

**AGREEMENT**

**between**

**Children's Services Council of Broward County**

**and**

**City of Hollywood**

**for**

**CSC Maximizing Out-of-School Time (MOST GP) PROGRAM**      **17-2750**  
**CONTRACT NUMBER**

This Agreement, entered into this 1st day of August, 2017, by and between the CHILDREN'S SERVICES COUNCIL OF BROWARD COUNTY, an independent special tax district of the State of Florida, hereinafter referred to as "CSC," and City of Hollywood, a Florida municipality, hereinafter referred to as "PROVIDER."

WHEREAS, this Agreement will enable PROVIDER to provide services, not otherwise funded by any other public funding source; and WHEREAS, funding given to PROVIDER has been found and declared to be for a public purpose.

NOW, THEREFORE, the parties agree as follows:

**I. TERMS OF AGREEMENT**

The term of this agreement shall be for the period of **August 1, 2017, through September 30, 2018 ("Initial Term")**. The Agreement may be renewed for additional periods comprising the Renewal Option Periods from **October 1, 2018, through September 30, 2019; October 1, 2019, through September 30, 2020; and October 1, 2020 through August 31, 2021** at the end of the term at the sole option of the CSC. The Initial Term and Renewal Option Periods shall collectively be referred to as the "Agreement Term."

In the event that the CSC does not exercise a Renewal Option Period as stated above, the CSC may extend the existing Agreement for a period not to exceed nine (9) months. Such extensions shall be exercised at the sole discretion of the CSC in a written Amendment to the Agreement, changing the end date of the Agreement. The Amendment for extension shall be duly executed by the CSC. At the sole discretion of the CSC President/CEO, the CSC President/CEO may extend the expiration date of the term of this Agreement up to three (3) months upon written notice to PROVIDER.

PROVIDER understands and acknowledges that the funding will only be for the Agreement Term stated herein. This Agreement is renewable at the sole discretion of the CSC, contingent upon but not limited to the following:

- A. Continued demonstrated and documented need for the services or priority area of funding;
- B. Satisfactory program performance by PROVIDER; and
- C. The availability of funds from CSC. In accordance with Chapter 2000-461 of the Laws of the State of Florida, the CSC is prohibited from creating obligations in anticipation of budgeted revenues from one fiscal year to another without year to year extension provisions in the agreements. It is necessary that fiscal funding out provisions be included in all proposals in which the terms are for periods longer than one (1) year. Therefore, the following funding out provisions are an integral part of this Agreement and must be agreed to by the PROVIDER:

The CSC may, during the contract period, terminate or discontinue the services covered in this proposal at the end of CSC'S then current fiscal year upon forty-five (45) days prior written notice to the successful proposer. Such prior written notice will state that the lack of appropriated funds is the reason for termination.

This written notification will thereafter release CSC of all further obligations in any way related to the services covered herein. The Funding Out statement must be included as part of any agreement. No agreement will be considered that does not include this provision for "funding out".

- D. This Agreement may be terminated with cause or without cause in accordance with the provisions contained in Section VI of this Agreement.

## II. SCOPE OF WORK

- A. PROVIDER agrees to provide the services and meet the performance measures set forth in Exhibit A, Scope of Work.
- B. PROVIDER agrees to attend seminars and/or training sessions as requested by CSC staff.
- C. PROVIDER agrees to comply with the Monitoring/Reporting Requirements specified in Section V of this Agreement.
- D. Background Screening: All staff working in the program must comply with Level 2 background screening and fingerprinting requirements in accordance with DCF screening requirements and all applicable federal, state, county, city, and other government agency background screening requirements.

### III. ORDER OF PRECEDENCE

The Bid Solicitation and PROVIDER Proposal Response are hereby incorporated by reference as a part of this Agreement in the following Order of Precedence: Executed Contract, Bid Solicitation Requirements, PROVIDER Application for Funding.

### IV. FUNDING AND METHOD OF PAYMENT

- A. The annual maximum amount payable by CSC to PROVIDER shall be \$40,682.00 for FY 16/17 and for FY 17/18 shall be \$555,890.00 for a total of \$596,572.00 ("Contract Amount").
- B. The PROVIDER agrees to provide a CSC-required Match in the amount of \$4,173.00 for the period of **August 1, 2017, through September 30, 2017;** and \$105,664.00 for the period of **October 1, 2017, through September 30, 2018.**
- C. The CSC agrees to pay for units of service or other deliverables actually provided, invoiced and documented as specified in Exhibit A, Scope of Work. An original invoice, in the format prescribed by the CSC, is due on or before the tenth (10<sup>th</sup>) day of the month following the month in which services were rendered. CSC agrees to reimburse PROVIDER on a monthly billing basis.

In order to be deemed proper as defined by the Florida Prompt Payment Act, all invoices must comply with the requirements set forth in this Agreement and must be submitted on the forms as prescribed by CSC. Invoices and/or documentation returned to PROVIDER for corrections may be cause for delay in receipt of payment. Late submission may result in delay in receipt of payment. CSC shall pay PROVIDER within thirty (30) calendar days of receipt of PROVIDER'S properly submitted invoice.

- D. The PROVIDER shall submit the invoice for the end of the CSC'S fiscal year, for payment to the CSC no more than fifteen (15) days after the last day of the month the contract is terminated. If the PROVIDER fails to do so, all rights to payment are forfeited and the CSC will not honor any requests submitted after the aforesaid time period. Any payment due under the terms of this contract may be withheld until all reports due from the PROVIDER are received by the CSC and any necessary adjustments thereto have been approved by the CSC.
- E. In the event this Agreement provides for more than one service or program, the CSC Programs Manager may shift funding between services and/or program(s) components, at any time, upon written notice to PROVIDER; however, the Programs Manager may not increase funding in excess of the Contract Amount and the total of these adjustments shall not exceed twenty percent (20%) of the total Contract Amount.

F. Submission of accurate, timely documentation and other requested information as required by CSC shall be considered a factor in evaluating future funding requests. Invoices and/or documentation returned to PROVIDER for corrections may not be considered as submitted and shall be cause for delay in receipt of reimbursement.

G. **PROVIDER attests to CSC that no other reimbursement is available or used for invoiced services unless expressly authorized by CSC.** This Agreement specifically excludes Medicaid covered services provided to Medicaid certified clients. PROVIDER shall bill and pursue collection of third party and client payments (where applicable) for services rendered under this Agreement. In the event CSC pays PROVIDER for a service that later becomes eligible for Medicaid or other third party coverage, then PROVIDER agrees to deduct the amount paid by CSC on its next invoice. In the event the PROVIDER has submitted a final invoice, PROVIDER shall reimburse CSC in the amount received by Medicaid or other third party payor within (30) days of receipt of that Medicaid payment. Additionally, the PROVIDER must note in the client file the date when clients become eligible for Medicaid or other third party payor. PROVIDER shall keep accurate and complete records of any fees collected, reimbursement, or compensation of any kind received from any client or other third party, for any service covered by this Agreement, and shall make all such records available to CSC upon request. PROVIDER shall report such fees; reimbursement, compensation or funding to CSC for such payments received which will be deducted from PROVIDER's invoices.

H. No capital equipment shall be purchased under this Agreement. Capital equipment is defined by the Florida Statutes, Chapter 274, as items with a value greater than \$1000 which have a life expectancy of more than one year.

