



**State of Florida
Department of Children and Families**

Ron DeSantis
Governor

Shevaun L. Harris
Secretary

MEMORANDUM

DATE: March 14, 2022
TO: Shevaun L. Harris, Secretary
FROM: Alisa Roberson, Program Representative
SUBJECT: Approval Memorandum - Amendment #0004 to Contract QPZ04 with Suncoast Partnership to End Homelessness, Inc. (Contract Renewal)

ROUTING:

Approver	Signature	Date
Programmatic Approval Levels		
Jamie Nguyen Contract Manager Supervisor	<i>Jamie Nguyen</i>	3/14/2022
Patti Grogan Program Director	<i>Patti Grogan</i>	<i>3/14/22</i>
RMD (Regions only)	N/A	N/A
Assistant Secretary of Operations (Regions only)	N/A	N/A
Maggie Mickler Assistant Secretary of ESS	<i>Shila Saleem for Maggie Mickler</i>	<i>3/18/22</i>
Administrative Approval Levels		
Paula Anthony Budget Office	Paula Anthony	03/19/2022
Adam Taylor Office of Information Technology	N/A	N/A
Jason Seabolt Office of Contracted Client Services	<i>Jason R Seabolt</i>	3/23/2022
Michael Greif by Tom Valentine Office of General Counsel	<i>Tom Valentine</i>	03/23/2022
Executive Approval Levels		
Taylor Hatch Deputy Secretary		
Molly McKinstry Chief of Staff		
Shevaun L. Harris Secretary		

Effective July 21, 2021
(PMT-30-2122)

Contract Number	QPZ04
Amendment Number	0004
Procurement Officer or Contract Manager	Victoria Hynes, Contract Manager
Provider Name	Suncoast Partnership to End Homelessness, Inc
Contract Term	07/01/2019 – 6/30/2025
Total Current Contract Amount	\$3,309,325.55
Amendment Amount (+/-)	\$1,308,428.55
Total Amended Contract Amount	\$4,617,754.10

PURPOSE:

The Office of Contract and Procurements is seeking approval to execute an amendment to Contract QPZ04 with Suncoast Partnership to End Homelessness, Inc. to renew the current contract for a three (3) year period, with a new contract end date of June 30, 2025. The effective date is June 30, 2022.

BACKGROUND:

The Department is engaging the Provider for the purpose of facilitating the development of the Continuum of Care (CoC) Plan and to further assist the local community through planning, coordinating, and monitoring the delivery of services to persons who are homeless or at risk of homelessness within the CoC service delivery area. This contract is intended through the General Appropriations Act to supplement the cost of staffing expenses for Continuum of Care activities, and to administer services under the Challenge Grant, Emergency Solutions Grant, and Temporary Assistance for Needy Families Homelessness Prevention Grant.

KEY PROVISIONS:

This amendment will renew the current contract for a three (3) year period, with a new contract end date of June 30, 2025. This amendment adds the contract deliverables and increases the contract dollar amount by \$1,308,428.55, subject to the availability of funds, for Fiscal Year (FY) 2022-2023, FY 2023-2024 and FY 2024-2025.

ACTION REQUESTED:

The Secretary's approval and execution of Amendment.

CONTACT INFORMATION:

Victoria Hynes, Contract Manager
 2415 N. Monroe St. Suite 400
 Tallahassee, FL 32303
 (813) 614-1550
Victoria.Hynes@myflfamilies.com

ATTACHMENTS:

