- A) Amendment #0001 to the Department of Children and Families (DCF) Grant Contract #IP003 (R2017-1724), for the period October 1, 2017, through June 30, 2019, to decrease contract amount by \$2,678.59, for a new contract amount not to exceed \$591,178.55;
B) Amendment 01 to Contract for Provision of Services with The Homeless Coalition of Palm Beach County, Inc. (Homeless Coalition) (R2017-1730), for the period October 1, 2017, through June 30, 2019, to increase the contract by \$21,428.56, for a new contract amount not to exceed \$307,874.55; and
C) FY 2018 budget amendment of \$294,250 in the general fund, Human and Veteran Services Division, to align the budget with the actual grant award.

Summary: The purpose of the DCF Contract Amendment #0001 is to recognize a net reduction of \$2,678.59. Additionally, this amendment increases the funding allocation for Homeless Coalition to support activities for the Palm Beach County Homeless Continuum of Care. Uwe Naujak, an employee of The Homeless Coalition of Palm Beach County, Inc., is also a member of the Homeless Advisory Board. This board provides no regulation, oversight, management, or policy-setting recommendations regarding the agency amendment listed above. Disclosure of this contractual relationship at a duly noticed public meeting is being provided in accordance with the provisions of Section 2-443, of the Palm Beach County Code of Ethics. No County funds required. (Division of Human and Veteran Services) Countywide (HH)

Background and Justification: The DCF Unified Homeless Grant Agreement consolidates three homeless contracts (Challenge, Temporary Assistance for Needy Families (TANF) and Staffing). The Board of County Commissioners (BCC) approved the original Unified Homeless Grant and subcontract with the Homeless Coalition on November 21, 2017. The Division of Human and Veteran Services (DHS) began serving as the Lead Entity for the Palm Beach County Homeless Continuum of Care (CoC). The CoC is the planning and evaluation body for the homeless service delivery system in Palm Beach County and is a requirement of the Housing and Urban Development Agency (HUD). The State Department of Children and Families Office on Homelessness works in conjunction with HUD, to provide funding opportunities to assist persons who are homeless or are at risk of homelessness.

Attachments:

- 1. Amendment #0001 to DCF Grant Agreement #IP003
2. Amendment 01 to Contract for Provision of Services with The Homeless Coalition of Palm Beach County, Inc.
3. Budget Amendment

Recommended By: [Signature] Department Director Date: 1/22/18
Approved By: Nancy L. Bolton Assistant County Administrator Date: 1/27/18

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2018	2019	2020	2021	2022
Capital Expenditures					
Operating Costs	\$310,321.41	\$280,857.14			
External Revenue	(\$310,321.41)	(\$280,857.14)			
Program Income					
In-Kind Match (County)					
NET FISCAL IMPACT	0	0			
# ADDITIONAL FTE POSITIONS (Cumulative)					

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 148 Unit VAR Object Var. Program Code Var. Program Period GY17

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

Source of funding is The Department of Children & Families (DCF) via the Unified Homeless Grant. The Unified Homeless Grant contains three components: Challenge, TANF and Staffing. Match funding is required in an amount equal to grant funding requested. Match funding will be provided by funded agencies. The total award amount for the Unified Homeless Grant with this amendment for FY18 and FY19 is \$591,178.55.

Unified Homeless Grant Funding Sub Contract Summary:

Agency	Program	FY18 Funding	FY19 Funding	FY18/FY19 Total
The Homeless Coalition	Staffing	\$ 109,821.41	\$ 80,357.14	\$ 190,178.55
The Homeless Coalition	Challenge	\$ 58,848.00	\$ 58,848.00	\$ 117,696.00
Catholic Charities	Challenge	\$ 99,652.00	\$ 99,652.00	\$ 199,304.00
Farmworker CC	TANF	\$ 42,000.00	\$ 42,000.00	\$ 84,000.00
FY Totals =		\$ 310,321.41	\$ 280,857.14	\$ 591,178.55

Unified Homeless Grant State Funding Summary:



FISCAL YEAR	INITIAL ANNUAL FUNDING	CHANGE (AMEND #0001)	REVISED ANNUAL FUNDING
2017 - 2018	\$296,928.57	(-\$24,107.15) +\$10,714.28	\$283,535.70
2018 - 2019	\$296,928.57	+\$10,714.28	\$307,642.85
Total	\$593,857.14	Total	\$591,178.55


C. Departmental Fiscal Review:


Julie Dowe, Director of Finance and Support Services

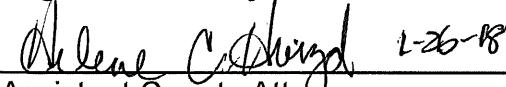
III. REVIEW COMMENTS

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


OFMB  1/25/18


Contract Development and Control
1/25/18 TW

B. Legal Sufficiency:


Assistant County Attorney 1-26-18

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 #IP003.

