

**HUMAN SERVICES FUNDING AGREEMENT  
SOCIAL ACTION FUNDING**

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 **PINELLAS EX-OFFENDER RE-ENTRY COALITION, INC.** a non-profit Florida corporation, whose address is 12810 US HWY 19 North, Clearwater, FL 33764., hereinafter called the "**AGENCY**."

**WITNESSETH:**

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** recognizes that the **AGENCY** is providing an essential service within the community; 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, on August 6, 2019, the Board adopted Resolution 19-53, adopting a "Health in All Policies" approach to county decision-making; 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 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

**HUMAN SERVICES FUNDING AGREEMENT  
SOCIAL ACTION FUNDING**

significantly affect health inequities and the social determinants of health; and

WHEREAS, the Social Action Grant program established by the Board aligns with “Housing First” and “Health in All Policies” initiatives through priority funding areas of: Food and Nutritional Services, Homeless Prevention and Support Services, Healthcare and Human Services for Disadvantaged Residents, and Supportive Services for an Aging Population; and,

WHEREAS, on September 9, 2021, following a competitive application process, AGENCY’s Social Action Grant program was recommended by the Board as one of 18 proposed programs to be funded for fiscal year 2022.

**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.**

AGENCY shall provide services as described in Appendix A, 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.**

The services of the AGENCY shall commence on October 1, 2021, and the agreement shall expire on September 30, 2022.

**HUMAN SERVICES FUNDING AGREEMENT  
SOCIAL ACTION FUNDING**

**4. Compensation.**

a. The **COUNTY** agrees to pay the **AGENCY** an amount not to ONE HUNDRED FIFTY THOUSAND DOLLARS (\$150,000.00) per fiscal year for the services described in Section 2 of this Agreement.

b. All requests for reimbursement payments must be submitted on a quarterly basis and shall consist of an invoice for the quarterly 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 paystubs which verify the services for which reimbursement is sought, as applicable and required by **COUNTY**. Invoices shall be sent electronically to the Contract Manager on a quarterly basis within thirty (30) 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. Invoicing due dates may be shortened as necessary to meet fiscal year deadlines or grant requirements.

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 Florida Statute 112.061 or other policies as may 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

**HUMAN SERVICES FUNDING AGREEMENT  
SOCIAL ACTION FUNDING**

Agreement is still in force, future payments may be withheld by the **COUNTY**.

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

**5. Personnel.**

a. Qualified Personnel. **AGENCY** agrees that each person performing Services in connection with this Agreement shall have the qualifications and shall fulfill the requirements set forth in this Agreement.

b. Approval of Personnel. The **COUNTY**, through its Human Services Department, shall have the right to approve all **AGENCY** Personnel assigned to provide the Services, which approval shall not be unreasonably withheld. Prior to commencing the Services, the **AGENCY** shall provide at least ten (10) days written notice of the names and qualifications of the **AGENCY** Personnel assigned to perform Services pursuant to the Agreement. Thereafter, during the term of this Agreement, the **AGENCY** shall provide written notice of the names and qualifications of any additional **AGENCY** Personnel assigned to perform Services within five (5) business days of the start date.

c. Replacement of Personnel. The **COUNTY**, on a reasonable basis, shall have the right to require 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 **AGENCY** in writing in the event the County requires such action. **AGENCY** shall accomplish any such removal within forty-eight (48) hours after receipt of notice from the

**HUMAN SERVICES FUNDING AGREEMENT  
SOCIAL ACTION FUNDING**

**COUNTY** and shall promptly replace such person with another person, acceptable to the **COUNTY**, with sufficient knowledge and expertise to perform the Services assigned to such individual in accordance with this Agreement. In situations where individual **AGENCY** Personnel are prohibited by applicable law from providing Services, removal and replacement of such **AGENCY** Personnel shall be immediate and not subject to such forty-eight (48) hour replacement timeframe.

d. Employee Termination or Resignation. In the event a program staff or related administrative or leadership position opens through either termination, resignation, or otherwise, **AGENCY** shall provide the **COUNTY** written notice of the opening within forty-eight (48) hours, accompanied by a brief summary of intended recruitment efforts.

