

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: April 6, 2021

Consent [] Regular
 Ordinance [] Public Hearing

Department

Submitted By: Community Services

Submitted For: Community Services

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to receive and file:

A) Amendment No. 1 to contract for Provision of Services (R2020-1523) with Genesis Community Health, Inc., to extend the end date from December 31, 2020 to March 31, 2021, with no change to the overall total contract amount of \$125,333, for the Community Health Worker (CHW) Program, which provides health education and awareness to residents on ways to prevent and reduce the spread of COVID-19, through the Coronavirus Aid, Relief and Economic Stability Security (CARES) Act; and

B) Amendment No. 1 to contract for Provision of Services (R2020-0953) with Housing Partnership, Inc., to extend the end date from December 31, 2020 to March 31, 2021, with no change to the overall total contract amount of \$360,667, for the CHW Program, which provides health education and awareness to residents on ways to prevent and reduce the spread of COVID-19, through the CARES Act

Summary: On August 25, 2020, under the CARES Act, the above agencies entered into a five-month contract to establish the CHW Program. The purpose of the CHW Program is to mitigate the spread of COVID-19. A key component of the program involves the hiring of local residents who reflect the same racial, ethnic and cultural backgrounds of the communities served. Genesis Community Health, Inc. served 5,666 clients and will serve approximately 4,000 additional clients by the end of the term. Housing Partnership, Inc. served more than 30,000 clients and will serve approximately 33,000 clients by the end of the term. A key component of the CHW Program involves hiring local residents to serve as community health workers, who reflect the same racial, ethnic and cultural backgrounds of the communities they serve. They offer interpretation and translation services, advocate for individuals and community needs and provide culturally appropriate health education and awareness to residents on ways to prevent and reduce the spread of COVID-19. The agencies will have a total of 8 community health workers. These amendments are needed to extend these services in the midst of the continued pandemic. The Director of Purchasing has authority to execute these agreements pursuant to Section 2-54(f)(4) of the Palm Beach County Code. In accordance with County PPM CW-O-051, all delegated contracts, agreements, and grants must be submitted by the initiating Department as a receive and file agenda item. (Community Services) Countywide (HH)

Background and Justification: On May 15, 2020, the Board of County Commissioners allocated funding to Community Services Department, hereinafter referred to as the Department, to provide Human Services Assistance. A portion of this funding was allocated to the CARES Act Community Health Worker (CHW) Program. Participating nonprofit agencies use this program to mitigate the spread of COVID-19 to Palm Beach County residents by hiring local residents to educate the communities on and to help reduce the spread of COVID-19.

Attachments: Amendments to Contracts for Provision of Services (2)

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DocuSigned by: James Green 3/9/2021
Recommended By: _____ Date _____
Department Director
Approved By: Nancy L Bolm 3/16/21 Date _____
Assistant County Administrator

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2021	2022	2023	2024	2025
Capital Expenditures					
Operating Costs	486,000				
External Revenue	(486,000)				
Program Income					
In-Kind Match (County)					
NET FISCAL IMPACT	0				

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

Budget Account No.:
 Fund 1160 Dept. 140 Unit CV04 Object 8201 Program Code CV41 Program Period GY20

B. Recommended Sources of Funds/Summary of Fiscal Impact:
 Source of funding is CARES Act Federal Funding

C. Departmental Fiscal Review: DocuSigned by: Julie Dowe 05AC9C7CC5BC4A4
 Julie Dowe, Director, Financial & Support Services

III. REVIEW COMMENTS

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

Luc Monte 3/12/21 AP 3/11 3115121
 OFMB 3/11 Contract Development and Control 3-12-21

B. Legal Sufficiency:

[Signature]
 County Attorney

C. Other Department Review:

 Department Director

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

A

FIRST AMENDMENT TO CONTRACT FOR PROVISION OF SERVICES

THIS FIRST AMENDMENT TO THE CONTRACT FOR PROVISION OF SERVICES, dated July 23, 2020 R-2020-1523 ("Contract"), is made and entered into in Palm Beach County on this 30 day of December, 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 **Genesis Community Health, Inc.**, hereinafter referred to as the AGENCY, a nonprofit corporation authorized to do business in the State of Florida, whose Federal Tax I.D. is **80-0374741**.

