

HUMAN SERVICES FUNDING AGREEMENT

Pinellas Hope Operations

Legistar ID Number: 25-1314A

THIS AGREEMENT (Agreement) is effective upon the date last entered below, by and between **PINELLAS COUNTY**, a political subdivision of the State of Florida, hereinafter called the "**COUNTY**," and **CATHOLIC CHARITIES DIOCESE OF ST. PETERSBURG, INC.**, a non-profit Florida corporation, whose address is 6247 Seminole Blvd., Suite 400, Florida 33772, hereinafter called the "**AGENCY**."

WITNESSETH:

WHEREAS, in 2015 HUD established a commitment to Housing First, defined as an approach to homeless assistance that prioritizes rapid placement and stabilization in permanent housing and does not have service participation requirements or preconditions such as sobriety or a minimum income threshold and includes the minimum components: 1) removing barriers to entry; 2) establishing a coordinated entry system; 3) practicing client-centered service delivery; 4) prioritizing households most in need; and 5) ensuring inclusive decision-making; and

WHEREAS, the local Continuum of Care (COC) encourages and supports all programs that serve homeless individuals and families to operate from a Housing First model; and

WHEREAS, on August 9, 2016, the Board of County Commissioners adopted Resolution 16-53, endorsing Housing First and the Coordinated Entry System in support of the COC; and

WHEREAS, the **AGENCY** provides temporary housing, employment opportunities, access to health care and various other homeless services in a manner that is beneficial to both the **COUNTY** and to the homeless population living within Pinellas County; and

WHEREAS, the **COUNTY** desires to utilize a portion of the funds available out of Pinellas County's General Fund to assist social service agencies within Pinellas County; and

WHEREAS, the **COUNTY** is committed to working closely with the **AGENCY** to support continued incorporation of Housing First best practices.

NOW, THEREFORE, the parties hereto do mutually agree as follows:

1. Recitals

The above “WHEREAS” clauses are incorporated into and are made a part of this Agreement.

2. Scope of Services

The **AGENCY** shall provide staffing and operational support for Pinellas Hope I, a 240-unit emergency homeless shelter in central Pinellas County. Services shall include safe and temporary housing; provision of meals; access to restrooms, showers, and other basic health and hygiene needs; and case management services that connect clients to employment, income, and supportive resources.

AGENCY shall provide services as further described in Appendix A, Scope of Services, attached hereto and incorporated by reference herein. In order to best meet the needs of clients supported by this program, the services provided under this Agreement may be adjusted from time to time by mutual written agreement of the parties without the need to further amend this Agreement.

3. Term of Agreement

This Agreement shall become effective upon execution by both parties and shall expire on September 30, 2028. The parties reserve the right to renew this agreement for one (1) additional two (2) year term. Services provided by **AGENCY** beginning October 1, 2025, shall be reimbursable under this Agreement.

4. Compensation

a. The **COUNTY** agrees to pay the **AGENCY** an amount not to exceed \$525,000 per fiscal year for the services described in the Scope of Services Section of this Agreement.

b. All requests for reimbursement payments shall consist of an invoice for the monthly amount accompanied by documentation including the cost of services provided, invoices, receipts, and/or copies of time slips or pay stubs which verify the services for which reimbursement is sought, signed by an authorized **AGENCY** representative.

c. Invoices shall be sent electronically to the Contract, as designated by the **COUNTY**, in a method prescribed by the **COUNTY**, on a monthly basis within thirty (30) calendar days of the end of the month that reimbursement is being requested. The **COUNTY** shall not reimburse the **AGENCY** for any expenditures in excess of the amount budgeted without prior approval or notification. To meet fiscal year deadlines, County fiscal year-end (September-Fourth Quarter) invoicing due dates may be shortened as necessary to meet fiscal year deadlines or grant requirements and/or as mutually agreed by the Parties.

d. The **AGENCY** shall provide services throughout the full term of this agreement unless services are part of a pre-approved seasonal or time-limited program. In the event the **AGENCY** is unable to provide services and/or draw down funding per this Agreement for two (2) or more consecutive months, the **COUNTY**, in its sole discretion, may reduce the total award by a prorated amount based upon the amount of time the services have lapsed.

e. The **COUNTY** shall reimburse the **AGENCY** in accordance with the Local Government Prompt Payment Act, within 45 days of the **COUNTY** receipt of a proper invoice including required documentation. The **COUNTY** will notify the **AGENCY** when the required documentation and/or reports are incomplete. The **COUNTY** may withhold payment for

unvalidated amounts and short pay the undisputed payment amount until such time as the **COUNTY** accepts the remedied documentation and/or reports. The **COUNTY** will notify the **AGENCY** when the required documentation and/or reports are incomplete. The **COUNTY** may withhold payment for unvalidated amounts and short pay the undisputed payment amount until such time as the **COUNTY** accepts the remedied documentation and/or reports.

