

EXHIBIT A – SPECIAL PROVISIONS

The following provisions supplement or modify the provisions of Items 1 through 9 of the Integrated Standard Contract, as provided herein:

A-1. ENGAGEMENT, TERM AND CONTRACT DOCUMENT

Page 1, **CF Standard Contract 2019, Section 1.4.1.1**, is hereby added to read:

- A-1.1.** Blended Approach – An approach to education that combines online educational materials and opportunities for interaction online with traditional place-based classroom methods. It requires the physical presence of both the teacher and the students
- A-1.2.** Case Mining – An intense review of the child’s file that helps identify the names and the contact information of parents, relatives, caregivers, and other significant adults as well as event in the child’s life.
- A-1.3.** Cold Calls – An unexpected contact to someone the child doesn’t know, who could potentially be a new relative or member of extended family.
- A-1.4.** Community-Based Care Lead Agency – A not-for-profit agency with which the Department contracts for the delivery of foster care and related services.
- A-1.5.** Connections – A person who is influential and to whom the child is connected in some way (as by family or friendship).
- A-1.6.** Curriculum – Lessons and academic content taught in a school or in as specific course or program.
- A-1.7.** Engagement – Process used to build genuine relationships with families. Partnerships created that have a common focus of helping children grow and thrive.
- A-1.8.** Family Finding Process and Approach – Methods and strategies to locate and engaged relatives of children currently living in out-of-home care.
- A-1.9.** Genogram – A visual tool for charting basic family structure and exploring family and case relationships across time.
- A-1.10.** Genuine Relationships - A relationship that engages in positive and meaningful communication and caring about what others have to offer.
- A-1.11.** Regions - The Department is separated into six (6) regions, each separated by circuit and then counties.
- A-1.12.** Technical Assistance – Process of providing targeted support to Department or Lead Agency employees who have completed the training with the Provider.
- A-1.13.** Train-the-trainer – An education model whereby individuals identified to teach, mentor, or train others.

A-2. STATEMENT OF WORK

A-3. PAYMENT, INVOICE AND RELATED TERMS

A-4. GENERAL TERMS AND CONDITIONS GOVERNING PERFORMANCE

A-5. RECORDS, AUDITS AND DATA SECURITY

A-6. PENALTIES, TERMINATION AND DISPUTE RESOLUTION

A-7. OTHER TERMS

A-8. FEDERAL FUNDS APPLICABILITY

A-9. CLIENT SERVICES APPLICABILITY

EXHIBIT B - SCOPE OF WORK

B-1. SCOPE OF SERVICE

The Provider shall deliver train-the-trainer training of a Family Finding Process and Approach to prepare Department and Community-based Care Lead Agencies (CBC) staff to train frontline staff, supervisors, and managers in each region.

B-2. MAJOR CONTRACT GOALS

The major contract goal is for the Department and Community-based Care Lead Agencies to implement family finding services to increase the number of permanent connections, relationships, and emotional support networks for children in out-of-home care.

B-3. SERVICE AREA/LOCATIONS/TIMES

B-3.1. The Provider's administrative offices shall be located at the address specified in the CF Standard Integrated Contract 2019, **Section 1.2.2.**

B-3.2. The Provider's administrative offices shall be open from 8:00 A.M. to 5:00 P.M., Eastern Standard Time, Monday through Friday, with the exception the Provider's board approved holidays.

B-3.3. The Provider shall notify the Contract Manager, in writing, thirty (30) calendar days in advance of any changes in the street or mailing address, telephone number, electronic mail address, or facsimile number that affects the Department's ability to contact the Provider.

B-3.4. Changes in service times and any additional holidays that the Provider wants to observe requires approval in writing by the Department.

B-4. CLIENTS TO BE SERVED

Child welfare professionals from the Department and Community-Based Care Lead Agencies in each region in Florida.

B-5. CLIENT DETERMINATION

Department will make determination on who is eligible to receive training. The number of eligible clients to be trained for each session shall depend on the occupancy limit of the training site.

B-6. CONTRACT LIMITS

The Provider recognizes and agrees that any and all work performed without specific direction from the Department shall be deemed to be gratuitous and not subject to charge by the Provider or compensation by the Department.

