



**II. FISCAL IMPACT ANALYSIS**

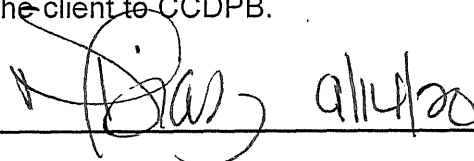
**A. Five Year Summary of Fiscal Impact**

| Fiscal Years                                   | <u>2020</u> | <u>2021</u> | <u>2022</u> | <u>2023</u> | <u>2024</u> |
|--|-------------|-------------|-------------|-------------|-------------|
| Personal Services                              | _____       | _____       | _____       | _____       | _____       |
| Operating Costs                                | _____       | _____       | _____       | _____       | _____       |
| Capital Expenditures                           | _____       | _____       | _____       | _____       | _____       |
| External Revenues                              | _____       | _____       | _____       | _____       | _____       |
| Program Income (County)                        | _____       | _____       | _____       | _____       | _____       |
| In-Kind Match (County)                         | _____       | _____       | _____       | _____       | _____       |
| <b>Net Fiscal Impact</b>                       | <u>\$0*</u> | <u>0</u>    | <u>0</u>    | <u>0</u>    | <u>0</u>    |
| <b># ADDITIONAL FTE POSITIONS (Cumulative)</b> | _____       | <u>0</u>    | <u>0</u>    | <u>0</u>    | <u>0</u>    |

Is Item Included In Current Budget? Yes \_\_\_ No \_\_\_  
 Does this item include the use of federal funds? Yes \_\_\_ No \_\_\_  
 Budget Account Exp No: Fund \_\_\_ Dept. \_\_\_ Unit \_\_\_ Obj. \_\_\_ Prog. \_\_\_  
 Rev No: Fund \_\_\_ Dept. \_\_\_ Unit \_\_\_ Rev. \_\_\_ Prog. \_\_\_

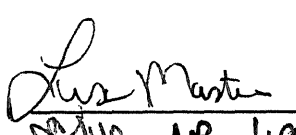
**B. Recommended Sources of Funds/Summary of Fiscal Impact:**


\* There is no additional fiscal impact associated with this agenda item. The amendment to the contract is to relieve CCDPB of the responsibility for maintaining the 24 hour human trafficking hotline as they do not have staff working after business hours and allowing PBCVS to access CCDPB resources prior to referring the client to CCDPB.

Departmental Fiscal Review:  11/4/20

**III. REVIEW COMMENTS**

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

 10/20/2020  
 Mollo AP 10/19 OFMB

 10/23/2020  
 Contract Administration  
 10-23-20 TW

**B. Legal Sufficiency:**

Jean-Adel Williams  
 Assistant County Attorney

**C. Other Department Review:**

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

**FIRST AMENDMENT TO CONTRACT FOR CONSULTING/PROFESSIONAL SERVICES BETWEEN PALM BEACH COUNTY AND CATHOLIC CHARITIES OF THE DIOCESE OF PALM BEACH, INC.**

**THIS FIRST AMENDMENT TO CONTRACT FOR CONSULTING/PROFESSIONAL SERVICES** (“First Amendment”) is made as of this \_\_\_\_\_ day of \_\_\_\_\_, 2020 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 CATHOLIC CHARITIES OF THE DIOCESE OF PALM BEACH , INC. (a non-profit corporation) authorized to do business in the State of Florida, hereinafter referred to as the CONSULTANT, whose Federal I.D. is 59-2470479.

**WITNESSETH:**

**WHEREAS**, on April 7, 2020, the parties entered into a Contract R2020-0378 (the “Contract”) which provided for professional/consultation services with a not-to-exceed Contract amount of \$497,200 to provide comprehensive case management services and immigration/refugee legal services, community awareness, and education including strategic outreach in the rural, agricultural region of PBC.

**WHEREAS**, the Contract provided that CONSULTANT shall commence services for the period April 7, 2020, and complete all services by September 30, 2022; and

**WHEREAS**, the Contract specified case managers at CONSULTANT will be responsible for the determination of eligibility, assessment, and intake for clients of Human Trafficking directly or through referral and have responsibility for the 24 hour human trafficking hotline; and

**WHEREAS**, the CONSULTANT requested to remove the responsibility for the 24 hour human trafficking hotline as their staff does not respond after-hours. Additionally, the COUNTY requested to have the ability to access and reimburse CONSULTANT for their resources, such as housing and transportation to meet the immediate needs of the client prior to making a referral to the CONSULTANT.