f. Travel reimbursement expenses shall be reimbursed in alignment with **COUNTY** travel policy guidelines unless the **AGENCY** travel policy reimburses at a lower rate. If the **AGENCY** travel policy is at a lower rate, reimbursement will be based on the lower rate. The **AGENCY** shall submit a copy of travel policy within thirty (30) calendar days of this Agreement and within any subsequent revisions during the term of this Agreement.

g. Any funds expended in violation of this Agreement or in violation of appropriate federal, state, and county requirements shall be refunded in full to the **COUNTY**. If this Agreement is still in force, future payments may be withheld by the **COUNTY**.

h. Program Generated Income (PGI) resulting from services provided under this Agreement shall be reinvested into this program. The **AGENCY** shall track program income generated from services provided under this Agreement and provide a report on program income to the **COUNTY** with each invoice submission. The **AGENCY** shall reinvest the program income into the program as approved by the **COUNTY**. The **AGENCY** shall maintain records of reinvestment. The **AGENCY** shall provide the **COUNTY** with PGI policies, reinvestment documentation, and fee schedules, as requested.

5. Data Collection and Performance Measures

a. The **AGENCY** agrees to submit monthly program data reports to the **COUNTY**, consistent with the data elements, collection standards, and performance measures found in

Appendix A. The **AGENCY** shall submit a Logic Model within thirty (30) calendar days of execution of this Agreement. Following submission, the **AGENCY** shall cooperate with the **COUNTY** to develop performance measures and finalize the Logic Model. Approval will be documented through a Modification. Once approved, the **AGENCY** agrees to deliver services and data in alignment with the Logic Model. The approved Logic Model shall be incorporated into this Agreement as Appendix B. The **COUNTY** reserves the right to modify these data elements, performance measures, logic model, or reports as necessary to ensure that the overall programmatic purpose is demonstrated, quantified, and achieved. The report formats shall be prescribed and provided by the **COUNTY**.

b. Program data shall be submitted to the **COUNTY** no later than thirty (30) calendar days following the end of the month. Where no activity has occurred within the preceding period, the **AGENCY** shall provide a written explanation for non-activity during the quarter. Payment and reimbursement may be prorated in alignment with actual services provided including and not limited to no payments being due if no activity or services have occurred as stated in Scope of Services Section, Appendix A of this Agreement.

6. Confidential Information and HIPAA

a. The **AGENCY** and **COUNTY** must follow all laws regarding confidentiality of information including, but not limited to, the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

b. The **AGENCY** must take reasonable measures to safeguard protected personally identifiable information (PII), and other information the **COUNTY** designates as sensitive, or the **COUNTY** considers sensitive consistent with other applicable federal, state, and local laws regarding privacy and obligations of confidentiality.

c. The **AGENCY** shall not inappropriately use or disclose any information which specifically identifies a recipient of services provided under this Agreement and shall adopt appropriate procedures for employees' handling of confidential data.

d. This does not include PII that is required by law to be disclosed, including under Florida Public Records as described in Public Records Section of this Agreement.

e. If the **AGENCY** is a HIPAA Covered Entity, the **AGENCY** agrees to use and disclose Protected Health Information in compliance with the Standards for Privacy, Security and Breach Notification of Individually Identifiable Health Information (45 CFR Parts 160 and 164) under the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Health Information Technology for Economic and Clinical Health Act (HITECH Act), and the **AGENCY** shall disclose any policies, rules or regulations enforcing these provisions upon request.

f. **AGENCY** agrees to develop any Data Sharing Agreements and/or Releases of Information (ROI) with partnering providers, as necessary, to facilitate reporting and coordinating client care.

g. **AGENCY** shall ensure that clients complete a release of information (ROI) that includes Pinellas County Human Services as a recipient of client information. The ROI including Pinellas County Human Services shall be obtained upon admission to the program and/or receipt of services funded under this Agreement. The **AGENCY** and the **COUNTY** shall establish minimum deidentified service encounter information should a client refuse completion of an ROI. The ROI should be completed at least annually.

7. **Data Collaborative**

In the fall of 1999, the Pinellas County Data Collaborative was established pursuant to Chapter 163.62 Florida Statute, which allows governmental and certain private agencies to share

information. As a recipient of governmental funding, the **AGENCY** agrees to participate in efforts to support the data collaborative, share data and allow for data submitted under this agreement to be shared with the data collaborative, and provide additional program and other information in an electronic format to the **COUNTY** for the sole purpose of data collection, research, and policy development. The **AGENCY** may also be required to execute a Data Sharing Agreement to facilitate information sharing.

