

**AMENDMENT TO
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
AGREEMENT BETWEEN THE CITY OF NORTH MIAMI AND
COMMUNITY HEALTH & EMPOWERMENT NETWORK, INC.**

THIS AMENDMENT TO COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM AGREEMENT (“Amendment”) is entered into on _____, between the **City of North Miami**, a Florida municipal corporation, (“City”) with a principal address of 776 NE 125th Street, North Miami, Florida, and **Community Health & Empowerment Network, Inc.**, a not-for-profit corporation registered and authorized to do business in the State of Florida, having its principal office at 809 NW 119th Street, North Miami, FL 33168 (“Subrecipient”). The City and Subrecipient shall collectively be referred to as the “Parties” and each may individually be referred to as a “Party.”

RECITALS

WHEREAS, on January 1, 2022, the City entered into a Community Development Block Grant Program Agreement (“Agreement”) with Community Health & Empowerment Network, Inc. (“Subrecipient”); and

WHEREAS, the City desires to amend the Agreement to reflect an increase of One Thousand Dollars and 00/100 Cents (\$1,000.00) in the Community Health & Empowerment Network, Inc., 2021-2022 allocation as approved by council on February 22, 2022, through Resolution No. 2022-R-17 (“Exhibit A”).

NOW THEREFORE, in consideration of the mutual terms and conditions set forth below, the Parties agree as follows:

1. **ARTICLE 1 – Grant Award** – is hereby amended to reflect an increase of One Thousand Dollars and 00/100 Cents (\$1,000.00) in grant funds to Subrecipient for a total amount not to exceed Ten Thousand Dollars and 00/100 Cents (10,000.00).
2. All other terms and conditions of the Agreement (attached hereto as “Exhibit B”) remain in full force and effect.

[The remainder of this page is intentionally left blank.]

IN WITNESS WHEREOF, the Parties have caused this Amendment to be executed by their respective and duly authorized representatives effective as of the date first written above:

ATTEST:
Corporate Secretary or Witness:

Community Health & Empowerment Network, Inc.
“Subrecipient”

By: _____

By: _____

Print Name: _____

Print Name: _____

Date: _____

Date: _____

ATTEST:

City of North Miami, a Florida municipal corporation, **“City”**:

By: _____

Vanessa Joseph, Esq.
City Clerk

By: _____

Theresa Therilus, Esq.
City Manager

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:

By: _____

Jeff P. H. Cazeau
City Attorney

Exhibit A

RESOLUTION NO. 2022-R-17

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF NORTH MIAMI, FLORIDA, APPROVING THE RE-DISTRIBUTION OF FUNDS FOR FISCAL YEAR 2021-2022 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) TO NOT-FOR-PROFIT COMMUNITY-BASED ORGANIZATIONS (CBOS) FOLLOWING THE WITHDRAWAL OF ONE OF THE AWARDEES; PROVIDING FOR AN EFFECTIVE DATE AND ALL OTHER PURPOSES.

WHEREAS, on September 28, 2021, the Mayor and City Council approved Resolution Number 2021-R-126 as set forth in Exhibit “A”, wherein qualified Community-Based Organizations (“CBOs”) received funding to provide public services to the residents of the City of North Miami (“City”) through the Community Development Block Grant (“CDBG”) program; and

WHEREAS, Prosperity Social & Community Development Group, Inc. declined the City’s CDBG award, as evidenced in Exhibit “B”, making Fourteen Thousand Dollars and 00/100 (\$14,000.00) available for re-distribution amongst the remaining approved CBO projects; and

WHEREAS, the Mayor and City Council wish to authorize the re-distribution of the additional funds as recommended by staff and attached hereto as Exhibit “C”.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF NORTH MIAMI, FLORIDA, AS FOLLOWS:

Section 1. Authorization of Re-Distribution of Funds. The Mayor and City Council hereby authorize the re-distribution of additional funds as set forth in Exhibit “C”.

Section 2. Authority to City Manager and City Attorney. The City Manager and City Attorney are hereby authorized to execute an amendment to the previously executed agreements to reflect the increase of the awards.

Section 3. Effective Date. This Resolution will be effective immediately upon adoption.

PASSED AND ADOPTED by a 4-1 vote of the Mayor and City Council of the City of North Miami, Florida, this 22nd day of February, 2022.


