

Budget Change Order No. 1

ARPA Nonprofit 19362

Catholic Charities of Northwest Florida, Inc.
11 First Street, SE
Fort Walton Beach, FL 32548

The Agreement entered into on the 4th day of April, 2023, is hereby revised as follows:

WHEREAS, Catholic Charities of Northwest Florida, Inc., requested a Caring Coach Coordinator at \$13.00 per hour pay rate and a Food Pantry Coordinator at \$16.00 per hour pay rate under their American Rescue Plan Act Subrecipient Agreement; and

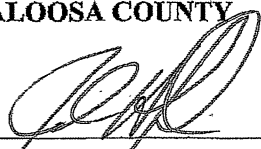
WHEREAS, the actual rate of pay is higher than budgeted, this Budget Change Order is to increase the Caring Coach Coordinator to \$15.00 per hour pay rate and the Food Pantry Coordinator to \$16.50 per hour pay rate keeping the Salary/Wages line item the same at \$37,960.00 within the \$50,000.00 award total (See Exhibit A).

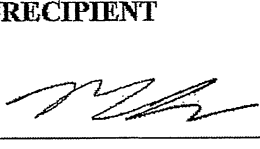
All other terms and conditions of the Agreement shall remain unchanged.

IN WITNESS WHEREOF; the undersigned have signed and executed this Budget Change Order on the respective dates under their signatures:

OKALOOSA COUNTY

SUBRECIPIENT

By: 

By: 

John Hofstad, County Administrator
Print Name and Title

Matthew Knee, Executive Director
Print Name and Title


Date: 10/26/23

Date: 10 / 24 / 2023

Witness:

Witness:

By: 

By: 

Roland C. Sims Jr.
Print Name and Title

Heather Skitt, Director of Finance
Print Name and Title

Exhibit A
Budget for Change Order 1

Catholic Charities of Northwest Florida, Inc.

ACTIVITY

						Budget		
1	Salary/Wages					\$ 37,960		
	Name	Position	Rate of Pay	Hours	Total			
	Patricia Sawyer	Caring Couch Coordinator		13	520 \$ 6,760.00		New Rate	
	Jim Gurlis	Food Pantry Coordinator		16	1950 \$ 31,200.00		15.00 450.67 6,760.00	
							16.50 1,890.91 31,200.00	
2	Fringe					\$ 6,154		
	Name	FICA	Retirement	Health Insurance	Total			
	Patricia Sawyer	517.14	0	0	\$ 517.14		517.14 517.14	
	Jim Gurlis	\$ 2,386.80		3250	\$ 5,636.80		2,386.80 3,250.00 5,636.80	
3	Travel					\$ -		
	Name	Destination	Purpose	Total				
				\$ -				
4	Equipment					\$ -		
	Item Description	Unit	Cost	Total	Purpose			
				\$ -				
				\$ -				
5	Supplies					\$ -		
	Item Description	Unit	Cost	Total	Purpose			
				\$ -				
				\$ -				
6	Contractual					\$ -		
	Scope of Work	Purpose		Total				
				\$ -				
7	Construction - Capital Only					\$ -		
	Scope of Work	Purpose		Total				
				\$ -				
8	Other					\$ 5,886		
	Food Pantry Rent	Space leased for Food Pantry		\$ 2,326.92			2,327.06	
	Food for Distribution	Food to Distribute to Clients		\$ 3,559.00			3,559.00	
	Total					\$ 50,000		50,000.00

Jane Evans

From: Parsons, Kerry <KParsons@ngn-tally.com>
Sent: Monday, October 23, 2023 8:17 AM
To: Jane Evans; Lynn Hoshihara
Subject: RE: G353 - Legal Coordination - ARPA NP 19362 Catholic Charities Budget Change Order 1

This is approved for legal purposes.

Kerry A. Parsons, Esq.



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From: Jane Evans <jevans@myokaloosa.com>
Sent: Friday, October 20, 2023 12:28 PM
To: Parsons, Kerry <KParsons@ngn-tally.com>; lhoshihara@myokaloosa.com
Subject: RE: G353 - Legal Coordination - ARPA NP 19362 Catholic Charities Budget Change Order 1

When I submitted for subrecipient signature, they replied they hired the latest Caring Coach at 15.00 an hour – attached is the revised CO.

May I proceed with the Change Order?

Jane

From: Parsons, Kerry <KParsons@ngn-tally.com>
Sent: Friday, October 20, 2023 8:36 AM
To: Jane Evans <jevans@myokaloosa.com>; Greg Stewart <gstewart@myokaloosa.com>; Lynn Hoshihara <lhoshihara@myokaloosa.com>
Cc: Kelly Bird <kbird@myokaloosa.com>; Shannon Clowes <sclowes@myokaloosa.com>; Dan Sambenedetto <dsambenedetto@myokaloosa.com>; Leigh Anne Medina <lmedina@myokaloosa.com>
Subject: RE: G353 - Legal Coordination - ARPA NP 19362 Catholic Charities Budget Change Order 1

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From: Jane Evans <jevans@myokaloosa.com>
Sent: Friday, October 20, 2023 8:17 AM
To: Greg Stewart <gstewart@myokaloosa.com>; lhoshihara@myokaloosa.com; Parsons, Kerry <KParsons@ngn-tally.com>
Cc: Kelly Bird <kbird@myokaloosa.com>; Shannon Clowes <sclowes@myokaloosa.com>; Dan Sambenedetto <dsambenedetto@myokaloosa.com>; Leigh Anne Medina <lmedina@myokaloosa.com>
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Please review the attached Amendment in the form of a Budget Change Order for the Catholic Charities of Northwest Florida, Inc.

They are actually paying the 14.00 for the first reimbursement request and the new person was hired at 16.00 but will soon receive an increase to 16.50 – doing both changes in this change order.

Note to HR: None

Note to IT: None

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