EXHIBIT C - TASK LIST

The Provider shall perform all functions necessary for the proper delivery of services including, but not limited to, the following:

C-1. SERVICE TASKS

C-1.1. The Provider shall deliver train-the-trainer training of a Family Finding Process and Approach to prepare Department and Community-based Care Lead Agencies (CBC) staff to train frontline staff, supervisors, and managers in each region. The Provider shall complete the following tasks, including but not limited to:

C-1.1.1. Curriculum. Submit training curriculum for Department approval to include but not limited to:

- C-1.1.1.1.** Introduction to Family Finding outlining the Philosophy, Values and Framework of the family finding practice;
- C-1.1.1.2.** Demonstration and Learning search techniques using genograms, case mining, cold calls, and internet searches;
- C-1.1.1.3.** Orientation to discovery and engagement of families; and
- C-1.1.1.4.** Engagement with birth parents on making connections.
- C-1.1.1.5.** Development of Instructional Outline for each topic identified in Sections C-1.1.1.1. through C-1.1.1.4. The Instructional outline shall include, but not limited to:
 - C-1.1.1.5.1.** Content (high level outline including goals/objectives);
 - C-1.1.1.5.2.** Media- audio, videos, web-based e- learning;
 - C-1.1.1.5.3.** Teaching strategies (a blended approach is required)- methods such as lectures, didactic questioning, explicit teaching, practice and drill, demonstrations, web-based; and
 - C-1.1.1.5.4.** Resource materials- handouts, job aids, and web-links.
- C-1.1.1.6.** The curriculum shall be reviewed and approved by the Department. Once approved by the Department, the training curriculum will be incorporated into this Contract by reference.

C-1.1.2. Agenda. Develop the agenda for each multi-day training session. The agenda shall be reviewed and approved by the Department.

C-1.1.3. Training. Conduct a Train-the-Trainer session with the Department-approved family finding training materials.

- C-1.1.3.1.** In collaboration with the Department, the provider will be responsible for arraigning registration, and providing hard-copy materials for attendees, and administer an evaluation upon completion of each training.
- C-1.1.3.2.** Provide notice to Department of any request to change a training date(s), time(s), or location(s) before originally scheduled training date.
- C-1.1.3.3. Train-the-Trainer Sessions.** Subject to the approved training curriculum, and the Department's assessment for need, the Provider shall conduct the following Train-the-trainer sessions:
 - C-1.1.3.3.1.** Family Finding-complete a total of 10 trainings that consist of a minimum of 24 hours but no more than 32 hours.
 - C-1.1.3.3.2.** The 10 trainings encompass: one (1) in the Northwest Region, one (1) in the Southern Region, two (2) in the Suncoast Region, two (2) in the Central Region, two (2) in the Southeast Region, and two (2) in the Northeast Region
- C-1.1.3.4.** Train-the-trainer sessions, depending on the course, and module should include but not limited to:
 - C-1.1.3.4.1.** A high-level explanation of the training approach to be used when conducting the training;

- C-1.1.3.4.2. Review of the objectives for each module and how attained;
- C-1.1.3.4.3. Review of activities, case scenarios, and resource materials;
- C-1.1.3.4.4. Demonstrations of concepts and how to best teach concepts using activities and scenarios; and
- C-1.1.3.4.5. Adult learning theories and strategies to meet the needs of the trainee audience.

C-1.1.3.5. For each Train-the-Trainer session, the provider shall submit documentation to the Department that the training was conducted.

C-1.1.4. **Travel.** Travel to facilitate the training sessions. Travel expenses under this contract shall be limited to and be subject to the rules under Chapter 112, F.S.

C-1.1.5. **Technical Assistance.** Provide technical assistance (TA) to those Department and CBC who have received training from the Provider during the contract year.

C-1.1.6. Advertise and promote each training session they will offer.

C-1.2. Department Responsibilities

C-1.2.1. The Department will determine who is eligible to attend the training in each region. The Department will communicate with the regional staff regarding the available training sessions.

C-1.2.2. A Department representative will assist the Provider at the training location to set up for each session.

C-1.2.3. The Department will reserve the locations for the scheduled trainings and inform the Provider of the location. The Department will cover the costs associated with renting space for the trainings.

C-1.2.3.1. The number of eligible clients to be trained for each session shall depend on the occupancy limit of the training site.

C-1.2.4. The Department will provide the Provider the list of participants for each session.

C-1.2.5. The Department will email the eligible participants the pertinent information regarding the upcoming training session.

C-1.2.6. Department staff that attend trainings shall receive reimbursement for travel through their employer, not through this Contract.