**6. Performance Measures.**

The **AGENCY** agrees to submit a quarterly report to the **COUNTY**, which shall align with the Program Goals and Outcomes Matrix included as Appendix B. The **COUNTY** reserves the right to amend these data elements, performance measures, or reports as necessary to ensure that the overall programmatic purpose is demonstrated, quantified, and achieved. This report shall be submitted to the **COUNTY** no later than thirty (30) 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. The report formats shall be prescribed and provided by the **COUNTY**.

**7. Housing First and Coordinated Entry.**

a. If applicable, **AGENCY** agrees to support the Housing First philosophy and participate in coordinated entry as established and implemented by the local Continuum of Care.

**HUMAN SERVICES FUNDING AGREEMENT  
SOCIAL ACTION FUNDING**

b. **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.

c. **AGENCY** agrees to provide **COUNTY** with an annual Housing First/Low Barrier Questionnaire as adopted by the HLA at the start of each contract period.

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

**8. Pinellas Homeless Management Information System (PHMIS).**

If applicable, **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 County Homeless Continuum of Care.

**9. 211 Tampa Bay Cares Database.**

As a condition of receipt of a funding award from Pinellas County, the **AGENCY** agrees to list new or updated program data in the 211 Tampa Bay Cares, Inc. online database. For verification purposes, **AGENCY** shall submit a screenshot or print-out verifying current database information with each quarterly report.

**10. Multiparty Release of Information Form.**

As a condition of receipt of a funding award from Pinellas County, the **AGENCY** agrees to use and promote the use of a standard, community-wide Patient Authorization for

**HUMAN SERVICES FUNDING AGREEMENT  
SOCIAL ACTION FUNDING**

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.

**11. Data Sharing.**

The **AGENCY** agrees to share data as outlined in the Data Sharing Agreement, incorporated by reference hereto and attached as Attachment 1, and to provide program and other information in an electronic format to the **COUNTY** for the sole purpose of data collection, research and policy development

**12. Monitoring.**

- a. **AGENCY** will comply with **COUNTY** and departmental policies and procedures.
- b. **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. **AGENCY** will submit other reports and information in such formats and at such times as may be prescribed by the **COUNTY**.
- d. **AGENCY** will 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.
- e. If the **AGENCY** receives accreditation reviews, each accreditation review will

**HUMAN SERVICES FUNDING AGREEMENT  
SOCIAL ACTION FUNDING**

be submitted to the **COUNTY** after receipt by **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**.

**13. Documentation.**

The **AGENCY** shall maintain and provide the following documents upon request by the **COUNTY** within three (3) business days of receiving the request, as applicable:

- a. Articles of Incorporation
- b. AGENCY By-Laws
- c. Past 12 months of financial statements and receipts
- d. Membership list of governing board
- e. All legally required licenses
- f. Latest agency financial audit and management letter
- g. Biographical data on the AGENCY chief executive and program director
- h. Equal Employment Opportunity Program
- i. Inventory system – (equipment records)
- j. IRS Status Certification/501 (c) (3)
- k. Current job descriptions for staff positions
- l. Match documentation

**14. Emergency, Disaster, or Critical Event Response.**



**HUMAN SERVICES FUNDING AGREEMENT**  
**SOCIAL ACTION FUNDING**

Community partners are critical to effective community response in a disaster. **AGENCY** must effectively prepare their organization for continuity of continued services as necessary prior, during, and post disaster and must be ready to respond to community needs as determined appropriate and necessary by the **COUNTY** under this agreement. At a minimum, this may include:

a. **AGENCY** will 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.

b. **AGENCY** will work on its Continuity of Operations Plan and Disaster Response Plan in coordination with the **COUNTY**, as set forth above, including staffing plans where necessary and appropriate. A copy will be provided to the **COUNTY** each year prior to June 1<sup>st</sup> or otherwise upon request.

c. The **COUNTY** agrees to support previously approved funded programs for a period of at least sixty (60) days after a disaster has been declared, 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.

d. 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.

