SUBJECT: Healthy Families Jacksonville Program

BID #: ESC-0447-20 **OPEN DATE:** 6/3/2020

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: Service Contract - July 1, 2020 through June 30, 2021 with four (4) one (1) year renewal options

FOR: KIDS HOPE ALLIANCE

BASIS OF AWARD: HIGHEST SCORING BIDDER BASED ON EVALUATION CRITERIA

NUMBER OF BIDS INVITED: 17 NUMBER RECEIVED: 2 OTHER: 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval to amend the award with The Children's Home Society of Florida (Contract #70195-20) to reduce the number of clients to be served from 600 to 256 and other changes to contract language including revised deliverables table, Revised Budget and Budget Narrative, Revised Attachment 9b – Org. Chart, Revised Attachment 15 – Quarterly Narrative Report, Revised Attachment 24 – Protocol for Purchase of Property and Attachment 38 – Monthly Number Served Report. All other provisions not in conflict with this Amendment #3 are still in effect and are to be performed at the level specified in the contract and RFP.

There is no change to the maximum indebtedness amount of $1,752,000.00 for a total expenditure amount not to exceed $5,256,000.00. Period of service remains July 1, 2022 through June 30, 2023 with two (2) one (1) year renewal options remaining.

Funding Source: 10902.181304.582001.010553.00000000.00000.0000000 – To be executed by formal contract amendment through the Office of General Counsel

Attachments: Recommendation Memo, Grant Agreement and Previous Award

ANALYST _____ RESPECTFULLY SUBMITTED _____

Olive Wallace-Cohen DUSTIN FREEMAN, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Michael Weinstein, CEO, Kids Hope Alliance

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)

ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING_____ MEMBERS DISAPPROVING_____ DATE:_____

_____ _____ OTHER_____

_____ _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE_____

APPROVED_____ DISAPPROVED: _____

OTHER: _____

SIGNATURE OF AUTHENTICATION _____

KIDS HOPE ALLIANCE

MEMORANDUM

TO: Dustin Freeman, Chief of Procurement

FROM: Michael Weinstein, Chief Executive Officer

CC: Saralyn Grass, Chief Administrative Officer

Kenneth Darity, Chief Programs Officer

SUBJECT: Request to amend BID #ESC-0447-20 (Contract #70195-20, Amendment #3), The Children's Home Society of Florida, Healthy Families Jacksonville Program to reduce the number of clients to be served from 400 to 256 and other changes noted below, with no change to the maximum indebtedness

DATE: January 30, 2023

Kids Hope Alliance, a public body acting on behalf of the City of Jacksonville, a consolidated political subdivision and municipal corporation existing under the laws of the State of Florida ("KHA") respectfully requests the following:

1. Request to amend BID #ESC-0447-20, The Children's Home Society of Florida, Healthy Families Jacksonville Program, Contract #70195-20, Amendment 3, to reduce the number of clients to be served from 400 to 256 and other changes to contract language includes, revised Deliverables Table; revised Staff Comp Table; revised Budget and Budget Narrative; revised Attachment 9b – Org Chart, revised Attachment 15 – Quarterly Narrative Report; revised Attachment 24 – Protocol for Purchase of Property; and Attachment 38 – Monthly Number Served Report noted in the Grant Contract, at the request of the Grantor, The Ounce of Prevention Fund of Florida (see Exhibit 1). All other provisions not in conflict with this Amendment are still in effect and are to be performed at the level specified in this Contract and RFP. There is no change in the maximum indebtedness amount of $1,752,000.00, for a total expenditure amount not to exceed $5,256,000.00. The term of the contract is July 1, 2022 through June 30, 2023, with two (2) one-year renewal options.

Upon approval of this request a contract amendment will be executed by the City of Jacksonville, Office of General Counsel.

KHA anticipates funding as follows:

ID	Account Name	Fund	Center	Account	Project	Activity	Interfund	Future
63	Healthy Families Jax	10902	181304	582001	010553	00000000	00000	0000000

Attachment(s): Exhibit 1 – Copy of Grant Agreement
Exhibit 2 – Copy of current award

For additional information, please contact Tyrica Young at 904-255-4423 or e-mail, tyricay@coj.net.

Cc: Olive Wallace-Cohen, Buyer
Jessica Pitts, Director Finance
Joyce Watson, Director, Administration, Contracts, and Purchasing
Tyrica Young, Director, Research & Grant

THE OUNCE OF PREVENTION FUND OF FLORIDA

SUBCONTRACT AMENDMENT

AMENDMENT #0004 FY2022-2023

THIS AMENDMENT is entered into between the Ounce of Prevention Fund of Florida, hereinafter referred to as "OPFF", and Kids Hope Alliance, an autonomous board within the Executive Branch of the Consolidated Government, for and on the behalf of the City of Jacksonville, a municipal corporation in Duval County, State of Florida, (HF Jacksonville), hereinafter referred to as the "Provider", for the provision of Healthy Families Florida, hereinafter referred to as "HFF", is amended as outlined below:

Amendment #0001, effective 9/15/2020, changes in: Official Representatives and Payee Table corrections; Final Invoice due date and a revised deliverable table.

Amendment #0002, effective the latter of June 30, 2021, this renews and amends the above referenced contract as follows:

1. The contract is renewed through June 30, 2022.
2. Contract number will change from #20-21-02 to #20-22-02.
3. Changes to contract language, staffing patterns, deliverables table, attachments and associated funding changes as listed below.
4. All provisions in the contract and any attachments thereto in conflict with this Amendment are changed to conform with this Amendment. All provisions not in conflict with this Amendment are still in effect and are to be performed at the level specified in the Contract. This Amendment and all its attachments are made a part of the Contract.

Amendment #0003, effective the latter of June 30, 2022, this renews and amends the above referenced contract as follows:

1. The contract is renewed through June 30, 2025.
2. Contract number will change from #20-22-02 to #20-25-02.
3. Changes to contract language, staffing patterns, deliverables table, attachments and associated funding changes as listed below.
4. All provisions in the contract and any attachments thereto in conflict with this Amendment are changed to conform with this Amendment. All provisions not in conflict with this Amendment are still in effect and are to be performed at the level specified in the Contract. This Amendment and all its attachments are made a part of the Contract.

Amendment #0004, effective 10/1/2022 changes include: numbers to serve decreased; Contract language as noted below; revised deliverables table; revised staff comp table; revised budget; revised Attachment 9b -Org Chart; revised Attachment 15; revised Attachment 24 - Protocol for Purchase of Property and Attachment 38 – Monthly Number Served Report incorporated.

Subcontract Exhibit B Section **B-4 – Clients to be Served,** is hereby deleted and the following is inserted in lieu thereof:

B-4. Clients to be Served Monthly

B-4.1. The **PROVIDER's** performance will be assessed based on the number of active participants receiving services each month.

B-4.2. The minimum number of families served per month for the term of this Subcontract shall be **256** per month for Fiscal Year 2022-2023. This includes **256** families using HFF dollars and other contributions

B-4.3. The PROVIDER shall maintain at least **218** active participants receiving services monthly, or 85% of its minimum number of families served of **256** participants.

Subcontract Exhibit B Section **B-7.6 – Information Technology Resource Purchase (IRR)**, is hereby deleted and the following is inserted in lieu thereof:

B-7.6. Information Technology Resource Purchase (IRR) - The Provider must receive written approval from the OPFF/DCF prior to purchasing any Information Technology Resource or furniture with these Subcontract funds. The Provider will not be reimbursed for any Information Technology Resource or furniture purchases made prior to obtaining OPFF's approval. When purchasing technology equipment or furniture, the Provider must follow the **Attachment 24 - Protocol for Purchase of Property**, which includes instructions for submitting an **Attachment 23 - Information Resource Request (IRR)** form. If the IRR has property listed for disposal, then **Attachment 29 - Property Inventory and Disposal Form** will also need to be submitted with the IRR. All of these documents will be located in the HF Resource Library located at http://www.healthyfamiliesfla.org/resource_login.asp.

Subcontract Exhibit B Section **B-7.8 – Information Technology Resource Disposal**, is hereby deleted and the following is inserted in lieu thereof:

B-7.8. Information Technology Resource Disposal - If the Provider replaces or disposes of property purchased by the Provider pursuant to this Subcontract (with HFF Grant Funding), the Provider is required to provide accurate and complete information pertaining to replacement or disposition of the property as required on the Provider's property inventory. When disposing of technological equipment or furniture, the provider must follow Attachment **25 - Protocol for the Disposal of Property** which includes instructions for **Attachment 29 - Property Inventory and Disposal Form.**

Subcontract Exhibit B Section **B-7.9 – Property Inventory**, is hereby deleted and the following is inserted in lieu thereof:

B-7.9. Property Inventory - If any property is purchased by the Provider with funds provided by this **Subcontract**, the Provider shall inventory all nonexpendable property, with a value or cost of $1,000 or more and/or has a normal expected life of greater than one (1) year, including all computers and furniture. Regardless of the acquisition cost or value, all technology (including but not limited to computers, including desktop, laptop computers, tablets) and specialty software other than Windows and Microsoft Office Suite must also be included in the inventory. By May 20th the provider shall submit a **"DRAFT" Attachment 29** - Property Inventory and Disposal Form of all such property to Hffdeliverables@ounce.org. By June 21st the Provider shall submit a **"FINAL" Attachment 29** - Property Inventory and Disposal Form of all such property to Hffdeliverables@ounce.org. This applies whether new purchases have been made or not. This list should contain all items purchased with OPFF/ HFF funds since the inception of the Sub-contractual relationship with the OPFF/ HFF. This document will be located in the HF Resource Library located at http://www.healthyfamiliesfla.org/resource_login.asp.

Subcontract Exhibit B Section **B-8.2 – All Terms and Conditions Included**, the following attachment is hereby added to the contract starting fiscal year 2022-2023:

Attachment 38 – Monthly Number Served Report for FY 22-23

Subcontract Exhibit C Section **C-2.1.1. - Staff Composition Table**, is hereby deleted and the following is inserted in lieu thereof:

C-2.1.1. Staff Composition Table

The staff composition funded by HFF dollars and contributions is identified in the following table.