Amendment 0004



**State of Florida
Department of Children and Families**

Ron DeSantis
Governor

Shevaun L. Harris
Secretary

MEMORANDUM

DATE: March 14, 2022
TO: Shevaun L. Harris, Secretary
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Programmatic Approval Levels		
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Patti Grogan Program Director	<i>Patti Grogan</i>	3/14/22
RMD (Regions only)	N/A	N/A
Assistant Secretary of Operations (Regions only)	N/A	N/A
Maggie Mickler Assistant Secretary of ESS	<i>Shila Saleem for Maggie Mickler</i>	3/18/22
Administrative Approval Levels		
Paula Anthony Budget Office	Paula Anthony	03/19/2022
Adam Taylor Office of Information Technology	N/A	N/A
Jason Seabolt Office of Contracted Client Services	<i>Jason R Seabolt</i>	3/23/2022
Michael Greif by Tom Valentine Office of General Counsel	<i>Tom Valentine</i>	03/23/2022
Executive Approval Levels		
Taylor Hatch Deputy Secretary		
Molly McKinstry Chief of Staff		
Shevaun L. Harris Secretary		

Effective July 21, 2021
(PMT-30-2122)

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BACKGROUND:

The Department is engaging the Provider for the purpose of facilitating the development of the Continuum of Care (CoC) Plan and to further assist the local community through planning, coordinating, and monitoring the delivery of services to persons who are homeless or at risk of homelessness within the CoC service delivery area. This contract is intended through the General Appropriations Act to supplement the cost of staffing expenses for Continuum of Care activities, and to administer services under the Challenge Grant, Emergency Solutions Grant, and Temporary Assistance for Needy Families Homelessness Prevention Grant.

KEY PROVISIONS:

This amendment will renew the current contract for a three (3) year period, with a new contract end date of June 30, 2025. This amendment adds the contract deliverables and increases the contract dollar amount by \$1,308,428.55, subject to the availability of funds, for Fiscal Year (FY) 2022-2023, FY 2023-2024 and FY 2024-2025.

ACTION REQUESTED:

The Secretary's approval and execution of Amendment.

CONTACT INFORMATION:

Victoria Hynes, Contract Manager
 2415 N. Monroe St. Suite 400
 Tallahassee, FL 32303
 (813) 614-1550
Victoria.Hynes@myflfamilies.com

ATTACHMENTS:

Amendment 0004

AMENDMENT #0004

Contract #QPZ04

Effective June 30, 2022, this contract is renewed under the same terms and conditions through June 30, 2025.

1. In Section 1.1, last addressed in Amendment #0002, the total contract dollar amount of **\$3,309,325.55** is replaced by **\$4,617,754.10**.
2. The highlighted portion below amends **D-2.2**. The non-highlighted portions are for contextual purposes only and are unaffected by this Amendment.

D-2.2.1. Challenge Grant Housing Activities – The Challenge Grant Housing Projects will serve a minimum of 2 individuals each month.

Fiscal Year (FY)	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
Total Individuals Served Each Month	2	2	2	2	2	2

D-2.2.2. Challenge Grant Program Activities – The Challenge Grant Program Projects will serve a minimum of 14 individuals each month.

Fiscal Year (FY)	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
Total Individuals Served Each Month	14	14	14	14	14	14

D-2.2.3. Challenge Grant Service Activities – The Challenge Grant Service Projects will serve a minimum of 1 individual each month.

Fiscal Year (FY)	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
Total Individuals Served Each Month	1	1	1	1	1	1

3. The highlighted portion below amends **D-2.3**. The non-highlighted portions are for contextual purposes only and are unaffected by this Amendment.

D-2.3.1. ESG Emergency Shelter Activities – The ESG Emergency Shelter Projects will serve a minimum of 225 individuals each month.

Fiscal Year (FY)	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
Total Individuals Served Each Month	225	225	225	225	225	225

D-2.3.2. ESG Street Outreach Activities – The ESG Street Outreach Projects will serve a minimum of 0 individuals each month.

Fiscal Year (FY)	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
Total Individuals Served Each Month	0	0	0	0	0	0

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Contract #QPZ04

D-2.3.3. ESG Homelessness Prevention Activities – The ESG Homelessness Prevention Projects will serve a minimum of 0 individuals each month.

Fiscal Year (FY)	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
Total Individuals Served Each Month	0	0	0	0	0	0

D-2.3.4. ESG Rapid Re-Housing Activities – The ESG Rapid Re-Housing Projects will serve a minimum of 1 individual each month.

