

**FIRST AMENDMENT TO AGREEMENT WITH ALACHUA COUNTY COALITION  
FOR THE HOMELESS AND HUNGRY, INC., NO. 14004**

THIS FIRST AMENDMENT (“Amendment”) is made by and between Alachua County, Florida, a political subdivision and charter county of the State of Florida, by and through its Board of County Commissioners (the “County”) and Alachua County Coalition for the Homeless and Hungry, Inc. doing business as GRACE Marketplace, a Florida not-for-profit corporation which is authorized to do business in the State of Florida (“Agency”), who are collectively referred to as the “Parties”.

**WITNESSETH:**

**WHEREAS**, the Parties previously entered into an Agreement dated November 16, 2023, granting the Agency an amount not to exceed \$350,000.00 to assist the Agency’s mission to end homelessness, identified by No. 14004 (the “Agreement”); and

**WHEREAS**, the Agency has requested to update their Proposed Budget contained in Exhibit 2 of the Agreement; and

**WHEREAS**, the Parties desires to amend the Agreement to update the Agency’s Proposed Budget and to do as otherwise provided herein.

**NOW, THEREFORE**, the County and Contractor agree to amend the Agreement as follows:

- A. Amendment. Exhibit #2, of the Agreement titled “Proposed Budget” is amended and replaced with an updated Proposed Budget as attached to this Amendment.
- B. Effective Date. This Amendment shall be effective upon execution by both Parties.
- C. Original Agreement. Unless expressly amended herein, all other terms and provisions of the original Agreement between the Parties, including any prior amendments to the Agreement, shall be and remain in full force and effect. In the event any of the prior amendments to the Agreement conflict with this Amendment, the provisions of this Amendment shall prevail.


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IN WITNESS WHEREOF, the Parties have caused this Amendment to be executed on the day and year below written.


**ALACHUA COUNTY, FLORIDA**

By:   
Mary C. Alford, Chair  
Board of County Commissioners  
Date: Aug 15, 2024

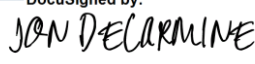
**ATTEST**

  
J.K. "Jess" Irby, Esq., Clerk  
(SEAL)

**APPROVED AS TO FORM**

Signed by:  
  
9E797AC46776481...  
Alachua County Attorney's Office

**AGENCY**

Alachua County Coalition for the Homeless and Hungry,  
Inc. d/b/a GRACE Marketplace  
DocuSigned by:  
  
By: JON DECARMINE  
Print: JON DECARMINE  
Title: Executive Director  
Date: 7/11/2024

**IF THE AGENCY IS NOT A NATURAL PERSON, PLEASE PROVIDE A CERTIFICATE OF INCUMBENCY AND AUTHORITY, OR A CORPORATE RESOLUTION, LISTING THOSE AUTHORIZED TO EXECUTE AGREEMENTS ON BEHALF OF YOUR ORGANIZATION. IF ARE A NATURAL PERSON, THEN YOUR SIGNATURE MUST BE NOTARIZED.**

**EXHIBIT 2: Proposed Budget**

Alachua County Coalition for the Homeless & Hungry BUDGET  
 Funding For Street Outreach Team Provided by Alachua County FY 2024

Account/Description	Amount Funded By Alachua County
Direct Housing Support (NGDS)	\$36,000.00
Diversion Costs	\$14,000.00
Psychiatric Contracted Services	\$60,000.00
Director of Street Outreach	\$43,500.00
Outreach Specialist	\$125,355.00
Payroll taxes	\$15,197.00
Worker's Comp	\$4,221.00
Payroll Fees	\$3,293.00
Simple IRA Match	\$2,617.00
Health/Dental Insurance	\$27,017.00
Grant administration	\$18,800.00
<b>Total Amount of Funding</b>	<b>\$350,000.00</b>