PHILIPPE BIEN-AIME
MAYOR

ATTEST:


VANESSA JOSEPH, ESQ.
CITY CLERK

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY:


JEFF P. H. CAZEAU, ESQ.
CITY ATTORNEY

SPONSORED BY: CITY ADMINISTRATION

Moved by: Bien-Aime

Seconded by: Timothe

Vote:

Mayor Philippe Bien-Aime
Vice Mayor Alix Desulme, Ed.D.
Councilman Scott Galvin
Councilwoman Kassandra Timothe, MPA
Councilwoman Mary Estimé-Irvin

<input type="checkbox"/> X	(Yes)	(No)
<input type="checkbox"/> X	(Yes)	(No)
<input type="checkbox"/> X	(Yes)	(No)
<input type="checkbox"/> X	(Yes)	(No)
<input type="checkbox"/>	(Yes)	X (No)

Exhibit B

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM AGREEMENT BETWEEN THE CITY OF NORTH MIAMI AND COMMUNITY HEALTH & EMPOWERMENT NETWORK, INC.

THIS GRANT AGREEMENT (“Agreement”) is entered into as of January 1st, 2022, between the **CITY OF NORTH MIAMI**, a Florida municipal corporation, located at 776 N.E. 125th Street, North Miami, Florida (“City”), and **COMMUNITY HEALTH & EMPOWERMENT NETWORK, INC.**, a not-for-profit Florida corporation located at 809 NW 119 Street, North Miami, FL 33168 (“Subrecipient”), (collectively the “Parties”).

WITNESSETH:

WHEREAS, the City has been awarded Community Development Block Grant (“CDBG”) funds by the U.S. Department of Housing and Urban Development (“HUD”) to provide services benefiting very low to moderate income persons, the elderly, and the disabled or handicapped; and

WHEREAS, the Subrecipient has performed similar services, including but not limited to the Scope of Services listed below (“SERVICES”); and

WHEREAS, the City desires to engage the Subrecipient to render SERVICES.

NOW, THEREFORE, the Parties agree as follows:

ARTICLE I GRANT AWARD

The City hereby agrees to provide grant funds to Subrecipient in the amount not to exceed **Nine Thousand Dollars (\$9,000.00)** for the provision of community based social services.

ARTICLE II SCOPE OF SERVICES

The Subrecipient shall provide community based social services to the City’s low and moderate-income population pursuant to the **“People Assisting with Resources for the Elderly (P.A.R.T.E)**, as described in Exhibit “A” attached hereto and made part hereof of the agreement.

ARTICLE III CONDITION OF SERVICES

The Subrecipient agrees to the following:

- a) The SERVICES shall benefit City residents.
- b) The Subrecipient shall maintain records including, but not be limited to, the following:

1. Client profiles identifying household income, head of household, ethnicity, race and gender.
 2. An outreach plan, which insures equitable participation by all eligible City residents.
- c) The Subrecipient shall maintain a citizen participation mechanism, which will include, but not be limited to the following:
1. Logging of citizen comments or complaints when received, pertaining specifically to services provided under this Agreement.
 2. Copies of comments and/or complaints received in writing referenced in 1 above, and all responses.
- d) The Subrecipient shall abide by the Federal requirements of 24 CFR 570.600-612, Subpart K, Other Program Requirements, the U.S. Office of Management and Budget (OMB) Circulars A-122, Cost Principles for Non-profit Organizations, and OMB A-110, Grants and Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations, as applicable, and all other federal, state and local laws and requirements.
- e) The Subrecipient acknowledges and accepts the conditions set forth in the letter submitted by the City to Subrecipient, a copy of which is attached hereto as Exhibit "B" and made a part of this Agreement.

ARTICLE IV **TERM OF AGREEMENT**

This Agreement shall be deemed effective as of **January 1st, 2022**, and shall terminate on **September 30th, 2022**.

ARTICLE V **DEFAULT**

A. For purposes of this Agreement (and the documents referenced or incorporated herein), a default shall include without limitation the following acts or events of the Subrecipient, its agents and employees, as applicable and as further detailed below:

- (1) Failure to (i) commence services within thirty (30) days from the date of this Agreement.
- (2) Failure to provide the documentation required to make the final payment of the grant within thirty (30) days from this Agreement's expiration date.