C-2. ADMINISTRATIVE TASKS

C-2.1. Staffing

C-2.1.1. **Staffing Levels.** The Provider shall maintain the full-time equivalent positions to consistently and reliably provide the required services.

C-2.1.1.1. Provider Representative Position: The Provider shall have a representative, as identified in **Section 1.2.3.**, CF Standard Contract 2019, assigned to administer all aspects of the Contract.

C-2.2. Professional Qualifications

C-2.2.1. The minimum qualifications of staff described in **Section C-2.1.1** are established in the Provider's position description narratives, which are hereby incorporated by reference, and maintained in the Department's contract file.

C-2.3. Staffing Changes

C-2.3.1. Upon change or vacancy in any of the FTE staff positions described in Section C-2.1.1, Staffing Levels, the Provider shall notify the Contract Manager, in writing, within five (5) calendar days of the change or vacancy.

C-2.3.2. Any change in the Provider Representative, identified in Section 1.2.3, CF Standard Contract 2019, shall be provided by the Provider to the Department's Contract Manager, immediately, in writing.

C-2.4. Subcontracting

- C-2.4.1.** This Contract allows the Provider to subcontract for the provision of all services under this Contract, subject to the provisions of **Section 4.3**. The subcontractor at any tier level must comply with the E-Verify clause as subject to the same requirements as the Provider. Written requests by the Provider to subcontract for the provision of services under this Contract shall be routed through the Contract Manager for Department approval.
- C-2.4.2.** The request to subcontract shall be reviewed and if approved, approval shall be in writing by the Contract Manager prior to procurement of the subcontract. Payment to the Provider shall not be authorized until Contract Manager approval is obtained.
- C-2.4.3.** A copy of each executed subcontract shall be provided to the Contract Manager within ten (10) calendar days of the execution date of the subcontract. Payment to the Provider shall not be authorized until Contract Manager is in receipt of each executed Subcontract.
- C-2.4.4.** The Contract Manager shall review any request to amend any subcontract prior to the execution of the amendment and if approved, approval shall be in writing.
- C-2.4.5.** A copy of each subcontract amendment shall be provided to the Contract Manager within ten (10) calendar days of the execution date of the Subcontract amendment.
- C-2.4.6.** The Department's agreement to allow these services to be subcontracted does not in any way alter the Provider's responsibility to the Department for all work performed under this Contract.

C-2.5. Records and Documentation

The Provider shall maintain the following records and documentation:

ADMINISTRATIVE DOCUMENTS				
#	Title	Due Date	# Copies	Contents
1.	Civil Rights Compliance Checklist	Due on or prior to contract begin date and annually thereafter	1 hard	Form CF-0946
2.	Statement of No Involvement	Due on or prior to contract begin date	1 hard	Form CF 1130
3.	Certification Regarding Debarment	Due on or prior to contract begin date	1 hard	Form CF 1125
4.	Authorized Signature Authority for the Provider's Representative to Sign Contract	Due on or prior to contract begin date	1 hard	Authorized Signature Authority for the Provider's Representative to sign contract
5.	Authorized Signature Authority for the Provider's Representative to Sign Invoices	Due on or prior to contract begin date	1 hard	Authorized Signature Authority for the Provider's Representative to Sign Invoices
6.	General Liability Insurance	Due on or prior to contract begin date and annually thereafter	1 hard	Certificate of Insurance
7.	Employment Screening Affidavit	Due on or prior to contract begin date and annually thereafter	1 hard	See Section 4.14
FEDERAL DOCUMENTS				
8.	HHS On-Line Monthly Summary Report	Due on the 5 th of every month	1 electronic copy	SPOC will enter the Monthly Summary Report directly into the database https://fs16.formsite.com/DCFTtraining/Monthly-Summary-Report/form_login.html and forward confirmation of submission to the Contract Manager. See Section 9.3 CF Standard Contract 2019
FISCAL DOCUMENTS				
9.	Financial and Compliance Audit	One hundred-eighty (180) days after the end of each State Fiscal Year.	See Attachment _	See Attachment _

C-2.5.1. The Provider shall work with the Department to ensure the reliability of data collected through established reporting formats appropriate to the program.

C-2.5.2. The Provider shall maintain all source documents or supporting documentation used to determine compliance with performance measures and deliverables.