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

WITNESSETH:

WHEREAS, on July 23, 2020, the above named parties entered into a five-month Contract to provide certain services under the Coronavirus Aid, Relief, and Economic Security (CARES) Act in an amount of \$125,333.00; and

WHEREAS, the need exists to amend the Contract with AGENCY to extend the term of the Contract to March 31, 2021 by updating **Article 4 – Schedule** and replacing **Exhibit G – Logic Model/Evaluation Plan** with **Exhibit G1 – Logic Model/Evaluation Plan**, as well as to update **Article 35 – Criminal History Records Check**, and add **Article 52 – E-Verify – Employment Eligibility**.

NOW, THEREFORE, the COUNTY and the AGENCY mutually agree that the Contract entered into on July 23, 2020, 2020 is hereby amended as follows:

I. **ARTICLE 4 – SCHEDULE** of the Contract is hereby deleted and replaced in its entirety with the following:

The AGENCY shall commence services on July 15, 2020 and complete all services on March 31, 2021.

Monthly billing or reports and other items shall be delivered or completed in accordance with the detailed schedule set forth in **Exhibit B**.

The parties shall amend this Contract if there is a change to the Scope of Work, funding, and/or federal, state, and local laws or policies affecting this Contract.

II. **EXHIBIT G – LOGIC MODEL/EVALUATION PLAN** of the Contract is hereby deleted and replaced in its entirety with **EXHIBIT G1 – LOGIC MODEL/EVALUATION PLAN**.

III. **ARTICLE 35 - CRIMINAL HISTORY RECORDS CHECK** of the Contract is hereby deleted and replaced in its entirety with the following:

The AGENCY, AGENCY'S employees, sub-contractors of AGENCY and employees of sub-contractors 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 Resolutions R-2013-1470 and R2015-0572, 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 Resolutions, as amended. COUNTY staff representing the DEPARTMENT will contact the AGENCY(IES) 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 sub-contractors' employees upon conclusion of the Contract and return them to the COUNTY. If the AGENCY or its sub-contractor(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 sub-contractor employee within the stated time; or 3) fails to make a good faith effort in attempting to comply with the badge retrieval policy.

IV. ARTICLE 52 - E-VERIFY - EMPLOYMENT ELIGIBILITY is added to the Contract to read:

AGENCY warrants and represents that it is in compliance with section 448.095, Florida Statutes, as may be amended. No later than January 1, 2021, AGENCY shall: (1) register with and use the E-Verify System (E-Verify.gov), to electronically verify the employment eligibility of all newly hired workers; and (2) verify that all of the AGENCY'S subcontractors performing the duties and obligations of this Contract are registered with and use the E-Verify System to electronically verify the employment eligibility of all newly hired workers. AGENCY shall obtain from each of its subcontractors an affidavit stating that the subcontractor does not employ, contract with, or subcontract with an Unauthorized Alien, as that term is defined in section 448.095(1)(k), Florida Statutes, as may be amended. AGENCY shall maintain a copy of any such affidavit from a subcontractor for, at a minimum, the duration of the subcontract and any extension thereof. This provision shall not supersede any provision of this Contract which requires a longer retention period.

COUNTY shall terminate this Contract if it has a good faith belief that AGENCY has knowingly violated Section 448.09(1), Florida Statutes, as may be amended. If COUNTY has a good faith belief that AGENCY'S subcontractor has knowingly violated section 448.09(1), Florida

Statutes, as may be amended, COUNTY shall notify AGENCY to terminate its contract with the subcontractor and AGENCY shall immediately terminate its contract with the subcontractor. If COUNTY terminates this Contract pursuant to the above, AGENCY shall be barred from being awarded a future contract by COUNTY for a period of one (1) year from the date on which this Contract was terminated. In the event of such contract termination, AGENCY shall also be liable for any additional costs incurred by COUNTY as a result of the termination.

