

HUMAN SERVICES FUNDING AGREEMENT
EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT

Legistar ID Number: 24-0953D

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 **WESTCARE GULFCOAST-FLORIDA, INC.**, whose address is 1735 Martin Luther King Jr. Street South, St. Petersburg, FL 33705, hereinafter called the "**AGENCY**."

WITNESSETH:

WHEREAS, the **COUNTY** serves as a pass-through entity of the Florida Department of Law Enforcement (FDLE or the Grantor) for the United States Department of Justice Edward Byrne Memorial Justice Assistance Grant (Grant); and

WHEREAS, on July 30, 2024, the Pinellas County Board of County Commissioners (Board) approved the recommendations made by the Pinellas Substance Abuse Advisory Board (SAAB) for the distribution of the Grant's local funding allocation; and

WHEREAS, the **COUNTY** recognizes that the **AGENCY** is providing an essential service within the community; and

WHEREAS, the health and well-being of Pinellas County residents are critical for a prosperous and sustainable community; and

WHEREAS, health is influenced by many factors beyond genetics and medical care, including the social, economic, service, and physical environments, both natural and built, and the conditions in which people live, learn, work, play, and age. These environments and conditions are known as the social determinants of health; and

WHEREAS, policies implemented by the **COUNTY** related to food access, housing, transportation, public safety, education, criminal justice, and economic development significantly affect health inequities and the social determinants of health; and

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. Grant Specific Information

This project shall be undertaken and accomplished in accordance with the terms and conditions specified herein and the exhibit and appendices named below, which are attached hereto and by reference incorporated herein: Appendix A contains Scope of Services; Appendix B contains standard Contract Provisions for Contracts Under Federal Awards; Appendix C contains the Notice of Award and the Florida Department of Law Enforcement Application with Subaward Standard Conditions.

2 C.F.R. § 200.331(a)(1) (Federal Award Identification) requires that certain specific information about JAG be included in this Agreement. Such information, consistent with the accordant subsections under 2 C.F.R. § 200.331(a)(1), follows:

- a. Subrecipient’s name: **WestCare GulfCoast-Florida, Inc.**
- b. Subrecipient’s Unique Entity Identifier number: **HNG6XDT1MNL5**
- c. Federal Award Identification Number: **15PBJA-23-GG-02972 MUMU**
- d. Federal Award Date: **8/16/2023**
- e. Subaward Period of Performance Start and End Date: **10/01/2024 – 9/30/2025**
- f. Amount of Federal Funds Obligated by this Action by the Pass Through-Entity to the Subrecipient: **\$50,000**
- g. Total Amount of Federal Funds Obligated to the Subrecipient by the Pass-Through Entity Including the Current Obligation: **\$440,098**

- h. Total Amount of the Federal Award committed to the Subrecipient by the Pass-Through Entity: **\$440,098**
- i. Federal Award Project Description, as Required to be Responsive to the Federal Funding Accountability and Transparency Act: **The Edward Byrne Memorial Justice Assistance Grant (JAG) Countywide.**
- j. Name of Federal Awarding Agency, Pass-Through Entity, and Contact Information for Awarding Official of the Pass-Through Entity:

Federal Awarding Agency:

U.S. Department of Justice,

Tarasa Napolitano, Program Manager

(202) 598-7372

Through:

Florida Department of Law Enforcement

Kimberly Munt, Office of Criminal Justice Grants

(850) 617—1266

Pass-Through Entity:

Pinellas County Board of County Commissioners

Contact Information for Awarding Official of the Pass-Through Entity:

Karen Yatchum, Pinellas County Human Services

440 Court Street, 2nd Floor

Clearwater, FL 33756

grants@pinellas.gov

k. CFDA Number and Name; the Pass-Through Entity Must Identify the Dollar Amount Made Available Under Each Federal Award and the CFDA Number at the Time of Disbursement:

- i. CFDA Number (at time of disbursement): **16.738**
- ii. CFDA Name: **Edward Byrne Memorial Justice Assistance Grant Program**
- iii. Total Dollar Amount Available Under this Federal Award: **\$270,837.00**

- l. Identification of Whether the Award is R&D: **Not an R&D award.**
- m. Indirect Cost Rate for the Federal Award: **No Indirect Cost Rate claimed.**

3. Scope of Services.

AGENCY shall provide services as described in Appendix A, attached hereto and incorporated by reference herein.