**NOW THEREFORE**, in consideration of the mutual promises contained herein, the above named parties hereby mutually agree to amend the Contract and enter this First Amendment as follows:

- I. The Contract is hereby amended retroactive to April 7, 2020, to remove the requirement of CONSULTANT to be responsible for the 24 hour human trafficking hotline.
- II. Additionally, the Contract is hereby amended to provide that Victim Services’ staff have the ability to assess the immediate needs of Human Trafficking clients and the COUNTY can reimburse CONSULTANT for expenses such as housing and transportation that occurred prior to making a referral to the CONSULTANT.

- III. The Scope of Work attached to the Contract as Exhibit "A" is hereby amended and replaced with the Scope of Work attached hereto as Exhibit "A-1."
- IV. All other provisions not in conflict with this First Amendment remain in effect and are to be performed at the same level as specified in the Contract.


*Remainder of page intentionally left blank.*

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

**PALM BEACH COUNTY, FLORIDA  
BOARD OF COUNTY COMMISSIONERS**

By:   
County Administrator or Designee

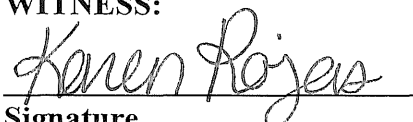
**CONSULTANT:**

  
Signature  
Catholic Charities of the Diocese of  
Palm Beach, Inc.

Francisco Chevere  
CEO-Executive Director

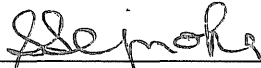
**APPROVED AS TO TERMS FORM  
AND LEGAL SUFFICIENCY**


By:   
Assistant County Attorney

**WITNESS:**  
  
Signature

Karen Rojas  
Name (type or print)

**APPROVED AS TO TERMS  
AND CONDITIONS**

By:   
Stephanie Sejnoha  
Department Director

  
Signature  
Gudrth Lydde-Richardson  
Name (type or print)

(corp. seal)

**EXHIBIT "A-1"**

## SCOPE OF WORK

Catholic Charities will hire and manage 1.75 full time Case Managers for the duration of the grant. The Case Manager will provide project support, participate in monthly Task Force meetings, and will assist in providing training to community-based direct service providers and will provide a detailed reporting of those activities. Catholic Charities will accept all “special conditions” as set forth in the OVW grant. The case managers will have the following scope of work:

### **Summary:**

The Case Managers will be responsible for the determination of eligibility, assessment, and intake for clients of Human Trafficking. Case Managers will be required to develop a plan for each client, assist, and educate in safety, life skills, US law, parenting, and cultural adjustment. The Case Managers will also assist clients in locating and applying services to assist with immediate needs. The immediate needs of the client may be assessed by staff at Victim Services prior to the clients being referred to Catholic Charities.

### **Essential Duties and Responsibilities:**

1. Provide comprehensive victim services to certified victims of human trafficking to include an individual need base plan and intensive case management.
2. Must have prior victim service experience
3. Network with partner agencies to refer services
4. Collaborate with Catholic Charities programs in the provision of victim services
5. Meet with human trafficking clients on a regular basis
6. Support the human trafficking client through the investigative and prosecutorial process
7. Represent Catholic Charities on the Human Trafficking Task Force
8. Attend PBC Human Trafficking Coalition meetings
9. Coordinate and oversee Catholic Charities community human trafficking education outreach
10. Coordinate and oversee Catholic Charities public awareness campaign
11. Responsible for Intake and Eligibility Assessment
13. Experience in managing the federal grants.

**This is a sampling of duties. Other tasks, responsibilities and duties may be assigned as needed.**

### **Qualifications:**

- Must have a Bachelor Degree
- Three or more years of experience in providing direct social services to victims of violence and/or trauma, preferably to survivors of human trafficking, domestic violence, sexual assault and/or torture.
- Strong interpersonal and organizational skills and excellent verbal and written communication skills are required
- Must be bilingual English/Spanish**
- Ability to function as part of an interdisciplinary team.
- Knowledge of community social service resources and local job market
- Computer skills. MS office and database management.
- Ability to communicate professionally with applicants, service providers, co-workers and supervisors.
- Common sense and good judgment in handling day-to-day matters without direct supervision.
- Ability to forge mutually respectful partnerships with supervisor, co-workers, and clients with an understanding and sensitivity to cultural differences. This sensitivity includes, but is not limited to, characteristics of specific cultural and ethnic groups, religious, various socio-economic groups and those living alternative lifestyles.
- Ability to work independently, set priorities, and make decisions with minimal supervision.
- Ability to follow directions and instructions from a supervisor.
- Organized, self-starter, punctual, honest, courteous, and self-controlled.
- Knowledge and support of Catholic Social teaching.
- Florida driver's license and excellent driving record.
- Professional telephone manner, interpersonal skills, and the ability to respect confidentiality. Exercise discretion and good business judgment.
- Ability to work effectively with Diocesan employees, pastors, departments heads, representatives of other agencies, and the general public.
- Ability to multi-task, work independently, makes responsible judgment calls, and work with others in a team setting.
- Ability to work irregular hours, willingness to travel throughout the Diocese of Palm Beach to fulfill job requirements, and willingness to respond to emergency situations without notice.
- Must have a valid Florida driver's license, excellent driving record, and vehicle

**Physical Requirements:**

Occasional light lifting and carrying of under 15 pounds, moderate carrying and lifting of 15 – 44 pounds and frequent use of both hands and fingers (i.e. typing).