8. First Contact Database

As a condition of receipt of a funding award from the **COUNTY**, the **AGENCY** agrees to:

- a. List program(s) funded under this Agreement in the First Contact online database.
- b. Provide First Contact with timely updates as required for program eligibility criteria, capacity, and availability within thirty (30) calendar days of change to program services eligibility, capacity and/or availability.
- c. Accept referrals from First Contact for clients eligible for program services.
- d. The **COUNTY** may request documentation that verifies compliance with this Section.

9. Emergency, Disaster, or Critical Event Response

Community partners are critical to effective community response in a disaster. The **AGENCY** must effectively prepare their organization for continuity of services as necessary prior, during, and post-disaster. The **COUNTY** reserves the right to request services under this agreement be temporarily adjusted during an emergency to respond to community needs as agreed upon by the Parties.

- a. The **AGENCY** shall maintain, and review annually, a Continuity of Operations Plan/Disaster Response Plan (COOP) and submit a copy within thirty (30) calendar days of

execution of this Agreement and upon review and/or revision. Should the **AGENCY** not have a COOP at the time of execution of this Agreement, the **AGENCY** shall develop and submit a COOP to the **COUNTY** within 180 calendar days of the effective date of this Agreement and within thirty (30) calendar days of any subsequent review and/or revisions during the term of this agreement.

b. The **COUNTY** agrees to continue funding this Agreement for a period of at least sixty (60) days following an initial State of Emergency declaration for Pinellas County by the State of Florida or by the Board of County Commissioners, provided the program addresses needs for disaster response and recovery efforts as directed by the **COUNTY**, unless otherwise indicated by a superseding authority such as state or federal government or licensing body. This period may be extended within the current contract period at the discretion of the Human Services Director.

c. If the **AGENCY** is unwilling to perform the emergency duties as described in this Section, payments made in accordance with Emergency, Disaster, or Critical Event Response Section b above may be withheld at the direction of the Director of Human Services until operations continue.

d. The **AGENCY** will track and maintain detailed operational records when activated.

10. **Housing First, Coordinated Entry, and the Pinellas Homeless Management Information System**

a. This section applies to all programs, services, and housing offered for homeless/unhoused individuals and families.

b. The **AGENCY** agrees to support the Housing First philosophy and participate in coordinated entry as established and implemented by the local Continuum of Care.

c. The **AGENCY** agrees to operate from a low-barrier model, defined as homeless assistance that prioritizes rapid placement and stabilization in permanent housing and does not have service participation requirements or preconditions such as sobriety or a minimum income threshold and includes the minimum components: 1) removing barriers to entry; 2) establishing a coordinated entry system; 3) practicing client-centered service delivery; 4) prioritizing households most in need; and 5) ensuring inclusive decision-making.

d. The **AGENCY** agrees to demonstrate status and efforts of the Housing First model upon request by the **COUNTY**.

e. The **AGENCY** agrees to participate in and enter information into the Pinellas Homeless Management Information System (PHMIS) administered by the Pinellas Homeless Leadership Alliance (HLA), or similar system as required by the Pinellas Homeless Continuum of Care, if applicable. **AGENCY** will maintain data entry and attend all training requirements as outlined in PHMIS Policies and Procedures. Additionally, by executing this Agreement, **AGENCY** understands and agrees that **COUNTY** staff may be permitted direct access to this program in PHMIS by the HLA for the purposes of monitoring and quality assurance.

11. Personnel

a. Qualified Personnel. The **AGENCY** agrees that each person performing Services in connection with this Agreement shall have the required licensure and qualifications and shall fulfill the requirements set forth in this Agreement, as applicable. The **AGENCY** shall maintain such documentation on file for audit by the **COUNTY** during the term of this agreement and for a period of at least five (5) years after final payment is made.

b. Prior to commencing Services pursuant to the Agreement, the **AGENCY** shall provide the names and qualifications of the **AGENCY** personnel funded through this Agreement or directly operating or overseeing services or programs funded through this Agreement and direct supervisors of such personnel.

c. The **AGENCY** shall, at its earliest opportunity and in no event later than three (3) business days following a change, submit written notification by email to the **COUNTY** if any of the following positions are to be changed and identify the individual and qualifications of the successor or plan to recruit a successor:

- i. Chief Executive Officer (CEO)
- ii. Chief Operations Officer (COO)
- iii. Chief Financial Officer (CFO)
- iv. Chief Information Technology Officer (CITO) or
- v. Any other equivalent position within the **AGENCY's** Organizational chart.
- vi. Integral personnel funded through this Agreement or directly operating or overseeing services or programs funded through this Agreement, direct supervisors of such personnel, and those serving as match for this Agreement.

d. The **COUNTY**, on a reasonable basis, shall have the right to request the removal and replacement of any of the **AGENCY** personnel performing Services under this Agreement, at any time during the term of the Agreement. The **COUNTY** will notify the **AGENCY** in writing in the event the **COUNTY** requests such action. The **AGENCY** shall consider the basis of any such **COUNTY** request and advise the **COUNTY** of the **AGENCY's** agreement or disagreement

with the request, and the basis therefor, promptly after receipt of any such request from the **COUNTY**. In situations where individual **AGENCY** personnel are prohibited by applicable law from providing Services outlined in this agreement, removal and replacement of such **AGENCY** personnel shall be mandatory and immediate.