Fiscal Year (FY)	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
Total Individuals Served Each Month	1	1	1	1	1	1

4. The highlighted portion below amends **D-2.4.** The non-highlighted portions are for contextual purposes only and are unaffected by this Amendment

D-2.4.1. TANF Homelessness Prevention Activities – The TANF Homelessness Prevention Projects will serve a minimum of 2 individuals and 1 household each month.

Fiscal Year (FY)	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
Total Individuals Served Each Month	2	2	2	2	2	2
Total Households Served Each Month	1	1	1	1	1	1

D-2.4.2. TANF Case Management Activities – The TANF Case Management Projects will serve a minimum of 2 individuals and 1 household each month.

Fiscal Year (FY)	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
Total Individuals Served Each Month	2	2	2	2	2	2
Total Households Served Each Month	1	1	1	1	1	1

5. The highlighted portion below amends **D-3.2.** The non-highlighted portions are for contextual purposes only and are unaffected by this Amendment.

D-3.2.1. Challenge Grant Housing Activities – The Challenge Grant Housing Projects will serve, at a minimum, the following number of individuals each fiscal year.

Fiscal Year (FY)	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
Total Individuals Served Fiscal Year	24	24	24	24	24	24

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D-3.2.2. Challenge Grant Program Activities – The Challenge Grant Program Projects will serve, at a minimum, the following number of individuals each fiscal year.

Fiscal Year (FY)	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
Total Individuals Served Fiscal Year	168	168	168	168	168	168

D-3.2.3. Challenge Grant Service Activities – The Challenge Grant Service Projects will serve, at a minimum, the following number of individuals each fiscal year.

Fiscal Year (FY)	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
Total Individuals Served Fiscal Year	12	12	12	12	12	12

6. The highlighted portion below amends **D-3.3.**, The non-highlighted portions are for contextual purposes only and are unaffected by this Amendment.

D-3.3.1. ESG Emergency Shelter Activities – The ESG Emergency Shelter Projects will serve, at a minimum, the following number of individuals each fiscal year.

Fiscal Year (FY)	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
Total Individuals Served Each Fiscal Year	2700	2700	2700	2700	2700	2700

D-3.3.2. ESG Street Outreach Activities- The ESG Street Outreach Project will service, at a minimum, the following number of individuals each fiscal year.

Fiscal Year (FY)	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
Total Individuals Served Each Fiscal Year	0	0	0	0	0	0

D-3.3.3. ESG Homelessness Prevention Activities – The ESG Homelessness Prevention Projects will serve, at a minimum, the following number of individuals each fiscal year.

Fiscal Year (FY)	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
Total Individuals Served Each Fiscal Year	0	0	0	0	0	0

AMENDMENT #0004

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D-3.3.4. ESG Rapid Re-Housing Activities – The ESG Rapid Re-Housing Projects will serve, at a minimum, the following number of individuals each fiscal year.

Fiscal Year (FY)	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
Total Individuals Served Each Fiscal Year	12	12	12	12	12	12

7. The highlighted portion below amends **D-3.4.** The non-highlighted portions are for contextual purposes only and are unaffected by this Amendment

D-3.4.1. TANF Homelessness Prevention Activities – The TANF Homelessness Prevention Projects will serve, at a minimum, the following number of individuals and households each fiscal year.

Fiscal Year (FY)	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
Total Individuals Served Each Fiscal Year	24	24	24	24	24	24
Total Households Served Each Fiscal Year	12	12	12	12	12	12

D-3.4.2. TANF Case Management Activities – The TANF Case Management Projects will serve, at a minimum, the following number of individuals and households each fiscal year.

Fiscal Year (FY)	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
Total Individuals Served Each Fiscal Year	24	24	24	24	24	24
Total Households Served Each Fiscal Year	12	12	12	12	12	12

8. The highlighted portions below amend **F-2.**, the first paragraph of **F-2.1.** was last addressed in the original Contract and the table in **F-2.1.** was last addressed in Amendment #0002. The non-highlighted parts are for contextual purposes only and are unaffected by this Amendment.

