

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: March 14, 2023 [X] Consent [] Regular
[] Ordinance [] Public Hearing
Department
Submitted By: Community Services
Submitted For: Financially Assisted Agencies

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: Amendment No. 1 to Agreement for Provision of Financial Assistance (R2022-1089) with Habilitation Center for the Handicapped, Inc. (HCH), for the period October 1, 2022 through September 30, 2025, to amend, revise and replace portions of the agreement, with no change to the overall total contract amount of \$805,899, for the provision of life-skills training, supported employment and adult program services to low-income residents in Palm Beach County.

Summary: This amendment is necessary to update and replace Exhibit B with Exhibit B1 to reflect actual cost reimbursement up to the contractual amount in accordance with the approved programmatic budgets. The amendment allows HCH to continue providing training and supported services to low-income residents in Palm Beach County. The amendment does not affect the number of clients served and is consistent with the number of clients served in previous fiscal years. Under the current agreement, HCH will serve approximately 21 clients with training and other supportive services and 94 special needs/disability clients with adult program services. (Financially Assisted Agencies). Countywide (HH)

Background and Justification: In providing for human service needs, Palm Beach County augments its own service mix through the provision of funding for programming and services delivered by community-based agencies. The Financially Assisted Agencies (FAA) Program was established in the early 1980s to overcome the adverse impact of reduced federal funding. It is now an important component of the federal, state, and local funding sources that support the County's system of care. The Board of County Commissioners has directed staff to pursue data-driven, evidence-based programming and outcome measures that ensure effective changes in the lives of those in our community. Funded organizations are monitored by the Community Services Department to maintain programmatic and fiscal accountability. Contracts include the following safeguards to protect the County: insurance coverage is mandatory, funds are paid out on a unit cost basis, and funds cannot be used to initiate or to pursue litigation against the County.

Attachments: Amendment No. 1 to Agreement for the Provision of Financial Assistance with HCH

Recommended By: [Signature] 2/14/2023
Department Director Date
Approved By: [Signature] 2/28/2023
Assistant County Administrator Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2023	2024	2025	2026	2027
Capital Expenditures					
Operating Costs					
External Revenue					
Program Income					
In-Kind Match (County)					
NET FISCAL IMPACT					

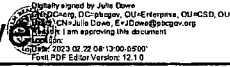
# ADDITIONAL FTE POSITIONS (Cumulative)					
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Is Item Included In Current Budget? Yes X No
 Does this item include the use of federal funds? Yes No X

Budget Account No.:
 Fund 0001 _Dept. 740 _Unit 2536 _Object Var _Program Code _Program Period

B. Recommended Sources of Funds/Summary of Fiscal Impact:
 Funding Source is Palm Beach County ad valorem dollars.
 No fiscal impact, change to unit cost definitions only

C. Departmental Fiscal Review: Julie Dowe
 Julie Dowe, Director, Financial & Support Services



III. REVIEW COMMENTS

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

Lisa Mote 2/22/2023
 OFMB
 EDW
 2-22-23

Dr. J. Jacobson 2/27/23
 Contract Development and Control
 Jm 2/27/23

B. Legal Sufficiency:

Debra C. Hingel 3-1-23
 Assistant County Attorney

C. Other Department Review:

 Department Director

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

FIRST AMENDMENT 1

FIRST AMENDMENT TO AGREEMENT FOR PROVISION OF
FINANCIAL ASSISTANCE

THIS FIRST AMENDMENT TO AGREEMENT FOR PROVISION OF FINANCIAL ASSISTANCE dated October 4, 2022, (R2022-1089), is made on this _____ day of _____, 2023, 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 **Habilitation Center for the Handicapped, Inc.**, 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 **59-1859543**.

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

WHEREAS, on October 4, 2022, the above named parties entered into an Agreement, (R2022-1089) (the Agreement), in an amount not to exceed \$805,899 to provide Life Skills Training and Supported Employment and Adult Program services to low-income residents of Palm Beach County; and

WHEREAS, the need exists to amend the Agreement, to update the definition of the unit rate and replace **EXHIBIT B – FY2023-2025 FINANCIAL AGENCIES ASSISTANCE UNITS OF SERVICES RATE AND DEFINITION**, with **EXHIBIT B1 – FY2023-2025 FINANCIAL AGENCIES ASSISTANCE UNITS OF SERVICE RATE AND DEFINITION**.

