Infant Mental Health
Invitation to Negotiate (ITN)

UNITING GRANT

Focus Areas:
Children are Healthy and Safe
Children are Developmentally on Track

Funding Allocation:
FY 2016 – up to $450,000 (October 1, 2015 - September 30, 2016)
FY 2017 – up to $450,000 (October 1, 2016 – September 30, 2017)

ITN Designation: Pro 2015 - 11

Issue Date: June 11, 2015

MANDATORY Funding Workshop:
June 25, 2015

Questions Due:
June 26, 2015

Applications Due:
July 23, 2015

Kelley Parris, Executive Director
Doretha Edgecomb, Board Chair

For further information, please contact:
Glenn Brown, Project Manager
brownG@childrensboard.org
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1.1 INTRODUCTION TO THE CHILDREN’S BOARD OF HILLSBOROUGH COUNTY

In 1988, Hillsborough residents agreed that improving support and services to our county’s children and families was a major priority for our community’s future. Thus, the Children’s Board was established in 1989 as a special taxing district through a levy of up to 50 cents per $1,000 of assessed property tax to improve the lives of children and families through its strategic investments on behalf of the community. These investments include:

- Developing local prevention and early intervention services;
- Convening community partners to work in partnership on shifting outcomes for children and their families;
- Actively influencing local and state policy;
- Providing venues for community engagement in advocacy efforts and decision-making;
- Maximizing funding revenues;
- And developing innovative services and supports for the well-being of children and their families.

Our Vision - By the year 2020, Hillsborough County will be recognized as one of the top places in the nation to raise children.

Our Mission - The Children’s Board of Hillsborough County (CBHC) promotes the well-being of children and families by uniting community partners, investing in innovative opportunities, and leading the county in best practices—so the whole community can realize its full potential.

Uniting Grant - Provides children and families, primarily in neighborhood-based settings throughout the county with a collaborative approach to service delivery in one (1) or more strategic focus areas to address emerging community needs and reach underserved children and families.

Strategic Focus Area: Children are Developmentally on Track - Early Identification is essential to optimizing a child’s potential and serves as an opportunity for caregivers to bond and learn more about their child’s current developmental functioning.

BACKGROUND INFORMATION

According to Florida State University’s Center for Prevention and Early Intervention Policy, the first years of life provide the basis for children’s mental health and social-emotional development.

Social development includes the ability to form healthy relationships with others, and the knowledge of social rules and standards.

Emotional development includes the experience of feelings about self and others, with a range of positive and negative emotions, as well as the ability to control and regulate feelings in culturally appropriate ways.
The development of self-worth, self-confidence and self-regulation are important features of social-emotional development. Healthy social-emotional development is essential for success in school and in life.

**Statement of Purpose**

- The purpose of the ITN is to identify qualified provider(s) capable of providing the requested activities that solely focus on supporting professionals and families as it relates to children birth to age 3 with emotional and/or behavioral difficulties.

- The qualifying provider will need to continue the strategic implementation of the plan initiated in 2014 (Appendix 5) focusing on local/state planning; developing a coordinated system of services; social marketing; training infrastructure; and sustainability in accordance with the FAIMH strategic plan.

**Qualifying Proposals will address ALL of the following strategic activities:**

1. Planning with the Hillsborough County Infant Mental Health Steering Committee and collaboration with the Florida Association for Infant Mental Health (FAIMH).
2. Solidify an infrastructure for Infant Mental Health training with reflective supervision to increase competency in the local workforce to result in high quality services.
3. Social Marketing to increase Infant Mental Health awareness in the community.
4. Develop a process for existing service providers of children, birth to 3, to access a coaching intervention model facilitated by qualified Infant Mental Health Professionals to support children and families with social-emotional difficulties.
5. Develop community capacity to provide evidence based practices, such as, Child Parent Psychotherapy within the local service delivery systems, including access of Administrative Service Organization (ASO) providers.
6. Support the implementation of an Early Childhood Court pilot in collaboration with Eckerd Community Alternatives of Hillsborough County and Dependency Court.
7. Develop a parent education component utilizing one of the following evidence-based curriculums such as: *Circle of Security; Incredible Years and/or Nurturing Parenting.*

Failure to address the needs listed above may result in disqualification of the proposal from further consideration.

**The successful respondent(s) to this ITN are expected to:**

1. Have existing experience in collaborating with the Florida Association for Infant Mental Health and the Early Childhood Council of Hillsborough County.
2. Collaborate and/or subcontract with other community organizations that have completed training in the Michigan Competencies to deliver direct services across Hillsborough County.
3. Provide leadership in emerging Infant Mental Health practice and project coordination with organizational capacity to successfully manage fiscal responsibilities, data collection, monitor outcomes and maintain community planning efforts.
4. Provide and/or subcontract either formally or by use of vendors as Collaborating Partners for services in order to submit a response that addresses all the strategic activities.

**Funding Allocation**
An approved contract may have access to additional flexible funds from the Administrative Service Organization (ASO) to provide families with identified supports, as a payer of last resort.

The ASO utilizes trained case managers from participating agencies to work with families to develop individualized family support plans and select a wide range of services and supports for children and their families. Families are able to prioritize the services that they need the most and select a provider of their choosing. At this time, approximately one hundred (100) service types are available from a fully credentialed provider network.

The Children’s Board role in the ASO is to offer funds management, accounts payable services, detailed financial reporting, provider credentialing and network management, and quality assurance. All processes are managed through a custom web-application which is highly efficient, increases accountability, and offers real-time data to participating programs and funders.

**Year 1 Budget**
(Fiscal Year 2016) - Amount of funding request **necessary** for the organization to start up and operate the program which cannot exceed $450,000.

**Year 2 Budget**
(Fiscal Year 2017) - Amount of funding request **necessary** for program annual operating expenses, **minus** any one-time expenditures for Year 1 startup costs and include annualized amounts for phased in services.

The budget should not exceed $450,000 in Year 2.

**Special Note:** The amount for ASO should not be included in Year 1 or Year 2 budget projections. An annual allocation will be negotiated upon a recommendation and Board approval for program funding.

**Before beginning your Proposal, review the following documents:**

- Appendix 1: CBHC Contract General Terms and Conditions
- Appendix 2: Matrix Tip Sheet.
- Appendix 4: Rating Criteria Form.
- Appendix 5: Implementation Plan
- Florida’s Strategic Plan for Infant Mental Health – [www.faimh.org](http://www.faimh.org)
1.2 **TIMELINE AND SUMMARY (DATES SUBJECT TO CHANGE)**

[This is a summary only and does not alter the requirements contained in other sections of this procurement document.]

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
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<tbody>
<tr>
<td>June 11, 2015</td>
<td>Invitation to Negotiate (ITN) released and posted on <a href="http://www.childrensboard.org">www.childrensboard.org</a> Click on the Budgeting tab for Funding Opportunities.</td>
</tr>
</tbody>
</table>
| June 25, 2015      | **MANDATORY Funding Workshop**  
Time: 11am - noon  
1002 E. Palm Avenue  
Tampa, FL 33605 |
| June 26, 2015      | Deadline for written questions is 4:00 PM. Please email questions to Glenn Brown, Project Manager at brownG@childrensboard.org Please use email subject line: **Pro 2015-11 Invitation to Negotiate (ITN) Infant Mental Health** |
| June 30, 2015      | Answers to Questions posted on [www.childrensboard.org](http://www.childrensboard.org) by 4:00 PM. |
| July 23, 2015      | **Submission deadline is 4:00 PM (Children’s Board’s clock)** at Children’s Board of Hillsborough County — Front Desk Reception. See Section 2.5 for label and address requirements. Applicant will use **Part 2** to submit an Application. **Responses may be delivered by hand, courier, or US mail.**  
No facsimile or emailed Applications will be accepted. |
| August 3, 2015     | Community Review Team will evaluate all Proposals and determine the most qualified Proposer(s) using scoring criteria on **Part 3 Rating Sheet.** |
| August 27, 2015    | Grant Awards Announced (Subject to Board approval.) |
| October 1, 2015    | Contract with selected Proposer(s) begins. |
1.3 DEFINITIONS

1. “Children’s Board” or “CBHC” means the Children’s Board of Hillsborough County, a special district political subdivision of the state of Florida. The Children’s Board of Hillsborough County is not a corporation. All records submitted to the Children’s Board become public records under Chapter 119, Florida Statutes, unless exempted by state law. The Children’s Board is also subject to the Florida’s Sunshine Law; see Chapter 286, Florida Statutes.

2. “Cost Reimbursement” means CBHC reimbursement of expenses actually paid and disbursed by the Grantee after Services have been performed.

3. “Grantee” means the selected Proposer(s) awarded a contract with the Children’s Board to provide the Services to build Grantee capacity to operate effectively over the long term.

4. “Project Manager” means Glenn Brown, Program Manager.

5. “Proposer” means the written proposal submitted for consideration by an Applicant, or collaborative of organizations in response to this procurement document and includes any written clarifications submitted by an Applicant in response to a written request from the Project Manager.

6. “Proposer” or “You” or “Agency” means the eligible not-for-profit corporation or organization that submits or intends to submit an Application to the CBHC pursuant to this procurement document.

7. “ITN” or “Invitation to Negotiate” or “Procurement Document” means this Invitation to Negotiate, whose ITN designation is shown on the first page of this ITN, and includes any addendum and the answers to Applicant’s questions.

8. “Services” or “Activities” or “Project” or “Program” means all labor, equipment, and materials necessary for the selected Proposer(s) to build capacity to operate effectively over the long term as described in Proposer’s Proposal and carried out as required by procurement document.

9. “Evidence-based practices” means integrating the best available evidence-based practices with practitioner expertise and other resources, and with the characteristics, state, needs, values and preferences of those who will be affected. This is done in a manner that is compatible with the environmental and organizational context.

10. “Best Practices” refers to methods or techniques that have consistently demonstrated evidence of results/accomplishments that are better than those achieved with other means, and are used as a benchmark. These are often related to a set of guidelines established by an authority that recommends an efficient or prudent course of action in some situations.

11. “Project Plan” defines the approach and services to be used by the project team to deliver the project.

13. “Collaborating Partners or Organizations” means two (2) or more partners or organizations, with clearly defined responsibilities and duties for delivering some or all of the services identified by this procurement document.

14. “Universal Access” means any child birth to 3 years of age and family members can obtain access and participate in services available across Hillsborough County, FL regardless of income, race, gender, disability or marital status.

15. “MANDATORY PRE-PROPOSAL WORKSHOP” is a required meeting that must be attended, in person, by a representative(s) of any organization that is considering submitting a proposal in response to this Invitation to Negotiate. Proposals will not be accepted from any organization that does not have a representative in attendance at the scheduled workshop.

1.4 **EQUAL OPPORTUNITY AND NONDISCRIMINATION**

The Children’s Board encourages the participation of minority faith-based and grassroots organizations in all contracts. No person or legal entity will be excluded from participation in, denied the benefits of, or otherwise discriminated against in connection with the award and performance of any Children’s Board procurement on the basis of race, color, religion, national origin, age, gender, sexual orientation, disability or marital status.

1.5 **NO ORAL INTERPRETATIONS**

Interpretations, explanations, corrections and changes in this Invitation to Negotiate will be made only by written answers to Proposers’ questions submitted prior to the deadline for such questions and/or by addendum. Interpretations, explanations, corrections and changes of the Invitation to Negotiate made in any other manner or made orally by Children’s Board staff will not be binding on the Children’s Board and Proposer shall not rely upon them.

1.6 **QUESTIONS FROM APPLICANTS AND CHILDREN’S BOARD’S ANSWERS**

Answers to Proposers’ written questions will be made in writing and posted on CBHC website as described in Section 1.2. Should any questions or response require revisions to the Invitation to Negotiate, such revisions will be by addendum only and furnished by posting on CBHC website.

1.7 **ADDENDUM AND INCOMPLETE PROPOSALS**

Applicants are responsible for complying with any addendum issued. FAILURE TO RESPOND TO ANY ITEM INCLUDING ANY REQUESTED INFORMATION, OR FAILURE TO FOLLOW THE PROCUREMENT DOCUMENT MAY RESULT IN THE SUBMISSION OF AN INCOMPLETE PROPOSAL AND MAY RESULT IN DISQUALIFICATION OF THE PROPOSAL FROM FURTHER CONSIDERATION.
1.8 RIGHT TO SEEK AND CONSIDER CLARIFYING INFORMATION

The Children’s Board may seek clarifying information regarding any Proposal. Such clarifying information shall be provided by the Proposer in writing.

1.9 REJECTION OF PROPOSALS OR PROPOSERS

Children’s Board reserves the right to reject all Proposals with or without cause, to waive technicalities or informalities, and/or to accept a Proposal which best serves the interests of the Children’s Board as described in this procurement document. Cost of preparing a Proposal is an operational cost of the Proposer and shall not be passed on to or borne by CBHC.

Any Proposal determined to be nonresponsive to any specification or requirement of this ITN, including instructions governing submissions of Proposals, may be disqualified without evaluation. A Proposer who violates the provisions of this procurement document may be rejected from the selection process.

