

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: November 15, 2022 [X] Consent [] Regular
[] Ordinance [] Public Hearing
Department
Submitted By: Community Services
Submitted For: Division of Human Services

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to receive and file: Amendment No. 1 to Contract for Provision of Services with Catholic Charities of the Diocese of Palm Beach, Inc., (Catholic Charities) (R2019-1722), to extend the end date from June 30, 2022 to June 30, 2024 and to increase funding by \$248,000 for a new total contract amount of \$620,000, for the provision of homeless prevention services.

Summary: The Division of Human Services received the 2019 Homeless Challenge and Temporary Assistance for Needy Families (TANF) Grant, which is also referred to as the Unified Homeless Grant Agreement (IP004). The grant provides emergency financial assistance to at-risk households facing the loss of their housing due to a financial crisis. The purpose of Amendment No. 1 is to extend the current contract for a two (2) year period, from July 1, 2022 through June 30, 2024, for an amount not to exceed \$248,000. The County originally subcontracted with Catholic Charities, for a total amount not-to-exceed \$372,000. Catholic Charities will provide homeless prevention services through case management, financial assistance with rent/mortgage and utility payments. These services assist at-risk families from becoming homeless and remain stably housed. During FY 2019 - 2022, financial assistance was provided to 261 households and 951 individuals, which remain stably housed, by assisting with rent, mortgage and utility payments. The amendment will serve approximately 72 households annually with financial assistance to pay their rent/mortgage and/or utilities that is past due. An in-kind match of \$124,000 will be provided annually by Catholic Charities. This amendment was executed by the County Administrator in accordance with Agenda Item 3E-3, dated July 2, 2019, which delegated signature authority to the County Administrator, or designee. In accordance with County PPM No. CW-O-051, all delegated contracts, agreements, and grants must be submitted by the initiating department as a receive and file item. No County funds are required. (Division of Human Services) Countywide (HH)

Background and Justification: In January 2006, the Division of Human Services began serving as the Lead Entity for the Palm Beach County Homeless Continuum of Care (CoC). The CoC is the planning and evaluation body for the homeless service delivery system in Palm Beach County and is a requirement of the Housing and Urban Development Agency (HUD). The State Department of Children and Families Office on Homelessness works in conjunction with HUD to provide funding opportunities to assist persons who are homeless or are at risk of homelessness.

Attachment: Amendment No. 1 to Contract for Provision of Services with Catholic Charities with walkthrough memo

DocuSigned by: James Green 10/20/2022
Recommended By: Department Director Date
Approved By: 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	124,000	93,000			
External Revenue	(124,000)	(93,000)			
Program Income					
In-Kind Match					
NET FISCAL IMPACT	0	0	0	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 0001 Dept. 148 Unit 1354 Obj. 3401 Program Code Var. Program Period GY22

B. Recommended Sources of Funds/Summary of Fiscal Impact:
 Funding source is Florida Department of Children and Families (DCF). Catholic Charities of the Diocese of Palm Beach, Inc. will provide in-kind match of \$124,000 annually. \$31,000 relates to FY 2022. No County funds are required.

DocuSigned by:

 05AC9C7CC5BC4A4...

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

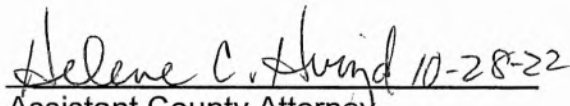
I. REVIEW COMMENTS

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


 OFMB 10/20 MB 10/20


 Contract Development and Control

B. Legal Sufficiency:


 Assistant County Attorney

C. Other Department Review:

 Department Director

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



MEMORANDUM

Community Services Department

810 Datura Street
West Palm Beach, FL 33401
(561) 355-4700
FAX: (561) 355-3863
www.pbccgov.com

Palm Beach County
Board of County
Commissioners

- Robert S. Weinroth, Mayor
- Gregg K. Weiss, Vice Mayor
- Maria G. Marino
- Dave Kerner
- Maria Sachs
- Melissa McKinlay
- Mack Bernard
- County Administrator
- Verdenia C. Baker

TO: Verdenia C. Baker,
County Administrator

THRU: Reginald K. Duren,
Assistant County Administrator

FROM: James Green, Department Director
Community Services Department *JG*

DATE: June 28, 2022

RE: Amendment No. 1 to Contract for Provision of Services with Catholic Charities of the Diocese of Palm Beach, Inc. (2019-1722)