- (3) Failure to comply with applicable federal, state and local regulations and laws.
- (4) Breach regarding any of the terms and conditions of this Agreement.
- (5) Insolvency or bankruptcy.
- (6) Failure to maintain the insurance required by the City as described in Article XIX of this Agreement.
- (7) Failure to correct defects within a reasonable time as determined by the City.

B. In the event of a breach, the City may exercise any and all rights including those rights expressed in Article V.

C. Additionally, the City shall be entitled to bring any and all legal and/or equitable actions in Miami Dade County, Florida, in order to enforce the City's right and remedies against the breaching party. The City shall be entitled to recover all costs of such actions including a reasonable attorney's fee, at trial and appellate levels, to the extent allowed by law.

ARTICLE VI **TERMINATION**

The City and the Subrecipient agree that this Agreement may be terminated by either party upon written notice at least thirty (30) days prior to the effective date of such termination, with or without cause.

The City may also suspend or terminate payment to the Subrecipient in whole or in part for cause. Cause shall include the following:

- a) Failure to comply and/or perform in accordance with this Agreement; or
- b) Submission to the City of reports, which are materially incorrect or incomplete.

The City shall notify the Subrecipient in writing when payments are being suspended for cause. The notification shall include actions to be taken by the Subrecipient as a condition precedent to the resumption of payments and a reasonable date for compliance, which shall be no more than thirty (30) days from the notification date.

It is further agreed that upon curtailment of, or regulatory constraints placed on the funds by HUD, this Agreement will terminate effective as of the time that it is determined by City such funds are no longer available.

Upon termination of the Agreement, the Subrecipient and the City shall meet to determine if any amounts are to be repaid to the City.

It is understood by and between the City and the Subrecipient that any payment made in accordance with this section to the Subrecipient shall be made only if the Subrecipient is not in breach under the terms of this Agreement. If the Subrecipient is in breach, then the City shall in no way be obligated and shall not pay any sum to the Subrecipient.

ARTICLE VII AMENDMENTS

Any alterations, variations, modifications, waivers, or provisions of this Agreement shall only be valid when they have been reduced to writing, duly approved and signed by both parties, and attached to the original of this Agreement. This Agreement contains all the terms and conditions agreed upon by the Parties. No other agreement, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or bind any of the Parties.

ARTICLE VIII METHOD OF PAYMENT

Upon execution of this Agreement, the City shall make payments to the Subrecipient for expenditures incurred under this Agreement based on actual expenditures with supportive documentation in accordance with the program budget and implementation. The maximum amount payable under this contract is Nine Thousand Dollars and 00/100 cents (\$9,000.00) and shall represent the only source of funding received from the City for the Program.

It is expressly understood and agreed that in the event of curtailment or non-availability of Federal Grant funds, this Agreement will terminate effective as of the time that it is determined by the City that funds are no longer available. In the event of such determination, the Subrecipient agrees that it will not look to nor seek to hold liable the City for the performance of this Agreement and the City shall be released from further liability under the terms of this Agreement. This shall not release Subrecipient from the provisions of Article X.

ARTICLE IX CONFLICT OF INTEREST

The conflict of interest provisions of this section apply to any person who is an employee, agent, consultant, officer, elected official or appointed official of the Subrecipient.

The Subrecipient covenants that persons described in this section who exercise any functions or responsibilities under this part or who are in a position to participate in a decision making process or gain information with regard to such activities may not obtain a financial interest in any contract, subcontract or benefit from a CDBG assisted activity being provided under this Agreement, nor may have a financial interest in any contract, subcontract or agreement with respect to a CDBG assisted activity covered under this Agreement, either for themselves or those with whom they have family or business ties.

Any such interest on the part of the Subrecipient or its employees shall be disclosed in writing to the City. The Subrecipient agrees to abide and be governed by the conflict of interest requirements applicable to or promulgated by H.U.D. or the City, which are incorporated by reference.