Non-HFF Core Positions	Total # of FTEs	# of FTEs Funded by HFF Dollars	# of FTEs Funded by Cash/COJ Contributions	# of FTEs Funded by CHS Funding

Quality Assurance Specialist (Data) (KHA)	1	1	0	0
Assistant Director of Grants Management (KHA)	.70	.70	0	0
Director of Grants Management (KHA)	.25	.25	0	0
Administrative Assistant	.04	0	0	.04
Data/ Intake Clerk	1	0	1	0
CHS HFF Program Director	0.15	.01	.14	0
Regional Mgr. Community Engagement (CHS)	.10	0	0	.10
Facilities Manager	.1075	0	0	.1075
Program Specialist	1	0	1	0
SUBTOTAL FTE	**4.3475**	**1.96**	**2.14**	**0.2475**
HFF Core Positions	**Total # of FTEs**	**# of FTEs Funded by HFF Dollars**	**# of FTEs Funded by Cash/COJ Contributions**	**# of FTEs Funded by CHS Funding**
Program Manager	1	1	0	0
Assistant Program Manager	1	0	1	0
Supervisor	4	3	1	0
Family Support Engagement Specialist	16	11	5	0
Behavioral Healthcare Navigator	1	1	0	0
Mental Health Counselor	1	0	1	0
SUBTOTAL FTE	**24**	**16**	**8**	**0**
TOTAL FTE	**28.3475**	**17.96**	**10.14**	**.2475**

Subcontract Exhibit C Section **C-2.6 – Reports**, the following attachment is inserted in lieu thereof:

C-2.6 Reports (programmatic and to support payment)

C-2.6.1 Data Submission - The Provider will input all screening, assessment and participant data into the HFF Tracking System as detailed in Section C-3.2.

C-2.6.2 Agency Climate and Culture Analysis - Submit a **Agency Climate and Culture Analysis** on the previous fiscal year to Hffdeliverables@ounce.org by November 15, 2023 and November 15, 2024.

C-2.6.3 Biennial Service Review - Submit a **Biennial Service Review** on the previous fiscal year to Hffdeliverables@ounce.org by November 15, 2023.

C-2.6.4 HHS Monthly Summary Report Verification - Verification email from the Office of Civil Rights will be due close of business by the 3rd calendar day of the following month as detailed in Exhibit A1-7and A1-9.

C-2.6.5 Attachment 15 - Quarterly Narrative Report (QNR) – By the 15th of the month following each quarter, the Program Manager shall deliver a quarterly report containing a success story(ies) via e-mail to hffdeliverables@ounce.org for the previous quarter using the revised **Quarterly Narrative Report.** Sites delivering Mental Health Counselor, Navigator or Circle of Parents services must also complete the applicable sections of the QNR.

C-2.6.5 Attachment 38 - Monthly Number Served Report – By the 15th of the month following each month, the Program Manager shall deliver a monthly report containing numbers served for each month via e-mail to hffdeliverables@ounce.org for the previous month using the **Monthly Numbers Served Report** located in the Performance Management System.

Subcontract Exhibit D Section **D-1. - Deliverables Table**, is hereby deleted and the following is inserted in lieu thereof:

EXHIBIT D – DELIVERABLES

D-1. Deliverables Table.

Title	Due Date	Send To	Reference

Other Reports and Information	Upon request	Program Specialist	Per request
Attachment 1 - Financial and Compliance Audit	Due 180 days after end of Provider's fiscal year	Hard copy & Hffdeliverables@ounce.org	Attachment 1
Attachment 2 - Health Insurance Portability Accountability Act (HIPAA)	Upon notification from HFF Central Office	Hffdeliverables@ounce.org	Attachment 2
Attachment 5 - Certification Regarding Lobbying	Upon execution of the Subcontract/Amendment	Hffdeliverables@ounce.org	Per Section 5.1.4 Attachment 5
Attachment 6 - Certification Regarding Debarment Form		Hffdeliverables@ounce.org	Per Section 5.4 Attachment 6
Attachment 7 - Civil Rights Compliance Checklist		Hffdeliverables@ounce.org	Per Section 7.13.3 Attachment 7
Attachment 8 - Single-Point-of-Contact Information Updates	Upon execution of the Subcontract/Amendment and changes since last submission	Hffdeliverables@ounce.org	Per Section 10.3 Attachment 8
Attachment 9 - Organizational Chart	Upon execution of the Subcontract/Amendment and prior to staffing pattern changes	Hffdeliverables@ounce.org	Per Exhibit C-2.1.2
Attachment 37 – Letter of Affidavit for E-Verify	Upon execution of the Subcontract/Amendment	Hffdeliverables@ounce.org	Per Exhibit C-2.1.2
Attachment 22- Letter of Affidavit for ADA, HIPAA and DCF Security Awareness On-line Training	Upon notification from HFF Central Office	Hffdeliverables@ounce.org	Per Sections 5.4.2, 5.5.4, and 10.8
HHS Monthly Summary Report Verification	Verification will be due by 12 noon (Eastern) the 3rd calendar day of the following month, unless the 3rd falls on a holiday or weekend, then it will be due the Friday before the 3rd	Hffdeliverables@ounce.org	Per Exhibit C-2.6.4
Attachment 3b - Monthly Invoice	Within 15 calendar days of the end of each month	lmarlowe@ounce.org	Per Exhibit A-3.3 and A-3.10.1 Attachment 3b
Attachment 38 – Monthly Numbers Served Report	Within 15 calendar days of the end of each month	Hffdeliverables@ounce.org	Per Exhibit B-4

Attachment 15 - Quarterly Narrative Report	January 16, 2023 April 14, 2023 July 14, 2023	Hffdeliverables@ounce.org	Per Exhibit C-2.6.2
	October 16, 2023 January 15, 2024 April 15, 2024 July 15, 2024		
	October 15, 2024 January 15, 2025 April 15, 2025 July 15, 2025		
Auxiliary Aids and Services Plan	July 28, 2023 July 30, 2024	Hffdeliverables@ounce.org	Per Section 10.10
Proof of Insurance Coverage	September 29, 2023, September 30, 2024	Hffdeliverables@ounce.org	Per Section 4.5
Agency Climate and Culture Analysis	November 15, 2023 November 15, 2024	Hffdeliverables@ounce.org	Per Exhibit C-2.6.2
Biennial Service Review	November 15, 2023 November 15, 2025	Hffdeliverables@ounce.org	Per Exhibit C-2.6.2
Attachment 21 - Notarized Affidavit of Level 2 Background Screening	November 30, 2023, November 29, 2024	Hffdeliverables@ounce.org	Per Sections 4.12.2 and C-2.5.6.3
HFF Site Policies and Procedures	November 30, 2023, November 29, 2024	Hffdeliverables@ounce.org	Per Section D-3
Emergency Preparedness Plan	March 31, 2023 March 29, 2024 March 31, 2025	Hffdeliverables@ounce.org	Per Exhibit D-2
Attachment 29 - Property Inventory and Disposal Form	**DRAFT** - May 19, 2023 **FINAL** - June 21, 2023 **DRAFT** - May 20, 2024 **FINAL** - June 20, 2024 **DRAFT** - May 20, 2025 **FINAL** - June 20, 2025	Hffdeliverables@ounce.org	Per Exhibit B-7.6, B-7.8 and B-7.9

Attachment 3a – Request to Revise Budget with Amendment is hereby deleted in its entirety and replaced with **Attachment 3c** - Budget and Revenue Summary to reflect staffing pattern changes and re-allocations of funds for FY 22-23.

Attachment 9b - Organizational Chart is hereby deleted in its entirety and replaced with a revised **Attachment 9b - Organizational Chart** for FY 22-23.

Attachment 15 – Quarterly Narrative Report is hereby deleted in its entirety and replaced with a revised **Attachment 15 – Quarterly Narrative Report** to reflect staffing pattern and title changes for FY 2022-2023.

Attachment 24 - Protocol for Purchase of Property is hereby deleted in its entirety and replaced with a revised **Attachment 24 - Protocol for Purchase of Property** for FY 22-23.

Attachment 38– Monthly Number Served Report is hereby added to this contract for FY 22-23.

All provisions in the contract and any attachments thereto in conflict with this amendment are changed to conform with this amendment. All provisions not in conflict with this amendment are still in effect and are to be performed at the level specified in the contract. This amendment and all its attachments are made a part of the contract.

In witness thereof, the parties hereto have caused this **14** page Subcontract to be executed by their undersigned officials as duly authorized.

Kids Hope Alliance:
A public body on behalf of the City of Jacksonville, pursuant to Section 77.109(a)(8), Ordinance Code

Signed by: _____

Name: Michael Weinstein

Title: CEO

Date: 12/20/22

Provider Fiscal Year Ending Date: Sept 30, 2023

FEIN #: 59-6000344

Healthy Families Florida

Signed by: _____

Name: Jennifer Ohlsen

Title: Executive Director

Date: 12/21/22

Ounce of Prevention Fund of Florida

Signed by: _____

Name: Douglas Sessions, Jr.