1.10 RESTRICTED COMMUNICATIONS

Communication with Children’s Board personnel and/or Children’s Board’s Board members, other than Glenn Brown, Project Manager, regarding this Procurement Document, from June 11, 2015 through August 27, 2015 may result in rejection of such Proposer.

1.11 COST REIMBURSEMENT PAYMENTS

Awarded organizations will be paid on a Cost Reimbursement basis. This will require applying organizations to have the financial resources available to pay operating expenses prior to receiving payment from CBHC.

1.12 CHILDREN’S BOARD’S CONTRACT

By submitting a Proposal, the Proposer agrees that, if the Children’s Board selects such Proposer to perform the Services, the Proposer will, upon such selection, execute a standard Children’s Board Program Contract. Execution of the Program Contract will be contingent on availability of funds.

1.13 AWARD OF CONTRACT

The contract for the Services will be awarded to the Proposer determined in writing to be in the best interests of the Children’s Board. No contract shall exist between the Children’s Board and the selected organization until the written contract is signed by the Children’s Board and the selected organization. The Children’s Board reserves the right to negotiate the revision of the Scope of Services with the successful Proposer or Proposers as determined necessary in the best interests of the Children’s Board. The Children’s Board reserves the right to award different elements or components to different Proposers as determined in the best interests of the Children’s Board.
1.14 PROHIBITIONS ON PROPOSERS WHO ARE FORMER CBHC EMPLOYEES AND BOARD MEMBERS

For a period of two years from the date a Children’s Board employee or Board member ceases his/her employment or Board member duties with CBHC, the CBHC will not award a consulting or services contract to that individual.

1.15 INTENTIONALLY LEFT BLANK

1.16 Public Entity Crimes

Pursuant to Section 287.133(3)(a), Florida Statutes:

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in s. 287.017 for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list.

1.17 INTENTIONALLY LEFT BLANK

1.18 Qualified Proposer

The Children's Board shall determine whether the Proposer to be selected is fully qualified to render the required Services. Among the factors to be considered in making this finding are the capabilities, adequacy of personnel, past record, and experience of the Firm or individual.

1.19 Conflict of Interest

The Proposer represents that it presently has no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the performance or Services required hereunder, as provided for in Fla. Stat., §112.311, and following sections. The Proposer further represents that no person having any such conflict of interest shall be employed for the Services.

The Proposer shall promptly notify the Children's Board’s Project Manager, in writing, by certified mail, of all potential conflicts of interest for any prospective business association, interest, or other circumstance, which may influence or appear to influence the Proposer's judgment or quality of Services being provided hereunder and the Children's Board’s Project Manager will notify all Partners. Such written notification shall identify the prospective business association and interest or circumstance.

1.20 Compliance with all Laws

The laws of the State of Florida apply to any purchase made under this Invitation to Negotiate. Proposers shall comply with all local, state, and federal directives, orders and
laws as applicable to this Proposal and subsequent contract(s) including but not limited to Equal Employment Opportunity (EEO), Minority Business Enterprise (MBE), and OSHA as applicable.

1.21 **Term of Contract**

The contract with the Contractor and/or Collaborative partners shall be for up to twelve (12) months for Year 1, and up to twelve (12) months for Year 2, with the option for the Children's Board to continue the contract additional one-year terms depending on satisfactory performance and availability of funding. The Children's Board may terminate the contract with the Contractor and/or Collaborative partners upon thirty (30-days) written notice to the Contractor and/or Collaborative partners without providing cause.

1.22 **Multiple Awards**

The Children's Board reserves the right to make multiple awards pursuant to this ITN.
PART 2 – PROPOSAL GUIDELINES / CONTENT/FORMAT

2.1 GENERAL REQUIREMENTS:
- Applicants eligible for Children’s Board funding include corporations, not-for-profit corporations, and governmental organizations that are legally authorized to operate in the State of Florida.
- CBHC funding or resources shall not be used to replace funding for activities for which other local, state, or federal governmental agencies are obligated by statute, administrative rule, or local ordinance to pay.
- The Grantee shall participate in capacity building training and planning.
- CBHC funding can only be used to augment, and not supplant, any other available resources to Grantee.

2.2 ACTIVITIES NOT ELIGIBLE FOR FUNDING
- Summer Out of School time or child care program fees;
- Scholarships; and / or
- Building or capital projects

2.3 PROPOSAL COVER PAGE
The first page of the Proposal must include the following:
  2.3.1 Organization’s full legal name;
  2.3.2 Address; Telephone; and email address;
  2.3.3 Website (if available);
  2.3.4 Full name and contact information for the person with whom the CBHC should communicate regarding the Proposal;
  2.3.5 Amount of funding request for year 1; and
  2.3.6 Amount of funding request for year 2.

2.4 ORGANIZATIONAL CAPABILITY
In this section describe the extent to which the Proposer has the organizational capacity to carry out the Services and the requirements of this ITN:
  2.4.1 Organization’s History and Mission;
  2.4.2 Organization’s Senior Staff listed by name and title;
  2.4.3 Internal capacity to complete administrative functions of proposed project;
  2.4.4 Number of staff and their background/area of expertise to provide the services and activities requested in this ITN
  2.4.5 Collaborative relationships that already exist with community based organizations that will contribute to the success of the proposed project plan;
  2.4.6 Organization’s experience and capacity to implement a plan for Infant Mental Health in Hillsborough County.
2.5 PROJECT PLAN NARRATIVE - DESCRIBE THE FOLLOWING:

2.5.1 APPROACH TO PROJECT:
- Describe methods that will be used to deliver the strategic activities.
- Explain how the proposed Services will help eliminate barriers to accessing specialized training for professionals and appropriate care for children birth to 3 and their families.

2.5.2 Implementation Plan: Appendix 5 – Describe how organization proposes to continue the efforts established by the Hillsborough County Infant Mental Health steering committee led by the Early Childhood Council of Hillsborough County.

2.5.3 Age Focus: The extent to which the Proposal impacts targeted and universal supports to pregnant women and children, birth to age 3 and their families.

Failure to address the specified age focus may result in disqualification of the proposal from further consideration.

2.5.4 Area Focus:
- Describe strategies that will be put in practice to uniquely respond and serve diverse populations of residents and professionals throughout Hillsborough County.
- Identify at least 2 methods of outreach to be used to promote the Services for residents and professionals.

2.5.5 Summary Statement – A short summary (50 words or less) of the purpose of the proposed Services that demonstrate the positive impact the Proposer will make in the strategic focus area(s) selected.

2.6 EMPOWERMENT EVALUATION MATRIX (APPENDIX 2A)
In this section complete and submit as a required attachment with the Proposal the Empowerment Evaluation Matrix using Appendix 1a. Proposers are required to prepare a clearly defined plan to achieve the desired outcome(s). Complete only one-page or less per outcome.
- Column 1 – Process Objective: What is the organization proposing to do?
- Column 2 – Activities: How is organization planning to do it?
- Column 3 – Responsible Parties: List everyone contributing to doing the work?
- Column 4 – Expected Outcomes – Proposers must comply with ALL Required Outcomes.
- Column 5 – Indicator Measurement: Shows how the Proposer will measure change. Proposers may suggest a curriculum tool based on their proposed project plan.
- Column 6 – Data Source: Where can this evidence be found?
- Column 7 – Time of Measurement: When or how often will data be gathered for each expected outcome.
2.6.1 OUTCOME REQUIREMENTS:
- A contract awarded by the Children’s Board is subject to outcome negotiations and may result in additional outcome expectations than those proposed.
- The language for the required outcomes listed below should not be changed in the Proposal matrix form.
- For each outcome indicate the number of children or adults that will be served with each outcome for year 1 and year 2 in column 1-Process Objective.
- FY2016 outcomes will reflect a baseline year, this means that service levels and outcome achievement will be monitored closely to gain a better understanding of capacity in practice.
- In addition to capturing outcome data, demographic data collection is also required for all participants served.

Failure to include required outcomes as written in Section 2.6 may result in disqualification of the proposal from further review.

2.6.2 REQUIRED OUTCOMES (See pre-populated Appendix 1a - Matrix)

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<thead>
<tr>
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<th>Description</th>
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<tbody>
<tr>
<td>1</td>
<td>85% Early Education Staff/Professionals with Increased Knowledge of Developmentally Appropriate Practices.</td>
</tr>
<tr>
<td>2</td>
<td>85% Parent’s/Caregiver’s Demonstrating Behavior Consistent with Knowledge of Age-Appropriate Child Development and Expectations.</td>
</tr>
<tr>
<td>3</td>
<td>85% Children Demonstrating a Secure Attachment to a Nurturing Caregiver.</td>
</tr>
<tr>
<td>4</td>
<td>85% of Families with Increased Concrete Supports.</td>
</tr>
<tr>
<td>5</td>
<td>Reporting Only Outcome: Implementation Plan Activity Updates</td>
</tr>
</tbody>
</table>

2.7 BUDGET DETAIL / BUDGET NARRATIVE (APPENDIX 2a, 2b AND 2c)

The budget reflects what the program needs to accomplish and what the proposal sets out to do. The budget is another way to tell the story and should only include what is needed. In this section complete and submit as a required attachment the Budget Detail (Excel file) and the Budget Narrative (Excel file) for each fiscal year (2016 and 2017).

2.8 AUTHORIZED SIGNATURE

The Proposer proposes to provide the Services to the Children’s Board of Hillsborough County in accordance with the terms specified in the procurement document.
Signature(s) – The original Proposal is to be signed by an official/individual who is legally authorized to bind the Proposer.

<table>
<thead>
<tr>
<th>Authorized Signature:</th>
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<tbody>
<tr>
<td>Printed Name and Title:</td>
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<td>Date:</td>
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</table>
PART 3 – APPLICATION SUBMISSION AND ATTACHMENTS

3.1 SUBMISSION REQUIREMENTS

- 10 page maximum (not including cover page and required attachments). Proposals that exceed 10 pages will not be reviewed.
- Title your Proposal with “Pro 2015-11 Invitation to Negotiate (ITN) Infant Mental Health”
- Proposals shall be organized and numbered as shown in Part 2.
- Proposals must be typewritten in 12 point font on 8½” by 11” paper with at least 1 inch margins on all slides, double spacing and all pages must be numbered.
- Proposals should be provided in one (1) original copy and four (4) identical copies, including required attachments only, and in color where the original is in color.
- Only (1) copy of the Agency Audit needs to be submitted with the proposal.
- One (1) electronic copy of the Proposal must be submitted on CD ROM or USB Drive in Microsoft Word format.
- Responses must be delivered by hand, courier, or US mail. No facsimile or emailed Proposals will be accepted.
- The outside envelope shall be clearly labeled:

  The outside envelope shall be clearly labeled:

  Pro 2015 – 11
  Invitation to Negotiate (ITN)
  Infant Mental Health
  Glenn Brown, Project Manager
  Children’s Board of Hillsborough County
  1002 E. Palm Avenue
  Tampa, FL 33605

3.2 REQUIRED ATTACHMENTS – Only include what is requested.

- Most Current Agency Audit (if unavailable, state reason in organizational capacity section);
- List of Board of Directors;
- Completed Empowerment Evaluation Matrix;
- Letter of Support from Eckerd Community Alternatives in Hillsborough County
- Letter of Support from Hillsborough County Dependency Court
- Budget Detail Form and Budget Narrative for Year 1; and
- Budget Detail Form and Budget Narrative for Year 2
### Goals:
Specific aims of a particular program or project consistent with the mission and representing how this particular program or project intends to contribute to attainment of the vision.

**1.** Goals of the project are clearly stated and written as the outcomes the project wants to achieve and not describing the activity the program is doing.

**2.** Goals relating to different aspects of the project are separately stated.

**3.** Goals are consistent with the stated vision and mission.

**4.** Goals are realistic given the scope of the problem/need and the characteristics of the target population.

**5.** Target population is identified within the goal statement.

### COLUMN #1 Objectives (Process):
What the program intends to accomplish in order to create or facilitate change.

**6.** One or more measurable and appropriate (logical) objectives are stated for each goal.

**7.** Objectives state what the program is performing on behalf of the identified population.

**8.** A process is described for monitoring progress toward accomplishing objectives and using data for quality improvement.

**9.** The objectives state how many participants are being served (when appropriate).

### COLUMN #2 Activities and Services:
What the program staff propose to actually do for, to, or with clients.

**10.** Stated activities are key, descriptive and logically linked to the accomplishment of the objective.

**11.** Dates and timelines are included with activities as appropriate, e.g. report due dates, staff hiring deadlines, participant recruitment, etc.

### COLUMN #3 Responsible Parties:
The person who is going oversee or execute the activities relative to the stated objective.

**12.** Specific individuals or position titles are indicated for each activity.

**13.** There is a match between the Responsible Party and the budget.

### COLUMN #4 Outcomes:
The desired changes in the client or client situation the program hopes will result as a consequence of accomplishing stated process objectives.

**14.** No more than one measurable desired outcomes is stated for each objective. (There may be a variety of desired outcomes for each objective list the one that is most critical.)

**15.** Outcomes are reasonable given the characteristics and needs of the target population and the level of the intervention.

