

**AMENDMENT TO CONTRACT FOR PROVISION
FOR FINANCIAL ASSISTANCE**

THIS AMENDMENT TO CONTRACT FOR PROVISION FOR FINANCIAL ASSISTANCE (R2017-1622) made and entered into at West Palm Beach Florida, on this _____ 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 **Housing Partnership, Inc., d.b.a. Community Partners of South Florida**, 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 #59-2704597

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

WITNESSETH:

WHEREAS, Housing Partnership, Inc. entered into a three-year contract with the County on October 17, 2017, (R2017-1622), to provide supportive housing services to adults with severe and persistent mental illness, which contract was in an annual amount of 139,701; and

WHEREAS, Parent-Child Center, Inc. entered into a three-year contract with the County on October 17, 2017, (R2017-1621) to provide community based outpatient services to children and families with mental health issues, which contract was in an annual amount of \$236,275; and

WHEREAS, Housing Partnership, Inc., and Parent-Child Center, Inc. merged corporate existence under the title of "Housing Partnership, Inc., d.b.a. Community Partners of South Florida"; and

WHEREAS, the need exists to amend the contract with Housing Partnership, Inc. in order to merge the scopes of work of the County's contracts with Housing Partnership, Inc. and Parent-Child Center, Inc.; and

WHEREAS, the annual not to exceed amount of the agreement with Housing Partnership will increase by \$236,275 as of September 30, 2019, to account for the merging of the two contracts with Housing Partnership, Inc. and Parent-Child Center, Inc.; and

WHEREAS, the County will terminate its contract with Parent-Child Center, Inc. effective on the date this Amendment to the contract with Housing Partnership, Inc. becomes effective.

NOW THEREFORE, the above named parties hereby mutually agree that the Contract entered into on October 17, 2017 is hereby amended as follows:

- I. The foregoing recitals are true and correct and incorporated herein by

reference.

- II. New Scope of Work Exhibit "A1" attached hereto, which consolidates the scopes of work of the contracts with Housing Partnership, Inc. and Parent-Child Center, Inc. and which decreases the number of clients served, shall replace the Work Plan Exhibit "A" in its entirety.
- III. New Exhibit "B1" attached hereto shall replace Exhibit "B" in its entirety.
- IV. **ARTICLE 3 - PAYMENTS** shall be amended in its entirety to read:
The COUNTY shall pay to the AGENCY for services rendered under this contract not to exceed a total amount of **SIX HUNDRED FIFTY FIVE THOUSAND, THREE HUNDRED AND SEVENTY EIGHT DOLLARS (\$655,378) over a three year period of which THREE HUNDRED SEVENTY FIVE THOUSAND, NINE HUNDRED AND SEVENTY SIX DOLLARS (\$375,976) IS BUDGETED IN FY 2020.**

AGENCY will bill the COUNTY on a monthly basis, or as otherwise provided, at the amounts set forth in Exhibit "B1" for services rendered toward the completion of the Scope of Work. Where incremental billings for partially completed items are permitted, the total billings shall not exceed the estimated percentage of completion as of the billing date.

The program and unit cost definitions for this contract are set forth in Exhibit B1. All requests for payments of this Contract shall include an original cover memo on AGENCY letterhead signed by the Chief Executive Officer, Chief Financial Officer or their designee.

The AGENCY is obligated to provide the COUNTY with the properly completed requests for all funds to be paid relative to this Contract no later than September 30th of each fiscal year. Any amounts not submitted by September 30th, shall remain the COUNTY'S and the COUNTY shall have no further obligation with respect to such amounts.

Payment of invoices shall be contingent on timely receipt of all required reports. Invoices received from the AGENCY pursuant to this Contract will be submitted through the Services and Activities Management Information System (SAMIS) website, 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. Any payment due by COUNTY under the terms of this contract shall be withheld until all reports due from the AGENCY and necessary adjustments have been approved by the COUNTY. In the event that the AGENCY has drawn down all possible funds prior to the end of the fiscal year and does not comply with all reporting requirements, the COUNTY will take this into consideration during the next funding year.

COUNTY funding can be used to match grants from non-County sources; however, the grantee cannot submit reimbursement requests for the same expenses to more than one funding source or under more than one COUNTY funded program.