I. PROVIDER shall submit a W-9 IRS form providing the name, address and Federal I.D. Number of the official payee to whom payment shall be made.

J. It is PROVIDER'S responsibility to advise the CSC Programs Manager, in writing, of changes in name, address and/or telephone number.

**V. MONITORING, REQUIRED RECORDS AND REPORTS**

**A. MONITORING:**

PROVIDER agrees:

1. To assign appropriate staff as necessary to attend meetings with CSC staff to discuss issues and recommendations concerning quality of service; service delivery systems, coordination of services, consumer satisfaction, records maintenance, and funding maximization, etc.

2. To provide full access at administrative and service delivery sites to CSC during all announced and unannounced visits, for the purpose of examination of records and data covered by this Agreement as well as observation of service delivery, and consumer/PROVIDER staff interaction. CSC and PROVIDER shall maintain the confidentiality of Client services and records in full accordance with any federal or state laws or federal regulations mandating such confidentiality.
3. To make all records and files pertaining to Clients subject at all times to inspection, review and/or audit by CSC.
4. That, if documentation is not readily available, then payments may be suspended until such time as PROVIDER has rescheduled another monitoring appointment to occur within thirty (30) days.
5. To respond to any monitoring findings within the time frame specified therein, that back-up documentation to be used to support the billings and outcomes provided shall be approved in writing by CSC staff.
6. That, findings of monitoring reports, responsiveness to corrective action, and all the performance requirements of this Agreement and timeliness of requested information shall be considered factors in evaluating future funding requests.
7. To provide CSC access to records and client files developed relevant to this Agreement regarding assessment of Performance Measures beyond the expiration of this Agreement, as applicable.
8. Any monitoring reports, evaluation reports and/or accreditation reports from other agencies or funding sources for similar services provided shall be submitted to CSC within thirty (30) days of receipt. Such reports shall be sent to the CSC Programs Manager.

B. REPORTS:

PROVIDER agrees:

1. PROVIDER agrees to comply and participate in any data collection as required by the CSC. In the event that the PROVIDER is approached by a third party to participate in a program evaluation study of a CSC funded program, PROVIDER agrees to submit the request to CSC and obtain prior approval from CSC. If approved, PROVIDER agrees to furnish CSC with any and all related program evaluation reports.
2. Also, PROVIDER agrees to furnish CSC with any and all reports required in this Agreement within the accompanying time requirements as noted.

3. In the event services similar or identical to those covered under this agreement are purchased and/or subsidized in whole or in part by another public or private funding source, notice of funding specifics shall be submitted to the CSC Programs Manager.
4. Statistical Demographic Report: The PROVIDER agrees to maintain and report monthly (where applicable) information on client demographics which includes last four digits of social security number, Broward County Schools student identification, age, gender, race, cultural influence, language spoken at home, country of birth, parental marital status, education levels and status in SAMIS or other format provided by, or approved in writing by, the CSC. PROVIDER agrees to track overall Client household income, other benefits received, types of services provided, and other information as required by the CSC.
5. Client Satisfaction Surveys: The PROVIDER agrees to furnish the CSC with compiled results of any and all Client Satisfaction Surveys administered by the PROVIDER. Survey reports shall include the total number of surveys administered/mailed and the total number of surveys completed/returned. Upon CSC request, PROVIDER shall submit raw data from all administered Client Satisfaction Surveys.

The CSC may, at its discretion, administer or require the PROVIDER to administer Client Satisfaction Surveys, as deemed necessary. PROVIDER shall provide necessary client information and facilitate the administration of client satisfaction surveys, as directed by the CSC.

6. Client Performance Measure Data Reporting: The PROVIDER shall submit Client Performance Measure data, in the format provided by the CSC, within time frames specified by the CSC. The PROVIDER shall also report any barriers experienced in performance measurement achievement. The report should also include any noteworthy activities that have occurred during the term of this Agreement and such other information as requested.
7. Actual Expenditure Report: The PROVIDER shall submit to the CSC an Actual Expenditure Report which reports by line item actual expenditures incurred in the performance of this contract. The report shall be submitted in a format to be provided by the CSC. Such expenditure information will be used to compile historical unit cost data and to analyze appropriate funding levels. Significant discrepancies between budgeted and actual costs may result in recoupment of funds. A final Actual Expenditure Report shall be submitted through SAMIS by the PROVIDER within sixty (60) days after the end of the contract.

## C. OTHER REQUIREMENTS:

### 1. INTERNAL DOCUMENTATION

PROVIDER agrees to maintain the following, as applicable: (1) Personnel files including hiring records, job descriptions, policies, evaluation procedures, and background screening results, (2) Authorized time sheets, records, and attendance sheets, (3) Daily activity log and monthly calendar, (4) Signature of person at sites authorizing presentations, (5) Training modules, (6) Pre and post session questionnaires, (7) Client information release form, (8) Community Resource Inventory Organizational Profile update, (9) Emergency Disaster Plan and (10) Such other information as requested by CSC.

### 2. UNITS OF SERVICE

PROVIDER shall document and maintain permanent client records that reflect individual beginning and ending service times, dates of service and nature of service for all units of service provided under this Agreement.

### 3. TRACKING SYSTEM REQUIREMENTS

PROVIDER shall comply with the CSC'S Services and Activities Management Information System (SAMIS), as applicable, identifying all Clients referred to and from the program(s) funded under this Agreement. This shall include, but not be limited to, client information related to client demographics, and identification, referral sources, performance measurement data, service provision data and fiscal activities for all programs funded under this agreement.

### 4. PRO CHILDREN ACT COMPLIANCE

The PROVIDER shall comply with Public Law 103227 Part C Environmental Tobacco Smoke, also known as the Pro Children Act of 1994, which requires that smoking not be permitted in any portion of any indoor area routinely used or leased or contracted for by an entity and used routinely or regularly for provision of health, day care, education or library programs either directly or through State or local governments, by Federal grant, contract loan, or loan guarantee. The law does not apply to children's services provided in the private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$ 1,000 per day and/or the imposition of an administrative compliance order on the responsible entity.

## 5. REVENUE MAXIMIZATION DOCUMENTATION

PROVIDER agrees to comply with any and all reporting and documentation requirements necessary for eligibility for Federal, State and other match funding opportunities to CSC for services provided under this Agreement, e.g., Title IV-E of the Social Security Act, Temporary Assistance for Needy Families (TANF) Block Grant, Medicaid Targeted Case Management, etc.

The PROVIDER shall complete all necessary and appropriate forms for all clients served under this Agreement. This data will be used by the CSC in federal funding revenue maximization efforts. All eligibility information shall be reported to the CSC quarterly, unless otherwise specified by the CSC, and copies of all eligibility forms shall be retained in the individual client/family case files and available for unannounced review by the CSC. Such eligibility information shall not be used as a determination of client eligibility for program services funded under this Agreement.