F-2.1. This is a multi-year fixed price and/or cost reimbursement contract for the provision of services to homeless persons. The Department shall pay the Provider for the delivery of service units provided in accordance with terms of this contract for a total dollar amount not to exceed **\$4,617,754.10**, subject to availability of funds. The total contract amount shall be allocated as follows:

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Contract #QPZ04

FISCAL YEAR	ANNUAL FUNDING
2019-2020	\$436,142.85
2020-2021	\$1,133,142.85
2021-2022	\$1,740,039.85
2022-2023	\$436,142.85
2023-2024	\$436,142.85
2024-2025	\$436,142.85
Total	\$4,617,754.10

9. Section F-2.1.1. is hereby deleted and replaced in its entirety.

F-2.1.1. Staffing Grant – The Department agrees to pay for the service units at the prices and limits listed below for Lead Agency Staffing Activities.

FISCAL YEAR	UNIT OF SERVICE	UNITS	RATE	FISCAL YEAR TOTAL
2019-2020	One Month of Lead Agency Staffing Activities	1	\$8,928.58	\$107,142.85
2019-2020	One Month of Lead Agency Staffing Activities	11	\$8,928.57	
2020-2021	One Month of Lead Agency Staffing Activities	1	\$8,928.58	\$107,142.85
2020-2021	One Month of Lead Agency Staffing Activities	11	\$8,928.57	
2021-2022	One Month of Lead Agency Staffing Activities	1	\$8,928.58	\$107,142.85
2021-2022	One Month of Lead Agency Staffing Activities	11	\$8,928.57	
2022-2023	One Month of Lead Agency Staffing Activities	1	\$8,928.58	\$107,142.85
2022-2023	One Month of Lead Agency Staffing Activities	11	\$8,928.57	
2023-2024	One Month of Lead Agency Staffing Activities	1	\$8,928.58	\$107,142.85
2023-2024	One Month of Lead Agency Staffing Activities	11	\$8,928.57	
2024-2025	One Month of Lead Agency Staffing Activities	1	\$8,928.58	\$107,142.85
2024-2025	One Month of Lead Agency Staffing Activities	11	\$8,928.57	
Total				\$642,857.10

10. Section F-2.1.2. is hereby deleted and replaced in its entirety.

F-2.1.2. Challenge Grant – The Department agrees to pay for the service units at the prices and limits listed below for Challenge Grant Activities.

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FISCAL YEAR	UNIT OF SERVICE	UNITS	RATE	FISCAL YEAR TOTAL
2019-2020	One Month of Eligible Challenge Grant Activities	11 July 2019 thru May 2020	\$9,916.67	\$119,000.00
2019-2020	One Month of Eligible Challenge Grant Activities	1 June 2020 thru June 2020	\$9,916.63	
2020-2021	One Month of Eligible Challenge Grant Activities	11 July 2020 thru May 2021	\$9,916.67	\$119,000.00
2020-2021	One Month of Eligible Challenge Grant Activities	1 June 2021 thru June 2021	\$9,916.63	
2021-2022	One Month of Eligible Challenge Grant Activities	11 July 2021 thru May 2022	\$9,916.67	\$119,000.00
2021-2022	One Month of Eligible Challenge Grant Activities	1 June 2022 thru June 2022	\$9,916.63	
2022-2023	One Month of Eligible Challenge Grant Activities	11 July 2022 thru May 2023	\$9,916.67	\$119,000.00
2022-2023	One Month of Eligible Challenge Grant Activities	1 June 2023 thru June 2023	\$9,916.63	
2023-2024	One Month of Eligible Challenge Grant Activities	11 July 2023 thru May 2024	\$9,916.67	\$119,000.00
2023-2024	One Month of Eligible Challenge Grant Activities	1 June 2024 thru June 2024	\$9,916.63	
2024-2025	One Month of Eligible Challenge Grant Activities	11 July 2024 thru May 2025	\$9,916.67	\$119,000.00
2024-2025	One Month of Eligible Challenge Grant Activities	1 June 2025 thru June 2025	\$9,916.63	
Total				\$ 714,000.00