Final Invoice: In order for both parties herein to close their books and records, the AGENCY will clearly state "final invoice" on the AGENCY'S final/last billing to the COUNTY. This shall constitute AGENCY'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 AGENCY.

In order to do business with Palm Beach County, AGENCIES are required to create a Vendor Registration Account OR activate an existing Vendor Registration Account through the Purchasing Department's Vendor Self Service (VSS) system, which can be accessed at <https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService>. If AGENCY intends to use sub-AGENCIES, AGENCY must also ensure that all sub-AGENCIES are registered as AGENCIES in VSS. All subcontractor agreements must include a contractual provision requiring that the sub-AGENCY register in VSS. COUNTY will not finalize a contract award until the COUNTY has verified that the AGENCY and all of its sub-AGENCIES are registered in VSS.

V. **ARTICLE 7 – INSURANCE** shall be amended in its entirety to read:

AGENCY shall, at its sole expense, agree to maintain in full force and effect at all times during the life of this Contract, insurance coverages and limits (including endorsements), as described herein. AGENCY shall agree to provide the COUNTY with at least ten (10) day prior notice of any cancellation, non-renewal or material change to the insurance coverages. The requirements contained herein, as well as COUNTY'S review or acceptance of insurance maintained by AGENCY are not intended to and shall not in any manner limit or qualify the liabilities and obligations assumed by AGENCY under the contract.

A. **Commercial General Liability** AGENCY shall maintain Commercial General Liability at a limit of liability not less than **\$500,000** Each Occurrence. Coverage shall not contain any endorsement excluding Contractual Liability or Cross Liability unless granted in writing by County's Risk Management Department. AGENCY shall provide this coverage on a primary basis.

B. **Business Automobile Liability** AGENCY shall maintain Business Automobile Liability at a limit of liability not less than **\$500,000** Each Accident for all owned, non-owned and hired automobiles. In the event AGENCY doesn't own any automobiles, the Business Auto Liability requirement shall be amended allowing AGENCY to agree to maintain only Hired & Non-Owned Auto Liability. This amended requirement may be satisfied by way of endorsement to the Commercial General Liability, or separate Business Auto coverage form. AGENCY shall provide this coverage on a primary basis.

C. **Worker's Compensation Insurance & Employers Liability** AGENCY shall maintain Worker's Compensation & Employers Liability in accordance with Florida Statute Chapter 440. AGENCY shall provide this coverage on a primary basis.

D. **Professional Liability** AGENCY shall maintain Professional Liability or equivalent Errors & Omissions Liability at a limit of liability not less than **\$1,000,000** Each Claim. When a self-insured retention (SIR) or deductible exceeds **\$10,000**, COUNTY reserves the right, but not the obligation, to review and request a copy of AGENCY'S most recent annual report or audited financial statement. For policies written on a

"Claims-Made" basis, AGENCY shall maintain a Retroactive Date prior to or equal to the effective date of this Contract. The Certificate of Insurance providing evidence of the purchase of this coverage shall clearly indicate whether coverage is provided on an "occurrence" or "claims - made" form. If coverage is provided on a "claims - made" form the Certificate of Insurance must also clearly indicate the "retroactive date" of coverage. In the event the policy is canceled, non-renewed, switched to an Occurrence Form, retroactive date advanced, or any other event triggering the right to purchase a Supplement Extended Reporting Period (SERP) during the life of this Contract, AGENCY shall purchase a SERP with a minimum reporting period not less than 3 years. AGENCY shall provide this coverage on a primary basis.

Additional Insured AGENCY shall endorse the COUNTY as an Additional Insured with a CG 2026 Additional Insured - Designated Person or Organization endorsement, or its equivalent, to the Commercial General Liability. The Additional Insured endorsement shall read "Palm Beach County Board of County Commissioners, a Political Subdivision of the State of Florida, its Officers, Employees and Agents." AGENCY shall provide the Additional Insured endorsements coverage on a primary basis.