In accordance with BCC approval granting signature authority to the County Administrator, or designee, on July 2, 2019, your signature is needed on the First Amendment to Contract for Provision of Services with Catholic Charities of the Diocese of Palm Beach, Inc. (Catholic Charities) (2019-1722), for the period July 1, 2019 through June 30, 2024, for a total amount not-to-exceed \$620,000, for the provision of homeless prevention services,

The purpose of Amendment No. 1 is to extend the current contract for a two year (2) period, from July 1, 2022 through June 30, 2024, increase the total funding by \$248,000, reletter Section L of ARTICLE 13-Agency Programmatic Requirements, and incorporate Attachment L, Florida Department of Children and Families Contract IP004. Catholic Charities will provide homeless prevention services through case management, financial assistance with rent/mortgage and utility payments. These services will assist at-risk families from becoming homeless and remain stably housed. Catholic Charities will serve approximately 72 households annually during the contract period. An in-kind match of \$124,000 annually will be provided by Catholic Charities. **No County match is required.**

The Division of Human a Services serves as the Lead Entity for the Palm Beach County Homeless Continuum of Care (COC) pursuant to 420.624(6), F.S. The County serves as a pass thru for these grant funds. In accordance with PPM CW-O-051, Staff will submit this item to the BCC to allow the Clerk and Comptroller's Office to receive and file the item.

If additional information is needed, please contact Wendy Tippett, (561) 355-4772.

Approved by: *Taruna Mallotra*
Assistant Department Director
Helene C. Hvizd
Assistant County Attorney

Lauren Magierowski
OFMB
Assistant County Administrator

- Attachments:
1. Agenda Item 3E-3, dated July 2, 2019
 2. Amendment No. 1 with Catholic Charities



"An Equal Opportunity
Affirmative Action Employer"

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

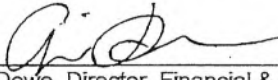
Fiscal Years	2019	2020	2021	2022	2023
Capital Expenditures					
Operating Costs	\$30,833	\$123,333	\$123,333	\$92,501	
External Revenue	(\$30,833)	(\$123,333)	(\$123,333)	(\$92,501)	
Program Income					
In-Kind Match					
NET FISCAL IMPACT	0	0	0	0	

# 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

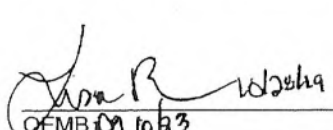
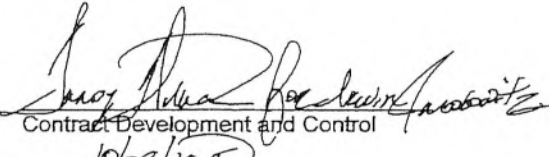
Budget Account No.:
 Fund 0001 Dept. 148 Unit 1354 Obj. 3401 Program Code Var. Program Period GY20

B. Recommended Sources of Funds/Summary of Fiscal Impact:
 Funding source is DCF. Catholic Charities of the Diocese of Palm Beach, Inc. will provide in-kind match of \$124,000 annually for three year grant period. No County funds are required.

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

III. REVIEW COMMENTS

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

 OFMB 10/23
 Contract Development and Control
10/28/19 Tu

B. Legal Sufficiency:

Anne Delgant 10-30-19
 Assistant County Attorney

C. Other Department Review:

 Department Director

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

AMENDMENT 1

FIRST AMENDMENT TO CONTRACT FOR PROVISION OF SERVICES

THIS FIRST AMENDMENT TO CONTRACT FOR PROVISION OF SERVICES dated November 5, 2019, (R2019-1722), is made on this 30th day of June, 2022 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.** 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 **59-247479**.

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

WHEREAS, on November 5, 2019, the above named parties entered into a Contract, (R2019-1722), in an amount not to exceed \$372,000, to provide homeless prevention assistance to households at risk of becoming homeless, for the period from July 1, 2019 through June 30, 2022; and

WHEREAS, the original Contract has an expiration date of June 30, 2022 and is funded in the amount of **THREE HUNDRED SEVENTY-TWO THOUSANDS DOLLARS (\$372,000)**; and

WHEREAS, the AGENCY must comply with the terms of the COUNTY'S Contract with the Florida Department of Children and Families, IP004 (R2019-1138), and that Contract must be made a part of the COUNTY'S agreement with the AGENCY; and

WHEREAS, the need exists to amend the Contract with the AGENCY, (R2019-1722), to update ARTICLE 2 - SCHEDULE and ARTICLE 3 - PAYMENTS, to replace Exhibit B, and to incorporate the entirety of the COUNTY'S Contract with the Florida Department of Children and Families, IP004 (R2019-1138) (New Attachment L).