Title: President/CEO

Date: 12/22/22

In accordance with Section 24.103(e) of the Ordinance Code of the City of Jacksonville, I do certify that there is an unexpended, unencumbered and unimpounded balance in the appropriation sufficient to cover the foregoing Agreement; and that provision has been made for the payment of the monies provided therein to be paid. *

Program Funding Code: 10902.181304.331690.010553.0000000.00000.0000000

Form Approved:

_____

Office of General Counsel

Paul Barnett on behalf of Patrick "Joey" Greive

Director of Finance

City of Jacksonville Contract Number: 200587
Amend. #4

*Subject to appropriation by the Jacksonville City Council for the City's fiscal year 2022/2023

Ounce of Prevention Fund of Florida
Healthy Families Florida
Request to Revise Budget

3c-BUD REV (Amendment)

Funding Period: 07/01/22-06/30/23
Lead Entity: Kids Hope Alliance
Project Name: Healthy Families Jacksonville
Contract#: 20-23-02

Date: 12/1/2022

**SEE INSTRUCTIONS ON THE BOTTOM OF THE REPORT.

FOR HFF/HFF USE ONLY:
APPROVAL

CURRENT BUDGET

Categories and Line Items	Total Cost of Program	HFF Grant	Navigator	COJ/Cash Contrib.	CHS/In-kind Contrib.	CHS/Cash Contrib.
Direct Expenses						
A. Salaries and Wages						
1 Program Manager (CHS) 1 FTE	$88,414.00	$88,414.00	$0.00	$0.00	$0.00	$0.00
2 Assistant Director of Grants Management (KHA) .70	$46,958.78	$46,958.78	$0.00	$0.00	$0.00	$0.00
3 Quality Assurance Specialist (Data) (KHA) 1.0 FTE	$47,043.00	$47,043.00	$0.00	$0.00	$0.00	$0.00
4 Behavioral Healthcare Navigator (CHS) 1 FTE	$42,000.00	$0.00	$42,000.00	$0.00	$0.00	$0.00
5 Mental Health Counselor (CHS) 1 FTE	$80,835.00	$0.00	$0.00	$80,835.00	$0.00	$0.00
6 Assistant Program Manager (CHS) 1 FTE	$54,000.00	$0.00	$0.00	$54,000.00	$0.00	$0.00
7. Supervisor (CHS) 4FTE	$166,704.00	$125,028.00	$0.00	$41,676.00	$0.00	$0.00
8. Family Engagement Specialist (CHS) 4 FTE Positions removed with Amend 4	$125,000.00	$0.00	$0.00	$125,000.00	$0.00	$0.00
9 Family Support Engagement Specialist (CHS) 16 FTE Position title changed with Amend 4	$491,092.85	$369,848.85	$0.00	$121,244.00	$0.00	$0.00
10. Data/Intake Clerk (Admin) (CHS) 1 FTE	$29,543.00	$0.00	$0.00	$29,543.00	$0.00	$0.00
11. Administrative Assistant (CHS) .04 FTE	$1,428.28	$0.00	$0.00	$0.00	$0.00	$1,428.28
12. Regional Mgr. Community Engagement (CHS) .10	$4,900.00	$0.00	$0.00	$0.00	$0.00	$4,900.00
13 CHS HF Program Director (CHS) .15 FTE	$11,671.00	$892.70	$0.00	$10,778.10	$0.00	$0.00
14 Facilities Manager (CHS) .1075 FTE	$6,375.00	$0.00	$0.00	$0.00	$0.00	$6,375.00
15. Director of Grants Management (KHA) .25 FTE	$21,339.22	$21,339.22	$0.00	$0.00	$0.00	$0.00
16. Program Specialist (CHS) 1 FTE Position added with Amend 4						
Subtotal Salaries and Wages	$1,159,291.07	$671,826.00	$42,000.00	$434,963.19	$0.00	$11,703.28
B. Payroll Taxes and Benefits	$386,249.90	$224,568.77	$13,287.40	$139,032.00	$0.00	$3,721.64
C. Program Consultants and Contractual						
1 Background Checks	$800.00	$0.00	$0.00	$800.00	$0.00	$0.00
2 Center of Excellence (Program Fees)	$12,696.12	$0.00	$888.12	$11,408.00	$0.00	$0.00
3 Center of Excellence (COA Fees)	$23,290.63	$0.00	$1,086.63	$22,194.00	$0.00	$0.00
4 Other Professional Fees	$4,401.00	$0.00	$0.00	$4,401.00	$0.00	$0.00
5 Information Technology related charges	$8,061.75	$8,061.75	$0.00	$0.00	$0.00	$0.00
Subtotal Program Consultants & Contractual	$48,439.50	$8,061.75	$1,894.75	$38,693.00	$0.00	$0.00
D. Other Consultants and Contractual						
1 Legal	$100.00	$100.00	$0.00	$0.00	$0.00	$0.00
2 Audit	$2,951.37	$0.00	$130.37	$2,821.00	$0.00	$0.00
3 Accounting	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
4 ADA Interpreting Services	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
5 IT Consultant	$71,388.00	$0.00	$0.00	$71,388.00	$0.00	$0.00
Subtotal Other Consultants and Contractual	$74,446.37	$100.00	$130.37	$74,209.00	$0.00	$0.00
E. Participant Educational Materials	$41,000.00	$1,000.00	$0.00	$0.00	$40,000.00	$0.00
F. Consumable Program Supplies	$41,000.00	$1,000.00	$0.00	$0.00	$40,000.00	$0.00
G. Assistance to Participants						
1 Client Assistance Transportation	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
2 Client Assistance Stipends	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
3 Program Educational Supplies	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
4 Other Asst./Behalf Clients	$76,175.00	$0.00	$0.00	$0.00	$39,000.00	$36,266.00
Subtotal Assistance to Participants	$76,175.00	$0.00	$0.00	$0.00	$39,000.00	$36,266.00
H. Office Expenses						
1. Telephone	$21,350.91	$0.00	$695.79	$20,655.12	$0.00	$0.00
2. Utilities	$18,144.00	$0.00	$0.00	$18,144.00	$0.00	$0.00
3. Postage and Shipping	$2,304.00	$1,204.00	$0.00	$1,100.00	$0.00	$0.00
4. Supplies	$7,791.10	$2,478.00	$47.08	$1,866.00	$3,400.00	$0.00
5. Copying	$1,881.00	$1,881.00	$0.00	$0.00	$0.00	$0.00
Subtotal Office Expenses	$51,571.07	$5,661.00	$742.87	$41,587.12	$3,400.00	$0.00
I. Operating Capital Outlay						
1 Machinery & Equipment	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
2 Computers & Software	$1,000.00	$1,000.00	$0.00	$0.00	$0.00	$0.00
Subtotal Operating Capital Outlay	$1,000.00	$1,000.00	$0.00	$0.00	$0.00	$0.00
J. Lease/Rent						
1 Equipment	$9,230.00	$0.00	$0.00	$9,230.00	$0.00	$0.00
2. Transportation	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
3. Building	$19,071.00	$0.00	$0.00	$19,071.00	$0.00	$0.00
Subtotal Lease/Rent	$28,301.00	$0.00	$0.00	$28,301.00	$0.00	$0.00
K. Maintenance	$27,867.00	$0.00	$1,312.00	$26,555.00	$0.00	$0.00
L. Insurance	$26,459.82	$29.41	$1,244.00	$25,183.00	$0.00	$0.00
M. Staff Travel						
1 Home Visiting Travel Costs	$34,283.84	$1,802.00	$1,309.84	$31,171.00	$0.00	$0.00
2 Training Travel Costs	$8,240.00	$0.00	$0.00	$8,240.00	$0.00	$0.00
3 Conference Travel Costs	$4,453.00	$1,224.00	$0.00	$3,229.00	$0.00	$0.00
Subtotal Staff Travel	$44,976.84	$3,026.00	$1,309.84	$40,640.00	$0.00	$0.00
N. Conference Registration Fees and Staff Training Registration Fees	$1,250.00	$450.00	$0.00	$800.00	$0.00	$0.00
O. Membership Fees and Subscriptions						

BUDGET CHANGES (+) INCREASES / (-) DECREASES

Categories and Line Items	Total Cost of Program	HFF Grant	Navigator	COJ/Cash Contrib.	CHS/In-kind Contrib.	CHS/Cash Contrib.
Direct Expenses						
A. Salaries and Wages						
1 Program Manager (CHS) 1 FTE	$0.00	($4,151.15)	$0.00	$4,151.15	$0.00	$0.00
2 Assistant Director of Grants Management (KHA) .70	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
3 Quality Assurance Specialist (Data) (KHA) 1.0 FTE	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
4 Behavioral Healthcare Navigator (CHS) 1 FTE	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
5 Mental Health Counselor (CHS) 1 FTE	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
6 Assistant Program Manager (CHS) 1 FTE	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
7. Supervisor (CHS) 4FTE	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
8. Family Engagement Specialist (CHS) 4 FTE Positions removed with Amend 4	($125,000.00)	$0.00	$0.00	($125,000.00)	$0.00	$0.00
9 Family Support Engagement Specialist (CHS) 16 FTE Position title changed with Amend 4	$52,907.15	$4,151.15	$0.00	$48,756.00	$0.00	$0.00
10. Data/Intake Clerk (Admin) (CHS) 1 FTE	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
11. Administrative Assistant (CHS) .04 FTE	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
12. Regional Mgr. Community Engagement (CHS) .10	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
13 CHS HF Program Director (CHS) .15 FTE	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
14 Facilities Manager (CHS) .1075 FTE	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
15. Director of Grants Management (KHA) .25 FTE	($2,477.33)	($2,477.33)	$0.00	$0.00	$0.00	$0.00
16. Program Specialist (CHS) 1 FTE Position added with Amend 4	$42,000.00	$0.00	$0.00	$42,000.00	$0.00	$0.00
Subtotal Salaries and Wages	($33,468.18)	($2,477.33)	$0.00	($30,990.85)	$0.00	$0.00
B. Payroll Taxes and Benefits	($12,716.18)	($3,861.09)	$0.00	($8,855.09)	$0.00	$0.00
C. Program Consultants and Contractual						
1 Background Checks	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
2 Center of Excellence (Program Fees)	($1,230.97)	$0.00	$0.00	($1,230.97)	$0.00	$0.00
3 Center of Excellence (COA Fees)	($2,393.42)	$0.00	$0.00	($2,393.42)	$0.00	$0.00
4 Other Professional Fees	$4,857.57	$0.00	$0.00	$4,857.57	$0.00	$0.00
5 Information Technology related charges	$3,285.38	$3,285.38	$0.00	$0.00	$0.00	$0.00
Subtotal Program Consultants & Contractual	$3,489.56	$3,285.38	$0.00	$1,224.18	$0.00	$0.00
D. Other Consultants and Contractual						
1 Legal	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
2 Audit	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
3 Accounting	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
4 ADA Interpreting Services	$4,066.00	$0.00	$0.00	$4,066.00	$0.00	$0.00
5 IT Consultant	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Subtotal Other Consultants and Contractual	$4,066.00	$0.00	$0.00	$4,066.00	$0.00	$0.00
E. Participant Educational Materials	$12,175.14	($650.00)	$0.00	$12,825.14	$0.00	$0.00
F. Consumable Program Supplies	$5,350.00	($650.00)	$0.00	$6,000.00	$0.00	$0.00
G. Assistance to Participants						
1 Client Assistance Transportation	$800.00	$0.00	$0.00	$800.00	$0.00	$0.00
2 Client Assistance Stipends	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
3 Program Educational Supplies	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
4 Other Asst./Behalf Clients	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Subtotal Assistance to Participants	$800.00	$0.00	$0.00	$800.00	$0.00	$0.00
H. Office Expenses						
1. Telephone	($2,026.08)	$0.00	$0.00	($2,026.08)	$0.00	$0.00
2. Utilities	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
3. Postage and Shipping	($704.00)	($704.00)	$0.00	$0.00	$0.00	$0.00
4. Supplies	($1,878.00)	($1,878.00)	$0.00	$0.00	$0.00	$0.00
5. Copying	($190.00)	($190.00)	$0.00	$0.00	$0.00	$0.00
Subtotal Office Expenses	($4,798.08)	($2,772.00)	$0.00	($2,026.08)	$0.00	$0.00
I. Operating Capital Outlay						
1 Machinery & Equipment	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
2 Computers & Software	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Subtotal Operating Capital Outlay	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
J. Lease/Rent						
1 Equipment	($988.94)	$0.00	$0.00	($988.94)	$0.00	$0.00
2. Transportation	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
3. Building	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Subtotal Lease/Rent	($988.94)	$0.00	$0.00	($988.94)	$0.00	$0.00
K. Maintenance	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
L. Insurance	($2,421.62)	$443.59	$0.00	($2,864.40)	$0.00	$0.00
M. Staff Travel						
1 Home Visiting Travel Costs	($5,646.00)	($600.00)	$0.00	($5,045.00)	$0.00	$0.00
2 Training Travel Costs	$22,041.00	$0.00	$0.00	$22,041.00	$0.00	$0.00
3 Conference Travel Costs	$2,227.00	$326.00	$0.00	$1,901.00	$0.00	$0.00
Subtotal Staff Travel	$18,622.04	($274.00)	$0.00	$18,896.04	$0.00	$0.00
N. Conference Registration Fees and Staff Training Registration Fees	$950.00	$150.00	$0.00	$800.00	$0.00	$0.00
O. Membership Fees and Subscriptions						