AMENDMENT #0004

Contract #QPZ04

11. Section F-2.1.3. is hereby deleted and replaced in its entirety.

F-2.1.3. Emergency Solutions Grant (ESG) – The Department agrees to reimburse for allowable costs listed below for ESG Activities.

FISCAL YEAR	UNIT OF SERVICE	UNITS	RATE	FISCAL YEAR TOTAL
2019-2020	One Month of Eligible ESG Grant Activities	NA	N/A	\$172,000.00
2020-2021	One Month of Eligible ESG Grant Activities	N/A	N/A	\$172,000.00
2021-2022	One Month of Eligible ESG Grant Activities	N/A	N/A	\$172,000.00
2022-2023	One Month of Eligible ESG Grant Activities	N/A	N/A	\$172,000.00
2023-2024	One Month of Eligible ESG Grant Activities	N/A	N/A	\$172,000.00
2024-2025	One Month of Eligible ESG Grant Activities	N/A	N/A	\$172,000.00
Total				\$1,032,000.00

12. Section F-2.1.4. is hereby deleted and replaced in its entirety.

F-2.1.4. Temporary Assistance for Needy Families (TANF) Homelessness Prevention Grant – The Department agrees to pay for the service units at the prices and limits listed below for TANF Homelessness Prevention Activities.

FISCAL YEAR	UNIT OF SERVICE	UNITS	RATE	FISCAL YEAR TOTAL
2019-2020	One Month of Eligible TANF Homelessness Prevention Grant Activities	11	\$3,166.67	\$38,000.00
2019-2020	One Month of Eligible TANF Homelessness Prevention Grant Activities	1	\$3,166.63	
2020-2021	One Month of Eligible TANF Homelessness Prevention Grant Activities	11	\$3,166.67	\$38,000.00
2020-2021	One Month of Eligible TANF Homelessness Prevention Grant Activities	1	\$3,166.63	
2021-2022	One Month of Eligible TANF Homelessness Prevention Grant Activities	11	\$3,166.67	\$38,000.00
2021-2022	One Month of Eligible TANF Homelessness Prevention Grant Activities	1	\$3,166.63	
2022-2023	One Month of Eligible TANF Homelessness Prevention Grant Activities	11	\$3,166.67	\$38,000.00
2022-2023	One Month of Eligible TANF Homelessness Prevention Grant Activities	1	\$3,166.63	
2023-2024	One Month of Eligible TANF Homelessness Prevention Grant Activities	11	\$3,166.67	\$38,000.00

AMENDMENT #0004

Contract #QPZ04

2023-2024	One Month of Eligible TANF Homelessness Prevention Grant Activities	1	\$3,166.63	
2024-2025	One Month of Eligible TANF Homelessness Prevention Grant Activities	11	\$3,166.67	\$38,000.00
2024-2025	One Month of Eligible TANF Homelessness Prevention Grant Activities	1	\$3,166.63	
Total				\$228,000.00

13. The highlighted portion below amends **F-3.6**. The non-highlighted portions are for contextual purposes only and are unaffected by this Amendment.

F-3.6 Pursuant to [Section 215.971, Florida Statutes](#), as a Provider or subcontractor of federal or state financial assistance, the Provider may expend funds only for allowable costs resulting from obligations incurred from July 1, 2019, through **June 30, 2025**, in accordance with the Department of Financial Services Reference Guide for State Expenditures which is incorporated by reference. A copy can be obtained upon request to the Contract Manger or can be located on the Florida Department of Financial Services website.