## VI. TERMINATION OF AGREEMENT AND NOTICE

- A. It is the intent of the CSC to assure consistent and orderly delivery of children's services. It is the further intent of the CSC to terminate Agreements only in those situations where such action is essential for the protection of its interest and the interests of children, as determined by the CSC.
- B. This Agreement may be terminated by the PROVIDER without cause upon no less than forty-five (45) days written notice. Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery.
- C. This Agreement may be terminated by the CSC without cause upon no less than forty-five (45) days written notice. Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery.
- D. In the event that funds needed to finance this Agreement become unavailable, the CSC may terminate the contract upon no less than twenty-four (24) hours notice in writing to the PROVIDER. Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery. The CSC shall endeavor, whenever possible and consistent with its legal obligations and principles of prudent management to provide 30 days notice for Termination for Lack of Funds. The CSC shall be the final authority as to the availability of funds and extension of notice beyond the minimum time herein stated.
- E. In addition to the rights set forth in sub paragraphs C and D above, this Agreement may be terminated by the CSC with cause upon no less than twenty-four (24) hours written notice. Said notice shall be delivered by



certified mail, return receipt requested, or in person with proof of delivery. The CSC at its discretion may waive any breach by the PROVIDER in writing, but such waiver shall not constitute a waiver of any further breaches, including breaches of the same type.

- F. The above provision shall not limit the CSC'S right to remedies at law or to damages.

## **VII. AUDIT RIGHT AND RETENTION OF RECORDS**

CSC shall have the right to audit the books, records, and accounts of PROVIDER that are related to the Scope of Work under this Agreement. PROVIDER shall keep such books, records, and accounts as may be necessary in order to record complete and correct entries related to the Scope of Work under this Agreement. As defined in the Florida Single Audit Act, the PROVIDER agrees to allow the CSC, the comptroller, the Auditor General or other auditing body access to its records as required by Florida Statutes 215.97, Florida Single Audit Act.

PROVIDER shall preserve and make available, at reasonable times for examination and audit by CSC, all financial records, supporting documents, statistical records, and any other documents pertinent to this Agreement for the required retention period of the Florida Public Records Act (Chapter 119, Florida Statutes), if applicable, or, if the Florida Public Records Act is not applicable, for a minimum period of the Agreement Term of this Agreement and for five (5) years after termination of this Agreement. If any audit has been initiated and audit findings have not been resolved at the end of the retention period or five (5) years, whichever is longer, the books, records, and accounts shall be retained until resolution of the audit findings. If the Florida Public Records Act is determined by CSC to be applicable to PROVIDER'S records, PROVIDER shall comply with all requirements thereof; however, no confidentiality or non-disclosure requirement of either federal or state law shall be violated by PROVIDER. Any incomplete or incorrect entry in such books, records, and accounts shall be a basis for CSC'S disallowance and recovery of any payment upon such entry.

## **VIII. PUBLIC RECORDS LAW COMPLIANCE**

CSC is a public agency in Florida and as such, PROVIDER's records pertaining to this Agreement are subject to the Public Records Laws of Florida (Florida Statutes, Chapter 119). PROVIDER is required to, and does hereby agree to, comply with all applicable public records laws, including, without limitation:

- A. PROVIDER will keep and maintain public records required by CSC to perform the service hereunder;
- B. Upon request from CSC's custodian of public records, PROVIDER will provide CSC with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Florida Statutes Chapter 119 or as otherwise provided by law.

- C. PROVIDER will ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement term and following completion of the Agreement if PROVIDER does not transfer the records to CSC.
- D. Upon completion of the Agreement, PROVIDER will transfer, at no cost, to CSC all public records in possession of PROVIDER or keep and maintain public records required by CSC to perform the service. If PROVIDER transfers all public records to CSC upon completion of the Agreement, PROVIDER shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If PROVIDER keeps and maintains public records upon completion of the Agreement, PROVIDER shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to CSC, upon request from CSC's custodian of public records, in a format that is compatible with the information technology systems of CSC.

**IF PROVIDER HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE PROVIDER'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CSC CUSTODIAN OF PUBLIC RECORDS AT (954) 377-1000; [records@cscbroward.org](mailto:records@cscbroward.org); 6600 WEST COMMERCIAL BLVD., LAUDERHILL, FL 33319**

#### **IX. OWNERSHIP OF DOCUMENTS**

Any and all reports, photographs, surveys, studies, films, books, tapes, recordings, curricula, statistical compilations, materials, presentations, media materials, pamphlets, flyers, software and any other data and documents provided or created in connection with this Agreement (herein referred to as "Documents") are and shall remain the property of CSC. Upon termination of this Agreement, all documents prepared by PROVIDER, whether finished or unfinished, shall become the property of CSC and shall be delivered by PROVIDER to the CSC, at CSC request, within seven (7) days of termination of this Agreement by either party. Any compensation due to PROVIDER shall be withheld until all documents are received as provided herein. PROVIDER nor its officials, agents or employees shall cause the copyright or trademark of any Documents (as defined herein) that are provided or created in connection with this Agreement without the prior written approval of CSC, in its sole discretion.

#### **X. INDEPENDENT CONTRACTOR**

PROVIDER is an independent contractor under this Agreement. Services provided by PROVIDER shall be by employees of PROVIDER and subject to supervision by

PROVIDER, and not as officers, employees, or agents of the CSC. Employee compensation, personnel policies, tax responsibilities, social security and health insurance, employee benefits, travel, per diem policies and other similar administrative procedures applicable to services rendered under this Agreement shall be those of PROVIDER.

#### **XI. SUBCONTRACTING**

PROVIDER shall not assign the responsibility of this Agreement to another party or subcontract for any of the work contemplated under this Agreement, without prior written approval of the CSC Programs Manager. No such approval by the CSC Programs Manager shall be deemed in any event or in any manner to provide for the incurrence of any obligation by the CSC in addition to the total dollar amount stated in this Agreement. All such assignments or subcontracts shall be subject to the conditions of this Agreement and to any conditions of approval that the CSC shall deem necessary.

#### **XII. FINANCIAL STATEMENTS**

- A. Within 180 days of the close of its fiscal year, PROVIDER agrees to submit to the CSC a certified independent fiscal audit of all its corporate activities and any accompanying management report(s) issued in conjunction with the audited financial statements. This audit shall be conducted in accordance with auditing standards generally accepted in the United States of America (GAAS). If PROVIDER is subject to an audit under the guidelines consistent with: 1.) Government Auditing Standards (GAS), issued by the Comptroller General of the United States; 2.) Office of Management and Budget (OMB) "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards ("Uniform Guidelines"); or 3.) The Florida Single Audit Act, Florida Statutes 215.97, and rules of the Auditor General of Florida, then a single bound report is to be provided to the CSC. Audit extensions may be granted in writing by the CSC Programs Manager upon receipt in writing of such request with appropriate justification by the PROVIDER.
- B. Supplanting: The PROVIDER shall not use funds provided by the CSC to replace funds from other funding sources.

#### **XIII. BOARD MEMBERS AND MEETINGS**

Within 30 days of the effective date of this Agreement, PROVIDER will submit to the CSC a calendar of its scheduled Board meetings for the current fiscal year and an updated list of Board Members.

#### **XIV. PUBLICIZING CSC SUPPORT**

PROVIDER shall identify the CSC'S support on its letterhead, agency newsletter, annual reports and any other printed materials, display CSC support through banners and flyers

and utilize every reasonable opportunity to publicize the funding received from the CSC. CSC agrees to provide PROVIDER with a camera-ready logo for such use.

**XV. PUBLICATIONS**

PROVIDER agrees to supply the CSC, without charge, up to three (3) copies of any publication developed in connection with implementation of programs addressed by this Agreement. Such publications will state that the program is supported by the CSC. PROVIDER agrees that the CSC will have unlimited use of copyrighted materials developed under this Agreement.

