



**II. FISCAL IMPACT ANALYSIS**

**A. Five Year Summary of Fiscal Impact:**

Fiscal Years	2019	2020	2021	2022	2023
Capital Expenditures					
Operating Costs	\$12,000	\$8,000			
External Revenues					
Program Income(County)					
In-Kind Match(County)					
NET FISCAL IMPACT	\$12,000	\$8,000			
#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	Dept	Unit	Object
1401	610	6301	3401

**B. Recommended Sources of Funds/Summary of Fiscal Impact:** FY 2019 funding is available in the Abundant Community Initiative account and will be allocated according to contract. FY 2020 funding will be allocated upon Board's approval during the FY2020 budget process.

**C. Departmental Fiscal Review:**

*Pat D'Agostino*  
 \_\_\_\_\_

**III. REVIEW COMMENTS:**

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

<i>Lisa Pons</i> _____ OFMB                      10/18/18	<i>Dr. J. Johnston</i> _____ Contract Dev. & Control 10/22/18
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**B. Legal Sufficiency**

*Debra C. Boyd* 10-23-18  
 \_\_\_\_\_  
 Assistant County Attorney

**C. Other Department Review**

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

(THIS SUMMARY IS NOT TO BE USED AS A BASIS FOR PAYMENT.)

**Background and Justification: Continued from Page 1**

In 2014, the OCR received a grant from the Knight Foundation to expand its Community Connect Initiative. The grant provided the OCR with a unique opportunity to review, analyze and adopt elements from communities across the nation, which have been successful in developing more connected, inclusive and engaged local communities. In addition, the OCR was selected to be part of a national neighborhood leadership group sponsored by the Kettering Foundation and the ABCD Institute to exchange, evaluate and adopt successful initiatives to promote community engagement and build community capacity. The implementation of the Project is the result of these efforts.

The Project and the contracting of neighborhood residents for its implementation follow the national model already adopted and successfully implemented by the ABCD Institute and the leadership group throughout the United States and Canada. Per the national model, the BCC contracted with neighborhood residents to serve as Neighborhood Connectors to spearhead the implementation of the Project in three communities (Cabana Colony, Plantation and San Castle). The sites were selected based on their leadership capacity to move forward with the project implementation.

Neighborhood Connectors are responsible for organizing the community by identifying, recruiting and mobilizing a significant number of Block Connectors, facilitating and encouraging the Block Connector's conversation process and entering information from resident conversations into a database that facilitates the formation of new groups of residents based on their skills and interests. Neighborhood Connectors are not County employees and will continue to report to the community leadership group and the OCR Staff. Block Connectors will continue to be recruited to assist the neighborhood Connector with the home interviews. Block Connectors will continue to be volunteer positions.

Ms. Shannon Doughney, Neighborhood Connector for Cabana Colony, and Ms. Bonnie Hodges Leech, Neighborhood Connector for San Castle, have fulfilled the terms of their original contract, and staff is now recommending Board approval of new contracts with them to continue to implement the project. The new contracts amount of \$10,000 each, for a total estimated 500 hours of work in their respective neighborhoods, aligns more closely with the national model, reflects additional hours necessary to cover the number of homes in the neighborhoods, and expanded tasks and deliverables. Staff recommends Board approval.

## CONTRACT FOR SERVICES

This Contract is made as of the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_, 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 Shannon Doughney, hereinafter referred to as the NEIGHBORHOOD CONNECTOR.

In consideration of the mutual promises contained herein, the COUNTY and the NEIGHBORHOOD CONNECTOR agree as follows:

### ARTICLE 1 - SERVICES

The NEIGHBORHOOD CONNECTOR's responsibility under this Contract is to assist with the implementation of the Abundant Community Initiative (ACI) Pilot Project, as more specifically set forth in the Scope of Work detailed in Exhibit "A".

The COUNTY's representative/liason during the performance of this Contract shall be Vivian Brooks, telephone no. (561) 233-5318.

The NEIGHBORHOOD CONNECTOR shall be Shannon Doughney during the performance of this Contract and her contact telephone no. is (772) 475-4321. The NEIGHBORHOOD CONNECTOR shall not employ other individuals to perform services under this contract.

### ARTICLE 2 - SCHEDULE

The NEIGHBORHOOD CONNECTOR shall commence services on November 20, 2018 and shall complete all services and submit all required reports no later than November 22, 2019.

Reports and other items shall be delivered or completed in accordance with the detailed schedule set forth in Exhibit "A".

### ARTICLE 3 - PAYMENTS TO NEIGHBORHOOD CONNECTOR

- A. The total amount to be paid by the COUNTY under this Contract for all services shall not exceed a total contract amount of Ten Thousand Dollars (\$10,000.00). The NEIGHBORHOOD CONNECTOR will bill the COUNTY as provided, in the amounts set forth in Exhibit "B" for services rendered toward the completion of the Scope of Work.
- B. Invoices received from the NEIGHBORHOOD CONNECTOR pursuant to this Contract will be reviewed and approved by the COUNTY's representative, to verify that services have been rendered in conformity with the Contract. Approved invoices will then be sent to the Finance Department for payment. Invoices will normally be paid within thirty (30) days following the COUNTY representative's approval.
- C. Final Invoice: In order for both parties herein to close their books and records, the NEIGHBORHOOD CONNECTOR will clearly state "final invoice" on the NEIGHBORHOOD CONNECTOR'S final/last billing to the COUNTY. This shall constitute NEIGHBORHOOD CONNECTOR'S certification that all services have been properly performed and all charges and costs have been invoiced to Palm Beach County. Any other charges not properly included on this final invoice are waived by the NEIGHBORHOOD CONNECTOR.

### ARTICLE 4 - TRUTH-IN-NEGOTIATION CERTIFICATE

Signature of this Contract by the NEIGHBORHOOD CONNECTOR shall also act as the execution of a truth-in-negotiation certificate certifying that the wage rates, over-head charges, and other costs used to determine the compensation provided for in this Contract are accurate, complete and current as of the date of the Contract and no higher than those charged the NEIGHBORHOOD CONNECTOR'S most favored customer for the same or substantially similar service.

The said rates and costs shall be adjusted to exclude any significant sums should the COUNTY determine that the rates and costs were increased due to inaccurate, incomplete or noncurrent wage rates

or due to inaccurate representations of fees paid to outside NEIGHBORHOOD CONNECTOR. The COUNTY shall exercise its rights under this Article 4 within three (3) years following final payment

#### **ARTICLE 5 - TERMINATION**

This Contract may be terminated by the NEIGHBORHOOD CONNECTOR upon sixty (60) days' prior written notice to the COUNTY's representative in the event of substantial failure by the COUNTY to perform in accordance with the terms of this Contract through no fault of the NEIGHBORHOOD CONNECTOR. It may also be terminated, in whole or in part, by the COUNTY, with or without cause, immediately upon written notice to the NEIGHBORHOOD CONNECTOR. Unless the NEIGHBORHOOD CONNECTOR is in breach of this Contract, the NEIGHBORHOOD CONNECTOR shall be paid for services rendered to the COUNTY'S satisfaction through the date of termination. After receipt of a Termination Notice and except as otherwise directed by the COUNTY the NEIGHBORHOOD CONNECTOR shall:

- A. Stop work on the date and to the extent specified.
- B. Transfer all work in process, completed work, and other materials related to the terminated work to the COUNTY.