NOW THEREFORE, the COUNTY and the AGENCY mutually agree that the Contract entered into on November 5, 2019, (R2019-1722), is hereby amended as follows:

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

II. The first sentence of **ARTICLE 2 - SCHEDULE** is amended to read:

The AGENCY shall commence services on July 1, 2019 and complete services on June 30, 2024.

III. The first paragraph of **ARTICLE 3 - PAYMENTS** is amended to read:

The COUNTY shall pay to the AGENCY for services rendered under this contract in an amount not to exceed **SIX HUNDRED TWENTY THOUSANDS DOLLARS (\$620,000) over a five year period of which ONE HUNDRED TWENTY FOUR THOUSAND DOLLARS (\$124,000) IS BUDGETED IN GY2019, WITH AN ANTICIPATED ANNUAL ALLOCATION OF ONE HUNDRED TWENTY FOUR THOUSAND DOLLARS**

(\$124,000) IN EACH SUBSEQUENT YEAR FOR THE TERM OF THE CONTRACT.

- IV. Section L of **ARTICLE 13 – AGENCY PROGRAMMATIC REQUIREMENTS** is relettered to “J”, and replaced in its entirety with the following:
- J. Agency must comply with Attachments E2, F2, F2.1, F4, F4.1, G, H, I, J, K, and L. Failure to provide the information required in these attachments in a timely fashion and in the format required, and to comply with all of the terms of Attachment L, will constitute a material breach of this Contract and may result in termination of this Contract.
- V. Attachment B is replaced in its entirety with Attachment B-1, attached hereto and incorporated herein by reference.
- VI. Attachment L, Contract #IP004 (R2019-1138), between the COUNTY and the Florida Department of Children and Families, is attached hereto and incorporated herein by reference.
- VII. All other provisions of the Contract not modified in this First 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 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 *VBaker*
Verdenia Baker, County Administrator

AGENCY:

Catholic Charities of the Diocese of Palm
Beach, Inc.
AGENCY'S Name Typed

DocuSigned by:
Marietta Muina McNulty 6/28/2022
22DA199E175B4FF
AGENCY'S Signatory Name

Marietta Muina McNulty, Board President
AGENCY'S Signatory Title Typed

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY

APPROVED AS TO TERMS
AND CONDITIONS

DocuSigned by:
Helene Huizd 6/28/2022
BF3DF20B2223413...
Assistant County Attorney

DocuSigned by:
Taruna Malhotra 6/28/2022
1459E4101E1049C
Taruna Malhotra, Assistant Director
Community Services Department

ATTACHMENT B-1**THE COUNTY AGREES TO:**

A. Provide up to **\$124,000** in Grant Year 19-20 funding for the following budget line items to be expended no later than June 30, 2020:

Budget Line Item Description	Amount
Challenge- Homeless Prevention	
Rental or Mortgage Assistance	\$68,800
Case Management	\$10,320
Administrative	\$ 6,880
TANF-Homeless Prevention	
Rental/Mortgage and Utilities Assistance	\$33,060
Case Management	\$3,800
Administrative	\$1,140
Total Award	\$124,000

Provide up to **\$124,000** in Grant Year 20-21 funding for the following budget line items to be expended no later than June 30, 2021:

Budget Line Item Description	Amount
Challenge- Homeless Prevention	
Rental or Mortgage Assistance	\$68,800
Case Management	\$10,320
Administrative	\$ 6,880
TANF-Homeless Prevention	
Rental/Mortgage and Utilities Assistance	\$33,060
Case Management	\$3,800
Administrative	\$1,140
Total Award	\$124,000

Provide up to **\$124,000** in Grant Year 21-22 funding for the following budget line items to be expended no later than June 30, 2023:

Budget Line Item Description	Amount
Challenge- Homeless Prevention	
Rental or Mortgage Assistance	\$68,800
Case Management	\$10,320

Administrative	\$ 6,880
TANF-Homeless Prevention	
Rental/Mortgage and Utilities Assistance	\$33,060
Case Management	\$3,800
Administrative	\$1,140
Total Award	\$124,000

Provide up to **\$124,000** in Grant Year 22-23 funding for the following budget line items to be expended no later than June 30, 2023:

Budget Line Item Description	Amount
Challenge- Homeless Prevention	
Rental or Mortgage Assistance	\$68,800
Case Management	\$10,320
Administrative	\$ 6,880
TANF-Homeless Prevention	
Rental/Mortgage and Utilities Assistance	\$33,060
Case Management	\$3,800
Administrative	\$1,140
Total Award	\$124,000