**XVI. CONFIDENTIAL INFORMATION**

The PROVIDER, its agents, employees or subgrantees will not use or disclose any information concerning a recipient of services under this contract for any purpose not in conformity with state statutes and any applicable federal regulations (45 CFR, Part 205.50) except upon written consent of the recipient, or his/her responsible parent or guardian when authorized by law.

**Written Statement of Purpose(s) for Collection of Social Security Numbers:**

In accordance with Florida Law, PROVIDERS shall inform all CSC funded program participants

and their parents/guardians, in writing, of the purpose(s) for which CSC collects and uses partial social security numbers (last four digits) from its participants and the parents/guardians of such participants. CSC-funded programs shall provide all individuals from whom it collects a partial social security numbers with a copy of a written statement that includes the following:

“The Children’s Services Council of Broward County (“CSC”) collects and uses partial social security numbers (last four digits) of participants of CSC-funded programs and the parents/guardians of such participants so that CSC may collect and use data from other agencies for comparison purposes in order for CSC to track and measure the impact of CSC-funded programs and services and to assist CSC with maintaining and improving successful programs and services. All individual information will be safeguarded and will not be disclosed. CSC’s collection of the partial social security numbers from its participants and the parents/guardians of such participants is imperative for the performance of CSC’s duties and responsibilities as prescribed by law. The partial social security numbers collected by CSC shall not be used by CSC for any purpose other than the purpose provided in this written statement.”

**XVII. NOTIFICATION FOR USE OF PARTICIPANT DATA**

PROVIDER agrees to inform recipients of services of myriad uses of data by the CSC.

**Written Statement of Purpose for Authorizing Collection of Data for Research**

In compliance with research ethical standards, PROVIDERS shall inform all CSC funded program participants and their parents/guardians, in writing, of the purpose(s) for which CSC collects and uses data from its participants and the parents/guardians of such

participants. PROVIDERS shall also request parental consent for CSC and/or PROVIDER to obtain education records for the purpose of research (20 U.S.C SS 1232g(a)(4)(B)(iv); U.S.C SS 1232(b). CSC-funded programs shall provide all individuals enrolled in their programs with a copy of a written statement that includes the following:

“In order to continue funding programs like this one, Children’s Services Council of Broward County (“CSC”) and authorized users conducts research to see how participants do while in the program, as well as after they leave the program. In addition to performance measurement data collected from participants in their program, CSC research staff may give participants additional surveys and assessments. CSC may also collect information on participants after they complete the program. The information collected after participants leave the program will come from county and state public databases like Florida Department of Education, the Florida Department of Juvenile Justice, Broward County Public Schools, etc. CSC has created many safeguards to protect participants’ privacy and to prevent unauthorized use or access to it. CSC is not allowed to release any of participants’ personal information (Open Government Sunset Review Act; Section 119.15, F.S.).”

**XVIII. SECURITY OBLIGATIONS**

PROVIDER shall maintain an appropriate level of data security for the information the PROVIDER is collecting or using in the performance of this contract. This includes, but is not limited to, approving and tracking all PROVIDER employees that request system or information access and ensuring that user access has been removed from all terminated PROVIDER employees. PROVIDER shall report any security breaches immediately to the CSC Programs Manager.

**XIX. CLIENT RISK PREVENTION AND INCIDENT REPORTING**

- A. PROVIDER shall immediately report knowledge or reasonable suspicion of abuse, neglect, or exploitation of a child, aged person, or disabled adult to the Florida Abuse Hotline on the statewide toll- free telephone number (1-800-96ABUSE). As required by Chapters 39 and 415, FLORIDA STATUTES, this is binding upon both the PROVIDER and its employees.
- B. In the event of critical incidents such as serious client accident, injury or death, PROVIDER shall advise the CSC Programs Manager immediately by phone and in writing within twenty-four (24) hours. All pertinent information such as Agency Incident Reports, Police Reports, actions taken, etc., shall be furnished by the PROVIDER to the CSC Director of Program Services within twenty-four (24) hours of the incident, or receipt of such information.

**XX. NONDISCRIMINATION**

Programs receiving funding from the CSC shall not discriminate against an employee, volunteer, or participant of the PROVIDER on the basis of race, color, gender, sexual orientation, religion, national origin, citizenship, disability, or age except that programs

may target services for specific participant groups as defined in the application. Additionally, agencies receiving funds shall demonstrate the standards, policies, and practices necessary to render services in a manner that respects the worth of the individual and protects and preserves the dignity of people of diverse cultures, classes, races, religions, sexual orientation, and ethnic backgrounds. The parties shall affirmatively comply with all applicable provisions of the Americans with Disabilities Act (ADA) in the course of providing any services funded by CSC, including Titles I and II of the ADA (regarding nondiscrimination on the basis of disability), and all applicable regulations, guidelines, and standards. In addition, the parties shall take affirmative steps to ensure nondiscrimination in employment of persons with disabilities.

#### **XXI. INDEMNIFICATION CLAUSE**

Any PROVIDER who is a state agency or subdivision, as defined in Chapter 768.28, Florida Statutes, agrees to be fully responsible for its acts of negligence, or its agents' acts of negligence when acting within the scope of their employment or agency, and agrees to be liable for any damages resulting from said negligence. Nothing herein is intended to serve as a waiver of sovereign immunity by any PROVIDER to which sovereign immunity may be applicable. Nothing herein shall be construed as consent by a state agency or political subdivision of the State of Florida to be sued by third parties in any manner arising out of any contract or under this Agreement.

#### **XXII. INTELLECTUAL PROPERTY RIGHTS**

The PROVIDER will indemnify and hold harmless, CSC from liability of any nature or kind, including costs and expenses for or on account of any copyrighted, service marked, trademarked, patented or unpatented invention, process, article or work manufactured or used in the performance of the contract, including its use by CSC. If the PROVIDER uses any design, device, materials or works covered by letters, service mark, trademark, patent, copyright or any other intellectual property right, it is mutually agreed and understood without exception that the proposal prices will include all royalties of costs arising from the use of such design, device, or materials in any way involved in the work.

This article will survive the termination of any contract with CSC.

#### **XXIII. INSURANCE**

- A. PROVIDER shall maintain in force for the term of this Agreement comprehensive general liability in the minimum amount of three hundred thousand dollars (\$300,000) per occurrence bodily injury and property damage combined single limit. Such policy will be evidenced by a Certificate of Insurance which reflects CSC as an additional insured and provides thirty (30) days prior written notice of cancellation. The Certificate of Insurance shall also be in compliance with Florida Statute 440 (Workers' Compensation Law).

Further, PROVIDER will maintain professional liability insurance in the minimum amount of three hundred thousand dollars (\$300,000) for each claim, subject to insurance market availability and affordability. Such policy

will be evidenced by a Certificate of Insurance which provides thirty (30) days prior written notice of cancellation.

Each renewal of the respective Certificate of Insurance provided for above shall be submitted to the CSC. Failure to submit a current Certificate of Insurance shall result in suspension of any monies due and owing for any outstanding invoice of the PROVIDER by the CSC. PROVIDER shall submit a copy of their current Certificate of Insurance to the CSC when this Agreement is signed with renewals of same annually thereafter.