#### **ARTICLE 6 - AVAILABILITY OF FUNDS**

The COUNTY'S performance and obligation to pay under this Contract for subsequent fiscal years are contingent upon annual appropriations for its purpose by the Board of County Commissioners.

#### **ARTICLE 7 - SUBCONTRACTING**

Subcontracting is not allowed under this Contract.

#### **ARTICLE 8 - FEDERAL AND STATE TAX**

The COUNTY is exempt from payment of Florida State Sales and Use Taxes. The COUNTY will sign an exemption certificate submitted by the NEIGHBORHOOD CONNECTOR. The NEIGHBORHOOD CONNECTOR shall not be exempted from paying sales tax to its suppliers for materials used to fulfill contractual obligations with the COUNTY, nor is the NEIGHBORHOOD CONNECTOR authorized to use the COUNTY'S Tax Exemption Number in securing such materials.

The NEIGHBORHOOD CONNECTOR shall be responsible for payment of its own and its share of its employees' payroll, payroll taxes, and benefits with respect to this Contract.

#### **ARTICLE 9 - INDEMNIFICATION**

NEIGHBORHOOD CONNECTOR shall protect, defend, reimburse, indemnify and hold COUNTY, its agents, 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 their performance of the terms of this Contract or due to the acts or omissions of NEIGHBORHOOD CONNECTOR.

#### **ARTICLE 10 - SUCCESSORS AND ASSIGNS**

The COUNTY and the NEIGHBORHOOD CONNECTOR each binds itself and its partners, successors, executors, administrators and assigns to the other party and to the partners, successors, executors, administrators and assigns of such other party, in respect to all covenants of this Contract. Except as above, neither the COUNTY nor the NEIGHBORHOOD CONNECTOR shall assign, sublet, convey or transfer its interest in this Contract without the prior written consent of the other.

#### **ARTICLE 11 - REMEDIES**

This Contract shall be governed by the laws of the State of Florida. Any legal action necessary to enforce the Contract will be held in a court of competent jurisdiction located in Palm Beach County, Florida. 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 or hereafter existing at law or in 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 Contract 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 Contract, including but not limited to any citizen or employees of the COUNTY and/or NEIGHBORHOOD CONNECTOR.

#### **ARTICLE 12 - CONFLICT OF INTEREST**

The NEIGHBORHOOD CONNECTOR represents that it presently has no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the performance of services required hereunder, as provided for in Chapter 112, Part III, Florida Statutes, and the Palm Beach County Code of Ethics. The NEIGHBORHOOD CONNECTOR further represents that no person having any such conflict of interest shall be employed for said performance of services.

The NEIGHBORHOOD CONNECTOR shall promptly notify the COUNTY's representative, in writing, by certified mail, of all potential conflicts of interest of any prospective business association, interest or other circumstance which may influence or appear to influence the NEIGHBORHOOD CONNECTOR'S judgment or quality of services being provided hereunder. Such written notification shall identify the prospective business association, interest or circumstance, the nature of work that the NEIGHBORHOOD CONNECTOR may undertake and request an opinion of the COUNTY as to whether the association, interest or circumstance would, in the opinion of the COUNTY, constitute a conflict of interest if entered into by the NEIGHBORHOOD CONNECTOR. The COUNTY agrees to notify the NEIGHBORHOOD CONNECTOR of its opinion by certified mail within thirty (30) days of receipt of notification by the NEIGHBORHOOD CONNECTOR. If, in the opinion of the COUNTY, the prospective business association, interest or circumstance would not constitute a conflict of interest by the NEIGHBORHOOD CONNECTOR, the COUNTY shall so state in the notification and the NEIGHBORHOOD CONNECTOR shall, at its option, enter into said association, interest or circumstance and it shall be deemed not in conflict of interest with respect to services provided to the COUNTY by the NEIGHBORHOOD CONNECTOR under the terms of this Contract.

#### **ARTICLE 13 - EXCUSABLE DELAYS**

The NEIGHBORHOOD CONNECTOR shall not be considered in default by reason of any failure in performance if such failure arises out of causes reasonably beyond the control of the NEIGHBORHOOD CONNECTOR or its subcontractors and without their fault or negligence. Such causes include, but are not limited to, acts of God, force majeure, natural or public health emergencies, labor disputes, freight embargoes, and abnormally severe and unusual weather conditions.

Upon the NEIGHBORHOOD CONNECTOR'S request, the COUNTY shall consider the facts and extent of any failure to perform the work and, if the NEIGHBORHOOD CONNECTOR'S failure to perform was without it or its subcontractors fault or negligence, the Contract Schedule and/or any other affected provision of this Contract shall be revised accordingly, subject to the COUNTY'S rights to change, terminate, or stop any or all of the work at any time.

#### **ARTICLE 14 - ARREARS**

The NEIGHBORHOOD CONNECTOR shall not pledge the COUNTY'S credit or make it a guarantor of payment or surety for any contract, debt, obligation, judgement, lien, or any form of indebtedness. The NEIGHBORHOOD CONNECTOR further warrants and represents that it has no obligation or indebtedness that would impair its ability to fulfill the terms of this Contract.

#### **ARTICLE 15 - DISCLOSURE AND OWNERSHIP OF DOCUMENTS**

The NEIGHBORHOOD CONNECTOR shall deliver to the COUNTY's representative for approval and acceptance, and before being eligible for final payment of any amounts due, all documents and materials prepared by and for the COUNTY under this Contract.

To the extent allowed by Chapter 119, Florida Statutes, all written and oral information not in the public domain or not previously known, and all information and data obtained, developed, or supplied by the COUNTY or at its expense will be kept confidential by the NEIGHBORHOOD CONNECTOR and will

not be disclosed to any other party, directly or indirectly, without the COUNTY'S prior written consent unless required by a lawful court order. All drawings, maps, sketches, programs, data base, reports and other data developed, or purchased, under this Contract for or at the COUNTY'S expense shall be and remain the COUNTY'S property and may be reproduced and reused at the discretion of the COUNTY.

All covenants, agreements, representations and warranties made herein, or otherwise made in writing by any party pursuant hereto, including but not limited to any representations made herein relating to disclosure or ownership of documents, shall survive the execution and delivery of this Contract and the consummation of the transactions contemplated hereby.

Notwithstanding any other provision in this Contract, all documents, records, reports and any other materials produced hereunder shall be subject to disclosure, inspection and audit, pursuant to the Palm Beach County Office of the Inspector General, Palm Beach County Code, Sections 2-421 - 2-440, as amended.

#### **ARTICLE 16- INDEPENDENT CONTRACTOR RELATIONSHIP**

The NEIGHBORHOOD CONNECTOR is, and shall be, in the performance of all work services and activities under this Contract, an Independent Contractor, and not an employee, agent, or servant of the COUNTY. All persons engaged in any of the work or services performed pursuant to this Contract shall at all times, and in all places, be subject to the NEIGHBORHOOD CONNECTOR'S sole direction, supervision, and control. The NEIGHBORHOOD CONNECTOR shall exercise control over the means and manner in which she performs the work, and in all respects the NEIGHBORHOOD CONNECTOR'S relationship to the COUNTY shall be that of an Independent Contractor and not as an employees or agents of the COUNTY. The NEIGHBORHOOD CONNECTOR does not have the power or authority to bind the COUNTY in any promise, agreement or representation.

#### **ARTICLE 17 - CONTINGENT FEES**

The NEIGHBORHOOD CONNECTOR warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the NEIGHBORHOOD CONNECTOR to solicit or secure this Contract and that it has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the NEIGHBORHOOD CONNECTOR, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or making of this Contract.