4. Term of Agreement.

a. The term of this Agreement commences upon execution of this Agreement by both Parties and shall expire on September 30, 2025. Following the commencement of this Agreement, reimbursement for service and costs rendered by the **AGENCY** on or after October 1, 2024, may be invoiced.

b. Services shall not be rendered by **AGENCY** until Grantor provides Notice to **COUNTY** that Grant program costs can be incurred, and **COUNTY** informs the **AGENCY** as such.

5. Compensation.

a. The **COUNTY** agrees to pay the **AGENCY** an amount not to exceed \$50,000 per fiscal year for the services described in Section 3 of this Agreement.

b. All requests for reimbursement payments must be submitted quarterly and shall consist of an invoice for the quarterly/monthly amount, signed by an authorized **AGENCY** representative, and 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, as applicable and required by the **COUNTY**. Invoices shall be sent electronically to the **COUNTY** designated Grant Manager in the method prescribed by the **COUNTY**, on a quarterly basis within thirty (30) calendar days of the end of the quarter. 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.

c. The **COUNTY** shall reimburse to the **AGENCY** in accordance with the Florida Prompt Payment Act upon receipt of invoice and required documentation. When the required documentation and/or reports are incomplete or untimely, the **COUNTY** may withhold payment until such time as the **COUNTY** accepts the remedied documentation and/or reports.

d. Any funds used in conjunction with travel must be made in accordance with the **AGENCY's** travel policy. If the **AGENCY** does not have a written travel policy, cost of all travel will be reimbursed according to the State of Florida Travel Guidelines Florida Statutes Section 112.061 or the **COUNTY's** travel policies the must be approved by Pinellas County Human Services in advance of travel.

e. 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**.

f. 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** and/or deduct the program income from reimbursement requests. The **AGENCY** shall provide the **COUNTY** with program income policy as applicable.

6. Data Collection and Performance Measures.

a. As required by the Grantor and in accordance with the timeline in Appendix A, Program data shall be submitted to the **COUNTY** no later than twelve (12) days following the end of the quarter. Where no activity has occurred within the preceding period, the **AGENCY** shall provide a written explanation for non-activity during the quarter, and no payments will be due and/or reimbursed.

7. Confidential Information and HIPAA

a. **AGENCY** and **COUNTY** must follow all laws regarding confidentiality of information including, but not limited to, 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 Section 22 of this Agreement.

e. **AGENCY** understands and agrees that the **COUNTY**, through its Human Services Department is a Covered Entity as defined by the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and 45 CFR 160.103.

f. **AGENCY** agrees to sign a Business Associate Agreement and shall develop Data Sharing Agreements and/or Business Associate Agreements with partnering healthcare providers, as necessary, to facilitate the exchange of health information and coordinate client care.

g. **AGENCY** is a HIPAA Covered Entity in addition to serving as a Business Associate of the **COUNTY**, and 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.

h. As applicable, **AGENCY** shall ensure that clients complete releases of information (ROI) upon client admission and no less than annually to facilitate care coordination. **AGENCY** shall use and promote the use of a standard, community-wide Patient Authorization for Disclosure of Health Information - Multiparty Release of Information Form, upon request. The release covers general medical as well as Human Immunodeficiency Virus/Acquired Immunodeficiency Syndrome (HIV/AIDS), psychiatric, psychological, substance abuse information from medical record(s) in accordance with Florida Statutes 394.459, 381.004, 395.3025, and 90.503; 42 CFR, Part 2; and the Health Insurance Portability and Accountability act of 1996 (HIPAA) 45 CFR parts 160 and 164.