- B. If PROVIDER'S insurance is provided by a municipality and at any time the municipality is unable or unwilling or otherwise ceases to provide insurance to CSC for injury, damages, or liability which may arise out of the performance of this Agreement, PROVIDER shall be responsible for providing sufficient insurance in amounts and under terms required by CSC. CSC, in its sole discretion, shall determine what constitutes sufficient insurance. Documentation shall be submitted by PROVIDER to the CSC Programs Manager.

#### **XXIV. AMENDMENTS: ASSIGNMENTS**

- A. No modification, amendment or alteration in the terms or conditions contained herein shall be effective unless contained in a written document executed with the same formality and of equal dignity herewith. However, the Programs Manager for the CSC may sign a modification, amendment or alteration to the terms and conditions of this Agreement where there is a change to Exhibit A, Scope of Services, to reduce the Contract Amount, or to change Performance Measures.
- B. This contract or agreement is personal to the parties herein and may not be assigned, in whole or in part, by the proposer without prior written consent of CSC. The PROVIDER herein shall not assign payments under this contract or agreement without the prior written consent of CSC.

#### **XXV. WAIVER OR BREACH**

Waiver or breach of any provision of this Agreement shall not be deemed to be a waiver of any other subsequent breach and shall not be construed to be a modification of the terms of this Agreement.

#### **XXVI. DEFAULT**

In the event that the awarded PROVIDER(S) should breach this contract, CSC reserves the right to seek remedies in law or in equity.

#### **XXVII. REPRESENTATIONS AND ACKNOWLEDGMENTS**

- A. PROVIDER represents to CSC that upon the execution of this Agreement and continuing throughout the Agreement Term the following are true and correct. In the event that any of the following representations become at any

time not true, the PROVIDER shall immediately provide written notice of same to the CSC Programs Manager.

1. There have been no irregularities involving its management or employees that could have a material effect on PROVIDER'S operations or financial stability.
2. PROVIDER has committed no violations or possible violations of laws or regulations the effects of which should be considered by CSC prior to entering into this Agreement.
3. There are no material transactions that have not been properly recorded in the appropriate document(s) or disclosed.
4. Related party transactions as defined by generally accepted accounting principles and related amounts receivable or payable have been properly recorded or disclosed.
5. It maintains appropriate active license(s), which are all in good standing and have not been revoked or suspended, where PROVIDER is operating a facility or providing a service where any type of licensure is required, including, but not limited to federal, state, county and local law.
6. PROVIDER represents that all persons delivering the services required by this Agreement have the knowledge and skills, either by training, experience, education, or a combination thereof, to adequately and competently perform the duties, obligations, and services set forth in the Scope of Work and to provide and perform such services to CSC'S satisfaction for the agreed compensation.
7. PROVIDER shall perform its duties, obligations, and services under this Agreement in a skillful and respectable manner. The quality of PROVIDER'S performance and all interim and final product(s) provided to or on behalf of CSC shall be comparable to local state and national best practice standards.

B. PROVIDER acknowledges that:

1. Verification of liability protection, shall accompany this Agreement upon execution of this Agreement by PROVIDER.
2. Information, guidance and technical assistance offered by the CSC Programs Manager, or any other staff, whether written or verbal, in no way constitutes a guarantee of execution of this Agreement by the CSC and should not be relied upon as a basis for doing business, delivering service, expending financial resources or expectation of receipt of payment.



## **XXVIII. PUBLIC ENTITIES CRIMES ACT**

PROVIDER represents that the execution of this Agreement will not violate the Public Entities Crimes Act (Section 287.133, Florida Statutes), which essentially provides that a person or affiliate who is a contractor, consultant or other provider and who has been placed on the convicted vendor list following a conviction for a Public Entity Crime may not submit a bid on a contract to provide any goods or services to CSC, may not submit a bid on a contract with CSC for the construction or repair of a public building or public work, may not submit bids on leases of real property to CSC, may not be awarded or perform work as a contractor supplier, subcontractor, or consultant under a contract with CSC, and may not transact any business with CSC in excess of the threshold amount provided in Section 287.017, Florida Statutes, for category two purchases for a period of thirty-six (36) months from the date of being placed on the convicted vendor list. Violation of this section shall result in cancellation of this Agreement and recovery of all monies paid hereto, and may result in debarment from CSC's competitive procurement activities.

## **XXIX. GOVERNING LAW AND VENUE**

This Agreement shall be governed, construed, and controlled according to the laws of the State of Florida without regard to its conflict of laws provisions. Any claim, objection or dispute arising out of the terms of this Agreement shall be litigated in the Seventeenth Judicial Court in and for Broward County, Florida.

## **XXX. COMPLIANCE WITH LAWS**

The parties shall comply with all federal, state, and local government laws, codes, ordinances, rules, and regulations in performing its duties, responsibilities, and obligations related to this Agreement.

## **XXXI. SEVERABILITY**

In the event a portion of this Agreement is found by a court of competent jurisdiction to be invalid, the remaining provisions shall continue to be effective unless CSC or PROVIDER elects to terminate this Agreement. An election to terminate this Agreement based upon this provision shall be made within seven (7) days after the finding by the court becomes final.

## **XXXII. CIRCULARS, STATUTES AND COMMON RULES**

The source of the CSC'S funding is local dollars; thus the PROVIDER does not need to conduct a separate single audit under this contract. The PROVIDER shall use the following Circulars as a guideline for managing the CSC'S funding:

- A. Uniform Guidance: The Office of Management and Budget (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards ("Uniform Guidance").
- B. Florida Statutes 215.97, Florida Single Audit Act.

**XXXIII. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)**

Both parties agree to satisfy the standard for personal health information contained in the federal and state statutes and regulations, including, without limitation, any regulations promulgated under HIPAA (Health Insurance Portability and Accountability Act), as applicable. It is expressly understood by the parties that where CSC is funding services, CSC personnel and/or its agents shall have access to protected health information (hereinafter known as "PHI") for the purposes of compliance monitoring, quality assurance activities, and auditing. These provisions do not preclude CSC from disclosing protected health information to report unlawful conduct in accordance with 45 C.F.R. 164.502(j) (as may be amended from time to time).

Where required, PROVIDER shall handle and secure such PHI in compliance with HIPAA and its related regulations and, if required by HIPAA or other laws, include in its "Notice of Privacy Practices" notice of PROVIDER and/or CSC's uses of client's PHI. The requirements to comply with this provision and HIPAA shall survive the expiration or earlier termination of this Agreement. The parties to this Agreement do not believe that a business associate or trading partner relationship (as defined by the Health Insurance Portability and Accountability Act or "HIPAA") exists between PROVIDER and CSC with regard to this Agreement; however if the Programs Manager subsequently determines that such a relationship exists, the parties agree to enter into an appropriate agreement using the form of such agreement to be provided by Programs Manager in his/her sole and absolute discretion at that time.

**XXXIV. MULTIPLE ORIGINALS**

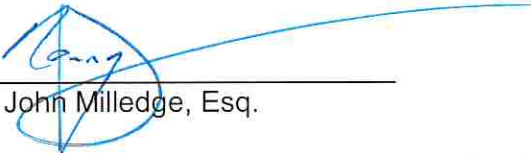
This Agreement may be fully executed in two (2) copies or more by all parties, each of which bearing original signatures, shall have the force and effect of an original document.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement as evidenced by each signature.