**16.** The target population of the outcome matches the target population described in the objective.

**17.** Outcomes are stated as numerical performance targets. For example "80% of the 100 participants completing the curriculum will increase their understanding of parenting schools (N=80)." Note: If you use "increase, decrease, improve, gain, etc. a performance baseline is required.

**18.** Outcomes include the number of participants served and a description of their level of participation to be eligible to meet the outcome (e.g. length of time participating in services). (When appropriate.)

### COLUMN #5 Indicators:
Specific measures and/or benchmarks are used as evidence that outcomes have actually been achieved.

**19.** Indicators are specified for each stated outcome. Note: Evidence of performance is often strengthened when there is more than one indicator to measure the outcome from different sources (triangulation).

**20.** Indicators are appropriate & relevant to measure outcome variables. When available and feasible, valid and reliable (scientifically established perhaps in professional literature or part of the curriculum design) measures of outcome

**21.** Tests/measures are obtainable and can be applied given target population.

**22.** Activities for the collection, applying or analyzing of the indicator data is described in activities.

### COLUMN #6 Data Sources:
If it is primary data (it is data that are collected first hand as part of your activities) then where is the data collected, observed and stored. If it is secondary data (if someone else has done the primary data collection and

**23.** Identify the source of the data (primary or secondary) and where the data are stored for each indicator.

### COLUMN #7 Times of Measurement, Analysis & Reporting:
The specific time intervals or dates when indicator data is collected, aggregated and reported.

**24.** For measures that have specified data collection time points the specific time intervals or dates are identified for when indicator data is collected. This is not for "ongoing."

**25.** For measures that happen ongoing through the year the specific time intervals or dates are identified for when indicator data is aggregated and reported.
Goal statement: Children are developmentally on track in the social-emotional domain.

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<tbody>
<tr>
<td>85% Early Education Staff/Professionals with Increased Knowledge of Developmentally Appropriate Practices.</td>
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<tr>
<td>85% Parent’s/Caregiver’s Demonstrating Behavior Consistent with Knowledge of Age-Appropriate Child Development and Expectations.</td>
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<tr>
<td>85% Children Demonstrating a Secure Attachment to a Nurturing Caregiver.</td>
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<tr>
<td>85% of Families with Increased Concrete Supports.</td>
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<tr>
<td>Reporting Only: Implementation Plan Updates (Not participant specific data).</td>
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1 Revised June, 2002 adapted from “Empowerment Evaluation Tool 1” by Dr. Barbara Morrison-Rodriguez www.bmrconsult.com
CHILDREN’S BOARD OF HILLSBOROUGH COUNTY

BUDGET INSTRUCTIONS
FY 2015 NEW PROGRAM FUNDING

The New Program Budget provides a summary of the total cost of the project. It also provides the other revenue sources supporting the project. The New Program Budget provides specific revenues and expenditures for the program to be funded by the Children’s Board (CBHC) for the initial contract period through the end of the current fiscal year (September 30) and the estimated annual revenue and expenditures for the next full fiscal year (October 1 to September 30). Column (1) is the Total Program Budget for the initial contract period through September 30. Column (2) includes the Children’s Board portion of the budget for the initial contract period. Column (3) is the annual Total Program Budget for the next full fiscal year (October 1 to September 30). Column (4) is the Children’s Board’s portion of the budget for the next fiscal year. If only one year of funding is being requested, only fill out columns one and two.

BUDGET NARRATIVE

Narrative explanations are required for all revenue sources and expenditures included in the budget. Provide detail in each narrative line of how the total program budget amount was determined. This budget should describe the total cost of the project. If the budgeted amount is an allocation of a total expenditure of the agency, provide the total amount of the expenditure and detail of how the amount budgeted for the direct use of the program was determined.

Do not add or change categories or line items listed on the budget forms.

REVENUES

Include all revenue sources for the program. Please explain in the narrative section whether the various revenue sources of funds are committed or anticipated, and the time frame the funding covers.

If the budget is for a lead agency with subcontractors, include all revenue sources for the subcontractors in the lead agency budget in the total program columns. Indicate which subcontract the revenue is generated from.

Other Funding Sources:

Include all other revenue sources in this section. This includes other grantors, contributions, fund raising events, in-kind, etc. List each source of revenue on a separate line for this program by individual funder or type of revenue. Include the following information in the narrative: if the revenue source pays for or does not pay for certain expenditures, if the revenue source has a required match and the length of the match commitment, and if the revenue source is time
limited. Be specific when listing in-kind revenue (for example in-kind rent, in-kind volunteers, in-kind goods).

If your program includes an Administrative Services Organization (ASO) allocation, include the allocation amount in this section as a line item (and in the expenditure section in the total program budget column – not included in the CBHC budget amount).

**Total Revenue:** Sum of all revenue lines.

**EXPENDITURES**

*Do not add or change categories or line items listed on the budget forms.*

Describe both the cost of the initial budget period and the annual cost for each item. Indicate if expenditures budgeted in the initial period are start- up, one time expenditures.

The purpose of the narrative is to describe how the total program budget amounts were determined for each line item in the budget. It is not necessary to justify the reason for the expense.

**Salaries:**

The amount included in the budget should only be the portion of the position’s time providing direct services for this program in order to successfully complete its outcomes. This time also includes meetings and training. Include a brief description of the duties for each position in the budget narrative section. If a position is not 100% allocated to the program, provide the method of determining the percentage allocated to the program in the narrative section.

**Salaries Detail Sheet**

For each program position, enter the information requested in each column. Take the time to review each column and verify the information is correct based on what the position does for the agency and program and how much CBHC is funding each position.

1. **INITIAL FUNDING PERIOD Name and Position Title (include FTE)** -- The name of the individual occupying the position, if known, and the title of the position (should be the same as that appearing on the organizational chart and the job description). Please state whether the position is a full-time position (1.0 FTE) or part-time position with the agency. If part-time, indicate the percentage of full-time (e.g. .50 FTE). If positions are working on a neighborhood based contract, list the neighborhood(s) name or zip code(s) in which the position will be working in the narrative.

2. **GROSS ANNUAL SALARY** -- Total annualized expense to the agency for the position.
Appendix 2a.

3. **% OF TIME IN PROGRAM** -- Percentage of time spent directly on program activities regardless of funding source (total program expense).

4. **INITIAL FUNDING PERIOD Total Program Salary** -- Total salary expense in the program being requested through the end of the current fiscal year (September 30). This amount should be a pro-rated amount of the gross annual salary based on the number of months of the initial contract period. The pro-rated amount is multiplied by the % of time in program to determine the total program salary.

5. **INITIAL FUNDING PERIOD CBHC Amount** – The initial total salary expense in the program that is charged to the Children's Board in the initial contract period. The amount cannot exceed the Initial Budget Total Program Salary.

6. **ANNUAL TOTAL PROGRAM SALARY** - Total salary projected to be allocated to the program in the next annual contract period. This is calculated by multiplying the gross annual salary by the percentage of time in program.

7. **ANNUAL CBHC AMOUNT** - Total salary expense projected to be charged to the Children's Board in the next annual contract period.

**Example:**
A case manager works 30 hours per week for the agency and will be working 50% of that time for the program. CBHC will be paying for half of that expense. Another funder is paying for the other half. The Initial contract year will be from April 1 to September 30.

<table>
<thead>
<tr>
<th>Name and Position Title (FTE)</th>
<th>Gross Annual Salary</th>
<th>% of Time in Program</th>
<th>Initial Budget Total Program Salary</th>
<th>Initial Budget CBHC Amount</th>
<th>Annual Total Program Salary</th>
<th>Annual CBHC Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: Tom Jones</td>
<td>13,000</td>
<td>50%</td>
<td>6,500</td>
<td>3,250</td>
<td>13,000</td>
<td>6,500</td>
</tr>
<tr>
<td>Position: Case Manager (.75 FTE)</td>
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</table>

**Benefits:**
Includes fringe benefits paid to or on behalf of employees including FICA, unemployment compensation, workers' compensation, health and life insurance, retirement, long term and short term disability, and/or cafeteria plan benefits. List the amount budgeted for each line item separately including rates or % of salary expense. Explain how the dollar amounts were calculated in the budget narrative including rates or monthly amount. Payroll processing fees are not allowable as a direct program expense but can be part of administrative/indirect expense.

**Contractual Services:**

*Subcontractor Partners* – If your agency is a lead agent, include those agencies that
Appendix 2a.

contribute to the outcomes for the contract. All subcontractor partners must be included on Attachment 4. A detailed subcontract agreement containing a scope of service description, CBHC General Terms and Conditions, and a full budget and narrative is also required for any work you will be contracting for that is required under a CBHC agreement with the lead agent; i.e., work described in the Scope of Service or EE Matrix/Work Plan. The administrative/indirect budget for the lead agency is limited to 10% of the first $25,000 of each subcontract (for a maximum admin/indirect expense of $2,500 for each subcontractor partner). The subcontractor is also allowed 10% admin/indirect expense in its budget. See the administrative/indirect cost section for an example calculation.

**Other Contractual Services** include costs of services rendered to the program by independent professional practitioners and/or consultants. List each vendor or type of professional service separately with a brief description of the service and how the amount was determined.

**Occupancy Costs:**

Indicate the dollar amount budgeted for the space used to house program staff in Hillsborough County. In the rent line item, include the cost per square foot of the rented space, total square feet and the amount of the space being allocated. Include in-kind rent on a separate line in the rent line item. The budgeted items should directly relate to occupying the building or office space. Include a budget narrative that clearly describes the methodology for how the costs were determined. If amounts include an allocation of a portion of the total agency cost, include the total agency costs for a line item and the allocation method of the total program amount included in the budget for all line items.

**Example Narratives:** Building Lease/Rent – The building is 6,000 total square feet at a cost of $12 per square foot. The program uses 40% of the space. Total program rent is $2,400 per month or $28,800 per year. Property Insurance - Total agency property insurance is $4,000. Total program expense for property insurance is $1,600 based on the use of 40% of the space of the building.

**Special note if the building is owned by the agency:** Children’s Board funds cannot reimburse for costs included as rent/lease to an agency that owns its building or for mortgage expenditures as that is funding for property acquisition. An occupancy allocation can be budgeted that includes expenditures directly related to the general maintenance of the building other than the mortgage & depreciation. Costs can include utilities, electronic security monitoring, minor repairs and maintenance, janitorial, and/or maintenance staff. If this line item is budgeted, clearly explain what expenses are included and how the allocation was determined in the narrative. A full allocation plan including the specific items, amounts and method of allocation must be pre-approved by CBHC.

**Other Operating Costs:**

Other Operating costs are those costs directly related to providing program services. Provide specific detail in the narrative section as to the type of expenditure and amount for each line.
item requested. Describe how the amount was determined. If amounts include an allocation of a portion of the total agency cost, include the total agency costs for a line item and the allocation method of determining the amount being allocated to the program.

**Local Travel (Mileage):** This is the cost for travel in Hillsborough County for employees included within the CBHC budget only to provide services to clients, attend program related meetings, or attend local training events. Reimbursement will not be made for travel from or to the person’s residence and the destination that is a regularly assigned work location. If the person’s headquarters or primary work location is their residence and their work locations change daily, the initial mileage to their first work location and the mileage from their last work location to their residence each day are not reimbursable. Describe the estimated miles, rate paid (up to the federal rate - see [www.gsa.gov](http://www.gsa.gov) for current rate), position(s) to be paid, and the total number of positions.

**Postage:** Explain how the amount was determined and the purpose of mailing items.

**Insurance:** Include the cost for liability and vehicle insurance in this line. Property insurance can be budgeted in this line or in the occupancy line. Describe the total insurance cost for the agency and how the cost for the program was allocated.

**Rent & Lease/Equipment:** Include the rental cost for equipment used for the program. Describe the total cost and how the percentage was allocated for the direct use for the program.

**Repair & Maintenance /Equipment:** Include the repair and maintenance cost for equipment used for the program. Describe the total cost and how the percentage was allocated for the direct use for the program.

**Printing & Copying:** Include outside printing cost and per copy copying cost (if lease or maintenance for a copier is not charged in the equipment lines). Describe specific items to be printed in the narrative if known at this time.

**Advertising:** Include advertising for vacant positions or legal ads in this line item.

**Office Supplies:** Include consumable staff supplies in this line. Provide detail of what will be purchased if known or based on prior utilization and how the amount was determined.

**Computer Supplies:** Include computers, software, printer ink and other computer supplies. Provide detail of what will be purchased, how the amount was determined, and if for staff or community use.

**Operating Supplies:** Include consumable supplies that are not educational, office or computer supplies such as program cleaning supplies, paper products, and supplies for drug screening clients. Provide detail of what will be purchased if known and how the amount was determined in the budget narrative.
Client Participant Supplies: Includes program materials and items given to the client to take with them in this line. Examples are educational toys, educational materials, gift cards, snacks, back packs, and basic needs items not covered through the ASO. Provide detail of what will be purchased, how the amount was determined, and how it supports the program/curriculum.

Special Note: If gift cards are purchased with CBHC funding a quality assurance system must be in place to track the purchase of and delivery of the card to the participant. This should be set up similar to a petty cash process. Participants/family members should sign a document acknowledging the receipt of the card. If the program has an ASO allocation, the gift card should be purchased through the ASO instead of the program contract.