- E. Waiver of Subrogation** AGENCY hereby waives any and all rights of Subrogation against the County, its officers, employees and agents for each required policy. When required by the insurer, or should a policy condition not permit an insured to enter into a pre-loss agreement to waive subrogation without an endorsement to the policy, then AGENCY shall agree to notify the insurer and request the policy be endorsed with a Waiver of Transfer of rights of Recovery Against Others, or its equivalent. This Waiver of Subrogation requirement shall not apply to any policy, which specifically prohibits such an endorsement, or which voids coverage should AGENCY enter into such an agreement on a pre-loss basis.
- F. Certificate(s) of Insurance** Prior to execution of this Contract, AGENCY shall deliver to the COUNTY'S representative as identified in Article 26, a Certificate(s) of Insurance evidencing that all types and amounts of insurance coverages required by this Contract have been obtained and are in full force and effect. Such Certificate(s) of Insurance shall include a minimum ten (10) day endeavor to notify due to cancellation or non-renewal of coverage. The certificate of insurance shall be issued to
- Palm Beach County Board of County Commissioners
Community Services Department
810 Datura Street
West Palm Beach, FL 33401
- G. Umbrella or Excess Liability** If necessary, AGENCY may satisfy the minimum limits required above for Commercial General Liability, Business Auto Liability, and Employer's Liability coverage under Umbrella

or Excess Liability. The Umbrella or Excess Liability shall have an Aggregate limit not less than the highest "Each Occurrence" limit for either Commercial General Liability, Business Auto Liability, or Employer's Liability. The COUNTY shall be specifically endorsed as an "Additional Insured" on the Umbrella or Excess Liability, unless the Certificate of Insurance notes the Umbrella or Excess Liability provides coverage on a "Follow-Form" basis.

H. **Right to Review** COUNTY, by and through its Risk Management Department, in cooperation with the contracting/monitoring department, reserves the right to review, modify, reject or accept any required policies of insurance, including limits, coverages, or endorsements, herein from time to time throughout the term of this Contract. COUNTY reserves the right, but not the obligation, to review and reject any insurer providing coverage because of its poor financial condition or failure to operate legally.

VI. **ARTICLE 12 – NONDISCRIMINATION** shall be amended in its entirety to read:

The COUNTY is committed to assuring equal opportunity in the award of contracts and complies with all laws prohibiting discrimination. Pursuant to Palm Beach County Resolution R2017-1770, as may be amended, the AGENCY 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.

As a condition of entering into this Contract, the AGENCY represents and warrants that it will comply with the COUNTY'S Commercial Nondiscrimination Policy as described in Resolution 2017-1770, as amended. As part of such compliance, the AGENCY shall not discriminate on the basis of race, color, national origin, religion, ancestry, sex, age, marital status, familial status, sexual orientation, gender identity or expression, disability, or genetic information in the solicitation, selection, hiring or commercial treatment of subcontractors, vendors, suppliers, or commercial customers, nor shall the AGENCY retaliate against any person for reporting instances of such discrimination. The AGENCY shall provide equal opportunity for subcontractors, vendors and suppliers to participate in all of its public sector and private sector subcontracting and supply opportunities, provided that nothing contained in this clause shall prohibit or limit otherwise lawful efforts to remedy the effects of marketplace discrimination that have occurred or are occurring in the County's relevant marketplace in Palm Beach County. The AGENCY understands and agrees that a material violation of this clause shall be considered a material breach of this Contract and may result in termination of this Contract, disqualification or debarment of the company from participating in County contracts, or other sanctions. This clause is not enforceable by or for the benefit of, and creates no obligation to, any third party. AGENCY shall include this language in its subcontracts.

VII. **ARTICLE 15 – AGENCY CERTIFICATION/NONPROFITS FIRST** shall be amended in its entirety to read:

It is the policy of the COUNTY that all agencies receiving funding through the

Financially Assisted Agencies Program must participate in the Agency Certification process developed by Nonprofits First (CENTER). **Agencies must achieve an Excellence in Nonprofit Management or Sound Nonprofit Management certification. Core Infrastructure will not be accepted.**

All new FAA funded agencies will complete certification within eighteen (18) months of their initial County contract and make significant progress towards achievement of certification standards within the first six (6) months. To comply with this policy, AGENCY will provide written documentation of completion of the agency-wide self-assessment from the CENTER, by April 15th of each year. AGENCY will work in collaboration with the CENTER using the certification assessment tool provided by the CENTER and approved by the DEPARTMENT. AGENCY understands that self-assessment is an initial step towards agency certification. All currently certified agencies will be required to maintain their certification status throughout their contract period.