#### **ARTICLE 18 - ACCESS AND AUDITS**

The NEIGHBORHOOD CONNECTOR shall maintain adequate records to justify all charges, expenses, and costs incurred in estimating and performing the work for at least three (3) years after completion or termination of this Contract. The COUNTY shall have access to such books, records, and documents as required in this section for the purpose of inspection or audit during normal business hours, at the NEIGHBORHOOD CONNECTOR'S place of business.

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 NEIGHBORHOOD CONNECTOR, 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.

#### **ARTICLE 19 – NONDISCRIMINATION**

The COUNTY is committed to assuring, equal opportunity in the award of contracts and complies with all the laws prohibiting discrimination. Pursuant to Palm Beach County Resolution R2017-1770, as may be amended, the NEIGHBORHOOD CONNECTOR warrants and represents that throughout the term of the Contract, including any renewals thereof, if applicable, 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. Failure to meet this requirement shall be considered default of the Contract.

#### ARTICLE 20 - SEVERABILITY

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

#### ARTICLE 21 - PUBLIC ENTITY CRIMES

As provided in F.S. 287.132-133, by entering into this contract or performing any work in furtherance hereof, the NEIGHBORHOOD CONNECTOR certifies that it, its affiliates, suppliers, subcontractors and consultants who will perform hereunder, have not been placed on the convicted vendor list maintained by the State of Florida Department of Management Services within the 36 months immediately preceding the date hereof. This notice is required by F.S. 287.133(3)(a).

#### ARTICLE 22 - MODIFICATIONS OF WORK

The COUNTY reserves the right to make changes in Scope of Work, including alterations, reductions therein or additions thereto. Upon receipt by the NEIGHBORHOOD CONNECTOR of the COUNTY'S notification of a contemplated change, the NEIGHBORHOOD CONNECTOR shall, in writing: (1) provide a detailed estimate for the increase or decrease in cost due to the contemplated change, (2) notify the COUNTY of any estimated change in the completion date, and (3) advise the COUNTY if the contemplated change shall affect the NEIGHBORHOOD CONNECTOR'S ability to meet the completion dates or schedules of this Contract.

If the COUNTY so instructs in writing, the NEIGHBORHOOD CONNECTOR shall suspend work on that portion of the Scope of Work affected by a contemplated change, pending the COUNTY'S decision to proceed with the change.

If the COUNTY elects to make the change, the COUNTY shall initiate a Contract Amendment and the NEIGHBORHOOD CONNECTOR shall not commence work on any such change until such written amendment is signed by the NEIGHBORHOOD CONNECTOR and approved and executed on behalf of Palm Beach County.

#### ARTICLE 23 - NOTICE

All notices required in this Contract shall be sent by certified mail, return receipt requested, hand delivery or other delivery service requiring signed acceptance. If sent to the COUNTY, notices shall be addressed to:

Palm Beach County Office of Community Revitalization  
Houston Tate, OCR Director  
2300 North Jog Road  
West Palm Beach, FL 33411

With copy to:

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

If sent to the NEIGHBORHOOD CONNECTOR, notices shall be addressed to:

Shannon Doughney  
3864 Catalina Road  
Palm Beach Gardens, FL 33410



**ARTICLE 24 - ENTIRETY OF CONTRACTUAL AGREEMENT**

The COUNTY and the NEIGHBORHOOD CONNECTOR agree that this Contract 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 Contract may be added to, modified, superseded or otherwise altered, except by written instrument executed by the parties hereto in accordance with Article 22 - Modifications of Work.

**ARTICLE 25 - REGULATION REQUIREMENTS**

The NEIGHBORHOOD CONNECTOR shall comply with all laws, ordinances and regulations applicable to the services contemplated herein, to include those applicable to conflict of interest and collusion. NEIGHBORHOOD CONNECTOR is presumed to be familiar with all federal, state and local laws, ordinances, codes and regulations that may in any way affect the services offered.

The rest of this page was left blank intentionally.

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 NEIGHBORHOOD CONNECTOR has hereunto set its hand the day and year above written.

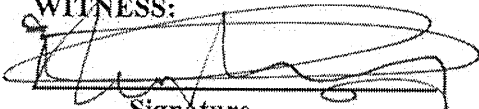
ATTEST:  
SHARON R. BOCK  
CLERK AND COMPTROLLER

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS

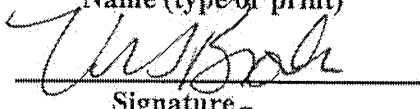
By: \_\_\_\_\_  
Deputy Clerk

By \_\_\_\_\_  
Mayor

WITNESS:

  
Signature

Ruth C. Mogillansky  
Name (type or print)

  
Signature

Vivian Brookes  
Name (type or print)

NEIGHBORHOOD CONNECTOR:

Shannon Doughney

  
Signature

Shannon Doughney  
Typed Name

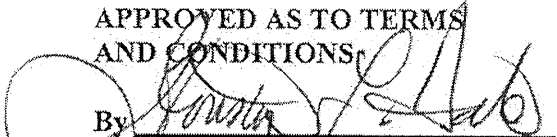
Neighborhood Connector  
Title

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY

(corp. seal)

By \_\_\_\_\_  
County Attorney

APPROVED AS TO TERMS  
AND CONDITIONS

By   
Houston Tate, Director  
Office of Community Revitalization

## EXHIBIT "A"

### SCOPE OF WORK

**Neighborhood Connector Name:**

Shannon Doughney  
3815 Florida Blvd.  
Palm Beach Gardens, FL 33410

**Purpose:** To assist with the implementation of the Office of Community Revitalization's (OCR) Abundant Community Initiative (ACI) Pilot Project in the Cabana Colony Countywide Community Revitalization Team's (CCRT) area.

**Dates of Services:** November 20, 2018 to November 22, 2019.

**Total Hours:** 500 (estimated)

**Reporting:** The Neighborhood Connector will report to the ACI Pilot Project Coordinator, a staff member from the Office of Community Revitalization.

**Description of Services to Be Performed:** The Neighborhood Connector shall be responsible for facilitating the community organizing work in the Cabana Colony neighborhood needed to achieve the desired outcomes of the ACI Pilot Project. The ACI pilot project follows a national model that support grassroots efforts to increase neighborhood wellness by focusing on developing communities from the inside out, identifying and mobilizing assets from within (their skills, abilities and gifts), and connecting them with one another. The main outcomes of the pilot project include: developing a community capacity inventory; connecting neighbors with each other; facilitating relationships through community initiatives and the formation of new groups/associations of shared interests, skills and passions; and improving the overall community wellbeing.

Neighborhood Connector's responsibilities entail:

1. Identifying, recruiting and training Block Connectors throughout the Cabana Colony CCRT area;
2. Assisting Block Connectors with residents' interviews and completion of Skills and Interests forms;
3. Compiling the Skills and Interests forms and entering the information into a neighborhood database;
4. Assessing and organizing the database information based on residents' common gifts, skills and interests;
5. Facilitating the connection of residents who have common interests, gifts and passions; and
6. Facilitating the formation of groups and/or associations within the neighborhood to initiate activities and/or initiatives resulting from those connections.

The information collected from the Skills and Interests forms will be used to:

1. Create an inventory of residents' gifts, skills, and interests;
2. Invite neighbors to join existing groups of interest, or assist in the formation of and participate in new groups; and
3. Create a database with residents' information to: 1) identify potential groups based on shared gifts, skills and interests; 2) assist neighbors in need and during emergencies; and recruit volunteers for community events and activities.

