

**FIRST AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT WITH FLORIDA
LEGAL SERVICES INC., FOR HOUSING STABILITY SERVICES HOUSING STABILITY
(ERAP) NO. 13900**

THIS 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 , a Florida for Profit Corporation which is authorized to do business in the State of Florida (“Professional”), who are collectively referred to as the “Parties”.

WITNESSETH:

WHEREAS, the Parties entered into a Professional Services Agreement, dated August 25, 2023, for housing stability and eviction prevention services identified by No. 13900 (the “Agreement”); and

WHEREAS, the Parties desires to amend the Agreement to update the scope of service and to do as otherwise provided herein.

NOW, THEREFORE, the Parties agree to amend the Agreement as follows:

- A. Amendment. Exhibit #1, of the Agreement titled “Scope of Service”, is deleted in its entirety and replaced with an update Exhibit 1 attached to this Amendment

- B. Effective Date. This Amendment shall be effective upon and after full execution of this Amendment by the 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.

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

ALACHUA COUNTY, FLORIDA

By: _____

_____, Chair
Board of County Commissioners

Date: _____

ATTEST

Approved as to form:

J.K. "Jess" Irby, Esq., Clerk

Alachua County Attorney's Office

(SEAL)

Professional

Signed by:

Christopher M. Jones

By: _____
0483EBEDC997464...
Christopher M. Jones

Print: _____

Title: _____
Executive Director

Date: _____
12/3/2024

IF THE CONTRACTOR 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 1: Scope of Service

ERAP Housing Stabilization – Legal Services Project Scope of Services

Operations	
Funding Source	Department of Treasury – Emergency Rental Assistance Program (ERAP)
Funding Amount	\$1,261,392.00 (cumulative total for the term of the Agreement)
Project Services Oversight Responsibility	Alachua County Community Support Services - Division of Social Services
Provider	Florida Legal Services (FLS)
Provider Staffing Plan	3 FTE – Staff Attorneys 0.70 FTE – Supervising Attorney 1 FTE – Paralegal Coordinator
Partnerships	Provider will be working with the Alachua County Community Support Services, Division of Social Services (DSS), Carr, Riggs, & Ingram (CRI), and a variety of community agencies across the County.
Timeline	August 2023: Provider will launch Renters’ Legal Assistance Helpline August 2023: Provider will initiate Individual Case Assistance Services September 2023: Provider will initiate Tenant Education Workshops September 2025: End of Program Services December 2025: Closeout/Reporting for Project
Responsibilities	Outreach to community, organizations, legal networks, etc. to identify renters that will benefit services Implement, deliver services, and monitor performance Identify and coordinate locations for workshops Submit monthly reports on a timely basis
Reporting Requirements	Provider will submit a monthly report with the outputs below: # of Outreach Events Attended # of Helpline Calls # of Tenant Workshops Conducted # of Tenant Workshop Attendees # of Referrals Received # of New Individual Cases # of Continuing Individual Cases # of Cases Resolved # of Evictions Diverted # of Unduplicated Households and Individuals Served

	<p>Specific data sets are established by the ERAP reporting system. A reporting summary form and spreadsheet will be provided for monthly submission. Note: Report data may be subject to change, based on funder requirements.</p> <p>Monthly billing invoice must reflect breakout of staffing and program administration and case related expenses.</p>
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Project Details	
Description	This project seeks to provide legal assistance with the goal of improving the housing stability of Alachua County renters. The renters' legal assistance helpline will provide access to an attorney with the goal of addressing present housing issues that may lead to eviction. The tenant education component will be addressed via tenant rights presentation and one-on-consultation after workshops. The individual casework will address a variety of barriers that affect an individual's ability to remain stably housed.
Target Population	As of September 2024, no income threshold or prior ERAP participation requirements are in place, but should a priority be needed for applicant selection, then 80% AMI and under applicants, could be prioritized.
Geography Served	Alachua County Residents
Capacity per year	1,300 Callers Assisted on the Helpline 12 Tenant Education Workshops 275 Individual Legal Case Assistance
Accessibility	Provider will have an open referral system for all services.
Location of Services	<ul style="list-style-type: none"> • Helpline services will be provided by phone or virtually, if option is available. • Workshops will be provided at a variety of community locations in Alachua County – preferably accessible to the highest need populations • Individual legal casework will occur whenever possible in-person or virtually (within Alachua County)
Length of Services	All services must be completed by the end of the grant period – September 30, 2025
Eligibility Criteria	<p>Income: No income threshold</p> <p>Housing Status: Renter or displaced renter</p> <p>Residency: Currently an Alachua County resident</p> <p>Note: No prior ERAP participation required for individual legal assistance.</p>

<p>Disqualifiers</p>	<p>Not an Alachua County resident Housing legal issue outside of Alachua County Current homeowner Individuals that are already being billed from another payor source for same service</p>
<p>Establish Housing Stabilization Goal</p>	<p>Provider will identify one or more goals of housing stabilization that are impacted by barrier(s) being addressed through legal services:</p> <p>Goal 1: Increase income (benefits), which increases ability to maintain or obtain affordable housing Goal 2: Reduce liability, which increases ability to maintain or obtain affordable housing Goal 3: Reduce housing barriers (background, past evictions, etc.)</p>
<p>Service: Tenant's Legal Assistance Helpline</p>	<p>Provider will establish hours of helpline (not less than 37.5 hours per week). During those hours, the provider will deliver free legal assistance to callers. Callers can receive a limited time legal advice/consultation related to rental housing matters.</p>
<p>Service: Tenant Education Workshops</p>	<p>Minimum of once per month, provider will deliver a tenant education workshop that covers information regarding issues pertaining to leases, evictions, deposits, repairs, and general tenant rights information. At the end of the workshop one-on-one consultation can be provided.</p>
<p>Service: Individual Legal Case Assistance</p>	<p>Provide individual legal case assistance to include consultation, representation, etc.</p> <ul style="list-style-type: none"> • Housing Issues (i.e. past evictions) • Background Issues (sealing of record, expungement, etc.) • Child Support Enforcement • Child Support Modification • Divorce • Public Benefits Application and Appeals • Credit issues that affect ability to obtain affordable housing • Warrants and fines • Driver's License revocation and citations • Upgrade of discharge status for veterans • Garnishments • Employment legal matters • Any other areas that affect housing stability
<p>Eligible Activities</p>	<p>Advocacy Advice Consultation Legal Case Management Mediation Tenant Workshops Representation (Court or Administrative Proceeding)</p>