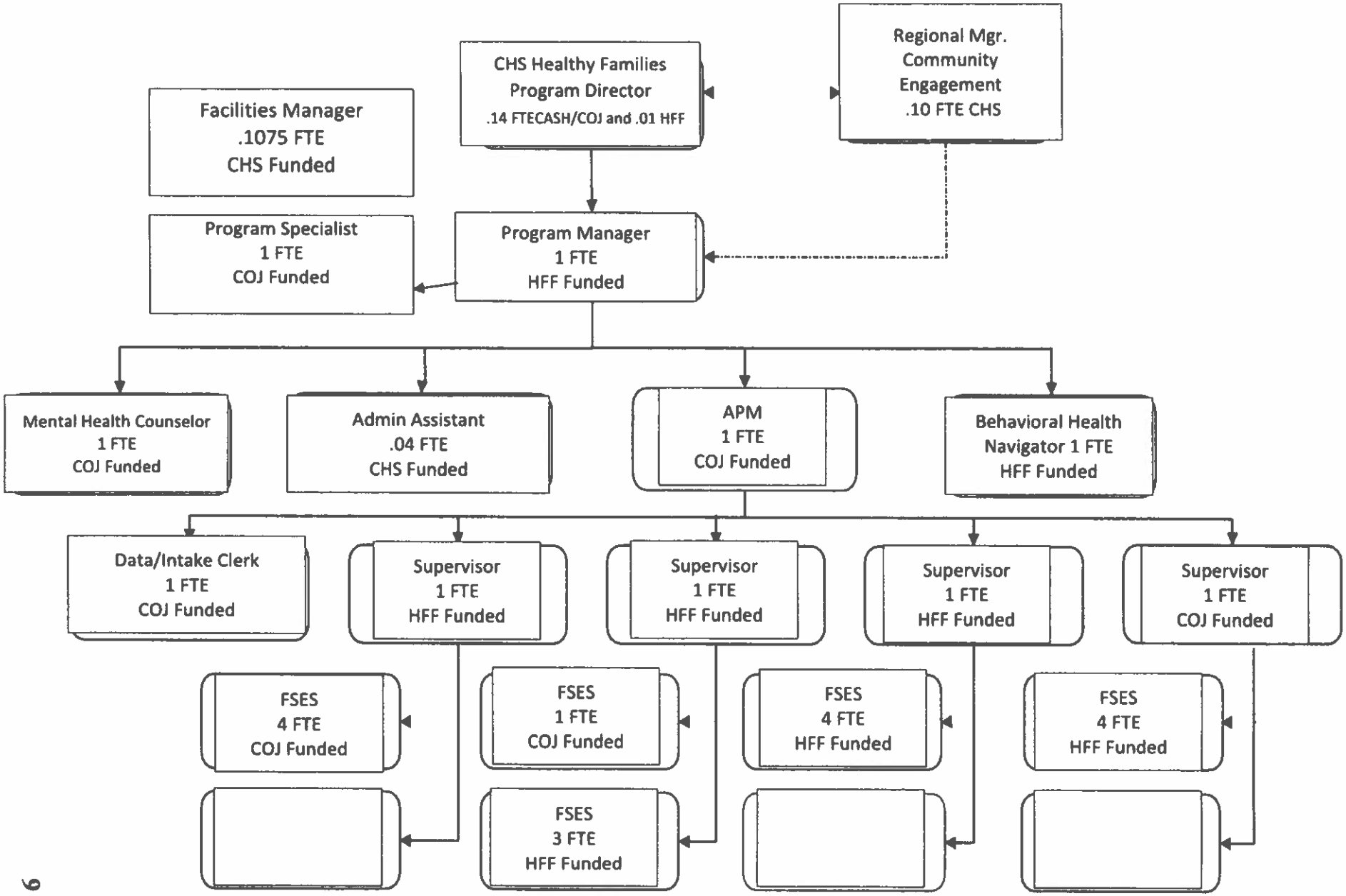
REVISED BUDGET

Categories and Line Items	Total Cost of Program	HFF Grant	Navigator	COJ/Cash Contrib.	CHS/In-kind Contrib.	CHS/Cash Contrib.
Direct Expenses						
A. Salaries and Wages						
1 Program Manager (CHS) 1 FTE	$88,414.00	$84,262.85	$0.00	$4,151.15	$0.00	$0.00
2 Assistant Director of Grants Management (KHA) .70	$46,958.78	$46,958.78	$0.00	$0.00	$0.00	$0.00
3 Quality Assurance Specialist (Data) (KHA) 1.0 FTE	$47,043.00	$47,043.00	$0.00	$0.00	$0.00	$0.00
4 Behavioral Healthcare Navigator (CHS) 1 FTE	$42,000.00	$0.00	$42,000.00	$0.00	$0.00	$0.00
5 Mental Health Counselor (CHS) 1 FTE	$80,835.00	$0.00	$0.00	$80,835.00	$0.00	$0.00
6 Assistant Program Manager (CHS) 1 FTE	$54,000.00	$0.00	$0.00	$54,000.00	$0.00	$0.00
7. Supervisor (CHS) 4FTE	$166,704.00	$125,028.00	$0.00	$41,676.00	$0.00	$0.00
8. Family Engagement Specialist (CHS) 4 FTE Positions removed with Amend 4	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
9 Family Support Engagement Specialist (CHS) 16 FTE Position title changed with Amend 4	$544,000.00	$374,000.00	$0.00	$170,000.00	$0.00	$0.00
10. Data/Intake Clerk (Admin) (CHS) 1 FTE	$29,543.00	$0.00	$0.00	$29,543.00	$0.00	$0.00
11. Administrative Assistant (CHS) .04 FTE	$1,428.28	$0.00	$0.00	$0.00	$0.00	$1,428.28
12. Regional Mgr. Community Engagement (CHS) .10	$4,900.00	$0.00	$0.00	$0.00	$0.00	$4,900.00
13 CHS HF Program Director (CHS) .15 FTE	$11,671.00	$892.70	$0.00	$10,778.10	$0.00	$0.00
14 Facilities Manager (CHS) .1075 FTE	$6,375.00	$0.00	$0.00	$0.00	$0.00	$6,375.00
15. Director of Grants Management (KHA) .25 FTE	$18,861.89	$18,861.89	$0.00	$0.00	$0.00	$0.00
16. Program Specialist (CHS) 1 FTE Position added with Amend 4	$42,000.00	$0.00	$0.00	$42,000.00	$0.00	$0.00
Subtotal Salaries and Wages	$1,125,822.89	$669,348.67	$42,000.00	$403,072.34	$0.00	$11,703.28
B. Payroll Taxes and Benefits	$373,533.80	$220,947.76	$13,287.40	$129,177.00	$0.00	$3,721.64
C. Program Consultants and Contractual						
1 Background Checks	$800.00	$0.00	$0.00	$800.00	$0.00	$0.00
2 Center of Excellence (Program Fees)	$10,828.15	$0.00	$888.12	$10,258.03	$0.00	$0.00
3 Center of Excellence (COA Fees)	$20,897.21	$0.00	$1,006.63	$19,890.58	$0.00	$0.00
4 Other Professional Fees	$9,258.57	$0.00	$0.00	$9,258.57	$0.00	$0.00
5 Information Technology related charges	$11,347.13	$11,347.13	$0.00	$0.00	$0.00	$0.00
Subtotal Program Consultants & Contractual	$52,929.06	$11,347.13	$1,894.75	$39,917.18	$0.00	$0.00
D. Other Consultants and Contractual						
1 Legal	$100.00	$100.00	$0.00	$0.00	$0.00	$0.00
2 Audit	$2,951.37	$0.00	$130.37	$2,821.00	$0.00	$0.00
3 Accounting	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
4 ADA Interpreting Services	$4,066.00	$0.00	$0.00	$4,066.00	$0.00	$0.00
5 IT Consultant	$71,388.00	$0.00	$0.00	$71,388.00	$0.00	$0.00
Subtotal Other Consultants and Contractual	$78,416.37	$100.00	$130.37	$78,177.00	$0.00	$0.00
E. Participant Educational Materials	$53,175.14	$350.00	$0.00	$12,825.14	$40,000.00	$0.00
F. Consumable Program Supplies	$46,350.00	$350.00	$0.00	$6,000.00	$40,000.00	$0.00
G. Assistance to Participants						
1 Client Assistance Transportation	$800.00	$0.00	$0.00	$800.00	$0.00	$0.00
2 Client Assistance Stipends	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
3 Program Educational Supplies	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
4 Other Asst./Behalf Clients	$76,175.00	$0.00	$0.00	$0.00	$39,000.00	$36,266.00
Subtotal Assistance to Participants	$76,975.00	$0.00	$0.00	$800.00	$39,000.00	$36,266.00
H. Office Expenses						
1. Telephone	$19,324.83	$0.00	$695.79	$18,629.04	$0.00	$0.00
2. Utilities	$18,144.00	$0.00	$0.00	$18,144.00	$0.00	$0.00
3. Postage and Shipping	$1,600.00	$500.00	$0.00	$1,100.00	$0.00	$0.00
4. Supplies	$5,913.10	$600.00	$47.08	$1,866.00	$3,400.00	$0.00
5. Copying	$1,691.00	$1,691.00	$0.00	$0.00	$0.00	$0.00
Subtotal Office Expenses	$46,865.83	$2,891.04	$742.87	$39,541.04	$3,400.00	$0.00
I. Operating Capital Outlay						
1 Machinery & Equipment	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
2 Computers & Software	$1,000.00	$1,000.00	$0.00	$0.00	$0.00	$0.00
Subtotal Operating Capital Outlay	$1,000.00	$1,000.00	$0.00	$0.00	$0.00	$0.00
J. Lease/Rent						
1 Equipment	$8,241.06	$0.00	$0.00	$8,241.06	$0.00	$0.00
2. Transportation	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
3. Building	$19,071.00	$0.00	$0.00	$19,071.00	$0.00	$0.00
Subtotal Lease/Rent	$28,212.06	$0.00	$0.00	$28,212.06	$0.00	$0.00
K. Maintenance	$27,867.00	$0.00	$1,312.00	$26,555.00	$0.00	$0.00
L. Insurance	$24,038.18	$473.00	$1,244.00	$22,320.00	$0.00	$0.00
M. Staff Travel						
1 Home Visiting Travel Costs	$28,637.50	$1,002.00	$1,309.84	$26,125.84	$0.00	$0.00
2 Training Travel Costs	$30,281.00	$0.00	$0.00	$30,281.00	$0.00	$0.00
3 Conference Travel Costs	$6,680.00	$1,550.00	$0.00	$5,130.00	$0.00	$0.00
Subtotal Staff Travel	$63,598.88	$2,552.00	$1,309.84	$59,636.04	$0.00	$0.00
N. Conference Registration Fees and Staff Training Registration Fees	$2,200.00	$600.00	$0.00	$1,600.00	$0.00	$0.00
O. Membership Fees and Subscriptions						