**HUMAN SERVICES FUNDING AGREEMENT  
SOCIAL ACTION FUNDING**

e. Cooperative plans regarding preparedness and emergency event operations will be developed and maintained by the **COUNTY** and **AGENCY** as necessary for response. These plans will be implemented using the County's established activation process for events. For man-made or sudden onset events the **COUNTY** and **AGENCY** will discuss community impacts and decide how best to meet the community's response. Along with immediate response, **AGENCY** agrees to participate in follow-up activities to help stabilize the community in a coordinated manner such as resource connection events, outreach, and adjustments to service delivery to meet needs.

f. If **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. **AGENCY** will track and maintain detailed operational records when activated to serve in an emergency capacity.

**15. Special Situations.**

**AGENCY** agrees to inform **COUNTY** within one (1) business day of any circumstances or events which may reasonably be considered to jeopardize its 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 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 effect on the **AGENCY** or **COUNTY**. Circumstances or events shall be reported to the designated **COUNTY** contact in the form prescribed by the **COUNTY**.

**16. Amendment/Modification.**

**HUMAN SERVICES FUNDING AGREEMENT  
SOCIAL ACTION FUNDING**

In addition to applicable federal, state and local statutes and regulations, this Agreement expresses the entire understanding of the parties concerning all matters covered 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 purpose of this Agreement or otherwise amend the terms of this Agreement shall be submitted in the format prescribed and provided by the **COUNTY**.

**17. Termination.**

a. If the **AGENCY** fails to fulfill or abide by any of the provisions of this Agreement, **AGENCY** shall be considered in material breach of the Agreement. Where the **COUNTY** determines that a material breach can be corrected, **AGENCY** shall be given thirty (30) days to cure said breach. If **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, **COUNTY** may immediately terminate this Agreement, with cause, upon notice in writing to the **AGENCY**.

b. 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.

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

**HUMAN SERVICES FUNDING AGREEMENT  
SOCIAL ACTION FUNDING**

penalty or expense to the **COUNTY**.

**18. 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.

**19. 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.

**20. 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 **AGENCY**; or by, or on account of, any claim or amounts recovered under the Workers' Compensation Law or of any other laws,

**HUMAN SERVICES FUNDING AGREEMENT  
SOCIAL ACTION FUNDING**

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 damages shall have been occasioned by the sole negligence of the **COUNTY**.

**21. HIPAA.**

a. Prior to any client health information exchange with the County, if applicable, **AGENCY** agrees to execute a HIPAA Business Associate Agreement.

b. If **AGENCY** is deemed a Covered Entity or Business Associate under HIPAA, **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 C.F.R. 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 shall disclose any policies, rules or regulations enforcing these provisions upon request.

**22. Insurance.**

The **AGENCY** shall maintain insurance covering all aspects of its operation dealing with this Agreement as specified in Attachment 2, and provide a Certificate of Insurance to the **COUNTY**. The insurance requirements shall remain in effect throughout the term of this Agreement.

**23. 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

**HUMAN SERVICES FUNDING AGREEMENT  
SOCIAL ACTION FUNDING**

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.

**24. Business Practices.**

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

b. The **AGENCY** shall retain all records (programmatic, property, personnel, and financial) relating to this Agreement for three (3) years after final payment is made.

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

**25. 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.

**HUMAN SERVICES FUNDING AGREEMENT  
SOCIAL ACTION FUNDING**

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 exempt or confidential and exempt 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. 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., 2<sup>nd</sup> Floor

**HUMAN SERVICES FUNDING AGREEMENT  
SOCIAL ACTION FUNDING**

Clearwater, FL 33756  
[astanton@pinellascounty.org](mailto:astanton@pinellascounty.org)  
(727) 464-8437

**26. Nondiscrimination.**

a. 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.

b. 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.

c. 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.

d. 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**.

**27. 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



**HUMAN SERVICES FUNDING AGREEMENT  
SOCIAL ACTION FUNDING**

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 (10) calendar days of receipt of notification by the **AGENCY**, which shall be binding on the **AGENCY**.

**28. Independent Contractor.**

It is expressly understood and agreed by the parties that **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 **COUNTY** to the employees, agents, or servants of the **AGENCY**.

**29. Additional Funding.**

Funds from this Agreement shall be used as the matching portion for any federal grant

**HUMAN SERVICES FUNDING AGREEMENT  
SOCIAL ACTION FUNDING**

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**.