**Scope of Work:** The Neighborhood Connector shall be responsible for the completion of the following tasks and deliverables consistent with the above description of services.

**PERIOD 1 – (November 20, 2018 to January 20, 2019)**

- Attend Neighborhood Connectors Orientation Session;
- Identify a minimum of 3 Block Connectors;
- Update Block Connector Map to reflect new Block Connectors;
- Conduct Block Connectors' orientation;
- Assist Block Connectors with interviews and outreach as needed;
- Collect Skills and Interests Forms and enter information in the database with the assistance of OCR's ACI Coordinator;
- Report on the ACI initiative via website, Facebook page, newsletter, etc.;
- Provide a progress report to OCR's ACI Coordinator by January 20, 2019, summarizing the accomplishments and challenges during the current reporting period, along with the database completed to date; and
- Submit time recording sheet for Period 1 to OCR's ACI Coordinator.

**PERIOD 2 – (January 21, 2019 to March 21, 2019)**

- Identify a minimum of 3 Block Connectors (for a total of 6 Block Connectors);
- Update Block Connector Map to reflect new Block Connectors;
- Remind previous 3 Block Connectors to complete Skills and Interest forms;

- Collect Skills and Interests Forms and enter information in the database with the assistance of OCR's ACI Coordinator;
- Assess and organize database information based on shared gifts, skills and interests;
- Create list of potential groups based on shared gifts, skills and interests;
- Report on the ACI initiative via website, Facebook page, newsletter, etc.;
- Provide a progress report to OCR's ACI Coordinator by March 21, 2019, summarizing the accomplishments and challenges during the current reporting period, along with the database completed to date; and
- Submit time recording sheet for Period 2 to OCR's ACI Coordinator.

**PERIOD 3 – (March 22, 2019 to May 22, 2019)**

- Identify a minimum of 4 Block Connectors (for a total of 10 Block Connectors);
- Update Block Connector Map to reflect new Block Connectors;
- Remind previous 6 Block Connectors to complete Skills and Interest forms;
- Collect Skills and Interests Forms and enter information in the database with the assistance of OCR's ACI Coordinator;
- Update list of potential groups based on shared gifts, skills and interests and continue to create new groups of shared interests;
- Report on the ACI initiative via website, Facebook page, newsletter, etc.;
- Provide a progress report to OCR's ACI Coordinator by May 22, 2019, summarizing the accomplishments and challenges during the current reporting period, along with the database completed to date; and
- Submit time recording sheet for Period 3 to OCR's ACI Coordinator.

**PERIOD 4 – (May 23, 2019 to July 23, 2019)**

- Identify a minimum of 4 Block Connectors (for a total of 14 Block Connectors);
- Update Block Connector Map to reflect new Block Connectors;
- Remind previous 10 Block Connectors to complete Skills and Interest forms;
- Collect Skills and Interests Forms and enter information in the database with the assistance of OCR's ACI Coordinator;
- Update list of potential groups based on shared gifts, skills and interests and continue to create new groups of shared interests;
- Host Block Connector Conversation meeting to: present identified community assets; go through the preliminary list of potential groups that could be formed and initiatives that could be undertaken based on shared interests; prioritize the identified groups and initiatives; identify resources that might be needed for implementation; and establish a plan of action;
- Report on the ACI initiative via website, Facebook page, newsletter, etc.;
- Provide a progress report to OCR's ACI Coordinator by July 23, 2019, summarizing the accomplishments and challenges during the current reporting period, along with the database completed to date; and
- Submit time recording sheet for Period 4 to OCR's ACI Coordinator.

**PERIOD 5 – (July 24, 2019 to October 24, 2019)**

- Provide last reminder to all Block Connectors to complete Skills and Interest forms;
- Collect Skills and Interests Forms and enter information in the database with the assistance of OCR's ACI Coordinator;
- Update list of potential groups based on shared gifts, skills and interests and continue to create new groups of shared interests;
- Report on the ACI initiative via website, Facebook page, newsletter, etc.;
- Finalize action plan. The plan should contain the list of groups already created and new groups to be created, the activities/initiatives to be implemented, roles and responsibilities, and resources needed;
- Submit Final Report to OCR's ACI Coordinator by October 24, 2019, summarizing the accomplishments and challenges during the contract period, along with the database completed to date; and
- Submit time recording sheet for Period 5 to OCR's ACI Coordinator.

EXHIBIT "B"

SCHEDULE OF PAYMENTS

The Scope of Work as defined in Exhibit "A" consists of the completion of specific tasks and deliverables by NEIGHBORHOOD CONNECTOR and submission to the COUNTY on a period-by-period basis. Compensation for those tasks and "deliverables"\* shall be in accordance with the following Schedule of Payments:

**PERIOD 1**

Completion Time: January 20, 2019  
Compensation for Period 1: \$ 1,000.00

**PERIOD 2**

Completion Time: March 21, 2019  
Compensation for Period 2: \$1,000.00

**PERIOD 3**

Completion Time: May 23, 2019  
Compensation for Period 3: \$1,000.00

**PERIOD 4**

Completion Time: July 23, 2019  
Compensation for Period 4: \$3,000.00

**PERIOD -5**

Completion Time: October 24, 2019  
Compensation for Period 5: \$4,000.00

\* "Deliverables" shall be defined as summary progress reports, time reporting sheets, Block Connector map, action plan, community inventory and spreadsheets, documentation of meetings attended, and other related deliverables as applicable provided within Exhibit "A".

EXHIBIT "C"

**Progress Report for Neighborhood Connector**  
(Please use this template for reporting on Periods 1 through 4 only)

Period: \_\_\_\_\_

Pilot Project Area: \_\_\_\_\_

Neighborhood Connector: \_\_\_\_\_

Number of residents engaged to determine their potential and interest of serving as Block Connectors:

Number of Block Connectors secured:

Number of Block Connectors trained:

Block connectors retained:

Number of Skills and Interests forms completed:

Number of households engaged by each of the Block Connectors:

Number and type of groups formed as a result of the work undertaken to date (if applicable):

Number of resident led activities started (if applicable):

Other successes/accomplishments (please use the Scope of Work and specific deliverables per Period as a guide):

Challenges encountered during this reporting Period:

**Progress Report for Neighborhood Connector**  
(Please use this template for reporting on Period 5)

Period: \_\_\_\_\_

Pilot Project Area: \_\_\_\_\_

Neighborhood Connector: \_\_\_\_\_

Number of Block Connectors secured:

Number of Block Connectors trained:

Number of Block Connectors retained:

Number of interviews and Skills and Interest forms completed:

Number of households engaged by each of the Block Connectors:

Number and type of groups formed as a result of the work undertaken to date (required information):

Number of resident led activities started (required information):

Number of resident led activities underway and/or completed (required information):

Other successes/accomplishments (please use the Scope of Work and specific deliverables per Period as a guide):

Synopsis of Action Plan:

Challenges encountered during this reporting Period:





**Office of Community Revitalization**  
**"Abundant Community Initiative (ACI) Pilot Project"**

**RISK MANAGEMENT**  
**INSURANCE VERIFICATION FORM**

Please review the attached agenda item and contract, and indicate if the contract requires General Liability insurance and provide any additional comments as applicable.