C-2.5.3. Copies of travel logs and requests for reimbursement for staff travel, including Authorization to Incur Travel DFS-AA-13 and Voucher for Reimbursement of Traveling Expenses DFS-AA-15.

C-2.6. Reports (programmatic and to support payment)

The Provider shall deliver the following reports to the Contract Manager to document the completion of deliverables as specified in **Exhibit D**, Deliverables, that shall be received by the Contract Manager prior to the Request for Payment and approved by the Contract Manager prior to authorizing payment for state fiscal year 2019-2020 in accordance with the schedule below. If the due date for a report falls on a state holiday or weekend, the report will be due the next business day.

REPORTS SCHEDULE				
#	Title	Due Date	# Copies	Contents
1.	Performance Measures Compliance Report	TBD	1 electronic copy	
2.	Request for Payment	TBD	1 electronic copy	
3.	Activity Report	TBD	1 electronic copy	
4.	Quarterly Cost Reconciliation Report	By the ___ th calendar day for the previous quarter, except for final report which is due by ____ for the previous quarter.	1 electronic copy	

C-2.6.1. Delivery of reports shall not be construed to mean acceptance of those reports. Acceptance of required reports shall constitute a separate act and must be approved by the Contract Manager as such.

C-2.6.2. The Department reserves the right to reject reports as incomplete, inadequate, or unacceptable according to the limits set forth in this Contract. The Provider shall, without additional compensation, correct or revise any incomplete, inadequate, or unacceptable reports.

C-2.6.3. The Department, at its option, may allow additional time for the Provider to remedy the objections noted by the Department, or the Department may, after giving the Provider a reasonable opportunity to make a report complete, adequate, or acceptable to the Department, declare this Contract is in default.

C-2.6.4. The Provider shall work with the Department to ensure the reliability of data collected through established reporting formats appropriate to the program.

C-3. STANDARD CONTRACT REQUIREMENTS Provider will perform all acts required by Sections 4, 5, 7, 8 and 9 of the Standard Contract.

EXHIBIT D – DELIVERABLES

D-1. Service Units

D-1.1. A unit of service is described in **Exhibit F, Method of Payment**. Each unit of service shall be delivered in accordance with the terms and conditions of this Contract and performed in a manner acceptable to the Department.

D-2. Deliverables.

D-2.1. The Provider shall maintain and deliver the following to the Contract Manager to document the completion of deliverables. Documentation of the completed deliverable shall be received by the Contract Manager by the listed due date and prior to the Request for Payment for approval by the Contract Manager prior to authoring payment. If the due date falls on a State of Florida approved holiday or weekend, the deliverable documentation will be due the next state business day.

#	Title	Due Date	# of Copies	Contents
1.	Performance Measure Compliance Report	TBD	1 electronic copy	
2.	Activity Report	TBD	1 electronic copy	
3.	Quarterly Cost Reconciliation Report	By the ___ th calendar day for the previous quarter, except for final report which is due by ____ for the previous quarter.	1 electronic copy	Documenting its actual operations expenditures through a properly completed Quarterly Cost Reconciliation Report within ___ days after the end of each state fiscal quarter.

D-2.2. The Department reserves the right to reject reports, documents and/or deliverables as incomplete, inadequate, or unacceptable according to the limits set forth in this Contract. The Provider shall, without additional compensation, correct or revise any incomplete, inadequate, or unacceptable reports, documents and/or deliverables.

D-3. MINIMUM LEVEL OF SERVICE FOR DELIVERABLES

D-3.1. The minimum level of service for each deliverable shall be:

D-3.1.1. Services shall be delivered by the dates set out in **Exhibit D-2.1**.

D-3.1.2. Evidence of proper completion of each deliverable through submission of required documentation set out in **Exhibit D-2.1**.

D-3.1.3. Services shall be in compliance with **Exhibit D**, as applicable.

EXHIBIT E – MINIMUM PERFORMANCE MEASURES

E-1. MINIMUM PERFORMANCE MEASURES

See **Attachment** __, Performance Measure Compliance Report, for a description of performance measures.

E-1.1. **Performance Evaluation Methodology.**

E-1.1.1 Performance Standards Statement: By execution of this Contract, the Provider hereby acknowledges and agrees that its performance under the Contract must meet the standards set forth above and will be bound by the conditions set forth in this Contract. If the Provider fails to meet these standards, the Department, at its exclusive option, may allow a reasonable period, not to exceed six (6) months, for the Provider to correct performance deficiencies. If performance deficiencies are not resolved to the satisfaction of the Department within the prescribed time, and if no extenuating circumstances can be documented by the Provider to the Department's satisfaction, the Department must terminate the Contract. The Department has the sole authority to determine whether there are extenuating or mitigating circumstances.