- V. All other terms and conditions of the Contract shall remain in full force and effect and are not otherwise altered or amended except as provided for in this First Amendment.

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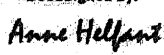
IN WITNESS WHEREOF, the Director of Purchasing, on behalf of the Board of County Commissioners of Palm Beach County, Florida has made and executed this First Amendment on behalf of the COUNTY and AGENCY has hereunto set his/her hand the day and year above written.

ATTEST:

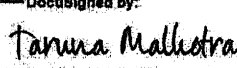
PALM BEACH COUNTY, FLORIDA FOR ITS
BOARD OF COUNTY COMMISSIONERS

BY 
KATHLEEN M. SCARLETT
DIRECTOR OF PURCHASING

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY

DocuSigned by:

804811B22F8B464...
Assistant County Attorney

APPROVED AS TO TERMS
AND CONDITIONS

DocuSigned by:

3459E4101E1049C
Taruna Malhotra, Assistant Director
Community Services Department

IN WITNESS WHEREOF, the Director of Purchasing, on behalf of the Board of County Commissioners of Palm Beach County, Florida has made and executed this First Amendment on behalf of the COUNTY and AGENCY has hereunto set his/her hand the day and year above written.

ATTEST:

AGENCY:

Genesis Community Health, Inc.,

AGENCY'S Name Typed

DocuSigned by:
David DeFrancesco
FF68B81BB4AA442...

AGENCY'S Signatory

David DeFrancesco

AGENCY'S Signatory Name Typed

Board Chairperson

AGENCY'S Signatory Title Typed

12/30/2020

Date

EXHIBIT G1





 <div style="text-align: center;"> CARES Act COVID-19 Community Health Workers (CHW) July 1, 2020-March 31, 2021 (FY 2020-2021) Logic Model </div> 		
Agency Name	Genesis Community Health, Inc.	COVID-19 Community Health Worker Program
Problem Statement	Palm Beach County issued a declaration of emergency on March 13, 2020 and began its operations to combat the COVID19 pandemic at a local level.	
Program Goals	Reduce the spread of COVID-19 in the geographical areas with marginalized/disadvantaged communities in Palm Beach County.	
ACTIVITIES	OUTPUTS	OUTCOME STATEMENT
The activities or interventions provided to the target population in order to achieve the outcome.	(1) The size and scope of the activities (interventions, treatments, workshops, classes, services, etc.) that result in a change in the participant (successful outcome). (2) Timeframe for completion of the activity. (3) Total # of participants provided the activity/intervention.	The qualitative statement of positive change in knowledge, attitude, skills, behavior, or condition of the participant(s) receiving the activity/intervention for the specified timeframe. The statement does not include numbers.
The purpose of the CHW program is to mitigate the spread of COVID-19. A key component of this program involves hiring local residents who reflect same racial, ethnic and cultural backgrounds of the communities served. Some of the strategies used to reduce the spread of COVID-19 include, but are not limited to: 1. Building trust with residents and encouraging them to get tested; 2. Being present at testing sites to encourage individuals who are tested to cooperate with the State Department of Health's (DoH) contact tracers; 3. Collecting information from individuals tested to assist contact tracers; 4. Providing education and awareness to residents on ways to prevent and reduce the spread of COVID-19; 5. Training residents on how to isolate and wear Personal Protective Equipment properly; 6. Connecting residents to community resources that are available to assist with isolation and connecting them to emergency supports; 7. Checking in with residents to ensure their needs are being met during isolation.	1. Building trust with 4200 (200 attendees x 21 weeks x 4 CHW) residents and encouraging them to get tested; 2. Being present at testing sites to encourage a minimum of 10% of the referred individuals who are tested to cooperate with the State Department of Health's (DoH) contact tracers; 3. Collecting information from a minimum of 10% of referred individuals tested to assist contact tracers; 4. Providing education and awareness to 4200 residents on ways to prevent and reduce the spread of COVID-19; 5. Training 4200 residents on how to isolate and wear Personal Protective Equipment properly; 6. Connecting a minimum of 10% of the referred residents to community resources that are available to assist with isolation and connecting them to emergency supports; 7. Checking in with a minimum of 10% of referred residents to ensure their needs are being met during isolation.	1. Increase participant knowledge about ways to prevent COVID-19 2. Increase the number of individuals who have PPE 3. Increase the amount of education and training that occurs within communities 4. Increase the percentage of COVID-19 positive individuals contacted by Contact Tracers 5. Increase the percentage of individuals who receive their test results 6. Increase the percentage of people within household/contacts of positive person that are notified within the designated timeframe

