



**Interoffice Memorandum**

July 27, 2023

TO: Mayor Jerry L. Demings  
-AND-  
County Commissioners

**FROM:** Carrie Mathes, CFCM, NIGP-CPP, CPPO, C.P.M., Manager II,  
Procurement Division

CONTACT: Tracy Salem, Deputy Director, Community and Family Services Department  
407-836-7682

SUBJECT: Approval of Amendment No. 1, Contract Y23-146, Subrecipient Agreement for  
Establishing a Working Agreement for the Provision of Residential Care Services

ACTION REQUESTED:

Approval of Amendment No. 1, Contract Y23-146, Subrecipient Agreement for Establishing a Working Agreement for the Provision of Residential Care Services, with Embrace Families Community Based Care, Inc., in the amount of \$450,000, for a revised estimated contract amount of \$675,000.

PROCUREMENT:

This amendment will provide additional fund to support living, residential group care and emergency shelter services for the performance periods for fiscal years 2023-2024 and 2024-2025.

FUNDING:

Funding is available in the account number 7129-062-7272.8610.

APPROVALS:

The Community and Family Services Department concurs with this recommendation.

REMARKS:

On November 15, 2022, the Board authorized award of contract Y23-146 to Embrace Families Community Based Care, Inc., in the amount of \$225,000 for fiscal year 2022-2023. This agency manages the dependency systems for the State of Florida Child Welfare Services in Circuits 9 and 18. Performance periods for fiscal years 2023-2024 and 2024-2025 would be funded by unused State dollars for Embrace Families Community Based Care, Inc. The County entered into a Grant Agreement, Contract No. GJ506, with the Florida Department of Children and Families, that provides the County a yearly subaward of \$2,613,136, which serves as the pass-through entity for the U.S. Department of Health and Human Services, the Federal awarding agency.