The purpose of Amendment #0001 is to add \$21,428.56 based on the General Appropriation Act (GAA) 2017 – 2018 #344, adding \$10,714.28 for FY 17/18 and \$10,714.28 for FY 18/19 for homeless coalition staffing activities. Additionally, **this amendment removes \$24,107.15** in funding that was paid to The Homeless Coalition of Palm Beach County, Inc. through Contract #IP002. The Homeless Coalition of Palm Beach County, Inc. provided homeless coalition activities through Contract #IP002 from July 1, 2017 through September 30, 2017, prior to the execution of the Unified Grant Agreement, Contract #IP003. The combined change reduces the overall contract funding by \$2,678.59 for a new total contract amount of **\$591,178.55**.

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 facilitating the development of the local homeless continuum of care plan and further assisting the local community by planning, networking, coordinating, and monitoring the delivery of services to persons who are homeless or about to be homeless within Palm Beach County. The contract is intended, through the General Appropriations act 2017 – 2018 #344, to supplement the cost of staffing expenses for coalition activities and to administer services under the Temporary Assistance to Needy Families (TANF) and Challenge Grant, as further described in Section 2., payable as provided in Section 3., in an amount no to exceed \$591,178.55.

2. Page 50, CF Standard Integrated Contract 2016, Exhibit F – Method of Payment, Section F-1., PAYMENT CLAUSE, paragraphs F-1.1., and F-1.1.1., is hereby amended to read:

F-1.1. This is a multi-year fixed price (unit cost) and cost reimbursement contract for the provision of services to homeless persons. The Department shall pay the Provider for the delivery of service units provided in accordance with the terms of this contract for a total dollar amount not to exceed \$591,178.55, subject to the availability of funds. The total contract amount shall be allocated as follows:

FISCAL YEAR	INITIAL ANNUAL FUNDING	CHANGE (AMEND #0001)	REVISED ANNUAL FUNDING
2017 - 2018	\$296,928.57	(-\$24,107.15) +\$10,714.28	\$283,535.70
2018 - 2019	\$296,928.57	+\$10,714.28	\$307,642.85
Total	\$593,857.14	Total	\$591,178.55

Approved As To Form
And Legal Sufficiency

Contract # IP003
Attest: Sharon R. Bock
Clerk and Comptroller

By: *Deleane C. Stoy*
Assistant County Attorney

By: _____
Deputy Clerk

F-1.1.1. Homeless Coalition Activities – The Department agrees to pay for the service units at the unit price(s) and limits listed below for coalition staffing activities:

FISCAL YEAR	UNITS OF SERVICE	UNITS	RATE	TOTAL AMOUNT	FY AMOUNT
2017 - 2018	One Quarter of Homeless Coalition Activities paid through Contract #IP002 to the Homeless Coalition of Palm Beach County	1	\$(24,107.15)	\$(24,107.15)	Amount removed in Amendment #0001
2017 - 2018	One Month of Homeless Coalition Activities (October 2017 through January 2018)	4	\$8,035.71	\$32,142.84	
2017 - 2018	One Month of Homeless Coalition Activities (Feb 2018 – May 2018)	4	\$10,178.57	\$40,714.28	
2017 - 2018	One Month of Homeless Coalition Activities (June 2018)	1	\$10,178.58	\$10,178.58	Amended FY 17/18 Amount \$83,035.70
2018 - 2019	One Month of Homeless Coalition Activities	11	\$8,928.57	\$98,214.27	
2018 -2019	One Month of Homeless Coalition Activities	1	\$8,928.58	\$8,928.58	Amended FY 17/18 Amount \$107,142.85
Total Amended Contract Amount for Homeless Coalition Activities					\$190,178.55

This amendment shall begin on **February 1, 2018** 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 **two (2)** 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: _____

SIGNED
BY: *Vern Melvin*

NAME: Melissa McKinlay

NAME: Vern Melvin

TITLE: Mayor

TITLE: Regional Managing Director

DATE: _____

DATE: 12-7-17

Federal ID Number: 59-6000785

APPROVED AS TO TERMS
AND CONDITIONS

BY: *Mel*
DEPARTMENT HEAD

**AMENDMENT TO
CONTRACT FOR PROVISION OF SERVICES**

THIS AMENDMENT TO CONTRACT FOR PROVISION OF SERVICES (R2017-1730) made and entered into at West Palm Beach Florida. On this _____ day of _____, 2017 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 "COUNTY" and The Homeless Coalition of Palm Beach County, Inc. hereinafter referred to as the "AGENCY", a not-for-profit corporation, entitled to do business in the State of Florida, whose address is 810 Datura Street, West Palm Beach, Florida 33401.