EXHIBIT G1

 			
CARES Act COVID-19 Community Health Workers (CHW) July 1, 2020-March 31, 2021 (FY 2020-2021) Evaluation Plan			
Agency Name:	Genesis Community Health, Inc.	Program Name:	Covid-19 Community Health Worker Program
TRACKING	MEASURING	INTERNAL EVALUATION	
Describe the process for tracking or documenting clients being served by this program. Describe how data is maintained. If a data management system is used include the name of the data system.	(1) Describe the method (when, how, any requirements and/or exceptions) for measuring clients, beginning with baseline data when clients enter program, and additional measurement periods (example - quarterly, after 6 months, upon exiting program). (2) Enter name of the tool (survey, instrument, attendance log, case record, pre/post test, etc.) used to measure achievement of outcome.	Describe the agency's policy and procedure for the internal evaluation of the program outcome including, but not limited to the following: (1) Title of the staff person(s) responsible for internal evaluation program. (2) The frequency of internal evaluation (3) Determination if program is on track for achievement. The program must define the requirements for being on track. If not on track for achievement provide explanation and/or strategy for improving. (4) Attach a copy of the agency's internal evaluation policy procedure.	
All data documenting required client demographics, program entry, program exit, client contacts, service activity and outcomes are tracked and maintained in the designated spreadsheet.	1. Increase participant knowledge about ways to prevent COVID-19 2. Increase the number of individuals who have PPE 3. Increase the amount of education and training that occurs within communities 4. Increase the percentage of COVID-19 positive individuals contacted by Contact Tracers 5. Increase the percentage of individuals who receive their test results 6. Increase the percentage of people within household of positive person that are notified within the designated timeframe	(1) Title of staff person responsible for the internal evaluation of this program. (2) Frequency of the internal evaluation of program outcomes and client files is (3) Determination if program is on track for achievement. The program must define the requirements for being on track. If not on track for achievement provide explanation and/or strategy for improving. (4) Attach a copy of the agency's internal evaluation policy procedure.	



**Palm Beach County
Compliance Summary Report**

Vendor Number	Vendor Name	AM Best Rating	Insurance Carrier	Policy #	Eff. Date	Exp. Date	Coverage	Contract Number	Contract Name
DX00000997	Genesis Community Health, Inc.		Compliant					074-01	COVID-19 Community Health Workers
		Ar , X	Monroe Guaranty Insurance Company	CPP10004396702	5/12/2020	5/12/2021	General Liability		
		Ar , XI	NORCAL Specialty Insurance Company	730632E	7/1/2020	7/1/2021	Professional Liability		
		Ag , XV	Associated Industries Insurance Company, Inc.	AWC1152043	6/14/2020	6/14/2021	Workers Comp		

Risk Profile : Standard - Professional Services
Required Additional Insured : Palm Beach County Board of County Commissioners
Ownership Entity :

FIRST AMENDMENT TO THE CONTRACT FOR PROVISION OF SERVICES

THIS FIRST AMENDMENT TO THE CONTRACT FOR PROVISION OF SERVICES, dated August 25, 2020, R-2020-0953, ("Contract") is made and entered into in Palm Beach County on this 30 day of December, 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 HOUSING PARTNERHSHIP INC., dba COMMUNITY PARTNERS OF SOUTH FLORIDA, hereinafter referred to as the AGENCY, a nonprofit corporation authorized to do business in the State of Florida, whose Federal Tax I.D. is 59-2704597.