EXHIBIT F - METHOD OF PAYMENT

F-1. The Contract will be paid on a fixed price basis. The Department will pay the Provider for the delivery of service units provided in accordance with the terms and conditions of this Contract for a total dollar amount not to exceed **\$223,500.00**, subject to the availability of funds. This Contract is funded by and subject to annual legislation appropriations and Department approval for continued funding with the Provider for services. The annual funding levels, subject to availability of funds, are as follows:

State Fiscal Year (SFY)	Dollar amount
SFY 2019-2020	\$223,500.00

F-2. The Department will pay for the service units at the unit prices and limits listed below, subject to the availability of funds:

F-2.1. State Fiscal Year 2019-2020

#	Service Units	Unit Price	Maximum # of Units	Total
1.	For the months of _____ through _____ – One calendar month of the completion and delivery of the specified tasks, activities, and services as documented in the required reports which are to be delivered by the Provider for review & approval by the Contract Manager.	\$TBD	#	\$TBD
TOTAL				\$TBD

F-3. Invoice Requirements

- F-3.1.** The Provider shall request payment on a unit of service basis through submission of a properly completed invoice, Request for Payment, Attachment __, within ____ (#) calendar days following the month for which payment is being requested.
- F-3.2.** Payments may be authorized only for service units on the invoice, which are in accord with the above list, and other terms and conditions of this Contract. The service units for which payment is requested may not either by themselves, or cumulatively by totaling service units on previous invoices, exceed the total number of units authorized by this Contract.
- F-3.3.** Notwithstanding the provisions of s. 215.422(1), F.S., the Department shall have ten (10) working days to inspect and approve the Request for Payment.
- F-3.4.** The Provider shall submit quarterly cost reconciliation, documenting its actual operations expenditures through a properly completed Quarterly Cost Reconciliation Report within ___ days after the end of each state fiscal quarter. If the Final Quarterly Cost Reconciliation report submitted at the end of each contract budget year identifies any unearned, unallowable, unreasonable, or unnecessary income, the Provider may be directed to return funds to the Department.

F-4. Quarterly Cost Reconciliation Report.

Should the Provider's Quarterly Cost Reconciliation Report indicate that payments were made to the Provider in excess of the actual costs of providing contracted services for that state fiscal year; the Provider shall refund the difference to the Department in accordance with Section 3.5, Overpayments and Offsets in the CF Integrated Contract 2019. During the final state fiscal year of the Contract, the Department reserves the right to request monthly cost reconciliation reports to monitor the relationship of fixed fee payments to actual costs. If, in the Department's sole determination, it appears that payments made, or to be made, to the Provider could be in excess of the actual cost of providing contracted services for the final quarter, the Department may require refunds of such excess as frequently as monthly.

F-5. Service Delivery Documentation Requirements

The Provider shall maintain records documenting the total number of recipients and names (or unique identifiers) of recipients to whom services were provided and the date(s) that the services were provided so that an audit trail documenting service provision can be maintained.

F-6. Restriction of Expenditures

Items expressly prohibited from purchase with these contract funds include but are not limited to items such as: flowers, awards or plaques, meals (excluding meals associated with travel per Chapter 112, F.S.) including bottled water, snacks, refreshments,

entertainment, and promotional items that do not have a specific statutory authority including but not limited to ribbons and wrist bands.

F-7. Expenditures. Expenditures shall meet the minimum requirements established by the Department of Financial Services, Division of Accounting and Auditing, Bureau of Auditing, Reference Guide for State Expenditures, which is available at the Department of Financial Services web site.

F-8. Information and Technology Resources.

The Provider must receive written approval from the Department prior to purchasing any Information Technology Resource (ITR) with contract funds. The Provider agrees to secure prior written approval by means of an Information Resource Request (IRR) form before the purchase of any ITR. The Contract Manager is responsible for serving as the liaison between the Provider and the Department during the completion of the IRR, in accordance with the CFOP 50-4, Policy on Information Resource Requests. The Provider will not be paid or reimbursed for any ITR purchase made prior to obtaining the Department's written approval.