**NEIGHBORHOOD CONNECTOR:** SHANNON DOUGHNEY

**SCOPE OF WORK OVERVIEW:** The item before the Board is the execution of a new contract with Shannon Doughney, neighborhood resident, to continue the implementation of the Abundant Community Initiative Pilot Project in the Cabana Colony CCRT area. The work will entail: guiding the community organizing work; identifying, enlisting and mobilizing a significant number of block connectors; facilitating and encouraging the block connector's conversation process throughout the entire neighborhood; and compile information from the Skills and Interests forms on behalf of the neighborhood and its leadership; and facilitating the formation of associations within the neighborhood.

The Neighborhood Connector will not be a County employee, and will report to the community leadership group and the OCR staff. Block Connectors will be recruited to assist the Neighborhood Connector with the home interviews. Block Connectors will be volunteer positions. Based on the lessons learned from the Pilot Project and its evaluation, the OCR will make a recommendation to the BCC on whether the pilot projects' experience, training materials and interview questions could be used as a model that could be applied in other communities in Palm Beach County.

Contract Amount: \$10,000

**APPROVAL STATUS:**

*Risk Management agrees/does not agree to waive the "insurance requirement" for Shannon Doughney*

**INSURANCE NEEDED:** YES  NO

**COMMENTS:** \_\_\_\_\_

  
\_\_\_\_\_  
**SIGNATURE OF REVIEWER**

Jacqueline Binns  
\_\_\_\_\_  
**PRINT NAME**

Property & Casualty Insurance Manager  
\_\_\_\_\_  
**TITLE OF REVIEWER**

9-28-18  
\_\_\_\_\_  
**DATE**

## CONTRACT FOR SERVICES

This Contract is made as of the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, 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 Bonnie Hodges Leech, hereinafter referred to as the NEIGHBORHOOD CONNECTOR.

In consideration of the mutual promises contained herein, the COUNTY and the NEIGHBORHOOD CONNECTOR agree as follows:

### ARTICLE 1 - SERVICES

The NEIGHBORHOOD CONNECTOR's responsibility under this Contract is to assist with the implementation of the Abundant Community Initiative (ACI) Pilot Project, as more specifically set forth in the Scope of Work detailed in Exhibit "A".

The COUNTY's representative/liason during the performance of this Contract shall be Vivian Brooks, telephone no. (561) 233-5318.

The NEIGHBORHOOD CONNECTOR shall be Bonnie Hodges Leech during the performance of this Contract and her contact telephone no. is (561) 797-6447. The NEIGHBORHOOD CONNECTOR shall not employ other individuals to perform services under this contract.

### ARTICLE 2 - SCHEDULE

The NEIGHBORHOOD CONNECTOR shall commence services on November 20, 2018 and shall complete all services and submit all required reports no later than November 22, 2019.

Reports and other items shall be delivered or completed in accordance with the detailed schedule set forth in Exhibit "A".

### ARTICLE 3 - PAYMENTS TO NEIGHBORHOOD CONNECTOR

- A. The total amount to be paid by the COUNTY under this Contract for all services shall not exceed a total contract amount of Ten Thousand Dollars (\$10,000.00). The NEIGHBORHOOD CONNECTOR will bill the COUNTY as provided, in the amounts set forth in Exhibit "B" for services rendered toward the completion of the Scope of Work.
- B. Invoices received from the NEIGHBORHOOD CONNECTOR pursuant to this Contract will be reviewed and approved by the COUNTY's representative, to verify that services have been rendered in conformity with the Contract. Approved invoices will then be sent to the Finance Department for payment. Invoices will normally be paid within thirty (30) days following the COUNTY representative's approval.
- C. Final Invoice: In order for both parties herein to close their books and records, the NEIGHBORHOOD CONNECTOR will clearly state "final invoice" on the NEIGHBORHOOD CONNECTOR'S final/last billing to the COUNTY. This shall constitute NEIGHBORHOOD CONNECTOR'S certification that all services have been properly performed and all charges and costs have been invoiced to Palm Beach County. Any other charges not properly included on this final invoice are waived by the NEIGHBORHOOD CONNECTOR.

### ARTICLE 4 - TRUTH-IN-NEGOTIATION CERTIFICATE

Signature of this Contract by the NEIGHBORHOOD CONNECTOR shall also act as the execution of a truth-in-negotiation certificate certifying that the wage rates, over-head charges, and other costs used to determine the compensation provided for in this Contract are accurate, complete and current as of the date of the Contract and no higher than those charged the NEIGHBORHOOD CONNECTOR'S most favored customer for the same or substantially similar service.

The said rates and costs shall be adjusted to exclude any significant sums should the COUNTY determine that the rates and costs were increased due to inaccurate, incomplete or noncurrent wage rates

or due to inaccurate representations of fees paid to outside NEIGHBORHOOD CONNECTOR. The COUNTY shall exercise its rights under this Article 4 within three (3) years following final payment

#### **ARTICLE 5 - TERMINATION**

This Contract may be terminated by the NEIGHBORHOOD CONNECTOR upon sixty (60) days' prior written notice to the COUNTY's representative in the event of substantial failure by the COUNTY to perform in accordance with the terms of this Contract through no fault of the NEIGHBORHOOD CONNECTOR. It may also be terminated, in whole or in part, by the COUNTY, with or without cause, immediately upon written notice to the NEIGHBORHOOD CONNECTOR. Unless the NEIGHBORHOOD CONNECTOR is in breach of this Contract, the NEIGHBORHOOD CONNECTOR shall be paid for services rendered to the COUNTY'S satisfaction through the date of termination. After receipt of a Termination Notice and except as otherwise directed by the COUNTY the NEIGHBORHOOD CONNECTOR shall:

- A. Stop work on the date and to the extent specified.
- B. Transfer all work in process, completed work, and other materials related to the terminated work to the COUNTY.

#### **ARTICLE 6 - AVAILABILITY OF FUNDS**

The COUNTY'S performance and obligation to pay under this Contract for subsequent fiscal years are contingent upon annual appropriations for its purpose by the Board of County Commissioners.

#### **ARTICLE 7 - SUBCONTRACTING**

Subcontracting is not allowed under this Contract.

#### **ARTICLE 8 - FEDERAL AND STATE TAX**

The COUNTY is exempt from payment of Florida State Sales and Use Taxes. The COUNTY will sign an exemption certificate submitted by the NEIGHBORHOOD CONNECTOR. The NEIGHBORHOOD CONNECTOR shall not be exempted from paying sales tax to its suppliers for materials used to fulfill contractual obligations with the COUNTY, nor is the NEIGHBORHOOD CONNECTOR authorized to use the COUNTY'S Tax Exemption Number in securing such materials.

The NEIGHBORHOOD CONNECTOR shall be responsible for payment of its own and its share of its employees' payroll, payroll taxes, and benefits with respect to this Contract.

#### **ARTICLE 9 - INDEMNIFICATION**

NEIGHBORHOOD CONNECTOR shall protect, defend, reimburse, indemnify and hold COUNTY, its agents, 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 their performance of the terms of this Contract or due to the acts or omissions of NEIGHBORHOOD CONNECTOR.

#### **ARTICLE 10 - SUCCESSORS AND ASSIGNS**

The COUNTY and the NEIGHBORHOOD CONNECTOR each binds itself and its partners, successors, executors, administrators and assigns to the other party and to the partners, successors, executors, administrators and assigns of such other party, in respect to all covenants of this Contract. Except as above, neither the COUNTY nor the NEIGHBORHOOD CONNECTOR shall assign, sublet, convey or transfer its interest in this Contract without the prior written consent of the other.