**30. Governing Law.**

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

**31. Conformity to the Law.**

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

**32. Prior Agreement, Waiver, and Severability.**

This Agreement supersedes any prior Agreements between the Parties and is the sole basis for agreement between the Parties. 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.

**33. Agreement Management**

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

Abigail Stanton, Director of Contracts  
Pinellas County Human Services  
440 Court Street, 2<sup>nd</sup> Floor  
Clearwater, Florida 33756

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

**HUMAN SERVICES FUNDING AGREEMENT  
SOCIAL ACTION FUNDING**

Michael Jalazo, CEO/Executive Director  
Pinellas County Ex-Offender Re-Entry Coalition  
12810 US HWY 19 North  
Clearwater, FL 33764

**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 County Administrator:



\_\_\_\_\_  
Barry A. Burton

Date: October 4, 2021

\_\_\_\_\_  
Pinellas County Ex-Offender Re-Entry  
Coalition

By:



\_\_\_\_\_  
Signature

\_\_\_\_\_  
Michael Jalazo, CEO/Executive Director

Date: 09/15/, 2021

**APPROVED AS TO FORM**

By: Matthew Tolnay  
Office of the County Attorney

**HUMAN SERVICES FUNDING AGREEMENT  
FY22 SOCIAL ACTION FUNDING  
APPENDIX A**

**Agency:** Pinellas Ex-Offender Re-Entry Coalition, Inc.

**Program:** STARS

**Priority Area:** Healthcare and Human Services for Disadvantaged Residents

**Funding Amount:** \$150,000.00

**Target Population and Eligibility Criteria:**

Unemployed or underemployed homeless adult individuals that reside in Pinellas County who can fully participate in all program activities.

**Scope of Services:**

The **AGENCY** will provide program staff for job training, support, and placement for individuals who are hard to place in employment through its Success Training and Retention Services (STARS) program.

The Program is a four week training program that focuses on five key components: attitudinal and job readiness training, wrap around case management, skills training, job placement, and follow up, and seeks to serve approximately XX people per month or year?

**Program Staff:**

- Trainer
- Program Manager
- Case Manager

**Direct Services:**

- Education/Training
- Mentoring
- Work place readiness needs
- Case Management



APPENDIX B

Pinellas County Human Services Program Outcomes and Goals Template  
 Success Training & Retention Services (STARS)

<b>Goal 1: Participants to be Enrolled into STARS – 96 annually (24 quarterly)</b>			
<b>Outcomes</b>	<b>Indicators</b>	<b>Evaluation</b>	<b>Measure intervals</b>
<p><i>Describe the changed state in the program participants or broader community that can be measured and identified. Include % change.</i></p>	<p><i>Identify qualitative and quantitative indicators to measure the outcomes.</i></p>	<p><i>Identify how these outcomes will be measured (e.g. surveys, staff observation, program plans, assessments, self-reports)</i></p>	
<p><i>100% of those screened will be offered admission into the STARS program. 96 participants <u>annually</u> will be enrolled in the program across all formats where the STARS program is offered.</i></p>	<ul style="list-style-type: none"> <li><i>Program participants will be assessed for intake into the STARS program by PERC Staff. Participant information will be entered into data system and assigned unique Participant ID #</i></li> <li><i>Participants agree to attend daily programming and participate in the classroom activities/curriculum</i></li> </ul>	<ul style="list-style-type: none"> <li><i>Participant Intake Form Completed</i></li> <li><i>Release of Information completed</i></li> <li><i>Photo Release Form completed</i></li> <li><i>Plan of Care Form completed</i></li> <li><i>Progress Note completed in data system</i></li> <li><i>STARS Survey for Success</i></li> </ul>	<ul style="list-style-type: none"> <li><i>Participant paperwork reviewed by PERC Data/Contract Manager monthly</i></li> <li><i>Daily progress notes entered by PERC Case Manager</i></li> <li><i>Mid-way STARS Survey for Success completed and submitted to PERC Data/Contract Manager for comparison to Exit Survey</i></li> </ul>