Nonprofit First Certification will be optional for Agencies that request and are approved through the FAA Nonprofits First Exemption Process. This request must be received by the FAA Grant Compliance Specialist by December 31st of each year. Agencies not requesting an exemption must go through the Nonprofit First Certification stated above.

The FAA Nonprofit First exemption requires documentation of certification from another funding or oversight body recognized by their industry, or if there Agency has received two (2) consecutive monitoring reports from FAA with no findings. This exemption is valid for one year and must be requested on a yearly basis. If the Agency is funded by another funder, they may require the Nonprofit First Certification. The FAA Nonprofit First exemption only exempts the Agency from FAA program requirements._

VIII. **ARTICLE 27 – TERMINATION** shall be amended in its entirety to read:

This Contract may be terminated by the AGENCY upon sixty (60) days' prior written notice to the COUNTY in the event of substantial failure by the COUNTY to perform in accordance with the terms of this Contract through no fault of the AGENCY. It may also be terminated, in whole or in part, by the COUNTY, with cause upon five (5) business days written notice to the AGENCY or without cause upon ten (10) business days written notice to the AGENCY. Unless the AGENCY is in breach of this Contract, the AGENCY shall be paid for services rendered to the COUNTY'S satisfaction through the date of termination. After receipt of a Termination Notice, except as otherwise directed by the COUNTY, in writing, the AGENCY shall:

Stop work on the date and to the extent specified.

Terminate and settle all orders and subcontracts relating to the performance of the terminated work.

Transfer all work in process, completed work, and other materials related to the terminated work to the COUNTY.

Continue and complete all parts of the work that have not been terminated.

IX. **ARTICLE 32 - SCRUTINIZED COMPANIES** shall be amended in its entirety to read:

A. As provided in F.S. 287.135, by entering into this Contract or performing any work in furtherance hereof, the AGENCY certifies that it, its affiliates, suppliers, subcontractors and AGENCIES who will perform hereunder, have not been placed on the Scrutinized Companies that boycott Israel List, or is engaged in a boycott of Israel, pursuant to F.S. 215.4725.

B. **When contract value is greater than \$1 million:** As provided in F.S. 287.135, by entering into this Contract or performing any work in furtherance hereof, the AGENCY certifies that it, its affiliates, suppliers, subcontractors and AGENCIES who will perform hereunder, have not been placed on the Scrutinized Companies With Activities in Sudan List or Scrutinized Companies With Activities in The Iran Petroleum Energy Sector List created pursuant to F.S. 215.473 or is engaged in business operations in Cuba or Syria.

If the County determines, using credible information available to the public, that a false certification has been submitted by AGENCY, this Contract may be terminated and a civil penalty equal to the greater of \$2 million or twice the amount of this Contract shall be imposed, pursuant to F.S. 287.135. Said certification must also be submitted at the time of Contract renewal, if applicable.

X. **ARTICLE 34 - CRIMINAL HISTORY RECORDS CHECK** shall be amended in its entirety to read:

The AGENCY, AGENCY'S employees, subcontractors of AGENCY and employees of subcontractors shall comply with Palm Beach County Code, Section 2-371 - 2-377, the Palm Beach County Criminal History Records Check Ordinance ("Ordinance"), for unescorted access to critical facilities ("Critical Facilities") or criminal justice information facilities ("CJI Facilities") as identified in Resolution R-2003-1274, as amended. The AGENCY is solely responsible for the financial, schedule, and/or staffing implications of this Ordinance. Further, the AGENCY acknowledges that its Contract price includes any and all direct or indirect costs associated with compliance with this Ordinance, except for the applicable FDLE/FBI fees that shall be paid by the COUNTY.