8. 211 Tampa Bay Cares 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 211 Tampa Bay Cares, Inc. online database.
- b. Provide 211 Tampa Bay Cares, Inc. with timely updates as required for program eligibility criteria, capacity, and availability within thirty (30) calendars days of changes to program services, eligibility, capacity and/or availability.
- c. Accept referrals from 211 Tampa Bay Cares, Inc. for clients eligible for program services.
- d. The **COUNTY** may request documentation that verifies compliance with this Section.

9. 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. 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 their Contract Manager

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, as applicable.

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, at any time during the term of the Agreement. The **COUNTY** will notify the **AGENCY** in writing in the event the **COUNTY** requires such action. The **AGENCY** shall accomplish any such removal promptly after receipt of notice from the **COUNTY**. In situations where individual **AGENCY** Personnel are prohibited by applicable law from providing Services, removal and replacement of such **AGENCY** Personnel shall be immediate.

10. 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 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 forth in this section.

11. Monitoring and Audit.

- a. The **AGENCY** will comply with the **COUNTY** and departmental policies and procedures, including, but not limited to contract monitoring and performance improvement.
- b. The **AGENCY** will cooperate in monitoring site visits including, but not limited to, review of staff, fiscal and client records, programmatic documents, and will provide related information at any reasonable time.
- 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 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.
- h. The **AGENCY** shall permit access to all records related to this Agreement to the

COUNTY and/or the Grantor. All **AGENCY** records relating to this Agreement shall be subject to audit by the **COUNTY** or Grantor and the **AGENCY** shall provide an independent audit to the **COUNTY**, if so requested by the **COUNTY** or Grantor.

12. 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 an independent audit to the **COUNTY** within thirty (30) calendars days of completion, not to exceed nine 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**. if so requested by the **COUNTY**.

c. The **AGENCY** shall maintain and provide the following documents to the **COUNTY** within thirty (30) calendar days of the execution of this Agreement, and within thirty (30) calendar days of revision throughout the term of this Agreement. and upon request by the **COUNTY** within three (3) business days of receiving the request, as applicable:

- i. Membership list of governing board including mailing address, email addressed and phone number for Board Chair,
- ii. All legally required licenses,
- iii. Current job descriptions for program staff positions and **AGENCY** Organizational Chart,
- iv. **AGENCY** licenses,
- v. Accreditations, and,

vi. Match documentation, as applicable

a. 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,
- v. Certificate(s) of Insurance, consistent with Section 20 and Attachment 1
- vi. Past 12 months of financial statements and receipts
- vii. Membership list of governing board
- viii. All legally required licenses
- ix. Latest **AGENCY** financial audit and management letter
- x. Biographical data on the **AGENCY** chief executive and program director
- xi. Equal Employment Opportunity Program Policies,
- xii. Asset Management Policy and Procedures Inventory system – (equipment records),
- xiii. 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,
- xiv. Recent Financial Audit and Single Audit, as required,

xv. Conflict of Interest Policy

xvi. E-verify Attestation and Registration, consistent with Section 10,

13. 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.

a. The **AGENCY** shall maintain a Continuity of Operations Plan/Disaster Response Plan (COOP) and submit a copy of 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 a State of Emergency declaration for Pinellas County by the State of Florida or by the Board of County Commissioners, provided the program agrees to address 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.

f. If the **AGENCY** is unwilling to perform duties as described in this Section, payments may be withheld at the direction of the Director of Human Services until operations continue.

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

14. Special Situations and Critical Incidents.

The **AGENCY** agrees to inform the **COUNTY** within one (1) business day of any circumstances (Critical Incidents) 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. Circumstances or events 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 the **COUNTY**'s ability to protect and serve its participants, or other significant effect on the **AGENCY** or the **COUNTY**. The **AGENCY** shall report critical incidents electronically to the **COUNTY** at HSContracts@pinellas.gov. 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.

15. 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, change the underlying public purpose of this Agreement, or otherwise amend the terms of this Agreement shall be submitted in the format prescribed and provided by the **COUNTY** which is attached hereto and incorporated herein as Attachment 2.