This 39 page contract, inclusive of Exhibit A, Scope of Work, Exhibit B, Schedule of Activities, and Exhibit C, Priority Title 1 School List, is hereby executed as follows:

Approved as to form by:

JOHN MILLEDGE, ESQ.  
200 Las Olas Office Building  
200 SW First Avenue, Suite 800  
Ft. Lauderdale, FL 33301

  
\_\_\_\_\_  
John Milledge, Esq.

PROVIDER:  
City of Hollywood

CSC:

SIGNED

BY: \_\_\_\_\_

NAME: Josh Levy

TITLE: Mayor

SIGNED

BY: Beam Furr

NAME: Beam Furr

TITLE: Chair

② 02

Provider Federal Identification #: 59-6000338

Attachment: Exhibit A, B and C

Provide notary attestation for Provider's signature below:

STATE OF FLORIDA )  
COUNTY OF BROWARD )

The foregoing Agreement was acknowledged before me this 20<sup>th</sup> day of September, 2017, by Josh Levy as

Mayor on behalf of City of Hollywood

Personally known  OR Produced Identification \_\_\_\_\_  
Type of identification produced:  
\_\_\_\_\_

(Seal)



Stacie Hirsch  
Notary Public - State of Florida  
stacie Hirsch  
(Name of Notary Typed, Printed, or Stamped)

APPROVED AS TO FORM AND LEGALITY  
FOR THE USE AND RELIANCE OF THE  
CITY OF HOLLYWOOD, FLORIDA, ONLY.

BY: Ch. Fallis 02  
CITY ATTORNEY

**EXHIBIT A**  
**SCOPE OF WORK**

**Agency Name:** City of Hollywood  
**Program Name:** CSC Maximizing Out-of-School Time (MOST GP/Inclusion)  
**Contract #:** 17-2750

**I. Method of Service Delivery**

The PROVIDER shall provide out-of-school time programming for elementary school age children which will:

**Provide a safe, positive environment for children that enhances academic performance, supports social, emotional and physical development and strengthens positive peer relationships that contribute not only to children's satisfaction with programs, but also their academic performance, behavioral functioning, and social skills.**

As a CSC Maximizing Out-of-School Time (MOST) program, the program shall incorporate best practices and offer a safe, positive environment for children, including those with special needs. CSC MOST programs shall incorporate these research-based best practices:

- Qualified, enthusiastic, well-trained, and consistent staff.
- Physical and psychological safety of all children.
- Nutritious snacks and meals.
- Strong family involvement.
- Partnerships with children's schools.
- Acknowledgement and appreciation of diversity.
- Age appropriate opportunities for children to grow and learn including a focus on academic learning and youth development, the learning of new skills, and the exploration of new interests.

CSC MOST programs shall implement a **1:20 ratio** for general population children in kindergarten through the fifth grade and a **1:10 ratio** for general population children in pre-kindergarten. Ratios for children with special needs will be based on the individual populations within a program.

The PROVIDER shall provide best practice services that accomplish the following:

1. Children remain safe and do not experience a serious injury (requiring emergency room attention) nor abuse while in care.
2. Children improve basic academic skills.
3. Children increase their activity levels and improve their ability to make healthy nutritional choices.
4. Children improve their social skills and interaction with their peers and adults.
5. Children participate in the least restrictive environment in which they shall excel.

6. Children develop interests in different domains including, art, drama, problem solving and critical thinking skills, and participation in community activities.

#### **A. Target Population**

Target populations for CSC Maximizing Out-Of-School-Time (MOST) programs are children who are enrolled in an education program and who are **NOT** participating/ enrolled in other child care arrangements, **AND** who are

- (1) Typically developing children living in economically disadvantaged neighborhoods, in the General Population (GP), **and/or**
- (2) Children with special physical, developmental or behavioral health needs who can be successfully included in a GP Program, **and/or**
- (3) Children with special physical, developmental or behavioral health needs,

Wherever possible, programs will serve children in an inclusionary format that meets the needs of children of varying abilities and exceptionalities. The PROVIDER shall extend the concept of "inclusion" by providing services to children with disabilities during the course of administering CSC MOST programs to the general population; to the extent that services can be provided in a safe environment, and incorporating as many of the critical factors for successful inclusion as possible.

The PROVIDER shall provide services to the following population:

General Population/Inclusion: School Year

MOST GP/Inclusionary programs must serve children ages 5 up to and including 12 from low income families. Children must be attending and/or residing in the attendance boundary of a Priority Title I School List where 86% or more of the students qualify for free or reduced Lunch (Exhibit C).

General Population: Summer

MOST GP/Inclusionary programs must serve children ages 5 up to and including 12 attending and/or residing in the attendance boundary of a priority Title I school where 86% from low income families. Priority should be given to those children attending a Priority Title 1 School List where 86% or more of the students qualify for Free or Reduced Lunch (Exhibit C).

#### **B. Program Design**

The City of Hollywood's MOST program shall provide children with a safe, fun, learning environment during out of school time. The program will operate year round at the Kay Gaither Community Center at Beverly Park, and McNicol Community Center and will operate summer only MOST programs at two community centers in Hollywood. The program is designed to provide a fun supervised environment that helps improve the participants' academic performance, provides social skills development, offers daily physical fitness opportunities, and teaches the children how to work together while conducting community service learning projects.

Each child's progress shall be tracked and documented, which shall allow staff to notice trends and pinpoint areas in need of improvement. The children shall engage in academically-focused learning activities through Project Based Learning designed to reinforce the notion that all children are gifted and capable learners. Broward County Certified teachers shall perform daily remedial or enhanced academic assistance. The program will provide homework assistance, and tutoring in reading, writing, science and mathematics, as well as nutrition instruction and the SPARK fitness program. Through SPARK, children will increase their physical fitness levels, and through PATHS, children will learn positive social interaction skills. The staff shall implement healthy cooking classes where the children participate in cooking meals and learn about nutrition.

1. List of Feeder Schools

- Annabel C. Perry
- Bethune Elementary
- Colbert Elementary
- Collins
- Gulfstream
- Hollywood Park
- Lake Forrest
- Miramar
- OrangeBrook Elementary
- Oakridge Elementary
- Watkins
- West Hollywood

Provider shall obtain approval from CSC, in writing, prior to any feeder school changes. The changes are subject to CSC approval.

2. Provision of Support Services

The City of Hollywood cares about issues that are important to residents and is committed to improving their quality of life. The City of Hollywood, is fortunate enough to have an actual employee designated to the health and well-being of the population. The City's Community Development Division's Social Services Coordinator, Barbara Lawson, helps connect resident needs with local agencies resources. She provides assistance to local families with accessing an array of social services such as: Behavioral Health, Food Stamps, Child & Adult Protective Services, Handicapped Services, Child Support Legal Services, Clothing, Medicare, Drug & Alcohol Support, Medication Assistance, Elderly Services Rent/Mortgage, Employment/Life Skills Training, Shelter, Evictions, Transportation and Utilities. Being rooted in the community between 5 and 25 years the Community Center Coordinators have a firm grasp of the communities' family's needs. Working with each individual child on a daily basis keeps the Coordinators embedded in the details of each family's situation and possible needs; assisting the path to the City's Social Services Coordinator for help.