WITNESSETH:

WHEREAS, the parties entered into a contract on November 21, 2017, which the AGENCY has agreed to provide funding in support of the Homeless Continuum of Care; and

WHEREAS the contract currently has an expiration date of June 30, 2019 and is funded in the amount of **Two Hundred Eighty Six Thousand Four Hundred Forty Five Dollars and Ninety Nine cents (\$286,445.99).**

WHEREAS, the parties desire to increase the contract by \$21,428.56, in an amount not to exceed **Three Hundred Seven Thousand Eight Hundred Seventy-Four Dollars and Fifty-Five cents (\$307,874.55).**

NOW THEREFORE, the above named parties hereby mutually agree that the Contract entered into on November 21, 2017 is hereby amended as follows:

1. So much as Article 3- is hereby amended to read, the County shall pay for services rendered under this contract in an amount not to exceed services **Three Hundred Seven Thousand Eight Hundred Seventy-Four Dollars and Fifty-Five cents (\$307,874.55).**
2. Exhibit "B1" is hereby replaced by "B1.A1" attached hereto and made a part thereof.

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 the amendment.

All provisions not in conflict with this Amendment are still in effect and are to be performed at the same level as specified in the Contract.

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:

Michelle Howell
Signature

The Homeless Coalition of Palm Beach County,
Inc.

AGENCY's Name Typed

Michelle Howell
Printed Name

BY: [Signature]
Signature

65-0125852
AGENCY's Federal ID Number

Brent Ion
AGENCY's Signatory Name Typed

**APPROVED AS TO FORM AND
LEGAL SUFFICIENCY**

President, Board of Directors
AGENCY's Signatory Title Typed

By: [Signature]
Assistant County Attorney

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

[Signature]
Department Director

SCHEDULE FOR PAYMENT AND UNITS OF SERVICES

Agency: The Homeless Coalition of Palm Beach County, Inc.

Program: Staffing Grant

Payment Schedule:

FY	Unit Description	Time Period Covered	Allowable Units	Per Unit Rate	Total
2018	One month of Homeless Coalition Activities	October 2017, November 2017, December 2017, January 2018	4	\$8,035.71	\$32,142.84
2018	One month of Homeless Coalition Activities	February 2018 through May 2018	4	\$10,178.57	\$40,714.28
2018	One month of Homeless Coalition Activities	June 2018	1	\$10,178.58	\$10,178.58
2018	One month of Homeless Coalition Activities	July 2018, August 2018, September 2018	3	\$8,928.57	\$26,785.71
2019	One month of Homeless Coalition Activities	Oct 2018 - May 2019	8	\$8,928.57	\$71,428.56
2019	One month of Homeless Coalition Activities	June 2019	1	\$8,928.58	\$8,928.58

Staffing Grant

FY 18 \$ 109,821.41

FY 19 \$ 80,357.14

Maximum Amount Authorized

\$190,178.55

Unit Cost expenses shall mean the actual expenses as authorized by the COUNTY pursuant to this contract, and reasonably incurred by Homeless Coalition directly in connection with Homeless Coalition's performance of its duties and Scope of Work pursuant to this Contract upon final reconciliation. Homeless Coalition will sustain the program for the two-year period regardless of the rate of expenditure of above funds. All expenditures and activities must be in compliance with the Scope of Work (**Exhibit A**).

Summary of Certificates

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

Friday, December 08, 2017

- Simple View
- Certificate Images
- Documents

Insured: The Homeless Coalition of Palm Beach County, Inc. **Insured ID:** 055RW01FY16

Status: Compliant

ITS Account Number: PLC2030

Project(s): Palm Beach County - Community Services

Insurance Policy	Required	Provided	Override
<u>General Liability</u>			
Expiration: 5/12/2018			
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: 5/12/2018	Hired Autos	Hired Autos	
	Non-Owned Autos	Non-Owned Autos	
Combined Single Limit:	\$500,000	\$1,000,000	
<u>Directors and Officers Liability</u>			
Expiration: 10/1/2018			
Each Occurrence:	\$1,000,000	\$1,000,000	
Aggregate Limit:	\$1,000,000	\$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

BOARD OF COUNTY COMMISSIONERS
PALM BEACH COUNTY, FLORIDA
BUDGET AMENDMENT

BGEX - 148 - 1208170000000000486
BGRV - 148 - 1208170000000000112

FUND (0001) - General Fund

Use this form to provide budget for items not anticipated in the budget.

ACCT.NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED AS OF 12/08/2017	REMAINING BALANCE
REVENUE								
148 1354 3469	State Grnt Oth Human Services	200,500	296,929	294,250	0	591,179		
Total Revenue		1,304,996,516	1,305,714,028	294,250	0	1,306,008,278		
EXPENDITURE								
148 1354 3401	Other Contractual Services	200,500	296,929	294,250	0	591,179	296,929	
Total Expenditures		1,304,996,516	1,305,714,028	294,250	0	1,306,008,278	296,929	1,305,711,349

Signatures

Date

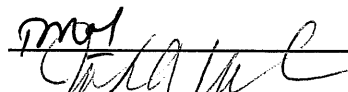
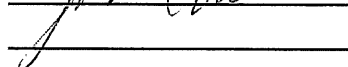
By Board of County Commissioners
At Meeting on February 6, 2018

COMMUNITY SERVICES

INITIATING DEPARTMENT/DIVISION James Green

Administration/Budget Department Approval

OFMB Department - Posted

 1/22/18
 1/25/18

Deputy Clerk to the
Board of County Commissioners