This Contract may include sites and/or buildings which have been designated as either "critical facilities" or "criminal justice information facilities" pursuant to the Ordinance and Resolution R2003-1274, as amended. COUNTY staff representing the COUNTY department will contact the AGENCY(S) and provide specific instructions for meeting the requirements of this Ordinance. Individuals passing the background check will be issued a badge. The AGENCY shall make every effort to collect the badges of its employees and its subcontractors' employees upon conclusion of the contract and return them to the COUNTY. If the AGENCY or its subcontractor(s) terminates an employee who has been issued a badge, the AGENCY must notify the COUNTY within two (2) hours. At the time of termination, the AGENCY shall retrieve the badge and shall return it to the COUNTY in a timely manner.

The COUNTY reserves the right to suspend the AGENCY if the AGENCY 1) does not comply with the requirements of County Code Section 2-371 - 2-377, as amended; 2) does not contact the COUNTY regarding a terminated AGENCY employee or subcontractor employee within the stated time; or 3) fails to make a good faith effort in attempting to comply with the badge retrieval policy.

XI. **New ARTICLE 35 - FEDERAL AND STATE TAX** shall be added:

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

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

XII. **New ARTICLE 36 - AUTHORITY TO PRACTICE** shall be added:

The AGENCY hereby represents and warrants that it has and will continue to maintain all licenses and approvals required to conduct its business, and that it will at all times conduct its business activities in a reputable manner. Proof of such licenses and approvals shall be submitted to the COUNTY's representative upon request

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.

Remainder of Page 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 AGENCY has hereunto set his/her 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 _____
Mack Bernard, Mayor

AGENCY:

Housing Partnership, Inc.
Agency's Name Typed

DocuSigned by:
Scott Hansel
2982A9B64085443...

Agency's Signatory

scott Hansel

Agency's Signatory Typed

**APPROVED AS TO FORM AND
LEGAL SUFFICIENCY**

Assistant County Attorney

**APPROVED AS TO TERMS
AND CONDITIONS**

DocuSigned by:
James Green
BF34EF22BFDF492...

James Green, Director
Department of Community Services

**SCOPE OF WORK
2018 - 2020 FINANCIAL ASSISTANCE**

Agency Name: Housing Partnership, Inc.
Program Name: Supportive Housing
Location: Palm Beach County – County-Wide
Target Population: Adults with a severe and persistent mental illness who are ready to live independently; Families with a mental health or substance abuse issue; and Individuals and heads of households who are dually diagnosed with both a mental health and substance abuse issue.
Funding Priority: Care Coordination Services

Overview:

The Supportive Housing Program at Housing Partnership (HP) serves special needs populations by helping them identify, secure, and maintain safe and decent independent living situations. HP service delivery model for Supportive Housing incorporates essential elements of the Housing First Model, which is recognized as an evidence-based practice by Substance Abuse and Mental Health (SAMH). HP initially expanded its supportive Housing Program in 2002 through its first contract with Palm Beach County's Department of Community Services.

Services:

The Agency will provide an initial intake assessment.

The Agency will develop an action plan, which includes a supportive housing plan and a service plan.

The Agency will provide a Case Manager to:

- Coordinate of existing resources (such as relationships with rental communities, landlords, internal housing stock, roommate matching service for individuals unable to afford to live on their own, moving support, contingency funds and rent subsidies);
- Coordinate the active development of new resources (such as new housing stock, memorandum of understandings, relationships with new landlords and rent subsidies);
- Advocate at the local, state, and federal policy levels;
- Collaborate and link services in a consistent, supportive relationship (such as entitlement benefits and employment resources)
- Provide support services and continuing care
- Provide services that include a minimum of quarterly contact with a client's primary support provider (such as mental health case manager, therapist, psychiatrist, family etc.) to discuss the client's progress and obstacles in achieving stated goals.

- Ensure clients are placed in a safe and secure living environment.
- Develop discharge notes and follow-up services to ensure clients are linked to formal and informal resources to assist in their continuing success.