16. Termination.

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

b. 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**.

c. 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.

17. 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.

18. 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.

19. 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; except only such injury or damage as shall have been occasioned by the sole negligence of the **COUNTY**.

20. Insurance.

The **AGENCY** shall comply with the insurance requirements set out in Attachment 1, attached hereto, and incorporated herein by reference.

21. Public Entities Crimes.

The **AGENCY** is directed to the Florida Public Entities Crime Act, Section 287.133, Florida Statutes, and represents to the **COUNTY** that the **AGENCY** is qualified to transact business with public entities in Florida and that its performance of the Agreement will comply with all applicable laws including those referenced herein. The **AGENCY** represents and certifies that the **AGENCY** is and will at all times remain eligible for and perform the services subject to the requirements of these, and other applicable, laws. The **AGENCY** agrees that any contract awarded to the **AGENCY** will be subject to termination by the **COUNTY** if the **AGENCY** fails to comply or to maintain such compliance.

22. 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 **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

23. 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**.

24. 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**.

25. 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**.

26. 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.

27. Governing Law.

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

28. Conformity to the Law.

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

29. 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.

30. 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 email shall be the date of receipt, provided such receipt has been confirmed by the recipient. 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:

Maggie Miles, Grant Analyst
Pinellas County Human Services
440 Court Street, 2nd Floor
Clearwater, Florida 33756
mamiles@pinellascounty.org, and

Sara Gordils, Contracts Section Manager
Pinellas County Human Services
440 Court Street, 2nd Floor
Clearwater, Florida 33756
sgordils@pinellas.gov

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

Steve Blank, Regional Vice President
WestCare GulfCoast-Florida, Inc.
1735 Martin Luther King Jr. Street, South St. Petersburg, FL 33705
727-291-3017

SIGNATURE PAGE FOLLOWS

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

APPROVED AS TO FORM

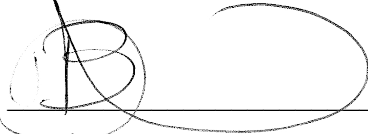
By: Cody J. Ward
Office of the County Attorney

PINELLAS COUNTY, FLORIDA, by and
Through its County Administrator

By: 
Barry Burton, County Administrator

Date: January 24, 2025~~2024~~

WESTCARE GULFCOAST-FLORIDA, INC.

By: 
Danny Blanco, COO

Executed pursuant to authority under
Resolution WCGC 2024-01

Date: _____, 2024

APPENDIX A

FEDERAL FISCAL YEAR 2023 JAGC FUNDING- PROJECT SUMMARY

Agency: WestCare GulfCoast-Florida, Inc.

Program: Mustard Seed Inn (MSI)

Grant Term: October 1, 2024-September 30, 2025

Priority Area: Prevention and education programs

Target Population and Eligibility Criteria:

Participants must have an identified substance use disorder or co-occurring substance use, and mental health disorder. Participants must be homeless or be transitioning from an institutional setting without identified housing. MSI accepts individuals from the local homeless coordinated entry system as well as from WestCare's residential drug treatment programs which primarily serve at-risk individuals from the justice system. Individuals in these programs are adults with a substance use disorder, either active or in recovery, who are experiencing barriers to obtaining or maintaining livable-wage employment and self-sufficiency.

MSI clients must meet the following criteria: (1) a single man/woman age 18+; (2) documented homeless or Risk of Homelessness as described by HUD; (3) verified low-income at time of intake; (4) have a substance abuse history and lack resources for sobriety; (5) currently abstinent from drugs and alcohol (minimum of 4+ days);(6) medically stable with no evidence of distress; (7) willing to participate in program activities; (8) have no serious psychosis or other mental illness that would prevent participation or necessitate hospitalization, and (9) able to perform self-care.