12. E-VERIFY

a. The **AGENCY** must register with and use the E-Verify system in accordance with Florida Statute 448.095. The **AGENCY** shall submit an affidavit of compliance with this section at the start of this agreement.

b. If the **AGENCY** enters into a contract with a Subcontractor, the Subcontractor must provide the **AGENCY** with an affidavit stating that the Subcontractor does not employ, contract with, or subcontract with unauthorized aliens. The Contractor must maintain a copy of the affidavit for the duration of the contract.

c. If the **COUNTY**, **AGENCY**, or Subcontractor has a good faith belief that a person or entity with which it is contracting has knowingly violated Florida Statute 448.09(1), the party shall immediately terminate the contract with the person or entity.

d. If the **COUNTY** has a good faith belief that a Subcontractor knowingly violated this provision, but the **AGENCY** otherwise complied with this provision, the **COUNTY** will notify the **AGENCY** and order that the **AGENCY** immediately terminate the contract with the Subcontractor.

e. A contract terminated under the provisions of this section is not a breach of contract and may not be considered as such. Any contract termination under the provisions of this section may be challenged to Section 448.095(2)(d), Florida Statute. The **AGENCY** acknowledges upon termination of this agreement by the **COUNTY** for violation of this section by the **AGENCY**, the

AGENCY may not be awarded a public contract for at least one (1) year. The **AGENCY** acknowledges that the **AGENCY** is liable for any additional costs incurred by the **COUNTY** as a result of termination of any contract for a violation of this section.

f. The **AGENCY** shall insert in any subcontracts the clauses set forth in this section, requiring the subcontracts to include these clauses in any lower tier subcontracts. **AGENCY** shall be responsible for compliance by any Subcontractor or Lower Tier Subcontractor with the clause set for in this section.

13. Special Situations and Critical Incidents

The **AGENCY** agrees to inform the **COUNTY** within one (1) business day of knowledge of any circumstances or events which may reasonably be considered to jeopardize the **AGENCY**'s capability to continue to meet its obligations under the terms of this Agreement (Critical Incidents). Critical incidents may include, but are not limited to, those resulting in injury, media coverage, investigation/lawsuit, breach of information, or public reaction that may have an impact on the **AGENCY**'s or **COUNTY**'s ability to protect and serve its participants, or other significant events that may jeopardize the **AGENCY**'s capability to continue to meet its obligations under this Agreement. The **AGENCY** shall report critical incidents electronically to the **COUNTY** at HSContracts@pinellas.gov and to the Contract Manager. The **AGENCY** may use an **AGENCY** Incident Reporting form or the **COUNTY** Critical Incident Report Form, however, all submissions shall include full details and disposition of the incident, excluding personally identifying information of involved parties.

14. Assignment/Subcontracting

a. This Agreement, and any rights or obligations hereunder, shall not be assigned, transferred, or delegated to any other person or entity. Any purported assignment in violation of this section shall be null and void.

b. The **AGENCY** is fully responsible for completion of the Services required by this Agreement and for completion of all subcontractor work, if authorized as provided herein. The **AGENCY** shall not subcontract any work under this Agreement to any subcontractor other than the subcontractors specified in the proposal and previously approved by the **COUNTY**, without the prior written consent of the **COUNTY**, which shall be determined by the **COUNTY** in its sole discretion.

c. The **AGENCY** is responsible for monitoring subcontracts and documentation of such subcontract monitoring shall be submitted to the **COUNTY** within thirty (30) calendar days following the completion of monitoring activities.

15. Non-Exclusive Services

During the term of this Agreement, and any extensions thereof, the **COUNTY** reserves the right to contract for another provider for similar services as it determines necessary in its sole discretion.

16. Indemnification

The **AGENCY** agrees to indemnify, pay the cost of defense, including attorney's fees, and hold harmless the **COUNTY**, its officers, employees and agents from all damages, suits, actions or claims, including reasonable attorney's fees incurred by the **COUNTY**, of any character brought on account of any injuries or damages received or sustained by any person, persons, or property, or in any way relating to or arising from the Agreement; or on account of any act or omission, neglect or misconduct of the **AGENCY**; or by, or on account of, any claim or amounts recovered

under the Workers' Compensation Law; or of any other laws, regulations, ordinance, order or decree; or arising from or by reason of any actual or claimed trademark, patent or copyright infringement or litigation based thereon; or for any violation of requirements of the Americans with Disabilities Act of 1990, as may be amended, and all rules and regulations issued pursuant thereto (collectively the "ADA") except when such injury, damage, or violation was caused by the sole negligence of the COUNTY.