Client/Participant/Community Activities: Include items purchased for group or community activities including events with volunteers in this line. Examples are food, volunteer stipends, items for events, and the cost for field trips. Describe the kind of activity, how many per year, and estimated cost per each item/activity. Provide detail of what will be purchased and how the amount was determined.

Memberships/Subscriptions/Licenses: Include items that support and directly relate to the program. Be specific with titles and if purchased for the agency or a staff member in the budget narrative.

Educational/Curriculum Supplies: Include all supplies that staff or clients use during program activities (these are items that do not go home with clients or participants). This includes books, curriculum, etc. Provide detail of what will be purchased and how the amount was determined.

Evaluation Supplies: Include tools and/or questionnaires purchased in order to evaluate the program and/or participants in this line. Provide detail of what will be purchased and how the amount was determined.

Fingerprint & Background Screening: Include costs for volunteers only. Costs for employees are included in admin/indirect cost (see the admin/indirect section).

In-Kind Expense: Include all services and items donated to the program except in-kind rent (included in occupancy) in this line. List each type separately, for example, volunteers, donated goods, food, etc.

Information Technology (IT) Expense: Include IT expense for data systems specifically to generate information for reporting on CBHC outcomes and demographic information in this line. Provide detail of what this is paying for and how the amount was determined. Do not include allocation for general agency IT expense such as maintenance, servers, and/or staff. These costs can be included in the administration/indirect line.
Leadership Council: Include expenses for Leadership Council(s) comprised of program participants in this line. This includes items directly associated with the budget managed by the Leadership Council. Provide detail of what will be purchased and how the amount was determined in the budget narrative.

Moving: Include expenses to move programmatic materials – for example an exhibit.

Outreach: Include advertising for program activities or events, purchases of give-away items for outreach events, and vendor fees. Include a description of where the ads will be purchased and/or what types of items will be purchased for what purpose.

Provider Mini-Grants: Include only provider mini grants that have been pre-approved by CBHC. Provide detail of how the amount was determined.

Training/Conference Expense & Travel: Include the name of the conference if known or the subject matter of the conference. Include the cost (known or estimated) of the conference/training registration, travel (air or out of town mileage), hotel, and meal expense (up to the federal rate - see www.gsa.gov for Meals and Incidental Expenses Breakdown – M&IE) to attend the training in this line item for staff included in the budget or program participants. Include number of attendees and their positions.

Transportation for Clients: Include vehicle expense, driver, bus passes, cab vouchers, and/or any other expense to transport clients to services or events.

Training Supplies: Include the cost of supplies when the agency is providing the training for the community, program participants or staff members. Provide detail of what will be purchased and how the amount was determined in the budget narrative.

ASO Flexible Funds: Include expenses when a case management program has an ASO allocation. Include the amount requested for the year. This amount should be the same as the Children’s Board ASO revenue amount (see the revenue section).

Administrative/Indirect Cost: Includes the administrative costs allocated to the program by the agency (if applicable), which are not directly attributable to program services. This line does not require a budget narrative describing the amount included in the budget. Expenditures included in this line can be: executive staff, information technology staff and expenditures, human resources (including fingerprinting and background screens for employees), and fiscal staff (including payroll processing fees) or responsibilities.

The CBHC admin/indirect costs cannot exceed 10% of the total direct expenditures. Capital outlay expenditures cannot be included in the calculation of the indirect cost.

Additionally, CBHC admin/indirect cost of up to 10% may be calculated on the first $25,000 of each individual contractual service or subcontract. Subcontractor budgets may then include
Appendix 2a.

10% of the total direct expenditures as admin/indirect cost.

**Lead Agency calculation example when a subcontractor over $25,000 is involved:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Direct Expenses</td>
<td>$1,200,000</td>
</tr>
<tr>
<td>Less 2 Subcontract</td>
<td>(800,000)</td>
</tr>
<tr>
<td>Net Direct Expenses</td>
<td>400,000</td>
</tr>
<tr>
<td>CBHC Indirect/Admin</td>
<td>40,000</td>
</tr>
<tr>
<td>Plus allowance on subcontracts</td>
<td>5,000</td>
</tr>
<tr>
<td>Total CBHC Admin/Indirect</td>
<td>$45,000</td>
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</tbody>
</table>

The total program admin/indirect amount is not restricted. Budget for the actual administrative cost associated or allocated with the program in the total program column.

**Capital Outlay:**
Includes capital expenditures for property used in performing services under the program. Such items must have a useful life of one year or more and a cost of $5,000 or more. The Children's Board will not fund real property acquisition or building construction. Capital expenditures should be individually listed in the narrative with the estimated price per item. The agency must maintain insurance on the full insurable value of capital goods purchased with funds provided by the CBHC. At the termination of the agreement for services, the CBHC reserves the right to recover fixed assets purchased with CBHC funds. Capital outlay costs are not included when admin/indirect costs are calculated.

**Total Expenditures:** Sum of all expenditures.

**Excess (Deficit):** Difference between total revenue and total expenditures. (All Children’s Board Budget Request columns must be in balance – no excess or deficit is allowed.)
## Appendix 2b. BUDGET NARRATIVE

<table>
<thead>
<tr>
<th>BUDGET LINE ITEMS</th>
<th>TOTAL PROGRAM BUDGET AMOUNT</th>
<th>CBHC BUDGET AMOUNT</th>
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### REVENUES:

Children's Board

Other Funding Sources:

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Sub-Total of Other Funding Sources: -

**TOTAL REVENUE**

- - -
## Appendix 2b. BUDGET NARRATIVE

<table>
<thead>
<tr>
<th>BUDGET LINE ITEMS</th>
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<th>CBHC BUDGET AMOUNT</th>
<th>BUDGET NARRATIVE</th>
</tr>
</thead>
</table>

**EXPENDITURES:**

**Salaries**

*List each Position with a Narrative*

<table>
<thead>
<tr>
<th>Position</th>
<th>Total Program Budget Amount</th>
<th>CBHC Budget Amount</th>
<th>Budget Narrative</th>
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Subtotal Salaries

<table>
<thead>
<tr>
<th>Total Program Budget Amount</th>
<th>CBHC Budget Amount</th>
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</table>
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<tr>
<th>BUDGET LINE ITEMS</th>
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<th>CBHC BUDGET AMOUNT</th>
<th>BUDGET NARRATIVE</th>
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</thead>
<tbody>
<tr>
<td>Fringe Benefits</td>
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<tr>
<td>FICA</td>
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<td></td>
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<tr>
<td>Unemployment Compensation</td>
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<tr>
<td>Workers' Compensation</td>
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<tr>
<td>Health/Life Insurance</td>
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<tr>
<td>Retirement</td>
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<tr>
<td>Benefits - Cafeteria Plan</td>
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<tr>
<td>Long Term &amp; Short Term Disability</td>
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<tr>
<td><strong>Subtotal Fringe Benefits</strong></td>
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Updated 1-22-15
## Appendix 2b. BUDGET NARRATIVE

<table>
<thead>
<tr>
<th>BUDGET LINE ITEMS</th>
<th>TOTAL PROGRAM BUDGET AMOUNT</th>
<th>CBHC BUDGET AMOUNT</th>
<th>BUDGET NARRATIVE</th>
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</thead>
<tbody>
<tr>
<td><strong>Contractual Services</strong></td>
<td></td>
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<tr>
<td>Subcontractor Partners</td>
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<tr>
<td>Other Contractual Services</td>
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<tr>
<td><strong>Subtotal Contractual Services</strong></td>
<td>-</td>
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<tr>
<td><strong>Occupancy Costs</strong></td>
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<tr>
<td>Building Lease/Rent</td>
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<tr>
<td>Telephone</td>
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<tr>
<td>Utilities</td>
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<tr>
<td>Facility Repair &amp; Maintenance</td>
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<tr>
<td>Property Insurance</td>
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<td>Internet</td>
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<tr>
<td>Janitorial Expense</td>
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<tr>
<td>Occupancy Allocation</td>
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<tr>
<td>Pest Control</td>
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<tr>
<td>Security</td>
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<tr>
<td><strong>Subtotal Occupancy Costs</strong></td>
<td>-</td>
<td>-</td>
<td>-</td>
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</table>

Updated 1-22-15
# Appendix 2b. BUDGET NARRATIVE

<table>
<thead>
<tr>
<th>BUDGET LINE ITEMS</th>
<th>TOTAL PROGRAM BUDGET AMOUNT</th>
<th>CBHC BUDGET AMOUNT</th>
<th>BUDGET NARRATIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Other Operating Costs</strong></td>
<td></td>
<td></td>
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<tr>
<td>Local Travel (Mileage)</td>
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<tr>
<td>Postage</td>
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<tr>
<td>Insurance</td>
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Updated 1-22-15
Appendix 2b. BUDGET NARRATIVE

<table>
<thead>
<tr>
<th>BUDGET LINE ITEMS</th>
<th>TOTAL PROGRAM BUDGET AMOUNT</th>
<th>CBHC BUDGET AMOUNT</th>
<th>BUDGET NARRATIVE</th>
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<tr>
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Appendix 2c BUDGET DETAIL FORM

Form A

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<th>Enter Contract Period</th>
<th>October 1, 2016 to September 30, 2017</th>
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<td>Total Program Budget</td>
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<td>Annual Operating Budget</td>
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<td>CBHC Budget</td>
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### REVENUES:

(please list individually)

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<th>Children's Board Allocation</th>
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Other Funding Sources:

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<th>Sub-Total of Other Funding Sources</th>
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<th>Children's Board ASO</th>
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<th>TOTAL REVENUE</th>
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Revised 3-19-15
## Appendix 2c BUDGET DETAIL FORM

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**Contract Period:**

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<tr>
<td>Total Program Budget (1)</td>
<td>CBHC Budget (2)</td>
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### EXPENDITURES:

- **Salaries**
- **Subtotal Salaries**
- **FICA**
- **Unemployment Compensation**
- **Workers' Compensation**
- **Health/Life Insurance**
- **Retirement**
- **Benefits - Cafeteria Plan**
- **Long Term & Short Term Disability**
  - **Subtotal Fringe Benefits**
  - **Subcontractor Partners**
  - **Other Contractual Services**
    - **Subtotal Contractual Services**
  - **Building Lease/Rent**
  - **Telephone**
  - **Utilities**
  - **Facility Repair & Maintenance**
  - **Property Insurance**
  - **Internet**
  - **Janitorial Expense**
  - **Occupancy Allocation**
  - **Pest Control**
  - **Security**
  - **Subtotal Occupancy Costs**
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## Evaluation and Selection Criteria

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<th>AGENCY:</th>
<th>PROGRAM:</th>
<th>Total Points Possible</th>
<th>Points awarded</th>
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<td>2.3 PROPOSAL COVER PAGE</td>
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| The first page of the Proposal must include the following:  
2.3.1 Registered Legal Name of Organization  
2.3.2 Address; Telephone; and email address  
2.3.3 Website (if available)  
2.3.4 Full name and contact information for the person with whom the CBHC should communicate regarding the Proposal.  
2.3.5 Amount of funding request for year 1  
2.3.6 Amount of funding request for year 2 | | | |
| 2.4 ORGANIZATIONAL CAPABILITY | | 20 | |
| In this section describe the extent to which the Proposer has the organizational capacity to carry out the Services and the requirements of this RFP:  
2.4.1 Organization’s History and Mission;  
2.4.2 Organization’s Senior Staff listed by name and title;  
2.4.3 Internal capacity to complete administrative functions of proposed project;  
2.4.4 Number of staff and their background/area of expertise to provide the services and activities requested in this ITN  
2.4.5 Collaborative relationships that already exist with community based organizations that will contribute to the success of the proposed project plan;  
2.4.6 Organization’s experience and capacity to implement a plan for Infant Mental Health in Hillsborough County. | | | |
| 2.5 PROJECT PLAN NARRATIVE | | 25 | |
| 2.5.1 Describe methods that will be used to deliver the strategic activities and explain how the proposed Services will help eliminate barriers to accessing specialized training for professionals and appropriate care for children birth to 3 and their families.  
2.5.2 Implementation Plan: Appendix 5 – Describe how organization proposes to continue the efforts established by the Hillsborough County Infant Mental Health steering committee led by the Early Childhood Council of Hillsborough County.  
2.5.3 Age Focus: The extent to which the Proposal impacts targeted and universal supports to pregnant women and children, birth to age 3 and their families.  
2.5.4 Area Focus: Describes strategies that will be put in practice to uniquely respond and serve diverse populations and identifies at least 2 methods of outreach to be used to promote the Services for residents and professionals in Hillsborough County.  
2.5.5 Summary Statement | | | |
• A short summary (50 words or less) of the purpose of the proposed Services that demonstrate the positive impact the Proposer will make in the strategic focus area(s) selected.

2.6  **EMPOWERMENT EVALUATION MATRIX**

In this section complete and submit as a required attachment with the Proposal the Empowerment Evaluation Matrix using Appendix 1a. Proposers are required to prepare a clearly defined plan to achieve the desired outcome(s). Complete only **one-page or less** per outcome.