F-9. The Provider may make changes in or between line items of the Fixed Price Approved Line Item Budget that are cumulatively less than 10% if the total state fiscal year original budget or amended Fixed Price Approved Line Item Budget only if the following conditions are met.

F-9.1. The change does not decrease or increase the original dollar amount of the state fiscal year's contract budget; and

F-9.2. There is another line item in the budget from which funds can be shifted without affecting the scope of work.

F-10. REFER TO EXHIBIT F1

EXHIBIT F1 –ADDITIONAL FINANCIAL CONSEQUENCES

F1-1 Financial Consequences

The following financial consequences apply in addition to the Financial Consequences provided in **Section 6.1**.

- F1-1.1** In addition to the financial penalties set out in Rule 65-29.001, F.A.C., for failure to comply with a requirement for corrective action, the Department shall assess financial consequences for failure to meet the performance measures outlined in **Attachment _**, Performance Measures Compliance Report. Financial consequences shall be applied based upon the remedies identified in **Attachment _**.
- F1-1.2** Upon the Department's decision to impose financial consequences, written notification will be sent to the Provider. Notification will outline the performance measures for which financial consequences are being imposed, the Department's concerns, the amount of the financial consequence and the month the deduction will be made on the invoice. The Contract Manager will deduct the amount of financial consequences imposed from the Provider's next monthly invoice as specified in the written notification.
- F1-1.2.1** In the event that an extenuating circumstance beyond the control of the Provider affects the timely submission of a service unit, the Provider may request an extension of that specific due date as follows:
- F1-1.2.1.1** Extenuating circumstances will not be considered for the late submission of the final invoice as described in **Section 3.3.2**.
- F1-1.2.1.2** The Provider's representative with contract execution authority shall attest to and document the extenuating circumstance to the Contract Manager by the specified due date of the deliverable or service unit on Provider letterhead.
- F1-1.2.1.3** This written request shall detail the steps that the Provider has put into place to submit the required deliverable or service unit timely and provide a specific proposed due date for submission of the late deliverable or service unit.
- F1-1.2.1.4** This individual shall also detail the steps to avoid a future recurrence of such extenuating circumstance.
- F1-1.2.1.5** Submission of said attestation to the Contract Manager does not constitute acceptance of the attestation.
- F1-1.2.1.6** It is specifically intended by the parties that acceptance, in writing by the Contract Manager, of the required attestation documenting the extenuating circumstance beyond the control of the Provider shall constitute a separate act and shall occur, if at all, within seven (7) calendar days following receipt of the attestation.
- F1-1.2.1.7** Barring Department acceptance of extenuating circumstances beyond the control of the Provider, the Department's Contract Manager shall assess financial consequences against the Provider for each performance measure not met.
- F1-1.3** Submission of an unacceptable invoice, supporting documentation, or report:
- F1-1.3.1** An unacceptable invoice or supporting documentation contains inaccurate or incomplete information or supporting documentation as specified in **Exhibit F**, Method of Payment.
- F1-1.3.2** An unacceptable report contains inaccurate or incomplete information or data and relates to any report the Provider is required to submit. The report may relate to tasks, activities, deliverables, data collection or analysis, or performance measures as specified in **Section C-2.7**, Reports.
- F1-1.3.3** Financial Consequences will be assessed for the month that performance measures are not met.

ATTACHMENT _
Performance Measure Compliance Report
Reporting Period: _____ through _____

#	Performance Measure	Performance Evaluation Methodology	Compliance %	Financial Consequences (FC)	FC Applied
1.					
2.					
3.					
4.					

 Name of Person Completing Form

 Signature of Person Completing Form

 Date

**ATTACHMENT _
REQUEST FOR PAYMENT**

State Fiscal Year ____ / ____

PROVIDER NAME: _____

VENDOR NUMBER: _____

ADDRESS: _____

CONTRACT#: _____

TELEPHONE: _____

In accordance with the contract, all required reports must be submitted by the required due dates prior to the submission of this Request for Payment. If required reports or this Request for Payment were not submitted by the required due dates or did not meet the described content requirements, financial consequences will be applied by the Contract Manager.