## Pinellas County Human Services Program Outcomes and Goals Template Success Training & Retention Services (STARS)

<b>Goal 2: Participants to be Enrolled into Mentoring</b>			
<b>Outcomes</b>	<b>Indicators</b>	<b>Evaluation</b>	<b>Measure intervals</b>
<i>Describe the changed state in the program participants or broader community that can be measured and identified. Include % change.</i>	<i>Identify qualitative and quantitative indicators to measure the outcomes.</i>	<i>Identify how these outcomes will be measured (e.g. surveys, staff observation, program plans, assessments, self-reports)</i>	
<i>100% of those enrolled into the STARS program will be offered mentoring by Fresh Start.</i>	<ul style="list-style-type: none"> <li>• <i>Participants will be paired with a mentor by Fresh Start</i></li> <li>• <i>Participants agree to participate in the mentoring activities/curriculum</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Group Mentoring Roster</i></li> <li>• <i>Staff Observation</i></li> <li>• <i>Self-Report</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Weekly Mentoring Roster submitted to PERC Data/Contract Manager</i></li> <li>• <i>Daily progress notes completed by PERC Case manager</i></li> </ul>
<i>50% of those placed in employment will have received mentoring.</i>	<ul style="list-style-type: none"> <li>• <i>Job placement will be reported by participant to PERC staff</i></li> <li>• <i>PERC staff will assist with job referrals and resources</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Staff Observation</i></li> <li>• <i>Self-Report</i></li> <li>• <i>Employment Verification by PERC Staff</i></li> <li>• <i>Progress Notes</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Progress notes completed by PERC Case Manager</i></li> <li>• <i>Job Placement Form completed</i></li> </ul>



**Pinellas County Human Services Program Outcomes and Goals Template**  
**Success Training & Retention Services (STARS)**

<b>Goal 3 : Participants to be Enrolled into Intro to Manufacturing Certification (Industry Recognized Certification)</b>			
<b>Outcomes</b>	<b>Indicators</b>	<b>Evaluation</b>	<b>Measure intervals</b>
<i>Describe the changed state in the program participants or broader community that can be measured and identified. Include % change.</i>	<i>Identify qualitative and quantitative indicators to measure the outcomes.</i>	<i>Identify how these outcomes will be measured (e.g. surveys, staff observation, program plans, assessments, self-reports)</i>	
<i>75% of those enrolled into the STARS program will enroll into an Industry Recognized Certification program</i>	<ul style="list-style-type: none"> <li>• <i>Participants enrolled in certification program will be assessed for WIOA eligibility</i></li> <li>• <i>Participants will agree to participate in Industry Certification activities/curriculum</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Certification Attendance log by Greg Serio</i></li> <li>• <i>Staff Observation</i></li> <li>• <i>Self-Report</i></li> <li>• <i>WIOA Intake completed by Career Source</i></li> <li>• <i>Progress Notes</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Daily progress notes completed by PERC Case manager</i></li> <li>• <i>WIOA approval notification submitted to PERC Data/Contract Manager</i></li> </ul>
<i>60% of those enrolled into Recognized Certification program will complete course.</i>	<ul style="list-style-type: none"> <li>• <i>Participants successfully completes all required activities/curriculum</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Staff Observation</i></li> <li>• <i>Self-Report</i></li> <li>• <i>Attendance / Activity requirements documented/approved by Greg Serio</i></li> <li>• <i>Progress Notes</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Progress notes completed by PERC Case Manager</i></li> <li>• <i>Copies of successful completion certificates forwarded to PERC Data/Contract manager</i></li> </ul>