ARTICLE X **INDEMNIFICATION**

The Subrecipient shall defend, indemnify and hold harmless the City, its officers, employees and agents, against any claims, suits, actions, damages, proceedings, liabilities and costs (including attorney's fees) arising from or in connection with this Agreement or any contracts the Subrecipient may enter into with third parties pursuant to this Agreement. The Subrecipient shall pay all claims and losses of any nature, and shall defend all suits, on behalf of the City, its officers, employees or agents when applicable and shall pay all costs and judgments which may issue.

ARTICLE XI **QUARTERLY REPORTS**

The Subrecipient shall provide quarterly reports (an original and two copies) as required by the City, which shall be **due 15 days after the reporting period**. These shall include:

- I. Client profile form;
- II. A comparison of actual accomplishments with the goals and objectives established for the period (if applicable, use cost data for computation of unit costs);
- III. Reasons for unmet goals;
- IV. Analysis and Explanation of cost overruns or high unit costs.

The reports for the final contractual quarter of this Agreement shall contain a final evaluation that includes the cumulative totals and other statistical findings (such as the number of dollars spent to render actual services to each client, and the program's overall effectiveness) and shall be due no more than 30 days following this Agreement's expiration.

Other reporting requirements may be required by the City in the event of program changes and/or legislative amendments. The Subrecipient shall be informed, in writing, if any changes become necessary. The Sub-Recipient understands and agrees that this Agreement is subject to termination for failure to comply with reporting deadlines.

ARTICLE XII **AUDIT AND INSPECTIONS**

At any time during normal business hours and as often as the City and/or the comptroller of HUD may deem necessary, there shall be made available to the City and/or representatives of

the federal agency, the right to audit and examine all contracts, invoices, materials, payrolls, records of personnel, conditions of employment and other data relating to matters covered by this Agreement. It is further understood that all records and supporting documents pertaining to this Agreement shall be kept for a minimum period of three (3) years from the date of expiration of this Agreement and shall be to the extent required by law, public records available for inspection and copying. If any litigation, claim, negotiation, audit or other action involving the records has been started before the expiration of the three-year period, the records must be retained until completion of the action and resolution of all issues which arise. If during the course of an audit, the City determines that any payments made to the Subrecipient do not constitute an allowable expenditure, the City will have the right to deduct or reduce those amounts from their related invoices. The Subrecipient must maintain records necessary to document compliance with the provisions of the Agreement.

Nonprofit organizations that expend \$750,000.00 or more annually in federal awards shall have a single or program specific audit conducted in accordance with OMB A-133. Nonprofit organizations expending federal awards of \$750,000.00 or more under federal programs may elect to have a program-specific audit performed, in accordance with OMB A-133.

Nonprofit organizations that expend less than \$750,000.00 annually in federal awards shall be exempt from an audit conducted in accordance with OMB A-133, although their records must be made available for review (e.g. inspections, evaluations). These organizations are required by the City to submit "reduced scope" audits to (e.g. financial audits, performance audits). They may choose instead of a reduced scope audit to have a program audit conducted for each federal award in accordance with federal laws and regulations governing the programs in which they participate. Records must be available for review or audit by appropriate officials of federal and city agencies. A copy of the audit report in duplicate must be received by the City no later than six months following the end of organization's fiscal year.

ARTICLE XIII **ADDITIONAL CONDITIONS AND COMPENSATION**

It is expressly understood and agreed by the Parties that the funds contemplated by this Agreement originated from federal CDBG Grant funds and funding is contingent upon approval and funding by HUD.

ARTICLE XIV **NOTICES**

It is understood and agreed between the Parties that all notices which may arise in connection with this Agreement shall be considered sufficient when made in writing and mailed or delivered to the appropriate address:

If to the City:	City of North Miami 776 NE 125 th Street North Miami, FL 33161 Attn: City Manager
-----------------	---

With Copies to: City of North Miami
 776 NE 125th Street
 North Miami, FL 33161
 Attn: City Attorney

 City of North Miami
 776 NE 125th Street
 North Miami, FL 33161
 Attn: Director of Housing & Social Services

Subrecipient: Community Health & Empowerment Network, Inc.
 Attn: Raymonde G. Cheremonde
 809 NW 119th Street
 North Miami, FL 33168

or to such other address as may be designated in writing.

ARTICLE XV **SUBCONTRACTS**

The Subrecipient agrees that no assignment or subcontract will be made in connection with this Agreement.