17. Insurance

The AGENCY shall comply with the insurance requirements set out in Attachment 1, attached hereto and incorporated herein by reference. AGENCY shall submit timely required Certificates of Insurance, with the COUNTY named as a Certificate Holder, to the COUNTY designated system and/or the designated Contract Manager.

18. Public Entities Crimes

The AGENCY is directed to the Florida Public Entities Crime Act, Section 287.133, Florida Statutes, as well as Florida Statute 287.135 regarding Scrutinized Companies, and represents to the COUNTY that AGENCY is qualified to transact business with public entities in Florida, and to enter into and fully perform this Agreement subject to the provisions stated therein. Failure to comply with any of the above provisions shall be considered a material breach of the Agreement.

19. Business Practices and Documentation

a. The AGENCY shall utilize financial procedures in accordance with generally accepted accounting procedures and Florida Statutes, including adequate supporting documents, to account for the use of funds provided by the COUNTY.

b. The **AGENCY** shall annually provide a copy of the **AGENCY's** most recent completed financial audit and management letter to the **COUNTY** within thirty (30) calendar days of completion, not to exceed nine (9) months from the **AGENCY's** fiscal year-end. A copy of the **AGENCY's** 990 shall be accepted in lieu of the audit in the event a financial audit is not required for the **AGENCY**.

c. The **AGENCY** shall maintain and provide the following documents to the **COUNTY** within thirty (30) calendar days of the execution of this Agreement, annually thereafter, and within thirty (30) calendar days of revision throughout the term of this Agreement.

- i. Membership list of governing board including mailing address, email address and phone number for Board Chair,
- ii. All legally required licenses,
- iii. Certificate(s) of Insurance, consistent with Insurance Section and Attachment I,
- iv. Current job descriptions for program staff positions and **AGENCY** Organizational Chart,
- v. **AGENCY** licenses,
- vi. Accreditations, and
- vii. Match documentation, as applicable.

d. The **AGENCY** shall maintain and provide the following documents within thirty (30) calendar days of the execution of this Agreement, and upon request by the **COUNTY** thereafter.

- i. W-9,
- ii. Articles of Incorporation,

- iii. IRS Status Certification/501 (c)(3) status, if applicable,
- iv. **AGENCY** By-Laws including legal signing authority, Equal Employment Opportunity Policies,
- v. Asset Management Policy and Procedures,
- vi. Internal Control Questionnaire and corresponding documents including but not limited to Financial Policies and Procedures, Conflict of Interest Policies, Records Retention policies, Procurement Policies, Program Fee and or Program Income Policies, Equipment Management Policy, and/or a Federally Approved Indirect Cost Rate Agreement,
- vii. Conflict of Interest Policy
- viii. E-Verify Attestation and Registration, consistent with E-Verify Section.
- ix. Human Trafficking Attestation
- x. Common Carrier Attestation in conformity with Florida Statute Section 92.525.

22. Monitoring and Audit

- a. The **AGENCY** will comply with **COUNTY** and departmental policies and procedures including but not limited to contract monitoring and performance improvement.
- b. The **AGENCY** shall cooperate in monitoring activities, including, but not limited to access to sites and personnel as well as programmatic documents. Documents may include, but are not limited to, client records, fiscal documents, personnel files, **AGENCY** policies and procedures, and other documents prescribed by the **COUNTY**.
- c. The **AGENCY** will submit other reports and information in such formats and at such times as may be prescribed by the **COUNTY**.

d. The **AGENCY** shall submit reports on any monitoring or site visit reports of the program funded in whole or in part by the **COUNTY** that are conducted by federal, state or local governmental agencies, or other funders within ten (10) days of the **AGENCY**'s receipt of the monitoring report.

e. If the **AGENCY** receives licensing and accreditation reviews, each review shall be submitted to the **COUNTY** within ten (10) days of receipt by the **AGENCY**.

f. All monitoring reports will be as detailed as may be reasonably requested by the **COUNTY** and will be deemed incomplete if not satisfactory to the **COUNTY** as determined in its sole reasonable discretion. Reports will contain the information or be in the format as may be requested by the **COUNTY**. If approved by the **COUNTY**, the **COUNTY** will accept a report from another monitoring agency in lieu of reports customarily required by the **COUNTY**.

g. The **AGENCY** shall retain all records relating to this Agreement for a period of at least five (5) years after final payment is made. All records shall be kept in such a way as will permit their inspection pursuant to Chapter 119, Florida Statutes. In addition, the **COUNTY** reserves the right to examine and/or audit such records.