2.7  **BUDGET DETAIL FORM/BUDGET NARRATIVE**

• The budget should reflect what the program needs to accomplish what the proposal sets out to do.

3.2  **REQUIRED ATTACHMENTS TO PROPOSAL**

• Most Current Agency Audit (if unavailable, state reason in organizational capacity section);
• List of Board of Directors;
• Completed Empowerment Evaluation Matrix;
• Letter of Support from Eckerd Community Alternatives in Hillsborough County
• Letter of Support from Hillsborough County Dependency Court
• Budget Detail Form and Budget Narrative for Year 1; and
• Budget Detail Form and Budget Narrative for Year 2

**TOTAL POINTS** 100

**RATER NUMBER:** ______________________    **DATE:** ______________________

This rating form is subject to public records and is open for inspection and copying in accordance with the Chapter 119, Florida Statutes.
1. Services and Findings: The PROVIDER will provide for the residents of Hillsborough County the Services described in Attachment 1, Scope of Service, Service and Performance Objectives. The CHILDREN’S BOARD finds it to be in the public interest to provide children's services through the PROVIDER for the residents of Hillsborough County who are in need of such services. Pursuant to Section 125.901, Florida Statutes, as it existed prior to October 1, 1990, the CHILDREN’S BOARD finds it has authority to allocate and provide funds to PROVIDER. The CHILDREN’S BOARD finds that the best interest of the public will be served by entering into an agreement with the PROVIDER.

If an Empowerment Evaluation Matrix has been approved by the CHILDREN’S BOARD for this Agreement, the Empowerment Evaluation Matrix will describe the program’s design, task management, evaluation design, and data collection. The Empowerment Evaluation Matrix for this Agreement, if any, shall state Agency’s name and the Program’s name as described on Attachment 1, Scope of Service, Service and Performance Objectives. The Empowerment Evaluation Matrix will serve as a current work plan for the Services. Parts of the Empowerment Evaluation Matrix may be modified only as described in paragraph 5 f.

2. Service Area: If possible, PROVIDER will maintain service sites which are accessible and convenient to the clients. PROVIDER will advise the CHILDREN’S BOARD in writing prior to any change in the location of service sites.

If an Empowerment Evaluation Matrix has been approved for this Agreement, and if the Empowerment Evaluation Matrix describes the location of service sites, the location of service sites may be modified only as described in paragraph 5 f.

A PROVIDER serving in designated zip codes or neighborhoods may serve residents of Hillsborough County residing outside of those designated areas only when providing Outside-Area Emergency Services which are Services reasonably necessary to help avoid a potentially serious risk to a person’s health, safety, or welfare; or to help alleviate the effects of an event or incident that seriously affected a person’s health, safety, or welfare if such event or incident occurred within 14 days prior to the event or incident first being known to PROVIDER or a subcontractor of PROVIDER. An Outside-Area Emergency Service is a Critical Incident that must be reported to the CHILDREN’S BOARD pursuant to paragraph 5 g vi.

3. Term: PROVIDER will perform the Services during the period designated in paragraph 5, Term, on the Agreement Cover Sheet. This Agreement will terminate at midnight on the last date designated in paragraph 5, Term, on the Agreement Cover Sheet unless extended for an additional period by the CHILDREN’S BOARD by written notice to the PROVIDER prior to termination. If the CHILDREN’S BOARD elects to extend this Agreement, in each extension, the CHILDREN’S BOARD may increase or decrease the amount of the contract award or extend the term at no additional amount.

4. Payment: To receive payment, PROVIDER must perform the Services to the reasonable satisfaction of the CHILDREN’S BOARD.

To receive payment, the PROVIDER must submit to the CHILDREN’S BOARD:

a. The CHILDREN’S BOARD Reimbursement Request Forms, as appropriate, which if received by 5:00 p.m. on Friday, the payment will be released on the following Friday.

b. Other reports and information requested by the CHILDREN’S BOARD, including those reports listed in Attachment 1, Scope of Service, Service and Performance Objectives.

The CHILDREN’S BOARD will reimburse the PROVIDER for expenditures incurred and paid for the provision of Services. Reimbursement will be made according to the line item budget described in Attachment 2, Budget. The CHILDREN’S BOARD will not reimburse the PROVIDER for any expenditures in excess of the amount budgeted by line without prior approval or notification as described in paragraph 5 d and e.

5. Modifications and Required Notifications:

a. General Requirements: Except for modifications made in accordance with the requirements of this paragraph 5 and that do not materially modify the Services, this Agreement may only be amended or modified in writing.
The PROVIDER may not rely on any verbal directive of any employee or agent of the CHILDREN'S BOARD which amends or modifies any part of this Agreement. No course of conduct by employees or agents of the CHILDREN'S BOARD will act as a waiver of any part of this Agreement and the CHILDREN'S BOARD will not be estopped nor may PROVIDER raise as a defense that the provisions of this Agreement have been amended or modified by verbal directions or by the acts or omissions by employees or agents of the CHILDREN'S BOARD.

b. Modifications Requiring Prior Approval by the CHILDREN'S BOARD: The PROVIDER must obtain the prior written approval of the CHILDREN'S BOARD to:

i. Change the number or assignments of staff providing the Services or the percent of time individual staff members spend performing the Services or administering the program funded by this Agreement. Staff resignations must be reported to the CHILDREN'S BOARD as soon as possible after the agency has notice of the resignation. If an Empowerment Evaluation Matrix has been approved for this Agreement, and if the Empowerment Evaluation Matrix describes the staffing information in this subparagraph, such information may be modified only as described in paragraph 5 f.

ii. Expend funds in a manner or an amount that is inconsistent with the Budget or increase or decrease the Budget by an amount in excess of the amounts described below in the subparagraph entitled Budget Modifications Requiring Notification.

c. Modifications and Performance or Contract-related Events Requiring Notification: Subject to the other provisions of this paragraph and the rights of the CHILDREN'S BOARD under this Agreement, including, but not limited to, its rights under paragraph 15, Performance, the PROVIDER will notify the CHILDREN'S BOARD in writing as soon as reasonably possible either before or after any of the following occurs: (1) the PROVIDER changes the service site; (2) Services are not begun on the date of commencement described in this Agreement, or the Provider knows that the Services will not begin on the date specified herein, whichever occurs first; (3) the work of an assignee or subcontractor ceases or materially changes; (4) if the CHILDREN'S BOARD has authorized the PROVIDER to assign or subcontract a portion of the Services, the PROVIDER will furnish a copy of the assignment or subcontract to the CHILDREN'S BOARD; (5) funds from other sources which were budgeted to provide the Services are not available in the amounts or at the times planned; (6) the PROVIDER obtains funds to provide the Services in addition to those which were budgeted or the PROVIDER becomes aware of additional funds from other sources that are available to provide the Services; (7) the PROVIDER does not provide the scope or level of Services planned; (8) employees working in the program are terminated, reassigned, or resign; (9) the program is or may be adversely affected by any other situation or event including any media coverage, public inquiry, or regulatory inquiry or action against PROVIDER that may impact PROVIDER; (10) capital goods are: (i) moved to a location other than the location or locations described in this Agreement; or, (ii) used to provide services, functions or in activities not described in this Agreement; or, (iii) used in a program not described in this Agreement; or, (iv) lost, stolen, or in a condition that prevents their use as described in this Agreement; (11) cancellation or revision to the PROVIDER’S insurance applicable to the performance of the Services; (12) a written complaint by any person receiving Services funded in whole or in part by this Agreement, except that written notification to the CHILDREN’S BOARD must be given within 5 days after PROVIDER’S receipt of the complaint; and (13) the PROVIDER’S governing Board or Executive Director changes. If the PROVIDER has a website, the Provider agrees to list their governing Board and Executive Director on their website.

Although the foregoing Modifications or Events do not require the prior approval of the CHILDREN'S BOARD, if the CHILDREN'S BOARD is notified by the PROVIDER or if the CHILDREN'S BOARD determines through inspection, review, or other means that any of the Modifications or Events has occurred or is about to occur, and the CHILDREN'S BOARD determines in its sole reasonable discretion that such Modifications or Events jeopardize the successful performance of the Services, the safety of clients or their families, or others; or the proper use of funds received from the CHILDREN'S BOARD, then the CHILDREN'S BOARD may exercise any of the remedies set forth in paragraph 15.

Proposed modifications other than those permitted in this paragraph 5 may be authorized by the CHILDREN'S BOARD in accordance with the Policies of the CHILDREN'S BOARD.

d. Budget Modifications Requiring Prior Approval - General Conditions: The PROVIDER may request to make budget modifications during the fiscal year in accordance with this Agreement and the CHILDREN'S BOARD'S procedures and forms. The PROVIDER must obtain the prior written approval of the CHILDREN’S BOARD to change the budget in excess of the limits described in e. Budget Modifications Requiring Notification below. A request for modification must be received by the CHILDREN'S BOARD at least 90 days prior to the end of the Agreement.

e. Budget Modifications Requiring Notification: Subject to paragraph ii below, PROVIDER is authorized to adjust the budget as follows without the prior approval of the CHILDREN'S BOARD:

i. Subtotal line items may be increased or decreased up to $500 or 10%, whichever is greater.
Appendix 4.

ii. No single subtotal line item may be increased or decreased more than once each year without prior written CHILDREN'S BOARD approval.

f. Empowerment Evaluation Matrix Modifications: If an Empowerment Evaluation Matrix has been approved for this Agreement, the Empowerment Evaluation Matrix may be modified only as follows:

i. The representatives of the CHILDREN’S BOARD and PROVIDER authorized to modify the Empowerment Evaluation Matrix are called the Matrix Representatives. Each party will designate its Matrix Representative by written notice to the other party upon execution of this Agreement. Either party may change its Matrix Representative upon written notice to the other party.

ii. By written agreement of the Matrix Representatives, Columns 1-3 and 5-7 relating to Process Objectives, Activities, Responsible Parties, Indicator Measurements, Data Source, and Time of Measurements in the Empowerment Evaluation Matrix may be modified based upon a more current analysis of the appropriate methods to perform the Services or to resolve problems in the administration of the Empowerment Evaluation Matrix.

iii. It is the intent of the parties that the Empowerment Evaluation Matrix will be construed to be consistent with these General Terms and Conditions and the Budget, but in case of a conflict, the provisions of these General Terms and Conditions and the Budget shall take precedence.

g. Notifications of Critical Incidents Affecting Health, Safety, Welfare, or Unplanned Law Enforcement Involvement in a Program: Within one business day of PROVIDER knowing of a Critical Incident, PROVIDER shall notify the CHILDREN’S BOARD by telephone and in writing and provide the CHILDREN’S BOARD with a description of the incident and such other information as the CHILDREN’S BOARD may reasonably request in writing pursuant to Paragraph 8. A Critical Incident means any of the following incidents involving PROVIDER’S Participants or any Participant of a subcontractor of PROVIDER. A Participant means any person receiving any Service funded in whole or in part by this Agreement. A Critical Incident also includes any of the following incidents that include a specific reference to an Employee. Employee means a PROVIDER officer or employee, or an officer or employee of a PROVIDER subcontractor under this Agreement, collectively called an Employee in the following list. Nothing in this section shall be construed to imply that employees of PROVIDER’S subcontractors are employees of PROVIDER or that clients and participants of PROVIDER’S subcontractors are clients or participants of PROVIDER. All e-mail communications made or received by the CHILDREN’S BOARD are subject to the Florida Public Records Law, Chapter 119, Florida Statutes. Nothing in this paragraph relieves PROVIDER from directly reporting any matter to state, federal, or non-CHILDREN’S BOARD local agencies or law enforcement agencies when such reporting is required by law, including reporting to the Florida Abuse Hotline.

A CRITICAL INCIDENT is any:

i. Abduction – An incident in which an individual who does not have care and custody of a Participant has wrongfully taken the Participant.

ii. Abuse or Neglect – Reasonable cause to suspect that a Participant has been harmed or is believed to be threatened with harm from a person responsible for the care of the Participant. Arrest also includes the arrest of any PROVIDER officer for any reason.

iii. Arrest – Employee, PROVIDER volunteer, or Provider’s subcontractor’s volunteer’s arrest for conduct or activity related to work for PROVIDER under this Agreement; death or harm to a Participant; or for a potentially disqualifying offense under level 2 background screening requirements as defined in Chapter 435, Florida Statutes.

iv. Death of Participant – The death of any Participant if the death may be related to or is alleged to have been related to Participant’s involvement in a PROVIDER program funded in whole or in part by this Agreement.

v. Illness of Participant – An illness of a Participant determined by a licensed health care professional to be life-threatening or the result of apparent abuse or neglect if PROVIDER has reason to believe that the illness or abuse or neglect may be related to or is alleged to have been related to Participant’s involvement in a PROVIDER program funded in whole or in part by this Agreement.

vi. Service Outside Designated Areas – PROVIDER or PROVIDER’S subcontractor’s Services funded in whole or in part by this Agreement are provided to a person residing outside of the PROVIDER’S service areas designated by this Agreement.
Appendix 4.

vii. Sexual Battery – An allegation of sexual battery involving a Participant or Employee as evidenced by medical evidence or law enforcement involvement. Sexual battery includes Participant on Participant incidents, Employee on Participant, and Participant on Employee.

viii. Suicide or Suicide Attempt – The suicide of a Participant or an act that clearly reflects the physical attempt by a Participant to cause his or her own death, which results in bodily injury requiring medical treatment by a licensed health care professional.

ix. Other Serious Incidents – Any action, incident, misconduct, or malfeasance involving PROVIDER’S staff or volunteers that could potentially jeopardize the performance of this Agreement.