ARTICLE XVI **ACCESS TO RECORDS**

The Subrecipient, as outlined in Article XI of this Agreement, shall allow access during normal business hours to all financial records to authorized Federal, State or City representatives and agrees to provide such assistance as may be necessary to facilitate financial audit by any of these representatives when deemed necessary by the City to insure compliance with applicable accounting and financial standards. The Subrecipient shall allow access during normal business hours to all other records, forms, files, and documents which have been generated in performance of this Agreement, to those personnel as may be designated by the City.

A. Financial Management

1. Accounting Standards

The Subrecipient agrees to comply with 24 CFR 84.21-28 and agrees to adhere to the accounting principles and procedures required therein, utilize adequate internal controls, and maintain necessary source documentation for all costs incurred.

2. Cost Principles

The Subrecipient shall administer its program in conformance with OMB Circulars A-122, "Cost Principles for Non-Profit Organizations," or A-21, "Cost Principles for

Educational Institutions,” as applicable. These principles shall be applied for all costs incurred whether charged on a direct or indirect basis.

B. Documentation and Record Keeping

1. Records to be Maintained

The Subrecipient shall maintain all records required by the Federal regulations specified in 24 CFR 570.506 that are pertinent to the activities to be funded under this Agreement. Such records shall include but not be limited to:

- a) Records providing a full description of each activity undertaken;
- b) Records demonstrating that each activity undertaken meets one of the National Objectives of the CDBG program;
- c) Records required to determine the eligibility of activities

ARTICLE XVII
PERFORMANCE REVIEW

The City may conduct a formal quarterly review of the Subrecipient’s compliance with the terms of this Agreement. A report of their findings will be made available to the Subrecipient within thirty (30) days of the completion of the review.

ARTICLE XVIII
SEVERABILITY OF PROVISIONS

If any provision of this Agreement is held invalid, the remainder of this Agreement shall not be affected if such remainder would then continue to conform to the terms and requirements of applicable law.

ARTICLE XIX
PROGRAM INCOME

The Subrecipient agrees that any program income received shall be prorated to the percentage of the City’s participation and shall be used for eligible activities under the program. For those activities undertaken with program income, all of the provisions of this Agreement shall apply. It is further understood that upon expiration of this Agreement, the Subrecipient shall transfer to the City any funds on hand under the program and any accounts receivable attributable to the use of these funds consistent with Article V.

The Subrecipient shall submit quarterly reports to City on the program income received and proper documentation of the disbursement of these funds.

ARTICLE XX
INSURANCE

The Subrecipient shall maintain during the term of this Agreement, the insurance specified below:

- a) Workmen's Compensation Insurance as required by Chapter 440, Florida Statutes.
- b) Comprehensive General Liability Insurance in an amount not less than \$500,000 combined single limit for bodily injury and property damage. The policy shall be endorsed to include the City and its officers, agents and employees as additional insureds, with all necessary endorsements showing the City as a first party insured.
- b) Automobile Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the work, in an amount not less than \$500,000 combined single limit for bodily injury and property damage.

The Comprehensive General Liability Insurance coverage as required in paragraph (b) above shall include those classifications, as listed in Standard Liability Insurance Manuals, which are applicable to the operations of the Subrecipient in the performance of this Agreement.

All insurance policies required above shall be issued by companies authorized to do business under the laws of the State of Florida and executed by duly licensed agents upon whom service of process may be made in Miami Dade County, Florida. All policies shall have a general policy holders rating of "A" or better and a financial rating no less than "X" as reported by Best's Key Rating Guide, published by A. M. Best company, latest edition.

Compliance with the foregoing requirements shall not relieve the Subrecipient of its liability and obligations under this section or any other section of this Agreement.

ARTICLE XXI CIVIL RIGHTS

The Subrecipient agrees to abide and be governed by Title VI and VII, Civil Rights Act of 1964 (42 USC 2000 D & E) and Title VIII of the Civil Rights Act of 1968, as amended, which provides in part that there will not be discrimination of race, color, sexual orientation, religion, handicap or national origin in performance of this Agreement, in regard to persons served, or in regard to employees or applicants for employment. It is expressly understood that upon receipt of evidence of such discrimination, the City shall have the right to terminate this Agreement.