#### **ARTICLE 11 - REMEDIES**

This Contract shall be governed by the laws of the State of Florida. Any legal action necessary to enforce the Contract will be held in a court of competent jurisdiction located in Palm Beach County, Florida. 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 or hereafter existing at law or in 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 Contract 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 Contract, including but not limited to any citizen or employees of the COUNTY and/or NEIGHBORHOOD CONNECTOR.

#### **ARTICLE 12 - CONFLICT OF INTEREST**

The NEIGHBORHOOD CONNECTOR represents that it presently has no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the performance of services required hereunder, as provided for in Chapter 112, Part III, Florida Statutes, and the Palm Beach County Code of Ethics. The NEIGHBORHOOD CONNECTOR further represents that no person having any such conflict of interest shall be employed for said performance of services.

The NEIGHBORHOOD CONNECTOR shall promptly notify the COUNTY's representative, in writing, by certified mail, of all potential conflicts of interest of any prospective business association, interest or other circumstance which may influence or appear to influence the NEIGHBORHOOD CONNECTOR'S judgment or quality of services being provided hereunder. Such written notification shall identify the prospective business association, interest or circumstance, the nature of work that the NEIGHBORHOOD CONNECTOR may undertake and request an opinion of the COUNTY as to whether the association, interest or circumstance would, in the opinion of the COUNTY, constitute a conflict of interest if entered into by the NEIGHBORHOOD CONNECTOR. The COUNTY agrees to notify the NEIGHBORHOOD CONNECTOR of its opinion by certified mail within thirty (30) days of receipt of notification by the NEIGHBORHOOD CONNECTOR. If, in the opinion of the COUNTY, the prospective business association, interest or circumstance would not constitute a conflict of interest by the NEIGHBORHOOD CONNECTOR, the COUNTY shall so state in the notification and the NEIGHBORHOOD CONNECTOR shall, at its option, enter into said association, interest or circumstance and it shall be deemed not in conflict of interest with respect to services provided to the COUNTY by the NEIGHBORHOOD CONNECTOR under the terms of this Contract.

#### **ARTICLE 13 - EXCUSABLE DELAYS**

The NEIGHBORHOOD CONNECTOR shall not be considered in default by reason of any failure in performance if such failure arises out of causes reasonably beyond the control of the NEIGHBORHOOD CONNECTOR or its subcontractors and without their fault or negligence. Such causes include, but are not limited to, acts of God, force majeure, natural or public health emergencies, labor disputes, freight embargoes, and abnormally severe and unusual weather conditions.

Upon the NEIGHBORHOOD CONNECTOR'S request, the COUNTY shall consider the facts and extent of any failure to perform the work and, if the NEIGHBORHOOD CONNECTOR'S failure to perform was without it or its subcontractors fault or negligence, the Contract Schedule and/or any other affected provision of this Contract shall be revised accordingly, subject to the COUNTY'S rights to change, terminate, or stop any or all of the work at any time.

#### **ARTICLE 14 - ARREARS**

The NEIGHBORHOOD CONNECTOR shall not pledge the COUNTY'S credit or make it a guarantor of payment or surety for any contract, debt, obligation, judgement, lien, or any form of indebtedness. The NEIGHBORHOOD CONNECTOR further warrants and represents that it has no obligation or indebtedness that would impair its ability to fulfill the terms of this Contract.

#### **ARTICLE 15 - DISCLOSURE AND OWNERSHIP OF DOCUMENTS**

The NEIGHBORHOOD CONNECTOR shall deliver to the COUNTY's representative for approval and acceptance, and before being eligible for final payment of any amounts due, all documents and materials prepared by and for the COUNTY under this Contract.

To the extent allowed by Chapter 119, Florida Statutes, all written and oral information not in the public domain or not previously known, and all information and data obtained, developed, or supplied by the COUNTY or at its expense will be kept confidential by the NEIGHBORHOOD CONNECTOR and will

not be disclosed to any other party, directly or indirectly, without the COUNTY'S prior written consent unless required by a lawful court order. All drawings, maps, sketches, programs, data base, reports and other data developed, or purchased, under this Contract for or at the COUNTY'S expense shall be and remain the COUNTY'S property and may be reproduced and reused at the discretion of the COUNTY.

All covenants, agreements, representations and warranties made herein, or otherwise made in writing by any party pursuant hereto, including but not limited to any representations made herein relating to disclosure or ownership of documents, shall survive the execution and delivery of this Contract and the consummation of the transactions contemplated hereby.

Notwithstanding any other provision in this Contract, all documents, records, reports and any other materials produced hereunder shall be subject to disclosure, inspection and audit, pursuant to the Palm Beach County Office of the Inspector General, Palm Beach County Code, Sections 2-421 - 2-440, as amended.

#### **ARTICLE 16- INDEPENDENT CONTRACTOR RELATIONSHIP**

The NEIGHBORHOOD CONNECTOR is, and shall be, in the performance of all work services and activities under this Contract, an Independent Contractor, and not an employee, agent, or servant of the COUNTY. All persons engaged in any of the work or services performed pursuant to this Contract shall at all times, and in all places, be subject to the NEIGHBORHOOD CONNECTOR'S sole direction, supervision, and control. The NEIGHBORHOOD CONNECTOR shall exercise control over the means and manner in which she performs the work, and in all respects the NEIGHBORHOOD CONNECTOR'S relationship to the COUNTY shall be that of an Independent Contractor and not as an employees or agents of the COUNTY. The NEIGHBORHOOD CONNECTOR does not have the power or authority to bind the COUNTY in any promise, agreement or representation.

#### **ARTICLE 17 - CONTINGENT FEES**

The NEIGHBORHOOD CONNECTOR warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the NEIGHBORHOOD CONNECTOR to solicit or secure this Contract and that it has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the NEIGHBORHOOD CONNECTOR, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or making of this Contract.

#### **ARTICLE 18 - ACCESS AND AUDITS**

The NEIGHBORHOOD CONNECTOR shall maintain adequate records to justify all charges, expenses, and costs incurred in estimating and performing the work for at least three (3) years after completion or termination of this Contract. The COUNTY shall have access to such books, records, and documents as required in this section for the purpose of inspection or audit during normal business hours, at the NEIGHBORHOOD CONNECTOR'S place of business.

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 NEIGHBORHOOD CONNECTOR, 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.

#### **ARTICLE 19 – NONDISCRIMINATION**

The COUNTY is committed to assuring, equal opportunity in the award of contracts and complies with all the laws prohibiting discrimination. Pursuant to Palm Beach County Resolution R2017-1770, as may be amended, the NEIGHBORHOOD CONNECTOR warrants and represents that throughout the term of the Contract, including any renewals thereof, if applicable, 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. Failure to meet this requirement shall be considered default of the Contract.

#### ARTICLE 20 - SEVERABILITY

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

#### ARTICLE 21 - PUBLIC ENTITY CRIMES

As provided in F.S. 287.132-133, by entering into this contract or performing any work in furtherance hereof, the NEIGHBORHOOD CONNECTOR certifies that it, its affiliates, suppliers, subcontractors and consultants who will perform hereunder, have not been placed on the convicted vendor list maintained by the State of Florida Department of Management Services within the 36 months immediately preceding the date hereof. This notice is required by F.S. 287.133(3)(a).