**Budget Narrative**

**Operational**

1. Psychiatric contracted services (\$60,000): This cost covers ¾ of the annual subcontract (1/1/2024-9/30/2024) with UF Health for a psychiatrist and residents to deliver psychiatric services alongside the outreach team on Wednesdays and Fridays.
  - a. Backup to be provided: Invoice, copy of check
2. Housing support (\$36,000): Flexible funding used to facilitate rapid exits from homelessness, including one-time costs of first month, last month, and security deposit, and other associated costs needed to move into housing. This line item will not be used to provide ongoing support (i.e. rental assistance, case management).
  - a. Backup to be provided: Leases, receipts, copy of checks
3. Diversions (\$14,000): Flexible funding used to facilitate permanent housing connections through the provision of transportation assistance (travel costs, gas cards, associated expenses)
  - a. Backup to be provided: Receipts, copy of checks

**Personnel**

1. Director of Street Outreach (\$43,500): .75 FTE \* \$55,000 salary + payroll burden

2. Outreach Specialists (\$125,355): 2.74 FTE @ \$22/hr + burden
3. Payroll burden (\$52,345): Associated payroll costs (payroll taxes, worker's compensation, payroll fees, Simple IRA match, health/dental insurance)
  - a. Backup to be provided: Payroll records with burden included, receipts of additional payroll costs (insurance costs and other contributions)

**Administrative**

1. Grant administration (\$18,800): Costs associated with administration of the program, to include salaries related to recordkeeping, invoicing, finance. Travel costs for Outreach Specialists.
  - a. Backup to be provided: Payroll records with burden included, mileage reimbursement requests, related receipts)

**Certificate Of Completion**

Envelope Id: 1AC59CB63A1D4B3FAD053DA346987604	Status: Completed
Subject: Complete with DocuSign: 14004 First Amendment to Grant Agreement with Grace Marketplace_7.9.24.pdf	
Source Envelope:	
Document Pages: 4	Signatures: 1
Certificate Pages: 5	Initials: O
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Jaye Athy
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	jathy@alachuacounty.us
	IP Address: 163.120.80.69

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**Signer Events**

JON DECARMINE  
 jdecarmine@gracemarketplace.org  
 Executive Director  
 Security Level: Email, Account Authentication (None)

**Signature**

DocuSigned by:  
  
0BAEC805401648C...  
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 Signed: 7/11/2024 9:30:45 AM

**Electronic Record and Signature Disclosure:**

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**Status**

**Timestamp**

Jon Rouse  
 trouse@alachuacounty.us  
 Contracts Supervisor  
 Alachua County Board of County Commissioners  
 Security Level: Email, Account Authentication (None)



Sent: 7/11/2024 9:30:46 AM

**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

**Witness Events**

**Signature**

**Timestamp**

**Notary Events**

**Signature**

**Timestamp**

**Envelope Summary Events**

**Status**

**Timestamps**

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Certified Delivered	Security Checked	7/11/2024 9:30:03 AM
Signing Complete	Security Checked	7/11/2024 9:30:45 AM

Envelope Summary Events	Status	Timestamps
Completed	Security Checked	7/11/2024 9:30:46 AM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

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At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

### **How to contact Alachua County:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [mguidry@alachuacounty.us](mailto:mguidry@alachuacounty.us)

### **To advise Alachua County of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [mguidry@alachuacounty.us](mailto:mguidry@alachuacounty.us) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

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To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [mguidry@alachuacounty.us](mailto:mguidry@alachuacounty.us) and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

### **To withdraw your consent with Alachua County**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:



- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to [mguidry@alachuacounty.us](mailto:mguidry@alachuacounty.us) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

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### **Acknowledging your access and consent to receive and sign documents electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Alachua County as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Alachua County during the course of your relationship with Alachua County.











# Item #3c, 24-00666, 08132024-14004

Final Audit Report

2024-08-15

Created:	2024-08-14
By:	Steve Donahey (asd@alachuaclerk.org)
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