23. Public Records

The **AGENCY** acknowledges that information and data it manages as part of the services may be public records in accordance with Chapter 119, Florida Statutes and Pinellas County public records policies. The **AGENCY** agrees that prior to providing services it will implement policies and procedures to maintain, produce, secure, and retain public records in accordance with applicable laws, regulations, and the **AGENCY** policies, including but not limited to the Section 119.0701, Florida Statutes. Specifically, section 119.0701 requires the **AGENCY** perform the following:

- a. Keep and maintain public records required by the **COUNTY** to perform the service.
- b. Upon request from the **COUNTY**'s custodian of public records, provide the **COUNTY** with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119 or as otherwise provided by law.
- c. Ensure that public records that are deemed exempt and/or confidential are exempted from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the **AGENCY** does not transfer the records to the **COUNTY**.
- d. Should the **AGENCY** receive a public records request for records pertaining to the **COUNTY**, or services funded by the **COUNTY**, the **AGENCY** shall provide notification to the **COUNTY** within two (2) business days of the date of the records request. This notification is for information purposes only and shall not delay the **AGENCY** response to the public records request.
- e. Upon completion of the contract, transfer, at no cost to the **COUNTY**, all public records in possession of the **AGENCY** or keep and maintain public records required by the **COUNTY** to perform the service. If the contractor transfers all public records to the **COUNTY** upon completion of the contract, the **AGENCY** shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the **AGENCY** keeps and maintains public records upon completion of the contract, the **AGENCY** shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the **COUNTY**, upon request from the **COUNTY**'s public agency's custodian of public records, in a format that is compatible with the information technology systems of the **COUNTY**.

IF THE AGENCY HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE AGENCY’S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:

Public Records Liaison

440 Court St., 2nd Floor

Clearwater, FL 33756

HSContracts@pinellas.gov

(727) 464-8445

24. Nondiscrimination

a. Pursuant to Section 2.02(e) of the Pinellas County Code Protection of human rights, the **COUNTY** shall establish provisions, pursuant to state and federal law, for protection of human rights from discrimination based upon religion, political affiliation, race, color, age, sex, or national origin by providing and ensuring equal rights and opportunities for all people of Pinellas County.

b. The **AGENCY** shall not discriminate against any applicant for employment or employee with respect to hire, tenure, terms, conditions or privileges of employment or any matter directly or indirectly related to employment or against any client because of age, sex, race, ethnicity, color, religion, national origin, disability, marital status, or sexual orientation.

c. The **AGENCY** shall not discriminate against any person on the basis of age, sex, race, ethnicity, color, religion, national origin, disability, marital status or sexual orientation in admission, treatment, or participation in its programs, services and activities.

d. The **AGENCY** shall, during the performance of this Agreement, comply with all applicable provisions of federal, state and local laws and regulations pertaining to prohibited discrimination.

e. At no time will clients served under this Agreement be segregated or separated in a manner that may distinguish them from other clients being served by the **AGENCY**.

25. Conflicts of Interest

a. No officer, member, or employee of the **COUNTY**, and no member of its governing body, and no other public official of the governing body of any locality in which the program is situated or being carried out who exercises any functions or responsibility in the review or approval of the undertaking or carrying out of this program, shall participate in any decisions relating to this Agreement which affect his/her personal interest or the interest of any corporation, partnership, or association in which he/she is, directly or indirectly, interested; nor shall any such officer, member, or employee of the **COUNTY**, or any member of its governing body, or public official of the governing body, or public official of the governing body of any locality in which the program is situated or being carried out, who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of this program, have any interest, direct or indirect, in this Agreement or the proceeds thereof.

b. The **AGENCY** shall promptly notify the **COUNTY** in writing of any business association, interest, or other circumstance which constitutes a conflict of interest as provided herein. If the **AGENCY** is in doubt as to whether a prospective business association, interest, or other circumstance constitutes a conflict of interest, the **AGENCY** may identify the prospective business association, interest or circumstance, the nature of work that the **AGENCY** may undertake and request an opinion as to whether the business association, interest or circumstance

constitutes a conflict of interest if entered into by the **AGENCY**. The **COUNTY** agrees to notify the **AGENCY** of its opinion within ten (10) calendar days of receipt of notification by the **AGENCY**, which shall be binding on the **AGENCY**.

26. Independent Contractor

It is expressly understood and agreed by the parties that the **AGENCY** is at all times hereunder acting and performing as an independent contractor and not as an agent, servant, or employee of the **COUNTY**. No agent, employee, or servant of the **AGENCY** shall be, or shall be deemed to be, the agent or servant of the **COUNTY**. None of the benefits provided by the **COUNTY** to their employees including, but not limited to, Worker's Compensation Insurance and Unemployment Insurance are available from the **COUNTY** to the employees, agents, or servants of the **AGENCY**.