#### ARTICLE 22 - MODIFICATIONS OF WORK

The COUNTY reserves the right to make changes in Scope of Work, including alterations, reductions therein or additions thereto. Upon receipt by the NEIGHBORHOOD CONNECTOR of the COUNTY'S notification of a contemplated change, the NEIGHBORHOOD CONNECTOR shall, in writing: (1) provide a detailed estimate for the increase or decrease in cost due to the contemplated change, (2) notify the COUNTY of any estimated change in the completion date, and (3) advise the COUNTY if the contemplated change shall affect the NEIGHBORHOOD CONNECTOR'S ability to meet the completion dates or schedules of this Contract.

If the COUNTY so instructs in writing, the NEIGHBORHOOD CONNECTOR shall suspend work on that portion of the Scope of Work affected by a contemplated change, pending the COUNTY'S decision to proceed with the change.

If the COUNTY elects to make the change, the COUNTY shall initiate a Contract Amendment and the NEIGHBORHOOD CONNECTOR shall not commence work on any such change until such written amendment is signed by the NEIGHBORHOOD CONNECTOR and approved and executed on behalf of Palm Beach County.

#### ARTICLE 23 - NOTICE

All notices required in this Contract shall be sent by certified mail, return receipt requested, hand delivery or other delivery service requiring signed acceptance. If sent to the COUNTY, notices shall be addressed to:

Palm Beach County Office of Community Revitalization  
Houston Tate, OCR Director  
2300 North Jog Road  
West Palm Beach, FL 33411

With copy to:

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

If sent to the NEIGHBORHOOD CONNECTOR, notices shall be addressed to:

Bonnie Hodges Leech  
7232 East Oakridge Circle  
Lantana, FL 33462

**ARTICLE 24 - ENTIRETY OF CONTRACTUAL AGREEMENT**

The COUNTY and the NEIGHBORHOOD CONNECTOR agree that this Contract 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 Contract may be added to, modified, superseded or otherwise altered, except by written instrument executed by the parties hereto in accordance with Article 22 - Modifications of Work.

**ARTICLE 25 - REGULATION REQUIREMENTS**

The NEIGHBORHOOD CONNECTOR shall comply with all laws, ordinances and regulations applicable to the services contemplated herein, to include those applicable to conflict of interest and collusion. NEIGHBORHOOD CONNECTOR is presumed to be familiar with all federal, state and local laws, ordinances, codes and regulations that may in any way affect the services offered.

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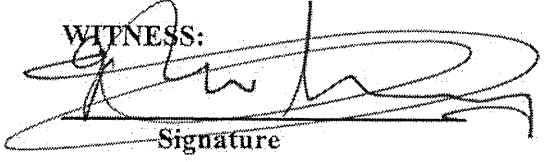
IN WITNESS WHEREOF, the Board of County Commissioners of Palm Beach County, Florida has made and executed this Contract on behalf of the COUNTY and NEIGHBORHOOD CONNECTOR has hereunto set its hand the day and year above written.

ATTEST:  
SHARON R. BOCK  
CLERK AND COMPTROLLER

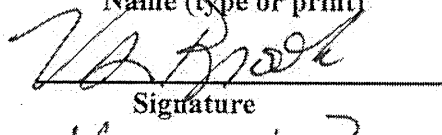
PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS

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

By: \_\_\_\_\_  
Mayor

WITNESS:  
  
Signature

Ruth C. McGwilliams  
Name (type or print)

  
Signature

VIVIAN L. BROOKS  
Name (type or print)

NEIGHBORHOOD CONNECTOR:  
Bonnie Hodges Leech

  
Signature

Bonnie Hodges Leech  
Typed Name

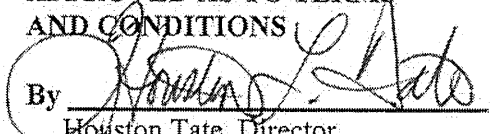
Neighborhood Connector  
Title

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY

(corp. seal)

By: \_\_\_\_\_  
County Attorney

APPROVED AS TO TERMS  
AND CONDITIONS

By:   
Houston Tate, Director  
Office of Community Revitalization



## EXHIBIT "A"

### SCOPE OF WORK

**Neighborhood Connector Name:**

Bonnie Hodges Leech  
7232 East Oakridge Circle  
Lantana, FL 33462

**Purpose:** To assist with the implementation of the Office of Community Revitalization's (OCR) Abundant Community Initiative (ACI) Pilot Project in the San Castle Countywide Community Revitalization Team's (CCRT) area.

**Dates of Services:** November 20, 2018 to November 22, 2019.

**Total Hours:** 500 (estimated)

**Reporting:** The Neighborhood Connector will report to the ACI Pilot Project Coordinator, a staff member from the Office of Community Revitalization.

**Description of Services to Be Performed:** The Neighborhood Connector shall be responsible for facilitating the community organizing work in the San Castle neighborhood needed to achieve the desired outcomes of the ACI Pilot Project. The ACI pilot project follows a national model that support grassroots efforts to increase neighborhood wellness by focusing on developing communities from the inside out, identifying and mobilizing assets from within (their skills, abilities and gifts), and connecting them with one another. The main outcomes of the pilot project include: developing a community capacity inventory; connecting neighbors with each other; facilitating relationships through community initiatives and the formation of new groups/associations of shared interests, skills and passions; and improving the overall community wellbeing.

Neighborhood Connector's responsibilities entail:

1. Identifying, recruiting and training Block Connectors throughout the San Castle CCRT area;
2. Assisting Block Connectors with residents' interviews and completion of Skills and Interests forms;
3. Compiling the Skills and Interests forms and entering the information into a neighborhood database;
4. Assessing and organizing the database information based on residents' common gifts, skills and interests;
5. Facilitating the connection of residents who have common interests, gifts and passions; and
6. Facilitating the formation of groups and/or associations within the neighborhood to initiate activities and/or initiatives resulting from those connections.

The information collected from the Skills and Interests forms will be used to:

1. Create an inventory of residents' gifts, skills, and interests;
2. Invite neighbors to join existing groups of interest, or assist in the formation of and participate in new groups; and
3. Create a database with residents' information to: 1) identify potential groups based on shared gifts, skills and interests; 2) assist neighbors in need and during emergencies; and recruit volunteers for community events and activities.

**Scope of Work:** The Neighborhood Connector shall be responsible for the completion of the following tasks and deliverables consistent with the above description of services.

**PERIOD 1 – (November 20, 2018 to January 20, 2019)**

- Attend Neighborhood Connectors Orientation Session;
- Identify a minimum of 3 Block Connectors;
- Update Block Connector Map to reflect new Block Connectors;
- Conduct Block Connectors' orientation;
- Assist Block Connectors with interviews and outreach as needed;
- Collect Skills and Interests Forms and enter information in the database with the assistance of OCR's ACI Coordinator;
- Report on the ACI initiative via website, Facebook page, newsletter, etc.;
- Provide a progress report to OCR's ACI Coordinator by January 20, 2019, summarizing the accomplishments and challenges during the current reporting period, along with the database completed to date; and
- Submit time recording sheet for Period 1 to OCR's ACI Coordinator.

**PERIOD 2 – (January 21, 2019 to March 21, 2019)**

- Identify a minimum of 3 Block Connectors (for a total of 6 Block Connectors);
- Update Block Connector Map to reflect new Block Connectors;
- Remind previous 3 Block Connectors to complete Skills and Interest forms;

- Collect Skills and Interests Forms and enter information in the database with the assistance of OCR's ACI Coordinator;
- Assess and organize database information based on shared gifts, skills and interests;
- Create list of potential groups based on shared gifts, skills and interests;
- Report on the ACI initiative via website, Facebook page, newsletter, etc.;
- Provide a progress report to OCR's ACI Coordinator by March 21, 2019, summarizing the accomplishments and challenges during the current reporting period, along with the database completed to date; and
- Submit time recording sheet for Period 2 to OCR's ACI Coordinator.