Number of Clients Served Through FAA:

130 clients

Agency Name: Housing Partnership, Inc.
Program Name: Community Based Outpatient Services Program
Location: Palm Beach County – County-Wide
Target Population: Children, families, and/or young adults with a mental health diagnosis.
Funding Priority: Treatment Options

Overview:

The Community Based Outpatient Services (CBOSP) provides quality, trauma-informed, holistic, and evidenced based mental health interventions and care coordination to children and families in Palm Beach County. These therapeutic services typically occur in the client’s home, school, or other local community location. This includes an intensive training program for Master’s level clinicians to increase quality of services, access to services, and therapists’ job satisfaction. Since its implementation, the training program known as The Academy has greatly impacted client outcomes, client wait times, and staff turnover. The Agency is proposing to continue the CBOSP and The Academy to assist the ongoing issues of access to and quality of mental health services in Palm Beach County.

Services:

The Agency will conduct a mental health assessment such as a Bio-Psychosocial Assessment, In-Depth Assessment, or Brief Behavioral Assessment (BBA)

The Agency will develop Individual Treatment Plans, which will include discharge activities.

The Agency will provide mental health therapy and care coordination to children and families diagnosed with a mental health illness at the clients’ preferred location.

The Agency will meet with clients as clinically necessary.

The Agency will provide a supervision case note, by a licensed therapist, to ensure that clients are progressing through treatment and that all needed referrals and service coordination is occurring.

The Agency will complete a Mental Health Outcome and either a Functional Assessment Rating Scale (FARS) for adults or a Child Functional Assessment Rating Scale (CFARS) and review at time of discharge.

Number of Clients Served Through FAA:

1875 adults, children, and/or young adults

Agency Name: Housing Partnership, Inc.
Program Name: Emergency / Disaster Relief
Location: Palm Beach County – County-Wide

Provide three (3) Mental Health Professionals once Palm Beach County Emergency Operations Center has called for activation of the General Population Evacuation Risk Shelters during a State of Emergency.

Staff must have graduated from an accredited college or university with a Master's Degree in Psychology, Social Work, Mental Health Counseling, Marriage and Family Therapy or related field; one (1) year of experience with individual, family and group counseling or psychotherapy with children and/or adolescents; or any equivalent combination of related training and experience.

PERFORMANCE DURING EMERGENCY:

The Agency agrees and promises that, immediately preceding, during, and after a public emergency, disaster, hurricane, flood, or act of God, Palm Beach County shall be given "first priority" for all services under the contract.

The Agency agrees to provide services to Palm Beach County immediately preceding, during, and after a public emergency, disaster, hurricane, flood, or act of God, at the terms, conditions, and prices as provided in this solicitation on a "first priority" basis.

The Agency shall furnish a 24-hour phone number to the County. Failure to provide the services to the County on a first priority basis immediately preceding, during, and after a public emergency, disaster, hurricane, flood, or act of God, shall constitute breach of contract and subject the bidder to sanctions that may include suspension or debarment from County procurements.

The Agency will be responsible for:

- Staff's transportation to the initial designated Risk Shelter
- Bedding materials (pillows, blankets, sleeping bags, cots, air mattresses, etc.) (cots are not provided)
- General timesheets noting dates and times of service and/or presence
- Staff's Salary, Taxes and Benefits
- Workers' Compensation

Palm Beach County will be responsible for:

- Basic hydration and food for the staff at no cost
- Signing/Approval of timesheets
- ADA compliance and accommodations
- Provide notification of request for services
- Any and all office and/or program supplies necessary to perform the service
- Office space and accommodations if applicable
- Parking for the staff's vehicle

Unit Rate = \$70.00 per hour per employee

UNITS OF SERVICE RATE AND DEFINITION
2018 – 2020 FINANCIAL ASSISTANCE CONTRACT

Agency: Housing Partnership, Inc.
Agency Program: Supportive Housing and Community Based Outpatient Services Program

Description	Unit Cost	Total FY18	Total FY19	Total FY20	Total 3 Year Contract Amount
A unit of service is defined as one hour of staff time in direct client services and can include face-to-face, phone and collateral contacts, assessment, documentation, staffing, program development and supervisory responsibilities.	\$80.84	\$139,701	\$139,701	\$139,701	\$419,103
A unit of service is defined as a completed mental health therapy session	\$9.05	\$0	\$0	\$236,275	\$236,275
Total Contract over a three (3) year period		\$139,701	\$139,701	\$375,976	\$655,378