The Subrecipient also agrees to abide and be governed by the Age Discrimination Act of 1975, as amended, 42 USC, which provides in part that there shall be no discrimination against persons in any area of employment because of age.

ARTICLE XXII PATENT AND COPYRIGHTS

The Subrecipient agrees that HUD and the City retain patent rights and copyrights on any project, which involves research, development, experimental, or demonstration work.

ARTICLE XXIII
PROJECT PUBLICITY

The Subrecipient agrees that any news release or other type of publicity pertaining to the Program must recognize the City as the recipient funded by HUD as the entity, which provided funds for the project.

ARTICLE XXIV
LIMITATION OF LIABILITY

The City desires to enter into this Agreement only if in so doing the City can place a limit on the City's liability for any cause of action arising out of this Agreement, so that its liability never exceeds the agreed sum of **Nine Thousand Dollars and 00/100 cents (\$9,000.00)**. Subrecipient expresses its willingness to enter into this Agreement with Subrecipient recovery from the City for any action or claim arising from this Agreement to be limited to **Nine Thousand Dollars and 00/100 cents (\$9,000.00)**.

Accordingly, and notwithstanding any other term or condition of this Agreement, the Subrecipient hereby agrees that the City shall not be liable to the Subrecipient for damages in an amount in excess of **Nine Thousand Dollars and 00/100 cents (\$9,000.00)** for any action or claim of the Subrecipient or any third party arising out of this Agreement. Nothing contained in this paragraph or elsewhere in this Agreement is in any way intended to be a waiver of the limitation placed upon the City's liability as set forth in Chapter 768, Florida Statutes. Additionally, the City does not waive sovereign immunity, and no claim or award against the City shall include attorney's fees, investigative costs or pre-judgment interest.

The Subrecipient shall indemnify and save the City harmless from any and all claims, liability, losses and causes of actions arising out of any act, error or omission of the Subrecipient's professional services under this Agreement; and to the extent of any such claim, liability, loss or cause of action, the Subrecipient shall pay all such claims and losses and costs and judgments which may issue thereon, as well as any attorney's fee incurred. Changes in the Basic Services and entitlement to additional compensation or a change in duration of this Agreement shall be made by a written Amendment to this Agreement executed by the City and the Subrecipient. The Subrecipient shall proceed to perform the Services required by the Amendment only after receiving a fully executed Amendment from the City.

ARTICLE XXV
VENUE, APPLICABLE LAW

This Agreement shall be governed by the laws of Florida, and any action shall be brought in Miami-Dade County, Florida.

[The remainder of this page is intentionally blank.]

IN WITNESS WHEREOF, the parties have executed this Agreement by their respective proper officers duly authorized the day and year first above written.

ATTEST:

E-SIGNED by Marie Aime
on 2022-01-24 22:04:51 GMT

Corporate Secretary/Witness

January 24, 2022

Date Signed

SUBRECIPIENT:

By: _____
President/CEO

E-SIGNED by Micaelle Titus
on 2022-01-19 15:34:44 GMT

By: _____
Executive Director

January 19, 2022

Date Signed

ATTEST:

E-SIGNED by Vanessa Joseph
on 2022-02-01 21:36:36 GMT

Vanessa Joseph, Esq.

February 01, 2022

City Clerk Date Signed

City of North Miami, a FLORIDA municipal Corporation, "City":

E-SIGNED by Theresa Therilus
on 2022-02-01 21:20:25 GMT

A.B.

Theresa Therilus, Esq., City Manager

February 01, 2022

City Manager Date Signed

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

E-SIGNED by Jeff Cazeau
on 2022-01-27 03:45:35 GMT

Jeff P. H. Cazeau, Esq., City Attorney

January 27, 2022

City Attorney Date Signed



SCOPE OF WORK AND SERVICES

People Assisting with Resources for the Elderly- P.A.R.T.E

Project: _____

A. Background

The COVID-19 pandemic forced over 90% of U.S residents to shelter-in-place for months which resulted in increased isolation also referred to as loneliness. The state of loneliness negatively impacts the mental health and wellbeing of any living being with the elderly population suffering the most consequence which depression is.