**PERIOD 3 – (March 22, 2019 to May 22, 2019)**

- Identify a minimum of 4 Block Connectors (for a total of 10 Block Connectors);
- Update Block Connector Map to reflect new Block Connectors;
- Remind previous 6 Block Connectors to complete Skills and Interest forms;
- Collect Skills and Interests Forms and enter information in the database with the assistance of OCR's ACI Coordinator;
- Update list of potential groups based on shared gifts, skills and interests and continue to create new groups of shared interests;
- Report on the ACI initiative via website, Facebook page, newsletter, etc.;
- Provide a progress report to OCR's ACI Coordinator by May 22, 2019, summarizing the accomplishments and challenges during the current reporting period, along with the database completed to date; and
- Submit time recording sheet for Period 3 to OCR's ACI Coordinator.

**PERIOD 4 – (May 23, 2019 to July 23, 2019)**

- Identify a minimum of 4 Block Connectors (for a total of 14 Block Connectors);
- Update Block Connector Map to reflect new Block Connectors;
- Remind previous 10 Block Connectors to complete Skills and Interest forms;
- Collect Skills and Interests Forms and enter information in the database with the assistance of OCR's ACI Coordinator;
- Update list of potential groups based on shared gifts, skills and interests and continue to create new groups of shared interests;
- Host Block Connector Conversation meeting to: present identified community assets; go through the preliminary list of potential groups that could be formed and initiatives that could be undertaken based on shared interests; prioritize the identified groups and initiatives; identify resources that might be needed for implementation; and establish a plan of action;
- Report on the ACI initiative via website, Facebook page, newsletter, etc.;
- Provide a progress report to OCR's ACI Coordinator by July 23, 2019, summarizing the accomplishments and challenges during the current reporting period, along with the database completed to date; and
- Submit time recording sheet for Period 4 to OCR's ACI Coordinator.

**PERIOD 5 – (July 24, 2019 to October 24, 2019)**

- Provide last reminder to all Block Connectors to complete Skills and Interest forms;
- Collect Skills and Interests Forms and enter information in the database with the assistance of OCR's ACI Coordinator;
- Update list of potential groups based on shared gifts, skills and interests and continue to create new groups of shared interests;
- Report on the ACI initiative via website, Facebook page, newsletter, etc.;
- Finalize action plan. The plan should contain the list of groups already created and new groups to be created, the activities/initiatives to be implemented, roles and responsibilities, and resources needed;
- Submit Final Report to OCR's ACI Coordinator by October 24, 2019, summarizing the accomplishments and challenges during the contract period, along with the database completed to date; and
- Submit time recording sheet for Period 5 to OCR's ACI Coordinator.

**EXHIBIT "B"**

**SCHEDULE OF PAYMENTS**

The Scope of Work as defined in Exhibit "A" consists of the completion of specific tasks and deliverables by NEIGHBORHOOD CONNECTOR and submission to the COUNTY on a period-by-period basis. Compensation for those tasks and "deliverables"\* shall be in accordance with the following Schedule of Payments:

**PERIOD 1**

Completion Time: January 20, 2019  
Compensation for Period 1: \$ 1,000.00

**PERIOD 2**

Completion Time: March 21, 2019  
Compensation for Period 2: \$1,000.00

**PERIOD 3**

Completion Time: May 23, 2019  
Compensation for Period 3: \$1,000.00

**PERIOD 4**

Completion Time: July 23, 2019  
Compensation for Period 4: \$3,000.00

**PERIOD -5**

Completion Time: October 24, 2019  
Compensation for Period 5: \$4,000.00

\* "Deliverables" shall be defined as summary progress reports, time reporting sheets, Block Connector map, action plan, community inventory and spreadsheets, documentation of meetings attended, and other related deliverables as applicable provided within Exhibit "A".

**EXHIBIT "C"**

**Progress Report for Neighborhood Connector**

(Please use this template for reporting on Periods 1 through 4 only)

Period: \_\_\_\_\_

Pilot Project Area: \_\_\_\_\_

Neighborhood Connector: \_\_\_\_\_

Number of residents engaged to determine their potential and interest of serving as Block Connectors:

Number of Block Connectors secured:

Number of Block Connectors trained:

Block connectors retained:

Number of Skills and Interests forms completed:

Number of households engaged by each of the Block Connectors:

Number and type of groups formed as a result of the work undertaken to date (if applicable):

Number of resident led activities started (if applicable):

Other successes/accomplishments (please use the Scope of Work and specific deliverables per Period as a guide):

Challenges encountered during this reporting Period:

**Progress Report for Neighborhood Connector**  
(Please use this template for reporting on Period 5)

Period: \_\_\_\_\_

Pilot Project Area: \_\_\_\_\_

Neighborhood Connector: \_\_\_\_\_

Number of Block Connectors secured:

Number of Block Connectors trained:

Number of Block Connectors retained:

Number of interviews and Skills and Interest forms completed:

Number of households engaged by each of the Block Connectors:

Number and type of groups formed as a result of the work undertaken to date (required information):

Number of resident led activities started (required information):

Number of resident led activities underway and/or completed (required information):

Other successes/accomplishments (please use the Scope of Work and specific deliverables per Period as a guide):

Synopsis of Action Plan:

Challenges encountered during this reporting Period:



**Office of Community Revitalization**  
**"Abundant Community Initiative (ACI) Pilot Project"**

**RISK MANAGEMENT**  
**INSURANCE VERIFICATION FORM**

Please review the attached agenda item and contract, and indicate if the contract requires General Liability insurance and provide any additional comments as applicable.

**NEIGHBORHOOD CONNECTOR:** BONNIE HODGES LEECH

**SCOPE OF WORK OVERVIEW:** The item before the Board is the execution of a new contract with Bonnie Hodges Leech, neighborhood resident, to continue the implementation of the Abundant Community Initiative Pilot Project in the San Castle CCRT area. The work will entail: guiding the community organizing work; identifying, enlisting and mobilizing a significant number of block connectors; facilitating and encouraging the block connector's conversation process throughout the entire neighborhood; and compile information from the Skills and Interests forms on behalf of the neighborhood and its leadership; and facilitating the formation of associations within the neighborhood.

The Neighborhood Connector will not be a County employee, and will report to the community leadership group and the OCR staff. Block Connectors will be recruited to assist the Neighborhood Connector with the home interviews. Block Connectors will be volunteer positions. Based on the lessons learned from the Pilot Project and its evaluation, the OCR will make a recommendation to the BCC on whether the pilot projects' experience, training materials and interview questions could be used as a model that could be applied in other communities in Palm Beach County.

Contract Amount: \$10,000

APPROVAL STATUS:

*Risk Management agrees/does not agree to waive the "insurance requirement" for Bonnie Hodges Leech*

INSURANCE NEEDED: YES  NO

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

  
\_\_\_\_\_  
SIGNATURE OF REVIEWER

Jacqueline Binns  
\_\_\_\_\_  
PRINT NAME

Property & Casualty Insurance Manager  
\_\_\_\_\_  
TITLE OF REVIEWER

9-28-18  
\_\_\_\_\_  
DATE