Provide up to **\$124,000** in Grant Year 23-24 funding for the following budget line items to be expended no later than June 30, 2024:

Budget Line Item Description	Amount
Challenge- Homeless Prevention	
Rental or Mortgage Assistance	\$68,800
Case Management	\$10,320
Administrative	\$ 6,880
TANF-Homeless Prevention	
Rental/Mortgage and Utilities Assistance	\$33,060
Case Management	\$3,800
Administrative	\$1,140
Total Award	\$124,000

ENDORSEMENT

(TO BE ATTACHED TO CERTIFICATE)

Effective Date of Endorsement: 4/1/2022
Cancellation Date of Endorsement: 4/1/2023

Certificate Holder: The Roman Catholic Diocese of Palm Beach, Inc.
9995 North Military Trail
Palm Beach Gardens, FL 33410-9650

Location: Catholic Charities of the Diocese of Palm Beach, Inc.
9995 N. Military Trail
Palm Beach Gardens, FL 33410

Certificate No. 9149 of The Catholic Mutual Relief Society of America is amended as follows:

SECTION II - ADDITIONAL PROTECTED PERSON(S)

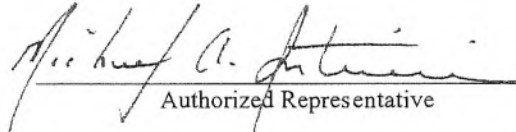
It is understood and agreed that Section II - Liability (only with respect to Coverage D - General Liability), is amended to include as an Additional Protected Person(s) members of the organizations shown in the schedule, but only with respect to their liability for the **Protected Person(s)** activities or activities they perform on behalf of the **Protected Person(s)**.

It is further understood and agreed that coverage extended under this endorsement is limited to and applies only with respect to liability assumed by contract or agreement; and this extension of coverage shall not enlarge the scope of coverage provided under this certificate or increase the limit of liability thereunder. Unless otherwise agreed by contract or agreement, coverage extended under this endorsement to the **Additional Protected Person(s)** will not precede the effective date of this certificate of coverage endorsement or extend beyond the cancellation date.

Schedule - ADDITIONAL PROTECTED PERSON(S)
Palm Beach County Board of County Commissioners,
c/o Community Services Department
810 Datura Street
West Palm Beach, FL 33401

Remarks (the following language supersedes any other language in this endorsement or the Certificate in conflict with this language):

Coverage only extends for claims arising out of the Contract for Provision of Services between Catholic Charities of the Diocese of Palm Beach and Palm Beach County Board of County Commissioners for the TANF Grant. Includes Counseling Errors and Omissions Coverage. Palm Beach County Board of County Commissioners, a Political Subdivision of the State of Florida, its Officers, Employees, and Agents, c/o Department of Community Services are named as and Additional Protected Person(s).


Authorized Representative

Certificate of Coverage

Date: 6/30/2022

Certificate Holder
The Roman Catholic Diocese of Palm Beach, Inc.
9995 North Military Trail
Palm Beach Gardens, FL 33410-9650

This Certificate is issued as a matter of information only and confers no rights upon the holder of this certificate. This certificate does not amend, extend or alter the coverage afforded below.

Company Affording Coverage
THE CATHOLIC MUTUAL RELIEF
SOCIETY OF AMERICA
10843 OLD MILL RD
OMAHA, NE 68154

Covered Location
Catholic Charities of the Diocese of Palm Beach, Inc.
9995 N. Military Trail
Palm Beach Gardens, FL 33410

Coverages

This is to certify that the coverages listed below have been issued to the certificate holder named above for the certificate 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 coverage afforded described herein is subject to all the terms, exclusions and conditions of such coverage. Limits shown may have been reduced by paid claims.

Type of Coverage	Certificate Number	Coverage Effective Date	Coverage Expiration Date	Limits	
Property				Real & Personal Property	
D. General Liability <input checked="" type="checkbox"/> Occurrence <input type="checkbox"/> Claims Made	9149	4/1/2022	4/1/2023	Each Occurrence	1,000,000
				General Aggregate	
				Products-Comp/OP Agg	
				Personal & Adv Injury	
				Fire Damage (Any one fire)	
				Med Exp (Any one person)	
Excess Liability				Each Occurrence	
				Annual Aggregate	
Other				Each Occurrence	
				Claims Made	
				Annual Aggregate	
				Limit/Coverage	

Description of Operations/Locations/Vehicles/Special Items (the following language supersedes any other language in this endorsement or the Certificate in conflict with this language)
Coverage only extends for claims arising out of the Contract for Provision of Services between Catholic Charities of the Diocese of Palm Beach and Palm Beach County Board of County Commissioners for the TANF Grant. Includes Counseling Errors and Omissions Coverage. Palm Beach County Board of County Commissioners, a Political Subdivision of the State of Florida, its Officers, Employees, and Agents, c/o Department of Community Services are named as and Additional Protected Person(s).