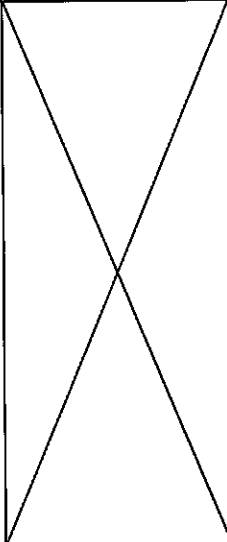
**C. Service Delivery - Core Services**

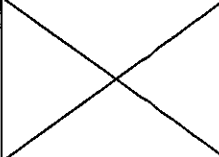
Program Services shall be provided to address the specific needs of clients. They shall include:

Service Name and Description	# of Participants to be served School Year	# of Participants to be served Summer
<p><b>Homework/Supplemental Activities</b> – A minimum of 60 minutes <u>daily</u> of homework assistance, remediation, individualized tutoring, and/or academic enrichment activities shall be offered during the <b>school year</b> by a certified teacher for a minimum of four (4) days per week. Homework shall be the primary focus of the afterschool academic hour. When a child’s homework takes less than one hour, engaging supplemental activities (no worksheets) shall be delivered by creative and qualified staff members. They should be creative, engaging, incorporate the use of varied learning modalities and be fun. Examples of supplemental activities include:</p> <ul style="list-style-type: none"> <li>• Arts and Crafts</li> <li>• Chess</li> <li>• Building Blocks and Fine Motor Manipulatives</li> <li>• STEAM (Science, Technology, Engineering, Art, Mathematics)</li> <li>• Literacy Activities</li> <li>• Digital Game Based Learning</li> </ul> <p>Supplemental activities, during the <b>summer</b>, shall be offered as time allows, and be delivered by creative and qualified staff members. Examples of supplemental activities are listed above.</p>	105	400
<p><b>Project Based Learning</b> – Project Based Learning is the major focus in the <b>summer</b>. All academic components shall be included in the PBL lesson plan and shall be aligned with the Florida Standards. These include STEAM (Science, Technology, Engineering, Art and Math); Reading, Writing and Social Studies. There is no daily minimum time requirement for each academic component while incorporated into the Project Based Learning theme, but a minimum of two hours per day of PBL shall be offered daily. During the summer a community service initiative may be incorporated into the Project Based Learning.</p> <p>Project based learning themes must be a minimum of one (1) week in length, but could be up to three (3) weeks.</p>	X	400

Service Name and Description	# of Participants to be served School Year	# of Participants to be served Summer
<p><b>Physical Fitness</b> – <u>A minimum of 40 minutes per day during the school year and 40 minutes for every three and one-half (3 ½) hours of programming during the summer</u> of structured physical fitness activities that meet the recreational needs of the population shall be offered daily. The SPARK curriculum shall be implemented a minimum of 30 minutes per day during the school year and 60 minutes per day during the summer. Fitness activities shall be fun, engaging, and promote teamwork and cooperative play.</p>	105	400
<p><b>Drowning Prevention / Water Safety</b> - Children shall attend 8-10 in-water, participatory safety lessons provided by Swim Central. The lessons shall expose children to water safety and swimming skills.</p>	X	400
<p><b>Nutrition</b> – The PROVIDER is required to research participation in the Afterschool Meals Program (AMP) administered by the Florida Department of Health (FDOH). The meal program is funded by the U.S. Department of Agriculture and provides reimbursement for nutritious meals and snacks served at eligible afterschool program sites. One (1) healthy snack and supper shall be offered to each child daily afterschool throughout the <b>school year</b>. The PROVIDER shall use mealtime as an opportunity to discuss nutrition and healthy lifestyle choices.</p> <p>For the <b>summer</b>, PROVIDERS are required to participate in the Summer Food Service Program (SFSP), administered by the Florida Department of Agriculture and Consumer Services (FDACS), if applicable. On <b>summer</b> days, breakfast or snack shall be offered in the mornings, lunch must be offered in the middle of the day, and a snack must be offered in the afternoons. Two of these three snacks/meals shall come through a federally funded program. On non-school days parents should be alerted to send their child(ren) with lunch and snack provisions. The PROVIDER is required to have emergency food provisions onsite to be used as needed. The PROVIDER shall use mealtime as an opportunity to discuss nutrition and healthy lifestyle choices.</p>	105	400



Service Name and Description	# of Participants to be served School Year	# of Participants to be served Summer
<p><b>Social Skills Building</b> – Social-emotional learning shall be utilized daily during the <b>school year</b> and the <b>summer</b>. Components related to social skills building shall be interwoven throughout the overall program design and follow the Promoting Alternative THinking Strategies (PATHS) curriculum. Social skills activities shall be presented interactively, creatively and in a way that will promote positive self-esteem, pro-social peer relationships, and good citizenship.</p>	105	400
<p><b>Community Service Initiatives</b> - A minimum of one (1) community service initiative shall be incorporated throughout the <b>school year</b>. The service initiative must be one that will help children develop strong connections with their community.</p> <p>Activities may include: Recycle Day which focuses on awareness and teaching children the importance of recycling through a day of family activities. Recycle day will allow the children to have a reciprocal effect on the individuals that they encounter because they will be able to spread knowledge about the importance of reducing, reusing, and recycling waste.</p> <p>Activities include:</p> <ul style="list-style-type: none"> <li>• Recycle Crafts</li> <li>• Worm Composting Demonstration with Master Gardener</li> <li>• Flipany for Healthy Food and Nutrition Presentation</li> <li>• City of Hollywood Recycling Coordinator</li> <li>• Waste Pro demonstration on the cycle of trash</li> </ul>	105	

Service Name and Description	# of Participants to be served School Year	# of Participants to be served Summer
<p><b>Family Involvement</b> - A minimum of two (2) family involvement initiatives shall be incorporated throughout the school year and two (2) family involvement initiatives shall be incorporated in the summer.</p> <p>Activities may include: "Winter Holiday at the K". This is an evening program offered to the community that has each room in the center utilized to provide the families with different information, presentations or hands on learning. The rooms are themed differently such as cooking demonstrations in one room, nutrition and wellness presentation in another, DIY hands on project, and building family unity tutorials in yet another room.</p> <p>Another family engagement event is a Health and Wellness Fair. The City currently partners with Hispanic Unity and Memorial Healthcare and will utilize these partners to attend an evening event where they will provide health screenings and ESOL assistance information. In addition, Women in Distress will be on hand with a presentation on promoting healthy relationships and to provide families with information on the programs and services they offer. Fresh from Florida will provide a food pallet drop of fresh farm produce for the participants to take home and Flipany will provide a healthy cooking session.</p>	105	400
<p><b>Cultural Arts Education and Enrichment Activities</b>— An array of high quality opportunities and experiences that expose children to art and culture, music, social studies and science shall be offered throughout the <b>school</b> year. The PROVIDER must use a minimum of four (4) Broward County cultural artists, which can be found in <u>The Arts in Education Directory</u> (<a href="http://www.broward.org/Arts/ArtsEducation/AIEDirectory/Pages/Default.aspx">http://www.broward.org/Arts/ArtsEducation/AIEDirectory/Pages/Default.aspx</a>) maintained by the Broward County Cultural Arts Division. Activities may include off-site field trips and/or on-site shows or presentations.</p> <p>Cultural arts and enrichment Activities shall be offered weekly during the <b>summer</b>. The PROVIDER must use a minimum of three (3) Broward County cultural artists, as described above. Activities may include off-site field trips and/or on-site shows or presentations.</p>	105	400
<p><b>Non-School Days</b> – The PROVIDER shall offer MOST services on a minimum of (14) <b>non-school</b> days during the school year. A full day of structured activities on the non-school days shall be available.</p>	105	

The PROVIDER shall ensure that a certified teacher instructs a maximum of thirty (30) children, alongside a staff member, during the Homework Help/Supplemental Activities component of afterschool and the summer Project Based Learning component to ensure a teacher to child ratio of 1:30. Smaller ratios for inclusion of children with special needs require CSC approval. A certified teacher is identified as a teacher with a current or prior five year Professional Teacher Certificate or a current Temporary Teacher Certificate. During SPARK, Social Skills, and Cultural Arts and Enrichment Activities, and during all other activities a 1:20 staff to child ratio must be maintained.