27. Additional Funding

Funds from this Agreement shall be used as the matching portion for any federal grant only in the manner provided by federal and state law and applicable federal and state rules and regulations. The **AGENCY** agrees to make all reasonable efforts to obtain funding from additional sources wherever said **AGENCY** may qualify. Should this Agreement reflect a required match, documentation of said match is required to be provided to the **COUNTY**, in advance of a commitment of **COUNTY** funds as match.

28. Amendment/Modification

In addition to applicable federal, state and local statutes and regulations, this Agreement expresses the entire understanding of the parties concerning the matters covered herein. Unless specifically indicated herein, no addition to, or alteration of, the terms of this Agreement, whether by written or verbal understanding of the parties, their officers, agents or employees, shall be valid

unless made in the form of a written amendment to this Agreement and formally approved by the parties. Budget or operational modifications that do not result in an increase of funding or change the underlying public purpose of this Agreement, or otherwise amend the terms of this Agreement shall be documented and submitted in the format prescribed and provided by the **COUNTY**, which is attached hereto and incorporated herein as Attachment 2. The Director of Human Services may approve budget and operational modifications described under this section.

29. Agreement Management and Notice

All notices and other communications referred to and required herein must either be given by US Postal Service mail or email, unless otherwise specified herein, to the parties as shown below. The effective date of any notice sent via US mail shall be the date it is deposited in the mail, postage prepaid, certified or registered, return receipt requested, or if email, the date sent to the email address set forth below. Each party must advise the other parties of any status change concerning this Notice section.

Pinellas County Human Services designates the following person(s) as the liaison for the **COUNTY**:

Natasha Suarez, Contract Manager

Dominique Randall, Program Lead

Pinellas County Human Services

Pinellas County Human Services

440 Court Street, 2nd Floor

440 Court Street, 2nd Floor

Clearwater, Florida 33756

Clearwater, Florida 33756

nnsuarez@pinellas.gov and

drandall@pinellas.gov

AGENCY designates the following person(s) as the liaison:

Joseph Pondolfino, Director of Pinellas Hope

Name, Title

Catholic Charities, Diocese of St Petersburg, Inc

Agency Name

5726 126th Ave N., Clearwater, Florida 33772

Address

jpondolfin@ccdossp.org

Email

30. Termination

a. The **COUNTY** may cancel this Agreement without cause by giving thirty (30) days prior notice to the **AGENCY** in writing of the intention to cancel.

b. Failure of the **AGENCY** to comply with any of the provisions of this Agreement shall be considered a material breach of the Agreement. Where the **COUNTY** determines that a material breach can be corrected, the **AGENCY** shall be given no less than thirty (30) calendar days to cure said breach. If the **AGENCY** fails to cure, or if the breach is of the nature that the **COUNTY** has determined cannot be corrected, or that the harm caused cannot be undone, the **COUNTY** may immediately terminate this Agreement, with cause, upon notice in writing to the **AGENCY**.

c. In the event sufficient budgeted funds are not available for a new fiscal period or are otherwise encumbered, the **COUNTY** shall notify the **AGENCY** of such occurrence and the Agreement shall terminate on the last day of the then current fiscal period without penalty or expense to the **COUNTY**.

d. In the event the **AGENCY** uses any funds provided by this Agreement for any purpose or program other than authorized under this Agreement, the **AGENCY** shall repay such amount and, at the option of the **COUNTY**, be deemed to have waived the privilege of receiving additional funds under this Agreement.

31. Closeout

a. Upon termination, in whole or in part, of this Agreement the **AGENCY** remains responsible for the maintenance and closeout of this Agreement, as prescribed by the **COUNTY**.

b. The Parties hereto remain responsible for compliance with the terms and conditions of this Agreement, including the Appendices attached hereto. The **AGENCY** shall provide requested closeout information to the **COUNTY** including but are not limited to:

- i. Final reports, program deliverables, and closeout information as requested by the **COUNTY**.

32. Governing Law

The laws of the State of Florida shall govern this Agreement.

33. Conformity to the Law

The **AGENCY** shall comply with all federal, state and local laws and ordinances and any rules or regulations adopted thereunder.

34. Prior Agreement, Waiver, and Severability

This Agreement supersedes any prior Agreements between the Parties and is the sole basis for agreement between the Parties in regard to this matter. The waiver of either party of a violation or default of any provision of this Agreement shall not operate as, or be construed to be, a waiver of any subsequent violation or default hereof. If any provision, or any portion thereof, contained in this Agreement is held unconstitutional, invalid, or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.