NOW THEREFORE, the COUNTY and the AGENCY mutually agree that the Agreement entered into on October 4, 2022 is hereby amended as follows:

- I. The foregoing recitals are true and correct and incorporated herein by reference and made a part of the parties' Agreement.
- II. A new **EXHIBIT B1 – FY2023-2025 FINANCIAL AGENCIES ASSISTANCE UNITS OF SERVICE RATE AND DEFINITION**, attached hereto, shall replace **EXHIBIT B – FY2023-2025 FINANCIAL AGENCIES ASSISTANCE UNITS OF SERVICES AND UNITS OF SERVICE RATE AND DEFINITION** in its entirety.
- III. All other provisions of the Agreement not modified in this First Amendment remain in full force and effect.

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IN WITNESS WHEREOF, 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:

Joseph Abruzzo, Clerk of the Circuit Court
and Comptroller
Palm Beach County

PALM BEACH COUNTY, FLORIDA,
A Political Subdivision of the State of Florida
BOARD OF COUNTY COMMISSIONERS

BY _____
Deputy Clerk

BY _____
Gregg Weiss, Mayor

AGENCY:

Habilitation Center For The Handicapped, Inc.
AGENCY'S Name Typed

DocuSigned by:
Bob DiRocco
8EF8D95B6BBB491

AGENCY'S Signatory Name

Robert DiRocco
AGENCY'S Signatory Name Typed

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY

DocuSigned by:
Helene C. Hvizd
BE3DE20B2223413
Assistant County Attorney

APPROVED AS TO TERMS
AND CONDITIONS

DocuSigned by:
Taruna Malhotra
1459E4104E1049C
Taruna Malhotra, Assistant Director
Community Services Department

**FY 2023-2025 FINANCIAL ASSISTANCE AGENCIES
UNITS OF SERVICE RATE AND DEFINITION**

Agency: Habilitation Center for the Handicapped, Inc.
Program 1 Name: Life Skills Training and Supported Employment for Adults with Special Needs/Disabilities for Economic Stability and Continuous Quality Management (CQM)

Service Name and Definition of Unit of Service	Unit Cost	Total FY23	Total FY24	Total FY25	Total 3 Year Contract Amount
Service: Case Management and Direct Services Unit of service defined as one (1) hour of staff time of direct client services.	\$38	\$67,000	\$67,000	\$67,000	\$201,000
Service: CQM Services Unit of service is defined as one (1) hour of staff time of direct CQM services.	\$35	\$3,350	\$3,350	\$3,350	\$10,050
Program 1 Sub Total		\$70,350	\$70,350	\$70,350	\$211,050

Program 2 Name: Day Program for Palm Beach County Adults with Intellectual Developmental Disabilities and Continuous Quality Management (CQM)

Service Name and Definition of Unit of Service	Unit Cost	Total FY23	Total FY24	Total FY25	Total 3 Year Contract Amount
Service: Case Management and Direct Services Unit of service defined as one (1) calendar day of client attendance.	\$12	\$188,841	\$188,841	\$188,841	\$566,523

Service: CQM Services Unit of service is defined as one (1) hour of staff time of direct CQM services.	\$35	\$9,442	\$9,442	\$9,442	\$28,326
Program 2 Sub Total		\$198,283	\$198,283	\$198,283	\$594,849
Total Contract over a three (3) year period		\$268,633	\$268,633	\$268,633	\$805,899

Unit Cost expenses shall mean the actual expenses as authorized by the COUNTY pursuant to this Agreement, and reasonably incurred by AGENCY directly in connection with AGENCY'S performance of its duties and Scope of Work pursuant to this Agreement. AGENCY will sustain the program for the full Agreement period regardless of the rate of expenditure of above funds.

The AGENCY is allowed to expend up funds for initial Non-Profits First certification or for the annual renewal fee every year of the Agreement. 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 17** of this Agreement.



**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
DX00001157	Habilitation Center For The Handicapped, Inc.		Compliant					059-01	FAA
		A-p , XV	Wesco Insurance Company	wum1866303	6/1/2022	6/1/2023	Excess Liability		
		A-p , XV	Wesco Insurance Company	WPP186053402	6/1/2022	6/1/2023	General Liability		
		A-p , XV	Wesco Insurance Company	WPP186053402	6/1/2022	6/1/2023	Professional Liability		
		A-r , XV	Associated Industries Insurance Company, Inc.	AWC1179126	3/31/2022	3/31/2023	Workers Comp		

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