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

WITNESSETH:

WHEREAS, on August 25, 2020, the above named parties entered into a five-month Contract to provide certain services under the Coronavirus Aid, Relief, and Economic Security (CARES) Act in an amount of \$360,667.00; and

WHEREAS, the need exists to amend the Contract with AGENCY to extend the term of the Contract to March 31, 2021 by updating Article 4 – Schedule and replacing Exhibit G – Logic Model/Evaluation Plan with Exhibit G1 – Logic Model/Evaluation Plan, as well as to update Article 35 – Criminal History Records Check, and add Article 52 – E-Verify – Employment Eligibility.

NOW, THEREFORE, the COUNTY and the AGENCY mutually agree that the Contract entered into on August 25, 2020 is hereby amended as follows:

- I. ARTICLE 4 – SCHEDULE of the Contract is hereby deleted and replaced in its entirety with the following:

The AGENCY shall commence services on July 15, 2020 and complete all services on March 31, 2021.

~~Monthly billing or reports and other items shall be delivered or completed in accordance with the detailed schedule set forth in Exhibit B.~~

The parties shall amend this Contract if there is a change to the Scope of Work, funding, and/or federal, state, and local laws or policies affecting this Contract.

- II. EXHIBIT G – LOGIC MODEL/EVALUATION PLAN of the Contract is hereby deleted and replaced in its entirety with EXHIBIT G1 – LOGIC MODEL/EVALUATION PLAN.

- III. ARTICLE 35 - CRIMINAL HISTORY RECORDS CHECK of the Contract is hereby deleted and replaced in its entirety with the following:

The AGENCY, AGENCY'S employees, sub-contractors of AGENCY and employees of sub-contractors 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 Resolutions R-2013-1470 and R2015-0572, 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 Resolutions, as amended. COUNTY staff representing the DEPARTMENT will contact the AGENCY(IES) 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 sub-contractors' employees upon conclusion of the Contract and return them to the COUNTY. If the AGENCY or its sub-contractor(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 sub-contractor employee within the stated time; or 3) fails to make a good faith effort in attempting to comply with the badge retrieval policy.

IV. **ARTICLE 52 - E-VERIFY - EMPLOYMENT ELIGIBILITY** is added to the Contract to read:

AGENCY warrants and represents that it is in compliance with section 448.095, Florida Statutes, as may be amended. No later than January 1, 2021, AGENCY shall: (1) register with and use the E-Verify System (E-Verify.gov), to electronically verify the employment eligibility of all newly hired workers; and (2) verify that all of the AGENCY'S subcontractors performing the duties and obligations of this Contract are registered with and use the E-Verify System to electronically verify the employment eligibility of all newly hired workers. AGENCY shall obtain from each of its subcontractors an affidavit stating that the subcontractor does not employ, contract with, or subcontract with an Unauthorized Alien, as that term is defined in section 448.095(1)(k), Florida Statutes, as may be amended. AGENCY shall maintain a copy of any such affidavit from a subcontractor for, at a minimum, the duration of the subcontract and any extension thereof. This provision shall not supersede any provision of this Contract which requires a longer retention period.

COUNTY shall terminate this Contract if it has a good faith belief that AGENCY has knowingly violated Section 448.09(1), Florida Statutes, as may be amended. If COUNTY has a good faith belief that AGENCY'S subcontractor has knowingly violated section 448.09(1), Florida

Statutes, as may be amended, COUNTY shall notify AGENCY to terminate its contract with the subcontractor and AGENCY shall immediately terminate its contract with the subcontractor. If COUNTY terminates this Contract pursuant to the above, AGENCY shall be barred from being awarded a future contract by COUNTY for a period of one (1) year from the date on which this Contract was terminated. In the event of such contract termination, AGENCY shall also be liable for any additional costs incurred by COUNTY as a result of the termination.