## Pinellas County Human Services Program Outcomes and Goals Template Success Training & Retention Services (STARS)

<b>Goal 4: Participants to Successfully Complete STARS Program</b>			
<b>Outcomes</b>	<b>Indicators</b>	<b>Evaluation</b>	<b>Measure intervals</b>
<i>Describe the changed state in the program participants or broader community that can be measured and identified. Include % change.</i>	<i>Identify qualitative and quantitative indicators to measure the outcomes.</i>	<i>Identify how these outcomes will be measured (e.g. surveys, staff observation, program plans, assessments, self-reports)</i>	
<i>75% of those enrolled into the STARS program will successfully complete the classroom portion of the program</i>	<ul style="list-style-type: none"> <li>• <i>Participants will complete Exit STARS Survey for Success</i></li> <li>• <i>Participants have successfully completed all required assignments for graduation</i></li> <li>• <i>Participants prepare for job placement</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>STARS Survey for Success</i></li> <li>• <i>Staff Observation</i></li> <li>• <i>Self-Report</i></li> <li>• <i>Graduate Certificates</i></li> <li>• <i>Employment Referrals</i></li> <li>• <i>Progress Notes</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Daily progress notes completed by PERC Case manager</i></li> <li>• <i>Exit STARS Survey for Success data submitted for comparison to the Mid-Survey</i></li> <li>• <i>Graduation Certificates submitted to PERC Data/Contract Manager</i></li> </ul>

<b>Goal 5: STARS Graduates Placed in Employment</b>			
<b>Outcomes</b>	<b>Indicators</b>	<b>Evaluation</b>	<b>Measure intervals</b>
<i>Describe the changed state in the program participants or broader community that can be measured and identified. Include % change.</i>	<i>Identify qualitative and quantitative indicators to measure the outcomes.</i>	<i>Identify how these outcomes will be measured (e.g. surveys, staff observation, program plans, assessments, self-reports)</i>	
<i>60% of STARS graduates will obtain employment post classroom completion</i>	<ul style="list-style-type: none"> <li>• <i>Participants will obtain full-time or part-time legal employment post classroom graduation</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Staff Observation</i></li> <li>• <i>Self-Report</i></li> <li>• <i>Job Placement Form</i></li> <li>• <i>Progress Note</i></li> <li>• <i>Verification by pay stub or employment HR department</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Progress notes completed by PERC Case Manager</i></li> <li>• <i>Pay Stub if available</i></li> <li>• <i>Job Placement Form</i></li> </ul>





**Pinellas County Human Services Program Outcomes and Goals Template**  
**Success Training & Retention Services (STARS)**

<b>Goal 6: STARS Graduates Employment Retention</b>			
<b>Outcomes</b> <i>Describe the changed state in the program participants or broader community that can be measured and identified. Include % change.</i>	<b>Indicators</b> <i>Identify qualitative and quantitative indicators to measure the outcomes.</i>	<b>Evaluation</b> <i>Identify how these outcomes will be measured (e.g. surveys, staff observation, program plans, assessments, self-reports)</i>	<b>Measure intervals</b>
<i>60% of STARS graduates will obtain and retain employment for 90 days post classroom completion</i>	<ul style="list-style-type: none"> <li>• <i>Participants will obtain full-time or part-time legal employment post classroom graduation</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Staff Observation</i></li> <li>• <i>Self-Report</i></li> <li>• <i>Job Placement Form</i></li> <li>• <i>Progress Note</i></li> <li>• <i>Verification by pay stub or employment HR department</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Progress notes completed by PERC Case Manager</i></li> <li>• <i>Pay Stub if available</i></li> <li>• <i>Job Placement Form</i></li> </ul>
<i>50% of STARS graduates will obtain and retain employment for 6 months post classroom completion</i>	<ul style="list-style-type: none"> <li>• <i>Participants will obtain full-time or part-time legal employment post classroom graduation and maintain for 6 months</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Staff Observation</i></li> <li>• <i>Self-Report</i></li> <li>• <i>Job Placement Form</i></li> <li>• <i>Progress Note</i></li> <li>• <i>Verification by pay stub or employment HR department</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Progress notes completed by PERC Case Manager</i></li> <li>• <i>Pay Stub if available</i></li> <li>• <i>Job Placement Form</i></li> </ul>
<i>40% of STARS graduates will obtain and retain employment for 9 months post classroom completion</i>	<ul style="list-style-type: none"> <li>• <i>Participants will obtain full-time or part-time legal employment post classroom graduation for 9 months</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Staff Observation</i></li> <li>• <i>Self-Report</i></li> <li>• <i>Job Placement Form</i></li> <li>• <i>Progress Note</i></li> <li>• <i>Verification by pay stub or employment HR department</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Progress notes completed by PERC Case Manager</i></li> <li>• <i>Pay Stub if available</i></li> <li>• <i>Job Placement Form</i></li> </ul>