

# AMENDMENT 4 TO THE HOMELESS COALITION OF POLK COUNTY, INC. SUBRECIPIENT AGREEMENT

THIS AMENDMENT 4 (“Amendment”) to a Subrecipient Agreement is made and entered into as of the 20th day of September, 2022, between Polk County (the “County”), a political subdivision of the state of Florida, and Homeless Coalition of Polk County, Inc. (the “Subrecipient”);

## RECITALS:

WHEREAS, the Subrecipient and the County previously entered into that certain Subrecipient Agreement for HMIS Services dated October 1, 2019, which as amended by Amendment 1 dated June 16, 2020, Amendment 2 dated October 1, 2020, and Amendment 3 dated March 15, 2022 (collectively, the “Agreement”) has a term which expires September 30, 2022; and

WHEREAS, the parties desire to extend the Agreement Period through September 30, 2023, and to amend and restate the Agreement Scope of Services to further address Housing Navigator services and reimbursement;

NOW, THEREFORE in consideration of the above Recitals and the benefits to be derived from the mutual observation of the covenants contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree, as follows:

1. The foregoing recitals are true, correct, and are a material part of this Amendment.
2. Agreement Appendix A, Scope of Services, is amended and restated in its entirety to the Appendix A attached to this Amendment, to evidence the additional reporting requirements regarding the Housing Navigator position’s salary reimbursement to include supporting evidence, accomplishments, and demographics of those served.
3. Agreement Section 4.1 is amended to state that unless sooner cancelled or terminated the Agreement term will expire September 30, 2023.
4. The Agreement as modified by this Amendment, remains in full force and effect.

**IN WITNESS WHEREOF**, the parties hereto have made and executed this Amendment to the Agreement as of September 20, 2022.

Polk County, a political subdivision  
of the State of Florida

Homeless Coalition of Polk County

By: \_\_\_\_\_  
Dr. Martha Santiago, Chair  
Board of County Commissioners

By: \_\_\_\_\_  
Bridget Engleman, Executive Director

ATTEST:  
STACY M. BUTTERFIELD, CLERK

\_\_\_\_\_  
Deputy Clerk

Reviewed as to form and legal sufficiency

By: \_\_\_\_\_  
County Attorney's Office

**SCOPE OF SERVICES**

- I. The project scope includes administration, operation, staffing, data collection and reporting of the Homeless Management Information System (HMIS) as required by Emergency Solutions Grant Regulations (24 CFR 576.107).
- II. The Homeless Coalition of Polk County will review the HMIS and provide the ESG participants with reports to monitor data collection so that sufficient demographic and client service data is collected by ESG participant agencies and input into the HMIS. ESG participants are responsible for the collection and maintenance of client data and files ESG participant agencies are also responsible for the validity and accuracy of the HMIS client data. ESG participants will also bear responsibility for making necessary corrections to any missing or inaccurate HMIS data. The data collected will meet all HUD data requirements and standards for HMIS as provided in HUD HMIS manuals and guidance. The most recent HUD HMIS data standards are outlined in the March 2014 HMIS Standard Manual. The Homeless Coalition of Polk County will assist the Polk County ESG participant agencies so they may adhere to all applicable regulations and provides the appropriate data and supporting documentation for accurate HMIS reporting. The ESG participants will review, update or correct required HMIS data elements. The Coalition will also provide HMIS training/technical assistance to ESG participant agencies as needed.

Funds will be used to pay salaries of the Housing Navigator and a part-time administrative staff person who will provide an increase program efficiencies in rehousing those who are experiencing homelessness by direct services to shelter operation support through the HMIS program clients directly affected by the COVID-19 global pandemic. Each invoice submitted for reimbursement must be accompanied by proper documentation which should include the cancelled checks for expenses for which reimbursement is requested. To receive reimbursement for salaries a timesheet and related tasks must be submitted with invoice packet, which includes signed time sheets, pay roll register, copy of payroll checks, proof of canceled checks, client tracking log, and any receipts of supplies and utility bills. Additionally, each invoice must have your monthly status reports. Failure to provide sufficient documentation will delay the processing of the request until such information is received.

**Program Objective**

The ESG program provides funding to: (1) engage homeless individuals and families living on the street; (2) improve the number and quality of emergency shelters for homeless individuals and families; (3) help operate these shelters; (4) provide essential services to shelter residents, (5) rapidly re-house homeless individuals and families, and (6) prevent families and individuals from becoming homeless.

**III. Other Requirements:**

- A. The SUBRECIPIENT shall include in all advertising and/or promotion a statement that whole or partial funding of the project is supplied by Emergency Solutions Grants or wording to that effect.

- B. The Homeless Coalition of Polk County shall have the responsibility of providing administrative support for the ESG program by maintaining the HMIS software. The Coalition will generate reports to flag any missing data elements. The reports will be provided to the County by the appropriate ESG participating agency. The ESG participating agency is responsible for any necessary corrections. The Homeless Coalition of Polk County will provide THE COUNTY with HMIS data to assist with year-end accomplishment reporting for the ESG program.
- C. Assist the subrecipient to maintain documentation that ensures eligibility and compliance with the objectives of the Emergency Solutions Program.
- D. The Scope of Services may not be changed or modified without prior written approval by the COUNTY.
- E. Provide the account numbers on all correspondence, pay requests, and documents pertaining to this project.
- F. Although this agreement is in force until September 30, 2023, are spent and/or the project is otherwise complete, should the SUBRECIPIENT fail to meet the estimated timeline as presented on Appendix C, page 1, and fail to provide acceptable cause for this failure, the COUNTY may terminate this agreement at its sole discretion.
- G. The SUBRECIPIENT will provide participating agency access to the HMIS to provide reports from the HMIS each month that will provide supporting documentation for the data provided by the ESG Participant in the IDIS data collection system or other reports as may be required by the County. This may include but is not limited to clients served data, program entry/exit data, service data, or demographic data.