- V. All other terms and conditions of the Contract shall remain in full force and effect and are not otherwise amended except as provided for in this First Amendment.

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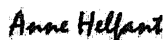
IN WITNESS WHEREOF, the Director of Purchasing, on behalf of the Board of County Commissioners of Palm Beach County, Florida has made and executed this First Amendment on behalf of the COUNTY and AGENCY has hereunto set his/her hand the day and year above written.

ATTEST:


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

BY 
KATHLEEN M. SCARLETT
DIRECTOR OF PURCHASING

**APPROVED AS TO FORM AND
LEGAL SUFFICIENCY**

DocuSigned by:

804811B22F6B464...
Assistant County Attorney

**APPROVED AS TO TERMS
AND CONDITIONS**

DocuSigned by:

1459E4101F1049C...
Taruna Malhotra, Assistant Director
Community Services Department

IN WITNESS WHEREOF, the Director of Purchasing, on behalf of the Board of County Commissioners of Palm Beach County, Florida has made and executed this First Amendment on behalf of the COUNTY and AGENCY has hereunto set his/her hand the day and year above written.

ATTEST:

AGENCY:

Housing Partnership, Inc., d.b.a. Community Partners of South Florida
AGENCY'S Name Typed

DocuSigned by:
Scott Hansel
2382A0B64C05443...

AGENCY'S Signatory

Scott Hansel

AGENCY'S Signatory Name Typed

Chief Executive Officer

AGENCY'S Signatory Title Typed

12/30/2020

Date

EXHIBIT G1





 <div style="text-align: center;"> <p>CARES Act COVID-19 Community Health Workers (CHW) July 1, 2020-March 31, 2021 (FY 2020-2021) Logic Model</p> </div> 		
Agency Name	Community Partners of South Florida, Inc.	COVID-19 Community Health Worker Program
Problem Statement	Palm Beach County issued a declaration of emergency on March 13, 2020 and began its operations to combat the COVID19 pandemic at a local level.	
Program Goals	Reduce the spread of COVID-19 in the geographical areas with marginalized disadvantaged communities in Palm Beach County.	
ACTIVITIES	OUTPUTS	OUTCOME STATEMENT
The activities or interventions provided to the target population in order to achieve the outcome.	<p>(1) The size and scope of the activities (interventions, treatments, workshops, classes, services, etc.) that result in a change in the participant (successful outcome).</p> <p>(2) Timeframe for completion of the activity.</p> <p>(3) Total # of participants provided the activity/intervention.</p>	The qualitative statement of positive change in knowledge, attitude, skills, behavior, or condition of the participant(s) receiving the activity/intervention for the specified timeframe. The statement does not include numbers.
<p>The purpose of the CHW program is to mitigate the spread of COVID-19. A key component of this program involves hiring local residents who reflect same racial, ethnic and cultural backgrounds of the communities served. Some of the strategies used to reduce the spread of COVID-19 include, but are not limited to:</p> <ol style="list-style-type: none"> 1. Building trust with residents and encouraging them to get tested; 2. Being present at testing sites to encourage individuals who are tested to cooperate with the State Department of Health's (DoH) contact tracers; 3. Collecting information from individuals tested to assist contact tracers; 4. Providing education and awareness to residents on ways to prevent and reduce the spread of COVID-19; 5. Training residents on how to isolate and wear Personal Protective Equipment properly; 6. Connecting residents to community resources that are available to assist with isolation and connecting them to emergency supports; 7. Checking in with residents to ensure their needs are being met during isolation. 	<ol style="list-style-type: none"> 1. Building trust with 12000 (50 attendees x 20 weeks x 12 CHW) residents and encouraging them to get tested; 2. Being present at testing sites and to encourage a minimum of 10% of the referred individuals to cooperate with the State Department of Health's (DoH) contact tracers; 3. Collecting information from a minimum of 10% of referred individuals tested to assist contact tracers; 4. Providing education and awareness to 12000 residents on ways to prevent and reduce the spread of COVID-19; 5. Training 12000 Protective Equipment properly; 6. Connecting a minimum of 10% of the referred residents to community resources that are available to assist with isolation and connecting them to emergency supports; 7. Checking in with a minimum of 10% of referred residents to ensure their needs are being met during isolation. 	<ol style="list-style-type: none"> 1. Increase participant knowledge about ways to prevent COVID-19 2. Increase the number of individuals who have PPE 3. Increase the amount of education and training that occurs within communities 4. Increase the percentage of COVID-19 positive individuals contacted by Contact Tracers 5. Increase the percentage of individuals who receive their test results 6. Increase the percentage of people within household/contacts of positive person that are notified within the designated timeframe