Scope of Services:

MSI provides transitional housing and permanent housing assistance services for homeless individuals and families) as well as vocational and employment services when indicated. MSI works closely with other WestCare programs to ensure easy access to workforce support and medication-assisted treatment programs. Services provided through MSI help to reduce relapse and criminal recidivism. MSI supports the FDLE priority area of prevention and education through the provision of life skills training, vocational support, provision of housing, and the development of social skills. MSI provides structure and community that can reduce antisocial behavior, provides a network of peers who are also in recovery, supports educational training, provides structure to leisure time, and helps individuals to abstain from substances. The reduction of the risk factors helps to prevent future substance use and criminal activity.

Agency will provide a Case Manager to all residents to ensure they are linked to all necessary services to help maintain recovery from drugs or alcohol. The Case Manager will assist with

transitional housing and permanent housing assistance services for homeless individuals and families as well as vocational and employment services when indicated.

Program Goals:

- 70% of MSI residents will exit the program to permanent housing within 12 months of intake.
- 90% of MSI residents will attend an average of at least one (1) life-skills or independent-living training each week while residing at MSI

Reports:

Quarterly and year-end reporting are required.

- Report #1: October 1, 2024, thru December 31, 2024
 - Report due January 11, 2025
- Report #2: January 1, 2025, thru March 31, 2025
 - Report due April 11, 2025
- Report #3: April 1, 2025, thru June 30, 2025
 - Report due July 11, 2025
- Report #4: July 1, 2025, thru September 30, 2025
 - Report due October 11, 2025
- SAAB Report - a verbal and written presentation on the outcomes of the program
 - Will be done during the Fall SAAB Meeting

Project Budget:

Awarded amount= \$50,000.00

1 unit = 1 staff hour

2,000 hours x \$25/hr = \$50,000

Personnel

Peer Support/Case Manager. This position is responsible as the primary advocate and for coordinating all services. They assist the client in linking them with community resources, providing critical support for job development, acquiring stable housing, employment, obtaining and following through with mental health services, and submitting applications for benefits.

100% of annual salary = **\$35,997.00**

This position will work 100% of the time on the project and the grant will pay for 100% of salary/benefits.

Fringe Benefits

WestCare Gulfcoast Florida, Inc. fringe benefit rate is 22.6%. Fringe benefits include Social Security and Medicare Tax (FICA) @ 7.65%, Worker's Compensation @ 1%, State Unemployment @ 3%, Retirement @ 3%, and Health/Dental/Life Insurance @ 7.95%.
Peer Support/Case Manager \$35,997.00 x 22.6% fringe = **\$8,135.00**

Supplies

Amounts requested for supplies represent consumables needed to operate the program. Costs are calculated based on historical expenditures.

Office supplies/Consumables: Required items to operate the program include copy paper, printer cartridges, pens, pencils, file folders, and other related supplies.

\$100/month x 12 months = **\$1,200**

Educational Materials include: Seeking Safety a present-focused treatment for clients with a history of trauma and substance abuse. The treatment was designed for flexible use: group or individual format, male or female clients, and a variety of settings.

Relapse Prevention Workbook, by Terence T. Gorski, is designed for people in recovery from alcohol or other drug addiction who have a history of relapse or are currently afraid they might relapse.

TIP® program is an evidence-informed intervention model developed by Dr. Philip Hong in collaboration with community-based group work practitioners. Its transformative leadership development curriculum empowers the participants to develop self-awareness, confidence, hope, goal-orientation, leadership, accountability, conscientiousness, and grit, it is anticipated that it improves both employment and retention outcomes. TIP program is made up of transformative 15-session employment readiness modules designed to assist low-income job seekers transition from long-term unemployment—due to welfare receipt, homelessness, substance abuse, mental health issues, prison sentencing, etc.—to employment.

\$75/book x 36 books = **\$2,700**

Total \$3,900

Other Operations

Copier Lease and Maintenance: required for the operation of the program and maintaining client files and other required documentation and reporting. Maintenance agreement covers the cost of copier toner and general maintenance of the copier.

\$256/month x 25% x 12 months = **\$768**

Client Assistance and Transportation includes helping clients with obtaining ID, bus passes, transport to appointments, work clothes and shoes as needed, prescription cost, and hygiene products for clients that do not have income.

\$1,200 annually