SIGNATURE PAGE FOLLOWS

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed on the day and year written below.

PINELLAS COUNTY, FLORIDA, by and
through its Board of County Commissioners



By: _____

Date: October 21, 2025

ATTEST: KEN BURKE, CLERK

By: _____

CATHOLIC CHARITIES DIOCESE OF
ST. PETERSBURG, INC., a non-profit
Florida Corporation

By: _____

Margaret Rogers, CEO/Exec. Director
Name, Title

Date: Sept. 22, 2025

APPROVED AS TO FORM

By: Cody J. Ward
Office of the County Attorney

Appendix A – Scope of Services

<u>Description:</u>	AGENCY shall provide staffing and operational support for Pinellas Hope I, a 240-unit emergency homeless shelter in central Pinellas County. Services shall include safe and temporary housing; provision of meals; access to restrooms, showers, and other basic health and hygiene needs; and case management services that connect clients to employment, income, and supportive resources.
<u>Planning Category(ies):</u>	Homeless and Housing Services
<u>Target Population:</u>	Pinellas County Homeless adults identified by Street Outreach Teams, agency referrals, and/or self-referral.

I. Program Services and Procedures

- a. Hire and provide staff and operational support for Pinellas Hope I, a 240-unit emergency homeless shelter located in central Pinellas County.
- b. Provide shelter and services to homeless individuals including:
 - i. safe, temporary housing
 - ii. meals and/or access to food
 - iii. access to restrooms, showers, and other basic health and hygiene needs
 - iv. case management services include connections to employment opportunities and other sources of income
- c. Screen all intake for diversion assistance and connect to diversion resources, if appropriate.
- d. Establish a housing-focused case plan within five (5) days of intake for all clients.
- e. Perform a Vulnerability Index – Service Prioritization decision Assistance Tool (VI-SPDAT) for all clients within the time frames indicated by the local Continuum of Care.
- f. Demonstrate active efforts to comply with Housing First principles, including quarterly updates on intake procedures, efforts to reduce or remove barriers to entry, and efforts to connect clients with permanent housing.
- g. Operate Pinellas Hope I in a manner consistent with improving the quality of life and quality of services to homeless individuals in Pinellas County to achieve personal independence.
- h. Shall submit and maintain program policies and procedures within thirty (30) days of execution of this Agreement.
- i. Required Meetings
 - i. **Quarterly Program Check-Ins:** Agency shall participate in quarterly check-in meetings with County staff to review progress on program

deliverables, discuss challenges, and identify any needed technical assistance.

1. Meetings may be held virtually or in person, as scheduled by the County.
2. Attendance by key program staff is required.
- ii. **Continuum of Care:** Agency agrees to regularly attend the following Pinellas County Homeless Continuum of Care Meetings:
 1. Provider's Council
 2. Coordinated Entry Case Conf - Veteran, Individual
 3. HMIS Administrators
 4. Hurricane Response and Recovery Meetings
 5. CoC Membership

II. Data Reporting (Data Elements and Collection Standards)

AGENCY shall work toward achieving performance measures, as detailed in the Logic Model, which align with system wide goals established by the CoC. These measures may be amended, as necessary, to reflect current CoC performance benchmarks as updated guidance or targets are issued by the CoC.

III. Special Conditions

- a. **AGENCY** shall maintain low-barrier Housing First principles.
- b. **AGENCY** shall provide written operations and safety plan to be submitted to the **COUNTY** annually or upon request.
- c. **AGENCY** shall work with the County, through its Human Services and Emergency Management Departments, to prepare and respond in the event of an emergency, disaster, or critical event response.
 - i. In the event of a facility evacuation, agency will contact the County's Human Services Department Emergency Manager or Designee to determine best disaster shelter location to evacuate to and indicate and coordinate if transportation support is needed.
 - ii. In the event of a facility evacuation, agency agrees to provide staff to serve in the disaster shelter as a support to the shelter occupancy at a ratio of one (1) staff person for every twelve (12) hours for the first 15-100 clients, two (2) staff for every twelve (12) hours for 101-200 clients, three (3) staff for every twelve (12) hours for 201-300 clients, and four (4) staff for every twelve (12) hours for 300+ clients evacuated to any one location. This requirement applies to the total shelter occupancy at the time of evacuation and is not limited by program enrollment or funding source.
 - iii. In the event of any emergency which is expected to impact agency's client population or ability to operate, agency agrees to participate in regular emergency management calls as requested by the County to share information and updates on service population and facility operations.

- iv. During an emergency recovery period, agency agrees to provide recovery services, as available. The County will seek to leverage the contracted skills and services of the agency, as appropriate or applicable; however, other duties may be assigned as required by the County for response. This may include reassignment of County funded staff and resources under the agreement or other dedicated agency assistance to aid with community response.