14. All provisions in the Contract and any attachments thereto in conflict with this Amendment are changed to conform with this Amendment. All provisions not in conflict with this Amendment are still in effect and are to be performed at the level specified in the Contract. This Amendment and all its attachments are made a part of the Contract.

IN WITNESS THEREOF, the parties cause this Amendment to be executed by their duly authorized officials.

PROVIDER: Suncoast Partnership to End Homelessness, Inc.

DEPARTMENT: Florida Department of Children and Families

SIGNED BY: Chris Johnson

SIGNED BY: Shevaun L. Harris

NAME: Chris Johnson

NAME: Shevaun L. Harris

TITLE: Chief Executive Officer

TITLE: Secretary

DATE: 4/22/2022 | 5:02 PM EDT

DATE: 4/25/2022 | 9:59 AM EDT



**State of Florida
Department of Children and Families**

Ron DeSantis
Governor

Shevaun L. Harris
Secretary

MEMORANDUM

DATE: March 30, 2022
TO: Shevaun L. Harris, Secretary
FROM: Maggie Mickler, Secretary of Economic Self Sufficiency
SUBJECT: Approval Memorandum – Blanket Executive Leadership Approval for 26 Continuum of Care Homelessness Agreement Amendments.

ROUTING:

Approver	Signature	Date
Programmatic Approval Levels		
[Enter Name] Contract Manager Supervisor	N/A	_____
[Enter Name] Program Director	N/A	_____
[Enter Name] RMD (Regions only)	N/A	_____
[Enter Name] Assistant Secretary of Operations (Regions only)	N/A	_____
[Enter Name] Assistant Secretary of [Enter Program]	N/A	_____
Administrative Approval Levels		
[Enter Name] Budget Office	N/A	_____
[Enter Name] Office of Information Technology	N/A	_____
[Enter Name] Office of Contracted Client Services	N/A	_____
[Enter Name] Office of General Counsel	N/A	_____
Executive Approval Levels		
Taylor Hatch Deputy Secretary		_____
Molly McKinstry Chief of Staff		4/15/22
Shevaun L. Harris Secretary		4/15/22

2415 North Monroe Street, Suite 400, Tallahassee, Florida 32303-4190

Mission: Work in Partnership with Local Communities to Protect the Vulnerable, Promote Strong and Economically Self-Sufficient Families, and Advance Personal and Family Recovery and Resiliency

Contract Number	
Amendment Number	
Procurement Officer or Contract Manager	
Provider Name	
Contract Term	
Total Current Contract Amount	
Amendment Amount (+/-)	
Total Amended Contract Amount	
State FY Funds Included	
Federal FY Funds Included	
Total FY Amount	

PURPOSE: The Economic Self Sufficiency (ESS) Office of Homelessness is requesting approval for 26 Homelessness contract renewal amendments.

BACKGROUND: The State Office on Homelessness received funds from the U.S. Department of Housing and Urban Development through the CARES Act to prevent, prepare for, and respond to coronavirus, among individuals and families who are homeless or receiving homeless assistance and to support additional homeless assistance and homelessness prevention activities to mitigate the impacts created by coronavirus. The Emergency Solutions Grant provides funding to engage homeless families in services, improve emergency shelters, and help operate those shelters. The eligible activities provided through ESG-CV include Street Outreach, Emergency Shelter, Homelessness Prevention, and Rapid Re-housing.

KEY PROVISIONS: These amendments will renew the current contracts for a three (3) year period, with a new contract end date of June 30, 2025. These amendments will increase the contract deliverables and the contract dollar to add funding for Fiscal Year (FY) 2022-2023, FY 2023-2024 and FY 2024-2025.

See Attached Spreadsheet for breakdown for each Agreement being renewed.

ACTION REQUESTED: Secretary approval for execution of the 26 Homelessness Renewal Amendments.

CONTACT INFORMATION:

Jamie Nguyen, Contract Manager
Jamie.Nguyen@myffamilies.com

ATTACHMENTS: Spreadsheet for 26 Continuum of Care Homelessness Renewal