6. Reimbursement Forms: One reimbursement form must be submitted each month for each CHILDREN’S BOARD funded program. The final reimbursement form will be submitted to the CHILDREN'S BOARD within 45 days of the termination of this Agreement.

7. Incorporation of Agreement Documents: The Agreement between the CHILDREN’S BOARD and the PROVIDER consists of the following contract documents:

(a) The page entitled "Agreement Cover Sheet;"
(b) The page entitled "Agreement;"
(c) Attachment 1 entitled "Scope of Service, Service and Performance Objectives;"
(d) Attachment 2 entitled "Budget;"
(e) Attachment 3 consisting of these "General Terms and Conditions;"
(f) Attachment 4 entitled "Assignments and Subcontractors;" and
(g) Attachment 5 entitled "Addresses."

8. Program Monitoring: The PROVIDER will submit progress reports and other information in such formats and at such times as may be prescribed by the CHILDREN’S BOARD, cooperate in site visits and other on-site monitoring (including, but not limited to: access to sites, clients, staff, fiscal and client records and logs, and the provision of related information), submit reports on any monitoring of the program funded in whole or in part by the CHILDREN'S BOARD conducted by federal, state, or local governmental agencies or other funders, and if the PROVIDER receives accreditation reviews, each accreditation review must be submitted to the CHILDREN'S BOARD within thirty (30) days after receipt by PROVIDER. All of the foregoing in this paragraph is referred to collectively as Program Monitoring in this paragraph. The PROVIDER agrees to such Program Monitoring to the extent it is not prohibited by law and does not involve disclosure to the CHILDREN’S BOARD of information which is confidential pursuant to law, statutory, judicial or otherwise, including but not limited to Chapters 39 and 415, Florida Statutes. All reports will be as detailed as may be reasonably requested by the CHILDREN’S BOARD and will be deemed incomplete if not satisfactory to the CHILDREN'S BOARD as determined in its sole reasonable discretion. All reports will contain the information, additional information, or be in the format as may be requested by the CHILDREN'S BOARD. The extent and scope of the Program Monitoring has been determined as a planning rather than an operational level decision of the CHILDREN’S BOARD and the CHILDREN’S BOARD will incur no liability regarding the extent or scope of Program Monitoring provided. If approved by the Children's Board, the Children's Board will accept any report from another monitoring agency in lieu of reports customarily required by the Children's Board.

9. Records: The PROVIDER will maintain financial and accounting records (including electronic storage media), all original invoices and other documentation supporting the Reimbursement Request Forms submitted to the CHILDREN’S BOARD, and records to substantiate the eligibility of clients. The PROVIDER shall conduct transactions in accordance with generally accepted accounting principles and Florida Statutes. The PROVIDER will maintain such records and accounts including programmatic, property, personnel, and financial records as are deemed necessary by the CHILDREN'S BOARD to assure a proper accounting for all CHILDREN'S BOARD'S funds. The PROVIDER will maintain a separate record of revenues and expenses applicable to this Agreement for the purposes of review thereof. The PROVIDER will make or cause to be made available to the CHILDREN'S BOARD and its duly authorized representatives, for copying and examination, all such records with respect to any matters covered by this Agreement, and the PROVIDER will permit same to be copied and examined; excerpts or transcriptions to be made from such records; and reviews to be made of all agreements, invoices, materials, records of personnel and employment, and other data related to all matters covered by this
Appendix 4.

Agreement. The Auditor General, Comptroller General and other agencies, whether local, state or federal will have the right to inspect and review the records of the PROVIDER. This paragraph will survive termination of this Agreement including any termination under paragraph 16, Termination, and the PROVIDER will retain for examination, copying, and review all of its records and supporting documentation applicable to this Agreement for five years after receipt of final payment from the CHILDREN'S BOARD. If a review has been initiated and findings have not been resolved at the end of five years, the records will be retained and this paragraph will survive until resolution of the review findings.

10. **Insurance - Public Liability, Bodily Injury, and Property Damage**: The PROVIDER will procure, pay for, and maintain, throughout the period of this Agreement, on behalf of PROVIDER and the CHILDREN'S BOARD, the following insurance coverages with responsible insurance companies, eligible to do business in the State of Florida, acceptable to the CHILDREN'S BOARD:

   a. Commercial General Liability for the premises and operations of the PROVIDER including Personal Injury and Contractual for this Agreement, with the CHILDREN'S BOARD included as an additional insured for the operations of the PROVIDER, with limits for Bodily Injury, Property Damage and Personal Injury of not less than:

      | Coverage                                      | Limit |
      |-----------------------------------------------|-------|
      | Each Occurrence                               | $1,000,000 |
      | Personal Injury                               | $1,000,000 |
      | General Aggregate                             | $1,000,000 |
      | Products & Completed Operations               | $1,000,000 |
      | Damage to Rented Premises                     | $50,000  |

      If Provider rents premises for performance of the Services

   b. (1) Automobile Liability Insurance for PROVIDERS that own vehicles that may be used in carrying out this Agreement: Automobile Liability Insurance for the Provider's operation, maintenance and use of owned, non-owned, hired and leased automobiles, with the CHILDREN'S BOARD included as an additional insured, with a limit of not less than:

      | Coverage                                      | Limit                                      |
      |-----------------------------------------------|--------------------------------------------|
      | Bodily Injury & Property Damage Liability      | $500,000 Each Accident for entities with less than $1,000,000 in assets |
      |                                               | $1,000,000 Each Accident for entities with $1,000,000 or greater in assets |

   (2) Automobile Liability Insurance for PROVIDERS that do not own vehicles used in carrying out this Agreement: Hired and Non-Owned Automobile Liability coverage with the CHILDREN'S BOARD included as an additional insured, with a limit of not less than:

      | Coverage                                      | Limit                                      |
      |-----------------------------------------------|--------------------------------------------|
      | Bodily Injury & Property Damage Liability      | $500,000 Each Accident for entities with less than $1,000,000 in assets |
      |                                               | $1,000,000 Each Accident for entities with $1,000,000 or greater in assets |

The PROVIDER will submit to the CHILDREN'S BOARD a certificate of insurance within 30 days of receiving an executed contract which describes the insurance maintained by the PROVIDER. The PROVIDER will provide written notice to the CHILDREN'S BOARD within 15 days of any cancellation or revision to the PROVIDER'S insurance applicable to the performance of the Services.

11. **Insurance and Right to Recover Fixed Assets**: If this Agreement provides CHILDREN'S BOARD funds for the purchase of capital goods which have a value of $5,000 or more and a normal expected life of 1 year or more, the PROVIDER will maintain insurance against loss or destruction of the full insurable value of such assets.

   By at least 30 days' written notice to the PROVIDER, the CHILDREN'S BOARD may exercise its right to recover such capital goods except when the CHILDREN'S BOARD declares a potential or actual contract breach. If a potential or actual contract breach is declared in writing, then such equipment may be ordered returned immediately along with such accountings, production of records, and reports as the CHILDREN'S BOARD may direct in writing.

   If this Agreement is for a program funded by the CHILDREN'S BOARD and another agency pursuant to a joint funding arrangement or agreement, the CHILDREN'S BOARD has a right to capital goods purchased with such joint funds. The CHILDREN'S BOARD's interest in the capital goods will be in the same ratio as the CHILDREN'S BOARD's funding used to purchase the capital goods is to the property's total purchase price. However, no such ownership or interest will exist in any vehicle unless the CHILDREN'S BOARD by separate written notice advises the PROVIDER of the CHILDREN'S BOARD's intent to exercise the right granted by this Agreement. Unless so notified in writing by the CHILDREN'S BOARD, title to all vehicles will be vested exclusively in PROVIDER'S name.
Appendix 4.

If this Agreement funds improvements to property designated as Reimbursable Improvements in this Agreement, unless PROVIDER obtains the prior written approval of the CHILDREN'S BOARD, the PROVIDER must repay the funds received from the CHILDREN'S BOARD for such Reimbursable Improvements according to the following schedule:

<table>
<thead>
<tr>
<th>Time PROVIDER'S Use or Occupancy stops</th>
<th>Amount of Reimbursable Improvement Funds to be returned:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to the end of this Agreement</td>
<td>100%</td>
</tr>
<tr>
<td>After the end of this Agreement but prior to 1 year after the termination of this Agreement</td>
<td>80%</td>
</tr>
<tr>
<td>1 year or more after the end of this Agreement but prior to 2 years after the termination of this Agreement</td>
<td>70%</td>
</tr>
<tr>
<td>2 years or more after the end of this Agreement but prior to 3 years after the termination of this Agreement</td>
<td>50%</td>
</tr>
<tr>
<td>3 years or more after the end of this Agreement but prior to 4 years after the termination of this Agreement</td>
<td>40%</td>
</tr>
<tr>
<td>4 years or more after the end of this Agreement but prior to 5 years after the termination of this Agreement</td>
<td>25%</td>
</tr>
<tr>
<td>5 years or more after the end of this Agreement</td>
<td>00%</td>
</tr>
</tbody>
</table>

As used in this Agreement, PROVIDER'S use stops when PROVIDER no longer uses the Reimbursable Improvement for the purposes described in the proposal. PROVIDER'S occupancy stops when PROVIDER no longer occupies and uses the portion of the property on which the Reimbursable Improvements were made.

Survival of paragraph: This paragraph and all the CHILDREN'S BOARD'S remedies permitted in this Agreement will survive the termination of this Agreement, including any termination under paragraph 16.

12. **Indemnification**: The PROVIDER will indemnify and hold harmless the CHILDREN'S BOARD, its agents, and employees from and against any and all liabilities, claims, judgments, or actions including court costs and attorney's fees that may hereafter at any time be made or brought by anyone on account of any personal injury, property damage, loss of monies, civil rights violation, or discrimination allegedly caused or occurring in whole or in part by any breach of contract; negligent, wrongful or intentional act or omission; or based on any acts of fraud or defalcation of the PROVIDER, its agents, employees, or subcontractors, during performance under this Agreement.

In no event will the PROVIDER be liable for or have any obligation to defend the CHILDREN'S BOARD against such liability, claims, judgments, or actions, including costs and attorney's fees, arising out of the sole negligent acts of the CHILDREN'S BOARD.

13. **Insurance, Indemnification, Auditing, and Related Provisions for Governmental Entities**: The following terms apply only to a PROVIDER who is a governmental agency, political subdivision, city, special district or other governmental body: (1) the PROVIDER may comply with the insurance requirements in this Agreement by submitting to the CHILDREN'S BOARD, upon request, written verification of liability protection in accordance with Section 768.28, Florida Statutes, or a written description of the manner by which property is protected against loss or destruction; (2) the CHILDREN'S BOARD will not be entitled to recover capital goods if PROVIDER is prohibited by law from allowing the contractual recovery of capital goods; (3) the PROVIDER'S indemnification will only be required to the extent such indemnification is within the legal authority of the PROVIDER, and nothing in this Agreement shall require the PROVIDER to indemnify or insure the CHILDREN'S BOARD for the CHILDREN'S BOARD'S negligence or to assume any liability for the CHILDREN'S BOARD'S negligence; (4) the CHILDREN'S BOARD may not require an audit except for the program activities funded by the CHILDREN'S BOARD; (5) the PROVIDER will be notified in writing by the CHILDREN'S BOARD of any default, noncompliance or violation of this Agreement, and the PROVIDER will have 15 days to correct the
Appendix 4.

default, noncompliance or violation; (6) the PROVIDER may assert in an action or proceeding to enforce this Agreement that it lacks the legal authority to agree to paragraph 30, Costs of Litigation, but PROVIDER remains subject to paragraph 31 if it is determined in such action or proceeding (including any appeal) that PROVIDER does have the legal authority to contractually agree to the terms of paragraph 30; (7) the requirements of paragraph 18, Conflict of Interest, apply only to the program funded under this Agreement; and (8) paragraph 24, Title to Patents, Trademarks, Copyrights, and Other Materials does not apply to a PROVIDER who is part of the state university system or an agency thereof (a UNIVERSITY PROVIDER). The copyright, patent, or trademark on or for Intellectual Property defined in paragraph 24 which is developed by a UNIVERSITY PROVIDER will be owned by the UNIVERSITY PROVIDER. Such Intellectual Property will be first subject to any policy, contract, or rule of the UNIVERSITY PROVIDER which is generally applicable to its employees and which governs ownership and income from Intellectual Property (the Intellectual Property Policy). Subject to the share for an employee of the UNIVERSITY PROVIDER described in an agreement made pursuant to the Intellectual Property Policy by the UNIVERSITY PROVIDER with an employee of the UNIVERSITY PROVIDER regarding the division of income from the Intellectual Property, the CHILDREN'S BOARD will receive fifty percent of the UNIVERSITY PROVIDER'S share of the income from the Intellectual Property. The amount payable to the CHILDREN'S BOARD will not exceed the total amount paid by the CHILDREN'S BOARD to the UNIVERSITY PROVIDER under this Agreement. Payment will be made within 45 days after receipt by the UNIVERSITY PROVIDER.