Categories and Line Items	CURRENT BUDGET						BUDGET CHANGES (+) INCREASES / (-) DECREASES						REVISED BUDGET					
	Total Cost of Program	HFF Grant	Navigator	COJ/Cash Contrib.	CHS/In-kind Contrib.	CHS/Cash Contrib.	Total Cost of Program	HFF Grant	Navigator	COJ/Cash Contrib.	CHS/In-kind Contrib.	CHS/Cash Contrib.	Total Cost of Program	HFF Grant	Navigator	COJ/Cash Contrib	CHS/In-kind Contrib.	CHS/Cash Contrib.
1. HFA Affiliation Fee	$5,700.00	$5,700.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$5,700.00	$5,700.00	$0.00	$0.00	$0.00	$0.00
2. Membership Fees	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
3. Subscription Fees	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Subtotal Membership Fees and Subscriptions	$5,700.00	$5,700.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$5,700.00	$5,700.00	$0.00	$0.00	$0.00	$0.00
P. Advertising	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Q. Outside Printing and Artwork	$100.00	$100.00	$0.00	$0.00	$0.00	$0.00	$1,200.00	$0.00	$0.00	$1,200.00	$0.00	$0.00	$1,300.00	$100.00	$0.00	$1,200.00	$0.00	$0.00
R. Other Allowable Costs (incl. furniture less than $1,000)																		
1. Furniture < $1,000	$100.00	$100.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$100.00	$100.00	$0.00	$0.00	$0.00	$0.00
2. Data Storage	$4,716.00	$0.00	$0.00	$4,716.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$4,716.00	$0.00	$0.00	$4,716.00	$0.00	$0.00
3. Other Costs	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Subtotal Other Allowable Cost	$4,816.00	$100.00	$0.00	$4,716.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$4,816.00	$100.00	$0.00	$4,716.00	$0.00	$0.00
DIRECT EXPENSES TOTAL	$2,028,666.34	[illegible]	$62,100.00	$653,062.00	$123,509.00	$51,600.02	($6,746.34)	($6,734.34)	$0.00	($12.00)	$0.00	$0.00	$2,013,900.00	$922,000.00	$62,100.00	$653,050.00	$123,509.00	$51,600.02
Administrative Expenses																		
Allocated Management and General Overhead, not to exceed 10% of HFF grant amount	$183,533.66	$99,015.00	$9,000.00	$46,538.00	$0.00	$0.00	$6,746.34	$6,734.34	$0.00	$12.00	$0.00	$0.00	$190,300.00	$102,000.00	$9,000.00	$46,550.00	$0.00	$0.00
GRAND TOTAL (Direct and Administrative Expenses)	$2,210,200.00	$1,025,000.00	$69,000.00	$646,600.00	$123,509.00	$51,600.02	($0.00)	$0.00	$0.00	($0.00)	$0.00	$0.00	$2,210,200.00	$1,025,000.00	$69,000.00	$646,600.00	$123,509.00	$51,600.02

Children's Home Society of Florida

Healthy Families Jacksonville Program



Healthy Families Florida Quarterly Narrative Report

Attachment 15

Reporting for HF: **Project Name** **Reporter:**
Reporting Period: **Choose an item.** **Date Submitted:**

Please complete and submit this form to hffdeliverables@ounce.org by the 15th of the month following each quarter. Where provided, use the drop down boxes to select appropriate answers. Do not remove/delete questions that do not apply, instead write or use the drop down box to select "**Not Applicable**."

Referrals and Numbers Served

1. Report the monthly number of families served and the percentage of contracted number to serve for each month of the quarter. (This data is available in the Attachment A-Fiscal Year Row D in the Capacity/Closures section of the Performance Management System.)
2. If your project did not serve at least 75% of your total contracted number to serve in any one of the three months of this reporting period, please describe the extenuating circumstances and the strategies for increasing the number of families served.
3. Select the number of pregnant women served in the quarter who are neither U.S. citizens nor legal residents of the U.S. nor have a child in the home that is a U.S. citizen or legal resident (This is necessary for DCF reporting and does not impact the eligibility of the families enrolled).

Successes and Challenges

4. Share any successes your project has had **since the last quarterly narrative report** and any strategies utilized to realize these successes. Innovative strategies that may benefit other projects will be shared with other HFF projects.
5. Describe any new/major challenges in program implementation your project has had **since the last quarterly narrative report** (e.g., meeting outcomes, staff turnover, etc.).

Community Engagement

6. Describe any new successes or challenges you experienced with community collaborations (e.g., DCF, Community-Based Care providers, Healthy Start, DJJ, law enforcement CPIs, etc.) since the last quarterly narrative report.
7. Describe how you educated community partners and the public during the quarter on HFF and the benefits of the program.
8. Detail any community events or participant activities/events that occurred during the quarter.

Mental Health Counselor OR Navigator Report

9. If you have a Mental Health Counselor **AND/OR** Navigator, complete the sections below. **Choose an item.**
10. If the Mental Health Counselor **AND/OR** Navigator did not meet the monthly contracted number of families to be served in any one of the three months of this reporting period (15 per month for Mental Health Counselor, 20 per month for Navigators), please describe the extenuating circumstances and the strategies for increasing the number of families served.
11. Describe in narrative format how at least one participant has made progress since they began Mental Health Counselor **AND/OR** Navigator services. The example should demonstrate the high-risk nature of the family and how these services are critical in preventing child abuse and neglect. **Insert story here**. Each example must include:
    - the family ID so that we can cross-reference the narrative with data

- a brief history of what brought the family into the Healthy Families program
- symptoms/concerns at the time they started services with the Mental Health Counselor **and/or** Navigator (why were they referred)
- results of the psychosocial or needs assessment and service plan goals
- how the Mental Health Counselor **and/or** Navigator and FSS worked together (if applicable)
- how the Mental Health Counselor **and/or** Navigator connected participant or other family members with auxiliary services such as childcare, transportation, medication management or detox (if applicable)
- what techniques/strategies were implemented by the Mental Health Counselor (if applicable)
- how the participant(s) and child(ren) are benefitting as a result of the Mental Health Counselor **and/or** Navigator services

12. Describe any new barriers (if any) that were identified related to connecting families with needed services. (For example- are there service gaps in the community or unexpected barriers to receiving services.)

13. Is there any way in which the HFF Central Office can better assist your project in providing Mental Health Counselor **and/or** Navigator services, either through direct technical assistance or through conference calls/meetings? Please describe.

Quality Improvement Plan Update

14. Attach the update to your site's Quality Improvement Plan **Choose an item.**

Parent Engagement and Leadership

15. Provide a detailed success story of **any** Healthy Families family that has made significant progress. If the family is a level 3, 4 or graduate and the family is willing to share outside of HFF, it should be written by the family in first person and a signed Authorization to Exchange Information form must be on file and submitted upon request. No authorization is required if the story is provided by staff and only includes a participant ID and no family names. **Insert story here**

16. Provide information on Parent Leadership activities, which are defined as meaningful involvement of family members who are consumers of program services in the areas of program planning, implementation and evaluation. Describe the activities below.

