



Department of Economic and Development Services
Planning and Zoning Division

Memorandum

To: Finance and Audit Committee; Board of County Commissioners
From: Edward Lehman, Director of Planning and Zoning
Date: December 31, 2019
Re: Proposed Contract with Health Planning Council of Northeast Florida

Clay County qualifies as a CDBG-eligible County, which entitles the County to approximately \$800,000 a year in block grant funding from HUD. However, a number of specific tasks have to be completed in order for the County to procure this annual funding. These tasks are somewhat labor intensive and require a certain level of expertise; as such, staff believes it in the best interest of the County to contract with the consultant team to accomplish these tasks.

The attached contract for your consideration is with the Health Planning Council of Northeast Florida (Council). The Council has formed a top-notch consulting team that we believe are very capable in completing the necessary work in order to meet the HUD regulations. The consulting team's qualifications are included in the packet. Also included is a letter of recommendation from the Clay County Health Department that recognizes the abilities of the Council and its team to effectively address the requirements. Because the Council is recognized as a government agency, pursuant to State of Florida law no competitive bid process is necessary. In addition, the estimated cost of completion of the necessary steps to be taken is included in the CDBG funding; therefore, the County will be reimbursed for any costs incurred in completing the Consolidated Plan and the other requirements.

Recommendation: Staff recommends that the Board of County Commission approve this contract with the Health Planning Council of Northeast Florida.

Mission:

To protect, promote & improve the health of all people in Florida through integrated state, county & community efforts.



Ron DeSantis
Governor

Scott Rivkees, MD
State Surgeon General & Secretary

Vision: To be the Healthiest State in the Nation

11/4/2019

Susan Grich
President and CEO
Health Planning Council of Northeast Florida, Inc.
4201 Baymeadows Road, Suite 2
Jacksonville, FL 32217

Dear Ms. Grich:

I would like to offer this letter of support for the Health Planning Council of Northeast Florida, specifically in their role as the lead entity in applying for and obtaining Community Development Block Grant (CDBG) funds for Clay County, in accordance with the US Department of Housing and Urban Development's Consolidated Plan process. HPCNEF is a private nonprofit 501(c)(3) organization provided in Florida Statute 408.033. HPCNEF provides population health information, analysis, and planning. HPCNEF's unique expertise in public health, healthy communities, safe public infrastructure policies, health assessments, data analysis, and strategic planning will greatly assist in this effort. In addition, HPCNEF has the unique ability to interweave important community health related concerns into the process for determining future needs and CDBG expenditures. The Clay County Health Department works closely with HPCNEF on the County's Health Assessment and other projects and looks forward to working closely with HPCNEF in this particular effort.

Best regards,

A handwritten signature in black ink that reads "Heather Huffman".

Heather Huffman, MS, RDN, LD/N, IBCLC
Health Officer & Administrator