Nothing in this Agreement is intended to be or will be deemed to be a waiver of either party's sovereign immunity. This paragraph will take precedence over any conflicting terms of this Agreement.

14. Auditing Cost Reimbursement Contracts and Return of Funds:

a. General: During the term of this Agreement, funds described in the attached budget will be used by PROVIDER solely for providing the Services described in Attachment 1. Misspent funds are funds received by the PROVIDER from the CHILDREN'S BOARD which are not spent in accordance with the attached budget or the terms of this Agreement. Misspent funds are subject to refund to the CHILDREN'S BOARD, or other resolution as determined in the sole reasonable discretion of the CHILDREN'S BOARD. The CHILDREN'S BOARD is not required to conduct an audit prior to finding that the PROVIDER has misspent funds.

Any other expenditures in the program funded by the CHILDREN'S BOARD which are determined by the CHILDREN'S BOARD not to be in accordance with the attached budget will constitute a breach of this Agreement.

The PROVIDER will return to the CHILDREN'S BOARD any overpayment due to unearned funds. Unearned funds means funds paid to PROVIDER by the CHILDREN'S BOARD which are not due PROVIDER under the attached budget or the terms of this Agreement.

In addition to any other remedy, the CHILDREN'S BOARD may offset any unearned or misspent funds against any other funds due PROVIDER for previous or subsequent agreements. Repayments will be made by PROVIDER in accordance with CHILDREN'S BOARD instructions.

b. Required Audits: For any PROVIDER fiscal year ending during the term of this Agreement and for any fiscal year during which revenues or expenditures are recognized by the PROVIDER for the program covered by this AGREEMENT, the PROVIDER will submit to the CHILDREN'S BOARD (within 180 days after the close of its fiscal year) year-end Financial Statements of the PROVIDER audited by a Certified Public Accountant (CPA) and any related management letters, any related communications or reports on internal control and any related reports on compliance with laws and regulations. In the event that the PROVIDER is unable to comply with the 180 day requirement, a request for an extension of time must be submitted to the CHILDREN'S BOARD prior to the end of the 180 day period. Failure to furnish an audit shall be a basis for denial and/or refund of project funds by the PROVIDER to the CHILDREN'S BOARD. The audit shall separately identify for the program funded by this Agreement, the revenues by funding source, expenditures, and any refunds or transfers; and present this information either in the body of the Financial Statements, in the footnotes to the Financial Statements, or in a supplementary schedule. The auditor's report must include an opinion on all of the basic financial statements of the PROVIDER. The audit shall be conducted in accordance with generally accepted auditing standards as promulgated by the Auditing Standards Board of the American Institute of Certified Public Accountants (AICPA).

c. Payment for Required Audits: The cost of required audits may be paid for with funds from the CHILDREN'S BOARD as an administrative cost as included in the overhead/indirect cost expenditure in the attached Budget.

d. Compliance Audit Performed by a CPA Firm Retained by the CHILDREN'S BOARD: In addition to the required financial audit, the CHILDREN'S BOARD may select and retain a CPA firm to conduct a compliance audit or
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other accounting review of the program funded under this Agreement. The purpose of this audit will be to determine whether PROVIDER has complied with this Agreement. The audit may include: (1) a financial audit which means an examination of financial statements in order to express an opinion on the fairness with which they present financial position, results of operations, and changes in financial position in conformity with generally accepted accounting principles; an examination to determine whether operations are properly conducted in accordance with this Agreement and with legal and regulatory requirements; an examination of expenditures made by the PROVIDER with funds received from the CHILDREN'S BOARD to determine compliance with Florida Statutes and this Agreement; a report on internal accounting control; and other tests of accountability as deemed necessary; and (2) a management letter which means a statement of the auditor's comments and recommendations.

e. Payment for Compliance Audit Performed by a CPA Firm Retained by the CHILDREN'S BOARD: The CHILDREN'S BOARD will pay for the audit performed by a CPA firm retained by the CHILDREN'S BOARD, but the PROVIDER will reimburse the CHILDREN'S BOARD for the cost of the audit if a significant amount of disallowed costs are disclosed by the audit. The PROVIDER will reimburse the CHILDREN'S BOARD within 60 days of the written notice from the CHILDREN'S BOARD. The CHILDREN'S BOARD may withhold funds due under this Agreement as a means to recover the cost of the audit and any misspent funds. The CHILDREN'S BOARD will determine in its sole reasonable discretion whether amounts of misspent funds are significant.

f. Survival of Paragraph: This paragraph will survive the termination of this Agreement, including any termination under paragraph 16, and will be binding for a period of 5 years after receipt of final payment from the CHILDREN'S BOARD. If an audit has been initiated and findings have not been resolved at the end of five years, this paragraph will be binding until resolution of the audit findings.

g. Audits or Reviews of Newly Funded or Small Providers: If a PROVIDER is newly funded by the CHILDREN’S BOARD or is a PROVIDER with a current fiscal year budget of less than $300,000, Board Policy II-13, Audit Requirements, will be applicable as determined by the CHILDREN’S BOARD.

15. Performance: In the event of default, noncompliance, or violation of this Agreement or unsatisfactory performance by the PROVIDER, its subcontractors, agents, consultants or suppliers, as determined by the CHILDREN'S BOARD in its sole reasonable discretion, the CHILDREN'S BOARD may negotiate any acceptable remedy, provide additional training and assistance or, in its sole reasonable discretion and without any prior negotiation, impose in writing such sanctions as deemed appropriate. Such sanctions may include, but will not be limited to, withholding of payments, termination, or suspension of this Agreement in whole or in part. In such event, the CHILDREN'S BOARD will notify the PROVIDER 14 calendar days in advance of the effective date of such sanction except where the CHILDREN'S BOARD determines that such sanction, withholding of funds, termination, or suspension should become effective at an earlier or later date in which event such sanction, withholding of funds, termination, or suspension will be effective as provided in the notice. The PROVIDER will be reimbursed for those Services satisfactorily performed prior to the effective date of such sanction. In determining the amount to pay for such Services, the CBHC may increase or decrease the budget to describe the cost of providing the Services to the date of such sanction, withholding of funds, termination, or suspension, and then pay PROVIDER based on the revised budget.

16. Termination: This Agreement may be terminated at will by either party by giving 7 days' prior written notice to the other and specifying the effective date thereof.

In addition, this Agreement may be terminated by the CHILDREN'S BOARD for any breach by PROVIDER upon 24 hours' written notice. The CHILDREN'S BOARD, in writing and in its sole reasonable discretion, may waive any breach by the PROVIDER but such waiver will not constitute a waiver of any further breaches, including breaches of the same type.

This paragraph will not limit the CHILDREN'S BOARD'S other remedies under this Agreement.

If funds to be paid PROVIDER under this Agreement become unavailable, the CHILDREN’S BOARD may terminate this Agreement upon no less than 24 hours' written notice to the PROVIDER. The CHILDREN'S BOARD will determine the availability of funds.

Any termination notice will be delivered by telecopy (facsimile); certified mail, return receipt requested; or in person to the offices of the other party with proof of such delivery.

In the event of termination, the PROVIDER will be reimbursed according to the budgeted rates and terms of this Agreement for those Services satisfactorily performed prior to the effective date of termination as determined in the sole reasonable discretion of the CHILDREN'S BOARD. The term "budgeted rates" in this paragraph means those allocations and amounts contained in the attached Budget or the most recent amended Budget approved in writing by the CHILDREN'S BOARD.
Appendix 4.

BOARD. However, in the event of termination, the CBHC may increase or decrease the budget to describe the cost of providing the Services to the date of termination and then pay PROVIDER based on the revised budget. All rights and remedies of the CHILDREN'S BOARD and the PROVIDER to enforce this Agreement will survive termination of this Agreement.

17. **Employment of Staff:** The PROVIDER, at its expense, will employ staff to perform the Services. Such individuals will not be considered employees of the CHILDREN'S BOARD and are subject to the supervision, personnel practices, and policies of the PROVIDER. Unless otherwise approved in writing by the CHILDREN'S BOARD, all staff must meet qualifications stated in the application and any approved modifications. PROVIDER will have a policy and related procedure regarding background screening of paid and unpaid (volunteer) staff. The Children’s Board values diversity and endorses provider organizations to reflect the Hillsborough County population.

18. **Conflict of Interest:** The PROVIDER represents that it presently has no conflicting interest, financial or otherwise, in the performance of this Agreement and will acquire no interest, either directly or indirectly, which would conflict in any manner with the performance of the Services. The PROVIDER will not retain any individual or company with whom the PROVIDER or any individual member thereof has a conflict of interest.

19. **Non-Discrimination:** The PROVIDER represents to the CHILDREN'S BOARD that the PROVIDER is in compliance with all applicable federal, state, and local civil rights laws and laws that protect persons with disabilities. PROVIDER will not, on the basis of race, color, national origin, religion, sex, age, disability, sexual identity, or marital status, or any other basis prohibited by law, discriminate in any form or manner against PROVIDER'S clients, applicants for Services, or employees or applicants for employment. This Agreement is conditioned on the veracity of this paragraph. Within 10 days of PROVIDER receiving notice that a discrimination complaint has been filed against PROVIDER or any of its employees, PROVIDER will notify the CHILDREN'S BOARD that a discrimination complaint or notice has been filed. The PROVIDER asserts that it has a procedure for handling discrimination complaints and has designated a staff person to receive such complaints.

20. **Drug-Free Workplace:** PROVIDER will comply with the Drug-free Workplace Act, Section 440.101, Florida Statutes, and following sections.

21. **Other Financial Support:** The CHILDREN'S BOARD'S funds may not be used for expenditures for which funding is available from other sources. The PROVIDER may not use funds received from the CHILDREN'S BOARD to supplant funds previously or subsequently received from another source. The CHILDREN'S BOARD encourages use of its funds as financial match for securing funds from other sources. However, in such instances, the PROVIDER must obtain prior written approval from the CHILDREN'S BOARD. Revenues (including, but not limited to, subsidized child care funds or Medicaid) generated by the program supported by this Agreement but not included in the Budget (called Unbudgeted Program Income) shall be reported to the CHILDREN'S BOARD within 30 days of receipt. The CHILDREN'S BOARD may reduce funds paid to PROVIDER up to the amount of Unbudgeted Program Income.

All providers must demonstrate efforts related to financial sustainability through funding diversification including but not limited to fund development (such as donations, special events, endowment, fund raising campaigns); applying for support through grants and contracts from government agencies or corporate and/or private foundations; imposing fees for services; business planning and development of social enterprises; or other funding opportunities. The CHILDREN'S BOARD will require that Provider develop a sustainability or strategic action plan that outlines organizational goals which include monitoring timelines for agency personnel and/or the Board of Directors.

22. **Provider Representations:** The PROVIDER represents that it is and will be during the term of this Agreement a corporation, a not-for-profit corporation, or a governmental agency operating in Hillsborough County.

23. **Confidential Information:** Unless required by the Florida Records Law, the PROVIDER will not disclose any information in writing to the CHILDREN'S BOARD which specifically identifies a client for any purpose not required by federal, state, or local laws and related regulations, except by written consent of the client, or his/her responsible parent or guardian where authorized by law.

24. **Title to Patents, Trademarks, Copyrights, and Other Materials:** If activities supported by this Agreement produce original writings, sound recordings, pictorials, reproductions, drawings or other graphic representations, and works of any similar nature (together called Intellectual Property), the CHILDREN'S BOARD may use, duplicate, and disclose such Intellectual Property in whole or in part, in any manner, for any purpose whatsoever and have others acting on behalf of the CHILDREN'S BOARD do so except, however, that to the extent that such Intellectual Property is confidential pursuant to law, statutory, judicial or otherwise, including, but not limited to, Chapters 39 and 415, Florida Statutes, said Intellectual Property will not be viewed, duplicated, disclosed, or used in any manner whatsoever by the CHILDREN'S BOARD. Title to
Appendix 4.

Intellectual Property will vest in PROVIDER, but no copyright, trademark, or patent on or for Intellectual Property will be obtained in the name of the PROVIDER without the prior written approval of the CHILDREN'S BOARD. If the PROVIDER does not obtain title to the Intellectual Property, the CHILDREN'S BOARD may obtain in its name and may own all copyrights, trademarks, or patents on or for Intellectual Property. No person, firm or corporation, including PROVIDER, may use copyrighted or patented Intellectual Property or trademark without the prior written consent of the CHILDREN'S BOARD. Intellectual Property will not be used for personal gain of the PROVIDER or its employees, subcontractors, agents, or others.

25. Publicizing of CHILDREN'S BOARD Support: The PROVIDER agrees to acknowledge CHILDREN'S BOARD support on any agency and program materials, either electronic or print, and to utilize every reasonable opportunity to publicize the support received from the CHILDREN'S BOARD, including publishing the CHILDREN'S BOARD logo on the PROVIDER website home page, establishing a link to the CHILDREN’S BOARD website on the PROVIDER website, and displaying the CHILDREN’S BOARD logo in PROVIDER service locations and administrative offices.