The AGENCY is allowed to expend up to \$4,000 for initial certification or \$1,500 for the annual renewal fee every year of the contract. This option exercised by the agency will be taken from the approved budget thus reducing the number of units to be provided. Certification is a requirement of contracting with the COUNTY as referenced in Article 14 of this contract.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/1/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Celedinas Insurance Group A Marsh & McLennan Agency 4400 PGA Blvd, Suite 1000 Palm Beach Gardens FL 33410	CONTACT NAME: PHONE (A/C, No, Ext): 561.622.2550 FAX (A/C, No): E-MAIL ADDRESS: celedinascerts@mma-fl.com
INSURER(S) AFFORDING COVERAGE	
INSURED Parent-Child Center Inc. & Housing Partnership Community Partners 2001 W Blue Heron Blvd Riviera Beach FL 33404	PARECHI-01 INSURER A: Berkshire Hathaway Specialty Ins Co NAIC # 22276 INSURER B: AMTrust North America, Inc 88888 INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES CERTIFICATE NUMBER: 1530054674 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:	Y		47SPK25565804	10/1/2019	10/1/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			47RWS25565904	10/1/2019	10/1/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			47SUM25566004	10/1/2019	10/1/2020	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	AWC1136739	10/1/2019	10/1/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Professional Liability			47SPK25565804	10/1/2019	10/1/2020	Per Claim /Aggregate \$1MM / \$3MM
A	Abuse & Molestation			47SPK25565804	10/1/2019	10/1/2020	Per Claim /Aggregate \$1MM / \$1MM

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Certificate holder, as Designated Organization, is an Additional Insured as respects General Liability when required by written contract subject to the terms, conditions and exclusions of the policy.

CERTIFICATE HOLDER Palm Beach County Community Services Dept 810 Datura St, #350 West Palm Beach FL 33401	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
---	--

© 1988-2015 ACORD CORPORATION. All rights reserved.



CERTIFICATE OF PROPERTY INSURANCE

DATE (MM/DD/YYYY)
10/1/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

PRODUCER Celedinas Insurance Group A Marsh & McLennan Agency 4400 PGA Blvd, Suite 1000 Palm Beach Gardens FL 33410	CONTACT NAME: PHONE (A/C, No, Ext): 561.622.2550 FAX (A/C, No): E-MAIL ADDRESS: celedinascerts@mma-fl.com PRODUCER CUSTOMER ID: PARECHI-01	
	INSURER(S) AFFORDING COVERAGE NAIC #	
INSURED Parent-Child Center Inc. & Housing Partnership Community Partners 2001 W Blue Heron Blvd Riviera Beach FL 33404	INSURER A: Berkshire Hathaway Specialty Ins Co 22276	
	INSURER B: Weston Insurance Company	
	INSURER C: Hartford Fire Insurance Company 19682	
	INSURER D:	
	INSURER E:	
	INSURER F:	


COVERAGES **CERTIFICATE NUMBER:** 1122360364 **REVISION NUMBER:**

LOCATION OF PREMISES / DESCRIPTION OF PROPERTY (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 LOC 1: 2001 W BLUE HERON BLVD RIVIERA BEACH FL 33404
 LOC 2: 560 E. MAIN PLACE PAHOKEE FL 33476
 See Attached...