Occasional ability of minimal hearing (i.e. driving) and routine hearing (i.e. listening to others in conversation).

Work requires specific visual abilities including close

Reports to: Anti Human Trafficking Program Administrator

Supervises: None

FLSA Status: Exempt

Location: Riviera Beach, FL

Catholic Charities agrees to provide directly or through referral:

|  |  |
|--|--|
| A. Case Management                       | Provide intensive case management, including assessment of client needs, development of individualized service plans, assessment of eligibility for other public or community-based programs, assistance in accessing publicly funded programs, safety planning conducted at intake or at the news of a new threat or concern, assistance with crime victim compensation claims when possible, information and referrals, documentation of services provided, and routine follow up to ensure that the victim’s needs are being addressed across multiple systems. |
| B. Childcare                             | Assist with arrangements for the client or their minor dependent(s) to have supervised care as needed.   |
| C. Client Intake                         | Conduct Intake and eligibility screening or assessment, to determine if an individual meets the definition of a victim of a severe form of trafficking, as defined by the TVPA, and to determine eligibility for programs and services. For example:<br><ul style="list-style-type: none"> <li>• Initial client interviews and documentation.</li> <li>• Explanation information related to services and case management (such as victim rights, confidentiality, and responsibilities of client and program staff.)</li> </ul>                                    |
| D. Client Orientation and Life Skills    | Provide and refer for life skills training<br>For example:<br><ul style="list-style-type: none"> <li>• Client orientation to new shelter setting, community, or access to services.</li> <li>• Accompaniment on public transportation to educate clients on how to use the local transportation system.</li> <li>• Managing personal finances, self-care, parenting classes, and programs that help clients achieve self-sufficiency, as developmentally appropriate.</li> </ul>   |
| E. Clothing, Food, and Basic Necessities | Provide for the provision of new or donated clothing, food items, personal supplies, housing supplies, etc.  |
| F. Documentation Assistance              | Provide assistance in obtaining or replacing necessary documents. For example:<br><ul style="list-style-type: none"> <li>• applications for birth certificate, ID card, social security card.</li> <li>• requesting certification as a victim of trafficking from the U.S. Department of Health and Human Services (HHS) for foreign national victims (HHS</li> </ul>  |



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|   | certification), including coordination with law enforcement and allied experts to obtain documentation necessary to achieve HHS certification; assistance coordinating with federal law enforcement to request Continued Presence (CP).  |
| G. Education                            | Literacy education, job training, and/or education/GED assistance that is culturally and linguistically appropriate. For example: <ul style="list-style-type: none"> <li>• Assistance with school and homework.</li> <li>• GED assistance.</li> <li>• ESL classes.</li> <li>• Workforce development or certification assistance.</li> </ul>  |
| H. Employment Readiness                 | Assistance with needed paperwork for employment <ul style="list-style-type: none"> <li>• Accompaniment to/from job fairs and interviews</li> <li>• Referrals to workforce development and job placement programs</li> </ul>  |
| I. Family Support and Reunification     | Relocation expenses related to family reunification. Meetings with client, family, and staff related to family reunification. <ul style="list-style-type: none"> <li>• Classes for parents and families on understanding trauma in children and youth.</li> </ul>  |
| J. Interpreter and Translation Services | Interpreter used for intake and initial social service assessment, or appointment with attorney or medical provider. <ul style="list-style-type: none"> <li>• Payment for use of Language Line or other phone interpretation.</li> </ul>   |
| K. Legal Services                       | Legal services, including: <ul style="list-style-type: none"> <li>• assistance in screening each client to ensure they meet the definition of a victim of a severe form of trafficking as defined by the TVPA;</li> <li>• screening and assessment to determine the type of legal assistance needed;</li> <li>• explanation of legal rights and protections, including assistance in obtaining restitution and victims' rights enforcement and compliance efforts;</li> <li>• coordination with law enforcement to request CP;</li> <li>• assistance in achieving HHS certification or, for foreign national minors, an Eligibility Letter for eligibility of benefits to the same extent as refugees;</li> <li>• assistance in applying for a T nonimmigrant status (T-visa) or other immigration relief;</li> <li>• assistance with payment of application fees and visa fees, if needed;</li> <li>• assistance on family and civil matters related to the trafficking victimization, including, but not limited to, protection from abuse orders, representation in family court proceedings, and emancipation of minors;</li> <li>• assistance with repatriation or family reunification;</li> <li>• general advocacy and assistance on matters that arise as a result of the human trafficking victimization.</li> <li>• facilitation of representation of the victim by attorneys willing to provide pro bono legal services;</li> <li>• counseling on expungement or vacatur of any charge/conviction for a non-violent crime that is a direct result of being a trafficking victim; and</li> </ul> <p>Note: OVC funding may not be used for criminal defense services. Additionally, direct representation on vacatur or expungement matters through court filings or through other litigation services, is not an allowable cost under this solicitation or with FY 2019 funds.</p> |
| L. Medical and Dental Care              | Referrals or making appointments with medical or dental providers on behalf of a client. Accompaniment to a medical or dental appointment. Payment for bill or prescription related to medical or dental care or assistance with filling a prescription.   |