PROVIDER agrees to acknowledge the CHILDREN’S BOARD in all program materials by publishing the CHILDREN’S BOARD logo with a statement such as “funding for services generously provided by the CHILDREN’S BOARD OF HILLSBOROUGH COUNTY”. PROVIDER agrees to request that media also acknowledge the financial support received from the CHILDREN’S BOARD (e.g., radio, television, online publications, or newspaper.)

PROVIDER agrees to provide information about the CHILDREN’S BOARD each year to its employees and governing Board of Directors. PROVIDER agrees to notify the CHILDREN’S BOARD of all outreach activities in advance of the event.

26. Participation in 2-1-1 Human Services Data Base: If not already a participant, within 30 days of this Agreement’s execution, the PROVIDER agrees to participate in the 2-1-1 human services data base by entering its agency and program information on line at www.211atyourfingertips.org. During this Agreement’s term, the PROVIDER agrees to keep such information current in the on line data base.

27. Assignments and Subcontractors: The PROVIDER may not assign the responsibility of this Agreement to another party or subcontract any of the work contemplated under this Agreement, unless so specified in the Attachment entitled "Assignments and Subcontractors," or unless the PROVIDER obtains the prior written approval of the CHILDREN'S BOARD. No such approval will obligate the CHILDREN'S BOARD for more than the total dollar amount stated in this Agreement. All such assignments and subcontracts will be subject to the conditions of this Agreement and to any conditions the CHILDREN'S BOARD deems necessary.

Attached hereto is Attachment 4 "Assignments and Subcontractors," a listing of all subcontracts between PROVIDER and any entity providing any part of the services required under this Agreement. All such subcontracts must include a budget, and a description of contract deliverables in a form acceptable to the CHILDREN'S BOARD. Subcontracts must be approved as part of original Agreement by the CHILDREN'S BOARD, and PROVIDER must submit a signed copy of all subcontractor agreement(s) within 30 days of execution of the Agreement with the CHILDREN'S BOARD.

28. Coordination of Services and Values: Provider agrees to work with the CHILDREN’S BOARD, other agencies, families, funders, and community stakeholders to promote, implement and practice the philosophy and values of the CHILDREN’S BOARD; to enhance coordination across agencies and systems; to maximize resources, reduce duplication, promote continuity, fill service gaps; and to constantly improve service delivery.

29. Continuity of Operations and Emergency Management Services: Provider asserts that it has a plan regarding continuity of operations to insure that Provider’s property and services are able to respond and recover from any natural and/or man-made disaster. The plan should include mission essential functions, delegations of authority and orders of succession, emergency communications among board, staff and volunteers (e.g., telephone calling tree, intranet, or other method/means), vital records and databases, personnel issues and coordination, funding continuity of programs, facility preparation, alternate facilities, training and testing, plan maintenance, role of agency in time of disaster, inventory of neighborhood resources, meeting the needs of people served.

In the event of a local, state, or federal government declaration of a state of emergency pursuant to Chapter 252, Florida Statutes, or similar authorization, for all or part of Hillsborough County, the Provider and the CHILDREN'S BOARD may agree in an Emergency Services Work Plan that all or part of the unperformed Services under this Agreement shall be suspended and/or that all or part of the unperformed Services shall be revised, modified, reorganized, or changed into services to carry out Emergency Management as defined in Chapter 252, Florida Statutes, or similar law, (called “Emergency Management Services” in this Agreement). Such Emergency Management Services shall be performed at the Disaster Recovery Center or other locations designated by the CHILDREN’S BOARD or other coordinating agency described below.

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The Emergency Services Work Plan may provide that all or part of the unpaid payments by the CHILDREN’S BOARD under this Agreement shall be used to pay Provider for such Emergency Management Services. A Typical Payment Plan for an Emergency Services Work Plan shall be for the CHILDREN’S BOARD to pay the unpaid portion of this Agreement in equal monthly installments during the remaining Term of this Agreement. The Emergency Management Services may be performed separately or in coordination with or under the direction of other government agencies and or community organizations such as United Way of Tampa Bay, Inc. Either with or without an Emergency Services Work Plan, the Provider shall assist in Emergency Management Services to the best of its ability. The PROVIDER will submit to the CHILDREN'S BOARD a Provider Disaster Verification Form within 30 days of receiving an executed contract which attests that an Emergency Services Work Plan is in place and up to date.

The CHILDREN’S BOARD may continue to pay the Provider for up to six months after a declaration of emergency in order to assist the Provider in recovering its financial and institutional capacity that may have been diminished in performing Emergency Management Services.

The Emergency Services Work Plan and any amendment may be in writing or by oral agreement recorded in any form of audio recording.

Provider shall incorporate this Continuity of Operations and Emergency Management Services clause in all subcontracts so that Provider’s subcontractors have the same obligations toward Provider as Provider assumes toward the CHILDREN’S BOARD.

30. Costs of Litigation: The prevailing party in any litigation, administrative, or other proceeding arising out of the enforcement or interpretation of this Agreement will be entitled to recover from the other party the following fees, costs, and expenses: (1) Attorney fees in or prior to mediation, arbitration, trial court, appellate court, or before any administrative body; (2) All court, mediation, and arbitration costs; (3) Costs charged by the attorney, any consultant, or expert witness for copying, postage, long distance telephone calls, or preparing exhibits; (4) Travel costs charged by the attorney, any consultant, or expert witness while working on the dispute or claim including travel costs for investigation, review, or analysis; or in preparing audits; or in preparing opinions, reviewing documents, contracts, or accounting records; or in preparing for or attending depositions, conferences, meetings, court, mediation, or arbitration; (5) Court reporter fees and costs; (6) Attorney, consultant or expert witness fees for all time spent in investigation, review, or analysis; or in preparing audits; or in preparing opinions, reviewing documents, contracts, or accounting records; or in preparing for or attending depositions, conferences, meetings, court, mediation, or arbitration; and (7) certified public accountant fees for all time spent working for the prevailing party on the dispute, including, but not limited to, time spent in investigation, review, or analysis; or on preparing audits; or in preparing opinions, reviewing documents, contracts, or accounting records; or in preparing for or attending depositions, conferences, meetings, court, mediation, or arbitration.

Nothing in this paragraph will be construed as requiring arbitration.

31. Public Entity Crimes: Per Section 287.133, Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

32. No Third-Party Beneficiaries: No third party will have any right to enforce this Agreement. This Agreement is intended for the sole benefit of the CHILDREN’S BOARD and the PROVIDER.

33. Governing Laws: This Agreement will be governed by the applicable laws, rules, and regulations of the State of Florida or the applicable laws, rules, and regulations of the United States when providing Services funded by the United States government.

34. Integration: This Agreement contains the entire agreement between the parties.
IN WITNESS WHEREOF, the PROVIDER and the CHILDREN'S BOARD have executed this Agreement by their authorized officials.

WITNESS:

Name of Provider

By: ____________________________
Signature

(Printed Name)

(Title)

(Date)

CHILDREN'S BOARD OF HILLSBOROUGH COUNTY, FLORIDA

By: ____________________________
Signature

(Date)

(Title)
### Appendix 5.
**Program:** Infant Mental Health Project

#### Project Implementation Plan (in progress)

<table>
<thead>
<tr>
<th>Objective</th>
<th>Key Activities</th>
<th>Timeline</th>
<th>Activity Status Update</th>
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<tbody>
<tr>
<td><strong>Identify, develop and convene a broad and diverse steering committee that will represent Hillsborough County’s Local Infant Mental Health Planning Committee.</strong></td>
<td>1. Hold monthly Steering Committee Meetings. 2. Maintain notes and attendance. 3. Present project status / updates / information to local committees, community stakeholders. <strong>Evaluation</strong> 1. Develop a Q1 status report. 2. Report out to Steering Committee related to status, evaluation, monitoring and fidelity.</td>
<td>Quarter 2 January 1, 2015 – March 30, 2015</td>
<td>- IMH Steering Committee meets on a monthly basis. Notes and attendance are taken as well as audio recordings of the meetings for evaluation purposes. - In addition to the IMH Steering Committee, activities are reported through Children’s Committee, Local Planning Team, Community Alliance, EC SOC workgroup and Florida’s AIMH - Formal IMH presentations were made to the Regional Consortium and the Early Childhood System of Care workgroups during Q2. <strong>Project Evaluation</strong> - Continues through USF College of Public Health - Baseline survey data obtained during Q2 from IMH module training participants.</td>
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<td><strong>Develop a coordinated system to screen and assess mental health needs for children birth to age 3.</strong></td>
<td>1. Work with the local Help Me Grow workgroup to develop a coordinated system to screen and assess mental health needs for children birth to age 3.</td>
<td>Quarter 2 January 1, 2015 – March 31, 2015</td>
<td>- During Q2, a meeting was held with the HMG workgroup with the focus of identifying Early Childhood Systems from the perspectives of screening, assessment, intervention, and case management. This information along with training participant information will be utilized to develop an IMH “flowchart” of services.</td>
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<td><strong>Develop a plan to improve and expand mental health services for children under age 3 with risks, delays, or disabilities through the identification of curriculum(s) and best practices in the areas of collaboration, training and service delivery.</strong></td>
<td>1. Support local and state activities related to billing and reimbursement at the clinical level of IMH services. 2. Identify potential funding streams of IMH intervention services. 3. Begin engaging representatives from identified traditional and non-traditional funding streams. 4. Strategic planning with the Steering Committee, State of Florida AIMH and other relevant community stakeholders.</td>
<td>Quarter 2 January 1, 2015 – March 31, 2015</td>
<td>- Plans have been developed to utilize technical assistance in relation to a Medicaid / Private Insurance billing forum for local provider agencies and private practice clinicians. This is planned to take place in the late summer of 2015 (after conducting training on the DC 0-3R). - Steering Committee areas of focus are being identified as Central Florida Behavioral Health (TANF), Medicaid, Private Insurance, ASO and Child Welfare. Additionally, the FAIMH is being consulted with in relation to identifying local foundations and grants to pursue. - IMH Steering Committee supported the FAIMH in its successful bid to receive state wide technical assistance funding in relation to Baby Court. - CBHC and IMH Steering Committee continue to support the FAIMH in its strategic planning towards adopting Michigan’s IMH competency system.</td>
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Appendix 5.
Program: Infant Mental Health Project

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<td>Develop a Social Marketing plan initiative to raise awareness of the importance of infant / toddler / early childhood social emotional health (IMH) that will resonate with parents, professionals and partner agencies.</td>
<td>1. Compile and analyze focus group results 2. Develop an IMH related “tag line” / public message. 3. Develop IMH Webpage housed on the Early Childhood Council’s website that includes: -IMH information -Provider / Resource Directory -Electronic Resource Library -Training materials &amp; links 4. Report to IMH Steering Committee</td>
<td>Quarter 2 January 1, 2015 – March 30, 2015</td>
<td>- Concluded focus groups and data analysis in Q2. - From the focus groups, the IMH tagline of “Infant Mental Health - Every Moment Matters” was developed. - The IMH webpage is live with content being updated as it is identified. The webpage can be found <a href="http://WWW.ECCTAMPABAY.ORG">WWW.ECCTAMPABAY.ORG</a></td>
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<td>Develop and implement a training infrastructure in Hillsborough County towards building capacities from parents / caregivers through clinical service levels (Levels I, II, III).</td>
<td>1. Conduct Cohort I of Touch Points 2. Conduct Module I of IMH Training 3. Conduct Module II of IMH Training 4. Report out to IMH Steering Committee 5. Update / Maintain Training Registry</td>
<td>Quarter 2 January 1, 2015 – March 30, 2015</td>
<td>- Touchpoints cohort is identified as the staff for the CB Family Resource Centers (approximately 20). This Cohort is scheduled to begin May 2015. - IMH Module 1 Part I and Part II were completed in February 2015 as scheduled. - IMH Module 2 Parts 1 and Part II are scheduled to begin April 2015. - Trauma Informed Care for Levels I, II and III took place March 2015. - The IMH Steering Committee has received updates related to the training / professional development plan. - An excel template for an IMH Training Registry has been developed that will include participant, program, organization, and curriculum details in a way that aligns with the IMH competency system.</td>
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<td>Develop and implement a funding &amp; sustainability plan that can be utilized after the completion of the project planning period with the goal of sustaining service capacity in the community.</td>
<td>1. Develop a Q1 status report and report out to Steering Committee. 2. Utilize the Steering Committee to identify an appropriate consultant towards the development of a “Funding and Stability Plan.”</td>
<td>Quarter 2 January 1, 2015 – March 30, 2015</td>
<td>- A funding and sustainability plan has been proposed to the IMH Steering Committee with areas that would be recommended to be addressed through Steering Committee expertise and outside (3rd party) technical assistance. - A plan is being developed in relation to TA focusing on a Medicaid and private insurance billing workshop for IMH services. The workshop plan and MOU will be finalized during Q3 with the goal of TA being delivered towards the end of Q4.</td>
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