Holder of Certificate

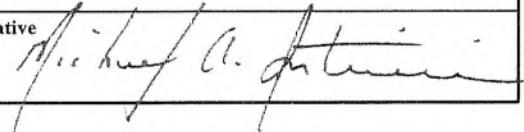
Cancellation

Additional Protected Person(s)

Palm Beach County Board of County Commissioners,
c/o Community Services Department
810 Datura Street
West Palm Beach, FL 33401

Should any of the above described coverages be cancelled before the expiration date thereof, the issuing company will endeavor to mail 30 days written notice to the holder of certificate named to the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.

Authorized Representative



0833001587

Certificate of Coverage

Date: 6/30/2022

Certificate Holder The Roman Catholic Diocese of Palm Beach, Inc. 9995 North Military Trail Palm Beach Gardens, FL 33410-9650	This Certificate is issued as a matter of information only and confers no rights upon the holder of this certificate. This certificate does not amend, extend or alter the coverage afforded below.
Covered Location Catholic Charities of the Diocese of Palm Beach, Inc. 9995 N. Military Trail Palm Beach Gardens, FL 33410	Company Affording Coverage THE CATHOLIC MUTUAL RELIEF SOCIETY OF AMERICA 10843 OLD MILL RD OMAHA, NE 68154

Coverages

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	Type of Coverage	Certificate Number	Coverage Effective Date	Coverage Expiration Date	Limits
	Property				Real & Personal Property
	D. General Liability <input checked="" type="checkbox"/> Occurrence <input type="checkbox"/> Claims Made	9149	4/1/2022	4/1/2023	Each Occurrence
					General Aggregate
					Products-Comp/OP Agg
					Personal & Adv Injury
					Fire Damage (Any one fire)
					Med Exp (Any one person)
	Excess Liability				Each Occurrence
					Annual Aggregate
	Other				Each Occurrence
					Claims Made
					Annual Aggregate
					Limit/Coverage

Description of Operations/Locations/Vehicles/Special Items (the following language supersedes any other language in this endorsement or the Certificate in conflict with this language)
 Coverage only extends for claims arising out of the Contract for Provision of Services between Catholic Charities of the Diocese of Palm Beach and Palm Beach County Board of County Commissioners for the TANF Grant. Includes Counseling Errors and Omissions Coverage. Palm Beach County Board of County Commissioners, a Political Subdivision of the State of Florida, its Officers, Employees, and Agents, c/o Department of Community Services are named as and Additional Protected Person(s).

Holder of Certificate Additional Protected Person(s) Palm Beach County Board of County Commissioners, c/o Community Services Department 810 Datura Street West Palm Beach, FL 33401	Cancellation Should any of the above described coverages be cancelled before the expiration date thereof, the issuing company will endeavor to mail <u>30</u> days written notice to the holder of certificate named to the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives. Authorized Representative
0833001587	

ENDORSEMENT

(TO BE ATTACHED TO CERTIFICATE)

Effective Date of Endorsement: 4/1/2022

Cancellation Date of Endorsement: 4/1/2023

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Location: Catholic Charities of the Diocese of Palm Beach, Inc.
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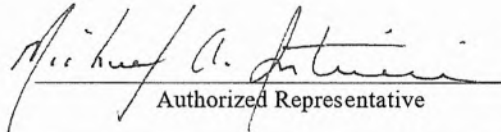
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It is further understood and agreed that coverage extended under this endorsement is limited to and applies only with respect to liability assumed by contract or agreement; and this extension of coverage shall not enlarge the scope of coverage provided under this certificate or increase the limit of liability thereunder. Unless otherwise agreed by contract or agreement, coverage extended under this endorsement to the **Additional Protected Person(s)** will not precede the effective date of this certificate of coverage endorsement or extend beyond the cancellation date.

Schedule - ADDITIONAL PROTECTED PERSON(S)
Palm Beach County Board of County Commissioners,
c/o Community Services Department
810 Datura Street
West Palm Beach, FL 33401

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Authorized Representative



**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
DX0000998	Catholic Charities Of The Diocese Of PBC, Inc.		Compliant					056-01	CARES-Rental and Utilities Assistance Program
		NR-1 ,	Underwriters at Lloyd's, London	BP1031822	4/1/2022	4/1/2023	Workers Comp		

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