Service Period	#	UNIT OF SERVICE	UNIT PRICE	# UNITS	# UNITS BILLED	CONTRACT BALANCE	AMOUNT REQUESTED
From:							
To:							
	1.		\$	X			

I CERTIFY THAT THIS REQUEST FOR PAYMENT IS AN ACCURATE REFLECTION OF THE ACTIVITIES FOR THIS PERIOD, THAT THE AMOUNT REQUESTED IS ONLY FOR ALLOWABLE EXPENDITURES SPECIFIED IN THE LINE ITEM BUDGET USED TO ESTABLISH THE UNIT COST OF THESE SERVICES, AND THAT ALL EXPENDITURES ARE DIRECTLY RELATED TO THE PURPOSES OF THIS CONTRACT.

Original Authorizing Signature

Title

Date

FOR DEPARTMENT USE ONLY	FOR DEPARTMENT USE ONLY
DATE SERVICES PROVIDED: _____	OCA: _____ AMOUNT: _____
DATE DELIVERABLE RECEIVED: _____	OCA: _____ AMOUNT: _____
DATE DELIVERABLE REVIEWED & APPROVED BY CONTRACT MANAGER: _____	OCA: _____ AMOUNT: _____
DATE INVOICE RECEIVED: _____ DATE PAYMENT APPROVED: _____	OCA: _____ AMOUNT: _____
AUTHORIZING SIGNATURE: _____	
TITLE: _____ Contract Manager TELEPHONE: _____	
	TOTAL AUTHORIZED: _____

**ATTACHMENT _
ACTIVITY REPORT**

Time Period Covered by the Report: From (mm/dd/yy): _____ To (mm/dd/yy): _____

	Activities	State Fiscal Year												YTD Total
		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
1.														
2.														
3.														
4.														
5.														
6.														
7.														
8.														

Name of Person Completing Form

Signature of Person Completing Form

Date

ATTACHMENT _

The administration of resources awarded by the Department of Children & Families to the provider may be subject to audits as described in this attachment.

MONITORING

In addition to reviews of audits conducted in accordance with OMB Uniform Guidance: Cost Principles, Audit, and Administrative Requirements for Federal Awards (also known as the OMB Uniform Guidance), Section 200.500- 200.521 and Section 215.97, F.S., as revised, the Department may monitor or conduct oversight reviews to evaluate compliance with contract, management and programmatic requirements. Such monitoring or other oversight procedures may include, but not be limited to, on-site visits by Department staff, limited scope audits as defined by OMB Uniform Guidance, Section 200.331, as revised, or other procedures. By entering into this agreement, the recipient agrees to comply and cooperate with any monitoring procedures deemed appropriate by the Department. In the event the Department determines that a limited scope audit of the recipient is appropriate, the recipient agrees to comply with any additional instructions provided by the Department regarding such audit. The recipient further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Department's inspector general, the state's Chief Financial Officer or the Auditor General.

AUDITS

PART I: FEDERAL REQUIREMENTS

This part is applicable if the recipient is a State or local government or a non-profit organization as defined in OMB Uniform Guidance, Section 200.500-200.521, as revised.

In the event the recipient expends \$500,000 (*\$750,000 for fiscal years beginning on or after December 26, 2014*) or more in Federal awards during its fiscal year, the recipient must have a single or program-specific audit conducted in accordance with the provisions of OMB 133 Uniform Guidance, Section 200.500-200.521, as revised. The recipient agrees to provide a copy of the single audit to the Department's Single Audit Unit and its Contract Manager. In the event the recipient expends less than \$500,000 in Federal awards during its fiscal year, the recipient agrees to provide certification to the Department's Single Audit Unit and its Contract Manager that a single audit was not required. In determining the Federal awards expended during its fiscal year, the recipient shall consider all sources of Federal awards, including Federal resources received from the Department of Children & Families, Federal government (direct), other state agencies, and other non-state entities. The determination of amounts of Federal awards expended should be in accordance with guidelines established by OMB Uniform Guidance, Section 200.500-200.521, as revised. An audit of the recipient conducted by the Auditor General in accordance with the provisions of OMB Uniform Guidance, Section 200.500-200.521, as revised, will meet the requirements of this part. In connection with the above audit requirements, the recipient shall fulfill the requirements relative to auditee responsibilities as provided in Section 200.508 of OMB Uniform Guidance, as revised.

The schedule of expenditures should disclose the expenditures by contract number for each contract with the Department in effect during the audit period. The financial statements should disclose whether or not the matching requirement was met for each applicable contract. All questioned costs and liabilities due the Department shall be fully disclosed in the audit report package with reference to the specific contract number.