The state of depression in the older population increases suicidal thoughts, poor response to medication, poor appetite leading to starvation, insomnia or some cases hypersomnia, flat affect and worsening of any pre-existing condition that they might have such as Alzheimer, Parkinson disease and other forms of Dementia (Krendl, 2020).

Additionally, we have noticed that several older adults in our communities are lacking the support needed to access resources and entitlement benefits such as, housing, SNAP, food box, Medicaid, TPS assistance, broadband internet services, free tablet, employment services, homestead exemption, mental health services, etc.

B. Project Overview

P.A.R.T.E was designed to assist seniors with the above-listed issues. We aim to help reduce the disparities that exist in our older adult population by assisting them and connecting them to services.

C. Description of Services

Participants will be provided with assistance for obtaining resources and benefits on a weekly basis—Monday through Thursday.



Monthly workshops via Zoom with guest speakers who will cover various mental health topics. Participants will be encouraged to participate in activities that include: a sing-along with family and friends, gardening, cooking classes demonstrations, swimming, and so on.

A monthly food/pet food and supplies distribution will occur at the center—curbside pick-up.

A staff member will be designated to stay in touch with the older adults regularly through the following methods:

Facetime video calls—qualified participants will receive a free tablet with one year of free internet.

Phone calls and voice calls

Text messages and emails—for those who can participate

Letters and postcards will be sent as well.

Scheduled visitations for case management services/counseling via glass enclosures and proper social distancing methods.

D. Deliverables

Recruit eligible participants

Start working with a list of regular participants (from AARP SCSEP, City of North Miami, and Carrfour Supportive Housing) on a monthly basis-No 2021-At 2022

Chart the progress, successes, and challenges-On-going

Attend monthly networking events to advertise the project to the community. October 2021- November 2022

Submit mid-way Impact Report January 2022, or when required

Administer satisfaction survey to regular participants-October 2022

Submit final Impact Report -October 2022 or when required

Project Completed-November 2022



F. Task List

Advertise the project on the company website, social media platforms, and send Constant Contact emails to our 66 community partners-August 2021 on-going

- Project team is designated-October 2021
- Project initial survey and standards are developed-October 2021
- Update partners: AARP SCSEP, City of North Miami/Miami, and Carrfour Supportive Housing to assist at their capacity.
- identify regular participants who will receive monthly assistance. October 2021
- Identify more individuals with needs during Monthly Food Distributions and community outreach-October 2021-October 2022

H. Period of Performance

October 2021-October 2022

I. Expected Outcomes

Sixty-three participants served

J. Project Management

Team of staff has been designated to oversee and expand this project. Monthly, quarterly, and annual report/feedback is required.

Work Schedule

Monday-Thursday 9:00AM-5:00PM



Proposed Budget Summary for FY 2021-2022

A. Legal Agency Name	C. Contract Term: From	To
B. Program	D. Year 2021-2022 Allocation	

E. Project Budget

Column 1	Column 2	Column 3	Column 4	Column 5	Total Project Cost
Item of Expenditure	CDBG Funding	Fundraising	Other Grants (\$)	Other Sources/In-kind	
Salaries and Wages	\$6,500.00	\$3,000.00	\$10,000.00	\$3,500.00	\$42,500.00
Fringe Benefits	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Professional and Technical Services	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Operating Costs	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Office Supplies	\$0.0	\$500.00	\$0.0	\$0.0	\$500.00
Equipment					
Utilities (Internet/phone)	\$1,500.00				
Notices / Subscriptions					
Postage and Printing					
Travel					
Rent/Facility Costs					
Insurance					
Other (please specify) Incentive (Gift Card for attending workshop)	\$1,000.00				
TOTAL	\$9,000.00	\$3,500.00	\$10,000.00	\$3,500.00	\$43,000.00

Note: The entire budget for this project must be shown. This is a preliminary budget, and is not binding. However, it is important that you comprehensively determine the expenses for this proposed project. Please show both the expenses that will be paid for with CDBG funds and those that will be paid for from other funding sources... a) line item costs for the CDBG funds requested; b) matching funds (or staff in-kind or citizen volunteer services in lieu of cash match, to be supplied by applicant); c) Other sources and amounts of County, state, federal, or private funds to be involved.

F. Percentage of total project costs paid by Other Funding Sources: 30 %. It also includes all costs directly related to delivering this service or accomplishing this project