Protocol for the Purchase of Property Purchased with HFF Grant Funding

September 2022

Protocol for the Purchase of Property

All technology and furniture purchased must be pre-approved by the Department of Children and Families (Department). If a technology/furniture purchase is made without Department approval the cost will not be reimbursed. Once an approved IRR is sent to the site the purchase must be made within 30 days or the IRR is invalid. All approved purchases made between April and June must be made, delivered, installed, paid for and invoiced no later than the June invoice. If the payment is made after June 30th, the cost will not be reimbursed by the Department or OPFF.

A formal contract amendment is required prior to the purchase of any property item not specifically listed in the approved budget. The amendment must be approved by the Department prior to execution by the parties. Once the Department receives the executed amendment, then the IRR may be sent to the Department. The IRR and three quotes must be submitted to the contract specialist at sgodfrey@ounce.org.

The contract specialist will review the request and then send it to management for review. If the documentation is in order, it is sent back to the contract specialist and the contract specialist will submit the IRR and quotes to the Department contract manager for approval. If modifications are necessary, the contract specialist will contact the staff person who submitted the request. Upon Department approval, the contract specialist will notify the project. The project must not make any purchase until the contract specialist has emailed final Department approval to the staff person who submitted the request.

Ensure that all technology/furniture purchased with HFF Grant funds are sufficiently covered by your insurance policy for replacement value. If technology/furniture purchased with HFF Grant funds is destroyed, stolen or lost, there must be sufficient insurance coverage to replace the item at no additional cost to HFF.

Obtaining Approval to Purchase Technology Equipment Using Ounce of Prevention/HFF Grant Funds

All projects must submit an Information Resource Request (IRR) form and three quotes for each type of equipment/furniture to the contract specialist sgodfrey@ounce.org requesting to purchase new computer hardware, tablets, printers, LCD projectors, smart phones, other technology, specialty software and furniture (including desks, module furniture pieces, cabinets, shelves, chairs, tables, file cabinets, etc).

All three quotes must:

1. Show all of the detailed equipment specifications for each piece of technology listed on the quote
2. Number of each type of item requested (if you want 5 desktops and 3 laptops the quotes must reflect those numbers)
3. All three quotes must be for the same make and model for:
    a. each piece of technology and contain the same specifications
    b. each type of furniture
4. Required 4 year warranty (what the coverage includes) on all computers
5. Required 4-year license for Computrace or GHE Endpoint encryption software on all laptop computers
6. Legible vendor contact information or link
7. Quotes should be locked in for at least 30 days to allow time for the approval process,
8. Ensure that the quotes are legible and clear when submitted
9. Saved in the following format "name of project, name of vendor and type of equipment"

An IRR is not needed to purchase a mouse, flash drive or keyboard (unless the items are specialized or cost is higher than a basic model). The purchase request must be for the lowest priced item from the three quotes. The project's budget must include sufficient funds for purchasing the technology/furniture prior to submitting a request. The last date to request an IRR for the fiscal year will be noted during the lapse planning time frame, unless a different time frame is specified by DCF.

An IRR is needed for purchasing:

1. Any type of technology regardless of cost. Examples include but are not limited to:
    a. Computers (Desk or Laptop)
    b. Monitors
    c. Tablets
    d. DVD players
    e. Televisions
    f. Projectors
    g. Cameras
    h. Phones
    i. Digital storage devices
    j. Specialized keyboards
    k. Specialized furniture
    l. Headsets
    m. Web cameras
2. **Any** software other than Microsoft Office Suite
3. Computer Licenses
4. Virtual Meeting licenses
5. Furniture - Examples include but are not limited to:
    a. Desk
    b. Module desks
    c. Book Shelf
    d. Cabinet
    e. File Cabinets
    f. Tables
    g. Conference Tables
    h. Module desks
    i. Module walls
    j. Chairs (Desk, Office, conference)
6. Items with a purchase price, or value of $1,000 or more
7. Items that have a life of 12 months or longer
8. If there are multiple pieces that when combined make a whole piece and the total cost of all pieces combined are more than $1,000

Furniture – if using HFF Grant funds all furniture items must now be included on the IRR and sent to DCF for approval before the purchase can be made. Send 3 quotes of the items and a completed IRR to sgodfrey@ounce.org.

All items purchased using HFF Grant funds must have a property inventory tag and be listed on the Cumulative Property Inventory.

For equipment or items not listed above, contact Suzie Godfrey at 850-488-1752 x 104 or email sgodfrey@ounce.org and receive an email granting approval prior to purchasing any of these items. If you purchase before receiving an approved IRR DCF will *not* reimburse that expense.

For additional information or support please contact:
Suzie Godfrey - sgodfrey@ounce.org - 850-488-1752 ext. 104

70195-20

SERVICES CONTRACT
BETWEEN
KIDS HOPE ALLIANCE
AND
THE CHILDREN'S HOME SOCIETY OF FLORIDA
FOR
Healthy Families Jacksonville Program

THIS SERVICES CONTRACT (the "Contract") is made and entered into and made effective as of July 1, 2020 (the "Effective Date"), by and between **KIDS HOPE ALLIANCE,** a public body acting on behalf of the City of Jacksonville, a consolidated political subdivision and municipal corporation existing under the laws of the State of Florida ("KHA"), and **THE CHILDREN'S HOME SOCIETY OF FLORIDA,** a Florida not-for-profit corporation, with its principal offices located at 482 S. Keller Road, 3rd Floor, Orlando, Florida 32810 (the "Contractor").

WHEREAS, KHA issued a Request for Proposals for Healthy Families Jacksonville, Bid No. ESC-0447-20 (the "RFP") for certain services described in the RFP (the "Services");

WHEREAS, based on Contractor's response to the RFP dated June 3, 2020, consisting of 20 pages (the "Response"), KHA recommended approval of award to Contractor as the highest scoring responsive, responsible bidder; and

WHEREAS, the City of Jacksonville's Competitive Sealed Proposal Evaluation Committee and City Administration approved the award on June 23, 2020; and

WHEREAS, KHA will receive funding for the Services supplied by Contractor pursuant to a Subcontract with the Ounce of Prevention Fund of Florida (HFF Subcontract #20-21-02) effective as of the date set forth therein and attached to this Contract as Exhibit A (the "Grant Contract").

NOW, THEREFORE, in consideration of the premises and the mutual covenants contained below, the parties agree as follows:

1. **Performance of Services**. Contractor shall perform the Services as defined and specified in the Grant Contract, RFP and the Response.

2. **Compensation**. KHA will pay Contractor for the Services on a cost reimbursement basis as specified in the RFP and the Grant Contract.

3. **Maximum Indebtedness.** As required by Section 106.431, *Ordinance Code*, KHA's maximum indebtedness, for all products and services under this Contract shall be a fixed monetary amount not-to-exceed **ONE MILLION SEVEN HUNDRED FIFTY-TWO THOUSAND AND 00/100 DOLLARS ($1,752,000.00)**. All payments to the Contractor under this Contract are contingent upon the existence of lawfully appropriated funds for the

Contract. If funding for this Contract comes from grant funds from a funding agency not a part of the City of Jacksonville, payment by KHA is further contingent upon KHA actually receiving such grant funds and those funds being appropriated by the Jacksonville City Council. In the event the City Council approves less than one hundred percent (100%) of the Maximum Indebtedness or KHA fails to receive any applicable grant funding, Contractor agrees to execute any amendments to this Agreement and any other documents required by KHA within ten (10) days of KHA's request.

4. **Grant Contract**. Contractor shall perform the Services in accordance with all terms and conditions of the Grant Contract that are applicable to provision of the services and Scope of Work described therein. The obligation of KHA to pay Contractor for the Services shall be subject to all applicable terms and conditions contained in the Grant Contract and applicable to the services and Scope of Work described therein. To the extent of any conflict between the terms of this Contract and the terms of the Grant Contract, the terms of the Grant Contract shall prevail.

5. **Term.** The initial term of this Contract shall commence on the Effective Date and shall expire on June 30, 2021, unless sooner terminated by either party in accordance with the terms of the RFP. This Contract may be renewed for up to four (4) additional one (1) year periods by KHA, it its sole discretion.

6. **Contract Documents.** This Contract consists of the following documents which are hereby incorporated as if fully set forth herein and which, in case of conflict, shall have priority in the order listed:
    - This document, including the Grant Contract attached as **Exhibit A** hereto, as modified by any subsequent signed amendments
    - Any amendments to the RFP
    - Specific Information Regarding the RFP (Section 1 of the RFP)
    - Description and Services and Deliverables (Section 4 of the RFP)
    - General Instructions (Section 2 of the RFP)
    - General Terms and Conditions of Agreement (Section 3 of the RFP)
    - The Response, provided that any terms in the Response that are prohibited under the RFP shall not be included in this Contract.

7. **Notices.** All notices under this Agreement shall be in writing and shall be delivered by certified mail, return receipt requested, or by other delivery with receipt to the following:

    As to KHA:

    Kids Hope Alliance
    1095 A. Philip Randolph Blvd.
    Jacksonville, Florida 32206
    Attn: Mike Weinstein, CEO

As to the Contractor:

The Children's Home Society of Florida
482 S. Keller Road, 3rd Floor
Orlando, FL 32810
Attn: Andry Sweet, President & CEO

8. **Contract Managers.** Each party will designate an individual to serve as Contract Manager during the term of this Contract whose responsibility shall be to oversee the party's performance of its duties and obligations pursuant to the terms of this Contract. As of the Effective Date, KHA's Contract Manager is Jerelyn Allen, 1095 A. Philip Randolph Blvd., Jacksonville, Florida 32206; Phone (904) 255-4452, and the Contractor's Contract Manager is Ernest Hamilton, 3027 San Diego Road, Jacksonville, Florida 32207; Phone (904) 571-4549. Each party shall provide prompt written notice to the other party of any changes to the party's Contract Manager or his or her contact information; provided, such changes shall not be deemed Contract amendments and may be provided via email.