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| <p>M. Mental Health Treatment, emergency mental health assessments, and individual and/or group counseling</p>  | <p>Mental health treatment, emergency mental health assessments, and individual and/or group counseling. Programs include, but are not limited to, evidence-based treatment, trauma-informed and recovery support services. Services such as care coordination; peer support; integrated mental health and substance use as well as medical services must be included. All services and programs need to be person centered; gender responsive and specific; trauma specific therapies; address disparities and have quality assurance practices for fidelity.<br/>                 For example:<br/> <ul style="list-style-type: none"> <li>• Referrals or appointments made on behalf of the client for individual therapy, in-patient or out-patient psychiatric evaluation, or alternative therapeutic techniques</li> <li>• Accompaniment to counseling appointment, psychiatric care, alternative treatment, or support group (led by a therapist)</li> <li>• Payment for prescriptions or assistance with filling prescriptions</li> </ul> </p>  |
| <p>N. Shelter and Housing</p>   | <p>Shelter, housing, to include access to a variety of emergency and transitional shelters, group and independent living options. For example:<br/> <ul style="list-style-type: none"> <li>• Phone calls made to locate and place a client in safe, age-appropriate housing</li> <li>• Meetings held with housing staff and client to assist in client placement</li> <li>• Payment for shelter stay, hotel/motel stay, apartment or portion thereof</li> <li>• Direct housing/shelter assistance as in-kind service</li> </ul> </p>  |
| <p>O. Substance Abuse Treatment</p>   | <p>Programs include, but are not limited to, evidence-based prevention, treatment, trauma-informed and recovery support services. Services such as care coordination; peer support; medication-assisted therapies; integrated mental health and substance use as well as medical services must be included. All services and programs need to be person centered; gender responsive and specific; trauma specific therapies; address disparities and have quality assurance practices for fidelity.</p>   |
| <p>P. System Based Victim Advocacy</p>  | <p>Victim advocacy and information about crime victims' rights and services typically done in coordination with the investigation or prosecution of a crime, including coordination with the Federal Bureau of Investigation, Immigration and Customs Enforcement, and U.S. Attorney's Office victim/witness coordinators; victim/witness staff in district attorneys' offices or within local law enforcement; victim advocates within intimate partner violence and domestic violence or sexual assault crisis centers; and local Sexual Assault Response Teams, Sexual Assault Nurse Examiners, and Sexual Assault Forensic Examiner programs. Victim advocates within these settings may provide information on the status of an investigation or prosecution; assistance with the application process for state crime victim compensation benefits; sexual assault forensic medical exam options; accompaniment to court proceedings; additional comprehensive victim services, whether in-house or through referrals; and information to help clients exercise their rights as crime victims within the criminal justice process.</p> |
| <p>Q. Transportation Assistance</p>   | <p>Provision of bus passes or tokens to include Payment of taxi fare and Case manager provides transportation for client to attend interviews or appointments</p>   |
| <p>R. Manage and approve funding/payments for direct services necessary for safety, health and self-sufficiency for clients whom Victim Services has provided the initial response. Emergency costs</p> |   |

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| related health and safety of client will be staffed with COUNTY.  |
| S. Attend quarterly Multi-disciplinary Human Trafficking Task Force meetings  |
| T. Attend relevant meetings of Palm Beach Victim Services related to Partner's responsibilities under this agreement.         |
| U. Provide necessary information for grant data management  |
| V. Complete necessary release of information documentation for continued collaboration in order to best address client needs. |