EXHIBIT G1

 <div style="display: inline-block; text-align: center;"> <p>CARES Act COVID-19 Community Health Workers (CHW) July 1, 2020-March 31, 2021 (FY 2020-2021) Evaluation Plan</p>  </div>			
Agency Name:	Community Partners of South Florida, Inc.	Program Name:	Covid-19 Community Health Worker Program
TRACKING	MEASURING	INTERNAL EVALUATION	
<p>Describe the process for tracking or documenting clients being served by this program. Describe how data is maintained. If a data management system is used include the name of the data system.</p>	<p>(1) Describe the method (when, how, any requirements and/or exceptions) for measuring clients, beginning with baseline data when clients enter program, and additional measurement periods (example - quarterly, after 6 months, upon exiting program). (2) Enter name of the tool (survey, instrument, attendance log, case record, pre/post test, etc.) used to measure achievement of outcome.</p>	<p>Describe the agency's policy and procedure for the internal evaluation of the program outcome including, but not limited to the following: (1) Title of the staff person(s) responsible for internal evaluation program. (2) The frequency of internal evaluation (3) Determination if program is on track for achievement. The program must define the requirements for being on track. If not on track for achievement provide explanation and/or strategy for improving. (4) Attach a copy of the agency's internal evaluation policy procedure.</p>	
<p>All data documenting required client demographics, program entry, program exit, client contacts, service activity and outcomes are tracked and maintained in the designated spreadsheet.</p>	<ol style="list-style-type: none"> 1. Increase participant knowledge about ways to prevent COVID-19 2. Increase the number of individuals who have PPE 3. Increase the amount of education and training that occurs within communities 4. Increase the percentage of COVID-19 positive individuals contacted by Contact Tracers 5. Increase the percentage of individuals who receive their test results 6. Increase the percentage of people within household of positive person that are notified within the designated timeframe 	<ol style="list-style-type: none"> (1) Title of staff person responsible for the internal evaluation of this program. (2) Frequency of the internal evaluation of program outcomes and client files is (3) Determination if program is on track for achievement. The program must define the requirements for being on track. If not on track for achievement provide explanation and/or strategy for improving. (4) Attach a copy of the agency's internal evaluation policy procedure. 	



**Palm Beach County
Compliance Summary Report**

Vendor Number	Vendor Name	AM Best Rating	Insurance Carrier	Policy #	Eff. Date	Exp. Date	Coverage	Contract Number	Contract Name
DX00001004	Housing Partnership, Inc.		Compliant					030-01	CARES-Rental and Utilities Assistance Program
		A++g , XV	Berkshire Hathaway Specialty Insurance Company	47SUM25566005	10/1/2020	10/1/2021	Excess Liability		
		A++g , XV	Berkshire Hathaway Specialty Insurance Company	47SPK25565805	10/1/2020	10/1/2021	General Liability		
		A++g , XV	Berkshire Hathaway Specialty Insurance Company	47SPK25565805	10/1/2020	10/1/2021	Professional Liability		
		Ag , XV	AmTrust Insurance Company	AWC1155344	10/1/2020	10/1/2021	Workers Comp		
Risk Profile :	Standard - Professional Services								
Required Additional Insured :	Palm Beach County Board of County Commissioners								
Ownership Entity :									