9. **Entire Agreement.** This Contract constitutes the entire agreement between the parties hereto for the services to be performed and furnished by the Contractor. No statement, representation, writing, understanding, agreement, course of action or course of conduct, made by either party or any representative of either party, which is not expressed herein shall be binding. Contractor may not unilaterally modify the terms of this Contract by affixing additional terms to materials delivered to KHA (e.g., "shrink wrap" terms accompanying or affixed to a deliverable) or by including such terms on a purchase order or payment document. Contractor acknowledges that it is entering into this Contract for its own purposes and not for the benefit of any third party.

10. **Amendments.** All changes to, additions to, modifications of, or amendment to this Contract, or any of the terms, provisions and conditions hereof, shall be binding only when in writing and signed by the authorized officer, agent or representative of each of the parties hereto.

11. **Counterparts.** This Contract, and all amendments thereto, may be executed in several counterparts, each of which shall be deemed an original, and all of such counterparts together shall constitute one and the same instrument.

[Remainder of page left blank intentionally. Signature page follows immediately.]

IN WITNESS WHEREOF, the parties hereto have duly executed this Contract as of the Effective Date.

KIDS HOPE ALLIANCE, *a public body acting on behalf of the City of Jacksonville, a consolidated political subdivision and municipal corporation existing under the laws of the State of Florida*

By: _____
Michael Weinstein, CEO

Date: 8/24/20

WITNESS:

_____
Signature

Joyce J Watson
Print Name

THE CHILDREN'S HOME SOCIETY OF FLORIDA, *a Florida not-for-profit corporation*

By: _____
Andry Sweet, President & CEO

Date: 8/20/2020

WITNESS:

_____
Signature

Robie Belman
Print Name

Encumbrance and funding information for internal City use:

Account or PO Number: PDA-70195-20

Amount.....$ 1,752,000.00

This above stated amount is the maximum fixed monetary amount of the foregoing Contract. It shall not be encumbered by the foregoing Contract. It shall be encumbered by one (1) or more subsequently issued purchase orders(s) that must reference the foregoing Contract. All financial examinations and funds control checking will be made at the time such purchase order(s) are issued.

In accordance with Section 24.103(e), of the City of Jacksonville *Ordinance Code*, I do hereby certify that there is an unexpended, unencumbered and unimpounded balance in the appropriation sufficient to cover the foregoing agreement; provided however, this certification is not nor shall it be interpreted as an encumbrance of funding under this Contract. Actual encumbrance(s) shall be made by subsequent purchase order(s).

_____
Director of Finance
City Contract # 70195-20

Form Approve:

_____
Office of General Counsel

GC-#1373186-v4-Services_Contract_-_Childrens_Home_Society_Florida_2020.docx

FIRST AMENDMENT TO
SERVICES CONTRACT
BETWEEN
KIDS HOPE ALLIANCE
AND
THE CHILDREN'S HOME SOCIETY OF FLORIDA
FOR
Healthy Families Jacksonville Program

#70195-20
Amd #1

THIS FIRST AMENDMENT TO SERVICES CONTRACT (this "First Amendment") is effective as of July 1, 2021 (the "Effective Date"), by and between **KIDS HOPE ALLIANCE**, a public body acting on behalf of the City of Jacksonville, a consolidated political subdivision and municipal corporation existing under the laws of the State of Florida ("KHA"), and **THE CHILDREN'S HOME SOCIETY OF FLORIDA**, a Florida not-for-profit corporation, with its principal offices located at 482 S. Keller Road, 3rd Floor, Orlando, Florida 32810 (the "Contractor").

WHEREAS, KHA and Contractor are parties to that certain Service Contract for Healthy Families Jacksonville Program dated July 1, 2020 (City Contract #70195-20, BID No. ESC-0447-20) (the "Contract"); and

WHEREAS, KHA and Contractor desire to amend the Contract to exercise the first renewal option to extend the Contract term through June 30, 2022 and to increase the maximum indebtedness by $1,752,000.00; and

WHEREAS, the City of Jacksonville's Competitive Sealed Proposal Evaluation Committee and the Mayor approved such amendment effective August 6, 2021.

NOW, THEREFORE, in consideration of the premises and the mutual covenants contained below, the parties agree as follows:

1. Recitals. The Recitals set forth above are true and correct and incorporated herein by this reference.

2. Capitalized Terms. Unless otherwise defined herein, all capitalized terms shall have the meanings given to them in this Agreement.

3. Amendment to Exhibit A, Grant Contract. KHA and The Ounce of Prevention Fund amended the Grant Contract pursuant to that certain Amendment #1 effective September 15, 2020 and that certain Amendment #2 effective June 30, 2021. Copies of such Amendments are attached as Exhibit A to this Amendment. The term "Grant Contract" as used in the Contract shall be deemed to include such Amendments and all other Amendments to the Grant Contract executed by KHA and The Ounce of Prevention Fund.

4. Amendment to Section 2, Compensation. Section 2 of the Contract is deleted in its entirety and replaced with the following provision:

> **2. Compensation**. KHA will pay Contractor for the Services on a cost reimbursement basis as specified in the RFP, the Grant Contract and the Budget attached to this Contract as Exhibit B.

5. Amendment to Section 3, Maximum Indebtedness. Section 3 of the Contract is deleted in its entirety and replaced with the following provision:

> **3. Maximum Indebtedness**. As required by Section 106.431, *Ordinance Code*, KHA's maximum indebtedness for all products and services under this Contract shall be a fixed monetary amount not-to-exceed **THREE MILLION FIVE HUNDRED FOUR THOUSAND AND 00/100 DOLLARS ($3,504,000.00)**. All payments to the Contractor under this Contract are contingent upon the existence of lawfully appropriated funds for the Contract. If funding for this Contract comes from grant funds from a funding agency not a part of the City of Jacksonville, payment by KHA is further contingent upon KHA actually receiving such grant funds and those funds being appropriated by the Jacksonville City Council. In the event the City Council approves less than one hundred percent (100%) of the Maximum Indebtedness or KHA fails to receive any applicable grant funding, Contractor agrees to execute any amendments to this Agreement and any other documents required by KHA within ten (10) days of KHA's request.

6. Amendment to Section 5, Term. Section 5 of the Contract is hereby deleted in its entirety and replaced with the following provision:

> **5. Term**. The term of this Contract shall commence on July 1, 2020 and shall continue through June 30, 2022, unless sooner terminated by either party in accordance with the terms of this Contract. This Contract may be renewed for up to three additional one-year periods by KHA in its sole discretion.

7. Authority. Contractor represents and warrants to KHA that Contractor has full right and authority to execute and perform its obligations under this First Amendment and the Agreement, and Contractor and the person(s) signing this First Amendment on Contractor's behalf represent and warrant to KHA that such person(s) are duly authorized to execute this First Amendment on Contractor's behalf without further consent or approval by anyone. Contractor shall deliver to KHA promptly upon request all documents reasonably requested by KHA to evidence such authority.

8. Ratification of the Contract. The provisions of the Contract shall remain in full force and effect except as expressly provided in this First Amendment.

9. Entire Agreement. This First Amendment is the entire agreement of the parties regarding the modifications to the Contract provided herein, and supersedes all prior agreements and understandings regarding such subject matter, and may be modified only by a writing executed

by the party against who the modification is sought to be enforced, and shall bind and benefit the parties and their respective successors, legal representatives and assigns.

10. Counterparts. This First Amendment may be executed in a number of identical counterparts, each of which shall be deemed an original, and all of such counterparts together shall constitute one and the same instrument.

[remainder of page intentionally left blank]

IN WITNESS WHEREOF, the parties hereto have duly executed this First Amendment as of the Effective Date.

KIDS HOPE ALLIANCE, *a public body acting on behalf of the City of Jacksonville, a consolidated political subdivision and municipal corporation existing under the laws of the State of Florida*

WITNESS:

Signature

Cory Armstrong

Print Name

By: Michael Weinstein, CEO

Date: 8/12/21

THE CHILDREN'S HOME SOCIETY OF FLORIDA, *a Florida not-for-profit corporation*

WITNESS:

John Block

Signature

JOHN BLOCK

Print Name

By: Andry Sweet, President & CEO

Date: 8/6/2021

Encumbrance and funding information for internal City use:

Account or PO Number:
Amount..... $ 1,752,000.00
New Total Maximum Indebtedness: $3,504,000.00

This above stated amount is the maximum fixed monetary amount of the foregoing Contract. It shall not be encumbered by the foregoing Contract. It shall be encumbered by one (1) or more subsequently issued purchase orders(s) that must reference the foregoing Contract. All financial examinations and funds control checking will be made at the time such purchase order(s) are issued.

In accordance with Section 24.103(e), of the City of Jacksonville *Ordinance Code*, I do hereby certify that there is an unexpended, unencumbered and unimpounded balance in the appropriation sufficient to cover the foregoing agreement; provided however, this certification is not nor shall it be interpreted as an encumbrance of funding under this Contract. Actual encumbrance(s) shall be made by subsequent purchase order(s).

Director of Finance
City Contract # 70195-20, Amendment #1

Form Approved:

Office of General Counsel

GC-#1442733-v2A-First_Amendment_to_Children_s_Home_Society_KHA.docx

SECOND AMENDMENT TO
SERVICES CONTRACT

#70195-20
AMD #2

FOR
Healthy Families Jacksonville Program

THIS SECOND AMENDMENT TO SERVICES CONTRACT (this "Second Amendment") is effective as of July 1, 2022 (the "Effective Date"), by and between **KIDS HOPE ALLIANCE**, a public body acting on behalf of the City of Jacksonville, a consolidated political subdivision and municipal corporation existing under the laws of the State of Florida ("KHA"), and **THE CHILDREN'S HOME SOCIETY OF FLORIDA**, a Florida not-for-profit corporation, with its principal offices located at 482 S. Keller Road, 3rd Floor, Orlando, Florida 32810 (the "Contractor").