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE		POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	COVERED PROPERTY	LIMITS		
A	<input checked="" type="checkbox"/>	PROPERTY	47-SPK-255658-04	10/1/2019	10/1/2020	<input checked="" type="checkbox"/> BUILDING	\$ 544,000		
		CAUSES OF LOSS					<input checked="" type="checkbox"/> PERSONAL PROPERTY	\$ 503,000	
		Deductibles					<input checked="" type="checkbox"/> BUSINESS INCOME	\$ 143,082	
		BASIC				BUILDING 1,000	<input checked="" type="checkbox"/> EXTRA EXPENSE	\$ Combined w/ BI	
		BROAD				CONTENTS 1,000		RENTAL VALUE	\$
	<input checked="" type="checkbox"/>	SPECIAL				1,000		BLANKET BUILDING	\$
		EARTHQUAKE						BLANKET PERS PROP	\$
		WIND						BLANKET BLDG & PP	\$
		FLOOD							\$
		AGREED VAL							\$
	COINS	100%			\$				
	INLAND MARINE	TYPE OF POLICY				\$			
	CAUSES OF LOSS					\$			
	NAMED PERILS	POLICY NUMBER				\$			
						\$			
C	<input checked="" type="checkbox"/>	CRIME	21BDDGV4192	1/2/2019	1/2/2020	<input checked="" type="checkbox"/> EMPLOYEE THEFT	\$ 250,000		
		TYPE OF POLICY				<input checked="" type="checkbox"/> FRGY/ATLER	\$ 25,000		
						<input checked="" type="checkbox"/> DED	\$ 2,000		
	BOILER & MACHINERY / EQUIPMENT BREAKDOWN					\$			
						\$			
B	<input checked="" type="checkbox"/>	WIND Policy (2001 W Blue Heron Blvd)	CFA 00090-02225 08 09 09	8/26/2019	8/26/2020	<input checked="" type="checkbox"/> Contents	\$ \$236,694		
						<input checked="" type="checkbox"/> Deductible	\$ 5% (\$11,835)		

SPECIAL CONDITIONS / OTHER COVERAGES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Total Insured Value (TIV)* Breakdown:
 Loc 1 - BPP \$225,000; BIEE \$108,414
 Loc 2 - BPP \$5,000; BIEE \$1,084
 Loc 3 - BPP \$25,000; BIEE \$1,084
 Loc 4 - BPP \$37,500; BIEE \$1,500
 See Attached...

CERTIFICATE HOLDER Palm Beach County Community Services Dept 810 Datura St, #350 West Palm Beach FL 33401	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
---	--



ADDITIONAL REMARKS SCHEDULE

AGENCY Celedinas Insurance Group		NAMED INSURED Parent-Child Center Inc. & Housing Partnership Community Partners 2001 W Blue Heron Blvd Riviera Beach FL 33404	
POLICY NUMBER		EFFECTIVE DATE:	
CARRIER	NAIC CODE		

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: 24 **FORM TITLE:** CERTIFICATE OF PROPERTY INSURANCE

DESCRIPTION OF PROPERTY:

LOC 3: 39500 PIONEER PARK RD BELLE GLADE FL 33430
 LOC 4: 500 HIGHLAND AVE LAKE WORTH FL 33460
 LOC 5, BLDG 1: 170 S BARFIELD HWY STE 102 PAHOKEE FL 33476
 LOC 5, BLDG 2: 170 S BARFIELD HWY STE 107 PAHOKEE FL 33476
 LOC 6: 2865 MELALEUCA DRIVE WEST PALM BEACH FL 33406
 LOC 7: 1101 MENTONE ROAD LANTANA, FL 33462
 LOC 8: 810 S DIXIE HWY LAKE WORTH FL 33460
 LOC 9: 33W A AVENUE BELLE GLADE FL 33430
 LOC 10: 4125 W BLUE HERON BLVD SUITE 227/228 RIVIERA BEACH FL 33404
 LOC 11: 803 LAKE AVENUE LAKE WORTH FL 33460
 LOC 12: 2900 NW COMMERCE PARK DRIVE #12, BOYTON BEACH FL 33426
 LOC 13: 491 EAST MAIN PLACE, PAHOKEE, FL 33476

SPECIAL CONDITIONS:

Loc 5, Bldg 1 - BPP \$5,000; BIEE \$1,500
 Loc 5, Bldg 2 - BPP \$15,000
 Loc 6 - BLDG \$544,000; BPP \$50,000; BIEE \$25,000
 Loc 7 - BPP \$10,000
 Loc 8 - BPP \$22,500; BIEE \$1,500
 Loc 9 - BPP \$25,000; BIEE \$1,500
 Loc 10 - BPP \$20,000; BIEE \$1,500
 Loc 11 - BPP \$2,500
 Loc 12 - BPP \$58,000
 Loc 13 - BPP \$2,500

Certificate holder, as Designated Organization, is an Additional Insured as respects General Liability when required by written contract subject to the terms, conditions and exclusions of the policy.