(CF1120-1516)

PART II: STATE REQUIREMENTS

This part is applicable if the recipient is a nonstate entity as defined by Section 215.97(2), Florida Statutes.

In the event the recipient expends \$500,000 or more in state financial assistance during its fiscal year, the recipient must have a State single or project-specific audit conducted in accordance with Section 215.97, Florida Statutes; applicable rules of the Department of Financial Services; and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. The recipient agrees to provide a copy of the single audit to the Department's Single Audit Unit and its Contract Manager. In the event the recipient expends less than \$500,000 in State financial assistance during its fiscal year, the recipient agrees to provide certification to the Department's Single Audit Unit and its Contract Manager that a single audit was not required. In determining the state financial assistance expended during its fiscal year, the recipient shall consider all sources of state financial assistance, including state financial assistance received from the Department of Children & Families, other state agencies, and other nonstate entities. State financial assistance does not include Federal direct or pass-through awards and resources received by a nonstate entity for Federal program matching requirements.

In connection with the audit requirements addressed in the preceding paragraph, the recipient shall ensure that the audit complies with the requirements of Section 215.97(8), Florida Statutes. This includes submission of a financial reporting package as defined by Section 215.97(2), Florida Statutes, and Chapters 10.550 or 10.650, Rules of the Auditor General.

The schedule of expenditures should disclose the expenditures by contract number for each contract with the Department in effect during the audit period. The financial statements should disclose whether or not the matching requirement was met for each applicable contract. All questioned costs and liabilities due the Department shall be fully disclosed in the audit report package with reference to the specific contract number.

PART III: REPORT SUBMISSION

Any reports, management letters, or other information required to be submitted to the Department pursuant to this agreement shall be submitted within 180 days after the end of the provider's fiscal year or within 30 days of the recipient's receipt of the audit report, whichever occurs first, directly to each of the following unless otherwise required by Florida Statutes:

- A. Contract Manager for this contract (1 copy)
- B. Department of Children & Families (1 electronic copy and management letter, if issued)

Office of the Inspector General
Single Audit Unit
Building 5, Room 237
1317 Winewood Boulevard
Tallahassee, FL 32399-0700

Email address: single.audit@myffamilies.com

- C. Reporting packages for audits conducted in accordance with Uniform Guidance, Section 200.500-200.521, as revised, and required by Part I of this agreement shall be submitted, when required by Section 200.512 (d), OMB Uniform Guidance, as revised, by or on behalf of the recipient directly to the Federal Audit Clearinghouse using the Federal Audit Clearinghouse's Internet Data Entry System at:

<http://harvester.census.gov/fac/collect/ddeindex.html>

and other Federal agencies and pass-through entities in accordance with Section 200.512 (e), OMB Uniform Guidance, as revised.

(CF1120-1516)

- D. Copies of reporting packages required by Part II of this agreement shall be submitted by or on behalf of the recipient directly to the following address:

Auditor General
Local Government Audits/342
Claude Pepper Building, Room 401
111 West Madison Street
Tallahassee, Florida 32399-1450

Email address: flaudgen_localgovt@aud.state.fl.us

Providers, when submitting audit report packages to the Department for audits done in accordance with OMB Uniform Guidance, Section 200.500-200.521, or Chapters 10.550 (local governmental entities) or 10.650 (nonprofit or for-profit organizations), Rules of the Auditor General, should include, when available, correspondence from the auditor indicating the date the audit report package was delivered to them. When such correspondence is not available, the date that the audit report package was delivered by the auditor to the provider must be indicated in correspondence submitted to the Department in accordance with Chapter 10.558(3) or Chapter 10.657(2), Rules of the Auditor General.

1. PART IV: RECORD RETENTION

The recipient shall retain sufficient records demonstrating its compliance with the terms of this agreement for a period of six years from the date the audit report is issued and shall allow the Department or its designee, Chief Financial Officer or Auditor General access to such records upon request. The recipient shall ensure that audit working papers are made available to the Department or its designee, Chief Financial Officer or Auditor General upon request for a period of three years from the date the audit report is issued, unless extended in writing by the Department.

(CF1120-1516)

ATTACHMENT _

CERTIFICATION REGARDING LOBBYING

CERTIFICATION FOR CONTRACTS, GRANTS, LOANS AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or an employee of any agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature

Date

Name of Authorized Individual

Application or Contract Number

Name of Organization

Address of Organization

(CF-1123-1516)