WHEREAS, KHA and Contractor are parties to that certain Service Contract for Healthy Families Jacksonville Program dated July 1, 2020, as amended by that certain First Amendment dated July 1, 2021 (City Contract #70195-20, BID No. ESC-0447-20) (the "Contract"); and

WHEREAS, KHA and Contractor desire to amend the Contract to exercise the second renewal option to extend the Contract term through June 30, 2023 and to increase the maximum indebtedness by $1,752,000.00; and

WHEREAS, the City of Jacksonville's Competitive Sealed Proposal Evaluation Committee and the Mayor approved such amendment effective September 1, 2022.

NOW, THEREFORE, in consideration of the premises and the mutual covenants contained below, the parties agree as follows:

1. Recitals. The Recitals set forth above are true and correct and incorporated herein by this reference.

2. Capitalized Terms. Unless otherwise defined herein, all capitalized terms shall have the meanings given to them in this Agreement.

3. Amendment to Exhibit A, Grant Contract. KHA and The Ounce of Prevention Fund amended the Grant Contract pursuant to that certain Amendment #1 effective September 15, 2020 and that certain Amendment #2 effective June 30, 2021. Copies of such Amendments are attached as Exhibit A to this Amendment. The term "Grant Contract" as used in the Contract shall be deemed to include such Amendments and all other Amendments to the Grant Contract executed by KHA and The Ounce of Prevention Fund.

4. Amendment to Section 2, Compensation. Section 2 of the Contract is deleted in its entirety and replaced with the following provision:

2. **Compensation**. KHA will pay Contractor for the Services on a cost reimbursement basis as specified in the RFP, the Grant Contract and the Budget attached to this Contract as Exhibit B.

5. **Amendment to Section 3, Maximum Indebtedness**. Section 3 of the Contract is deleted in its entirety and replaced with the following provision:

> 3. **Maximum Indebtedness**. As required by Section 106.431, *Ordinance Code*, KHA's maximum indebtedness for all products and services under this Contract shall be a fixed monetary amount not-to-exceed **FIVE MILLION TWO HUNDRED FIFTY-SIX THOUSAND AND 00/100 DOLLARS ($5,256,000.00)**. All payments to the Contractor under this Contract are contingent upon the existence of lawfully appropriated funds for the Contract. If funding for this Contract comes from grant funds from a funding agency not a part of the City of Jacksonville, payment by KHA is further contingent upon KHA actually receiving such grant funds and those funds being appropriated by the Jacksonville City Council. In the event the City Council approves less than one hundred percent (100%) of the Maximum Indebtedness or KHA fails to receive any applicable grant funding, Contractor agrees to execute any amendments to this Agreement and any other documents required by KHA within ten (10) days of KHA's request.

6. **Amendment to Section 5, Term**. Section 5 of the Contract is hereby deleted in its entirety and replaced with the following provision:

> 5. **Term**. The term of this Contract shall commence on July 1, 2020 and shall continue through June 30, 2023, unless sooner terminated by either party in accordance with the terms of this Contract. This Contract may be renewed for up to two (2) additional one-year periods by KHA in its sole discretion.

7. **Authority**. Contractor represents and warrants to KHA that Contractor has full right and authority to execute and perform its obligations under this Second Amendment and the Agreement, and Contractor and the person(s) signing this Second Amendment on Contractor's behalf represent and warrant to KHA that such person(s) are duly authorized to execute this Second Amendment on Contractor's behalf without further consent or approval by anyone. Contractor shall deliver to KHA promptly upon request all documents reasonably requested by KHA to evidence such authority.

8. **Ratification of the Contract**. The provisions of the Contract shall remain in full force and effect except as expressly provided in this Second Amendment.

9. **Entire Agreement**. This Second Amendment is the entire agreement of the parties regarding the modifications to the Contract provided herein, and supersedes all prior agreements and understandings regarding such subject matter, and may be modified only by a writing executed by the party against who the modification is sought to be enforced, and shall bind and benefit the parties and their respective successors, legal representatives and assigns.

10. Counterparts. This Second Amendment may be executed in a number of identical counterparts, each of which shall be deemed an original, and all of such counterparts together shall constitute one and the same instrument.

[remainder of page intentionally left blank]

IN WITNESS WHEREOF, the parties hereto have duly executed this Second Amendment as of the Effective Date.

KIDS HOPE ALLIANCE, *a public body acting on behalf of the City of Jacksonville, a consolidated political subdivision and municipal corporation existing under the laws of the State of Florida*

WITNESS:

Signature

Corey Armstrong

Print Name

By: Michael Weinstein, CEO

Date: 9/6/22

THE CHILDREN'S HOME SOCIETY OF FLORIDA, *a Florida not-for-profit corporation*

WITNESS:

DocuSigned by: Beth Batten

Signature

Beth Batten

Print Name

By: DocuSigned by Kymberly Cook

Kymberly Cook, Chief Operations Officer

Date: 8/29/22

Encumbrance and funding information for internal City use:

Account or PO Number:
Increase Award Amount.....$1,752,000.00

New Total Maximum Indebtedness: $5,256,000.00

This above stated amount is the maximum fixed monetary amount of the foregoing Contract. It shall not be encumbered by the foregoing Contract. It shall be encumbered by one (1) or more subsequently issued purchase orders(s) that must reference the foregoing Contract. All financial examinations and funds control checking will be made at the time such purchase order(s) are issued.

In accordance with Section 24.103(e), of the City of Jacksonville *Ordinance Code*, I do hereby certify that there is an unexpended, unencumbered and unimpounded balance in the appropriation sufficient to cover the foregoing agreement; provided however, this certification is not nor shall it be interpreted as an encumbrance of funding under this Contract. Actual encumbrance(s) shall be made by subsequent purchase order(s).

Director of Finance
City Contract # 70195-20, Amendment #2

Form Approved:

Office of General Counsel

GC-#1442733-v3A-Second_Amendment_to_Children_s_Home_Society_KHA docx

SUBJECT: Healthy Families Jacksonville Program

BID #: ESC-0447-20 **OPEN DATE:** 6/3/2020

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: Service Contract - July 1, 2020 through June 30, 2021 with four (4) one (1) year renewal options

FOR: KIDS HOPE ALLIANCE

BASIS OF AWARD: HIGHEST SCORING BIDDER BASED ON EVALUATION CRITERIA

NUMBER OF BIDS INVITED: 17 NUMBER RECEIVED: 2 OTHER: 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval to ratify the period of service from July 1, 2022 through contract execution. Recommend approval to utilize the second of four (4) renewal options with The Children's Home Society of Florida. Period of service is from date of contract execution through June 30, 2023. Total revised estimated annual expenditure amount is $1,752,000.00, for a total expenditure amount not to exceed $5,256,000.00.

Funding Source: 10902.181304.582001.010322.00000000.00000.0000000 – To be executed by formal contract amendment through the Office of General Counsel

Attachments: Recommendation Memo, Vendor Letter and Previous Award

ANALYST Corey Sidlo

RESPECTFULLY SUBMITTED GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Joyce Watson, Director of Administration, Kids Hope Alliance

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)

ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 5 MEMBERS DISAPPROVING 0 DATE: 9/1/2022

OTHER

Teresa R Eichar

R. McCarg

ACTION OF AWARDING AUTHORITY DATE 9/1/2022

APPROVED ✓ DISAPPROVED:

OTHER:

SIGNATURE OF AUTHENTICATION

Brian Hughes
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No: 2019-02

SUBJECT: Healthy Families Jacksonville Program

BID #: ESC-0447-20

OPEN DATE: 6/3/2020

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: Service Contract - July 1, 2020 through June 30, 2021 with four (4) one (1) year renewal options

FOR: KIDS HOPE ALLIANCE

BASIS OF AWARD: HIGHEST SCORING BIDDER BASED ON EVALUATION CRITERIA

NUMBER OF BIDS INVITED: 17 NUMBER RECEIVED: 2 OTHER: 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval to ratify the period of service from July 1, 2021 through date of award.
Recommend approval to utilize the first of four (4) renewal options with The Children's Home Society of Florida. Period of service is from date of award through June 30, 2022. Total revised estimated annual expenditure amount is $1,752,000.00, for a total expenditure amount not to exceed $3,504,000.00.

Funding Source: 10902.181304.582001.010322.00000000.00000.0000000 – To be executed by formal contract amendment through the Office of General Counsel

Attachments: Recommendation Memo, Vendor Letter and Previous Award

ANALYST: Annette Burney

RESPECTFULLY SUBMITTED: GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Joyce Watson, Director of Administration, Kids Hope Alliance

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(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 5 MEMBERS DISAPPROVING Ø DATE: 8/5/21

OTHER

ACTION OF AWARDING AUTHORITY DATE 8-6-21

APPROVED ✓ DISAPPROVED:

OTHER:

SIGNATURE OF AUTHENTICATION

Brian Hughes
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of
Executive Order No. 2019-02

SUBJECT: Healthy Families Jacksonville Program

BID #: ESC-0447-20

OPEN DATE: 6/3/2020

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: July 1, 2020 through June 30, 2021 with four (4) one (1) year renewal options

FOR: KIDS HOPE ALLIANCE

BASIS OF AWARD: HIGHEST SCORING BIDDER BASED ON EVALUATION CRITERIA

NUMBER OF BIDS INVITED: 17 **NUMBER RECEIVED:** 2 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval of award to the highest scoring responsive, responsible bidder, The Children's Home Society of Florida. Period of service is from July 1, 2020 through June 30, 2021 with four (4) one (1) year renewal options. Total expenditure amount not to exceed $1,752,000.00.

Funding Source: 10902.181304.582001.010096.00000000.00000.0000000 - To be executed by formal contract through the Office of General Counsel

Attachments: Recommendation Memo, Tabulation and Scores and Evaluation Matrix

ANALYST _____ RESPECTFULLY SUBMITTED _____
Annette Burney

For - GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Joyce Watson, Director of Administration, Kids Hope Alliance

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 5 MEMBERS DISAPPROVING 0 DATE 6/18/20

OTHER _____

ACTION OF AWARDING AUTHORITY DATE 6/23/20

MR APPROVED BH DISAPPROVED: _____

OTHER: _____

SIGNATURE OF AUTHENTICATION _____
Brian Hughes
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No: 2019-02