**D. Service Locations:**

The PROVIDER shall provide program services at the following location(s):

Contracted # Served in School Yr.	Contracted # Served in Summer	Site/School Name	Street Address	City	Zip Code
65	75	Kay Gaither Community Center	6291 Funston Street	Hollywood	33023
40	65	McNicol Community Center	1411 South 28th Avenue	Hollywood	33020
0	100	Dr. Martin Luther King Community Center	2400 Charleston Street	Hollywood	33019
0	160	Washington Park Community Center	5199 Pembroke Road	Hollywood	33020

Upon request, PROVIDER shall provide the CSC a copy of the agreement for the use of space from the site location owner to the PROVIDER authorizing use of the site for the program. PROVIDER shall obtain approval from the CSC in writing prior to any site change. Site changes are subject to CSC approval.

**E. Dates/Days/Hours of Operation:**

The PROVIDER shall operate the year round program for a portion of the students from **August 9, 2017 through September 30, 2018**, and for the remainder of the students from **August 21, 2017 through September 30, 2018**, Monday through Friday, on all school days (inclusive of early release days, teacher planning days, and agreed upon summer and school holidays) in accordance with the School Board of Broward County's official school calendar. On regular afterschool days and early release days, the program shall begin immediately after school and end at **6:00 p.m.** The hours of operation for school holidays, teacher planning days and summer days shall be from **7:30 a.m.** until **6:00 p.m.**

*Schedule of Activities:*

The PROVIDER shall provide services in accordance with the sample program schedule indicated in Exhibit B.

## II. Staff Qualifications

Staff positions, qualifications and duties shall be as follows:

# of Staff	Position	Education	Position Code	Experience	Duties	% of time devoted to the program
3 PT	Recreation Leaders <i>1 Year Round 2 Summer Only</i>	High School Diploma or GED	DS/P/Oth	Minimum of 6 months' experience in recreation work, one year or more preferred.	Direct and supervise team activities, organize games, demonstrate crafts, operate office equipment, keep reports.	100%
4 PT	Recreation Coordinator  <i>2 Year Round 2 Summer Only</i>	Associate's Degree from an accredited University or College in Parks and Recreation, Physical Education, Sports Management or a related field.	PM	Minimum of 3 years' experience	Plan and execute recreation, cultural and athletic activities and events; coordinate recreation facility programs and activities.  Organize and supervise the work of subordinate staff, contract personnel and volunteers. Receive, review, prepare and/or submit various operational records and reports such as monthly activity reports, time sheets, surveys, staff schedules, purchase requisitions, program proposals, program evaluations, program attendance, contracts, registration forms, insurance agreements, deposits, facility and vehicle inspections.	100% Match
18 PT	Recreation Aide  <i>6 Year Round 12 Summer Only</i>	High School Diploma or GED	DS/P/Coun	Minimum of 6 months' experience in recreation work, one year or more preferred	Participate, assist and lead in games, teach rules and play skills. Maintain safety and health standards at center; provide first-aid to injured persons, record attendance, and issue equipment.	100%

# of Staff	Position	Education	Position Code	Experience	Duties	% of time devoted to the program
4 PT	Clerical <i>2 Year Round</i> <i>2 Summer</i>	High School Diploma or GED	AS	Minimum of one (1) year of responsible experience including use of computers and standard software applications such as MS Word; or an equivalent combination of training and experience. Demonstrate ability to type thirty (30) corrected words per minute.	Operate a computer, photocopier, respond to telephone inquiries; greet the parents; provide information and directs callers; act as a receptionist. Enter test scores and attendance. Maintain filing systems of correspondence, forms, cards, receipts, permits, plans, reports, and records; maintain log books, ledgers or other audit and tracking records.	100%
17 PT	Certified Teachers <i>1 School Year Only</i> <i>5 Year Round</i> <i>11 Summer Only</i>	Current or Expired Certified Teaching Certificate.	DS/Pf/ Tch	Classroom teaching experience.	During school year: Homework Assistance & Implement Supplemental Activities. During Summer: PBL activities, Social Skills, & Supplemental Activities.	100% Contractual

This staffing chart and the aligned proposed budget are the basis for the Unit of Service cost in this contract. Any staffing pattern changes, differences in the corresponding salary/benefit costs or prolonged vacancies must be reported to your CSC Programs Manager in a timely manner. Your contract and/or budget may be adjusted if there are significant divergences from the proposed staffing pattern.

### III. General Operating Information

A minimum of **105** unduplicated children shall be served during the school year. A minimum of **400** children shall be served during the summer.

#### A. Partnership Recognition:

The PROVIDER shall make a concerted effort to promote the CSC and the PROVIDER as partners for these program services in accordance with CSC guidelines on “How to Acknowledge CSC Funding” with prominent PROVIDER and CSC logo displays on all funded program materials, on websites and other electronic venues, in annual reports, newsletters and .at related events, etc. Program staff shall be fully aware of the partnership and able to articulate that their program is supported and funded by CSC.

#### B. Background Screening/Licensing:

All staff working in the program must comply with Level 2 background screening and fingerprinting requirements in accordance with DCF screening requirements and all

applicable federal, state, county, city and other government agency background screening requirements. The program must maintain staff personnel files which reflect that a screening result was received and reviewed to determine employment eligibility prior to employment. Provider shall re-screen each employee, volunteer and/or subcontractor every five years.

An **Attestation or Affidavit of Good Moral Character**, must be completed annually for each employee, volunteer, and subcontracted personnel who work in direct contact with children.

School based programs must follow all screening requirements as required by the School Board of Broward County.

### **C. SAMIS Data Integrity**

The PROVIDER shall make every effort to maintain SAMIS data integrity. Maintenance of data integrity shall include information in the Case Data Gatherer (CDG), Fiscal Module, and Measurable Objectives (MO) modules.

Measurable Objectives (MO) Application: In the SAMIS MO module, each participant shall be attached to the appropriate MO service component. Test results for each participant shall be entered through the MO service component.

Closing Cases: All cases must be closed in both the CDG and in the MO components of SAMIS upon the conclusion of services, with the appropriate termination reason. If a contract is terminating early, or if a contract is sunsetting, any remaining active cases shall be closed, with the effective date being no later than the last date on which the contract is active.

Reopening Cases: In the event that a child leaves the program and comes back at a later date, the PROVIDER shall reopen the old case, not open a new case.

### **D. Dual Enrollment**

Children who are participating in 21<sup>st</sup> Century Community Learning Center programs cannot be dually enrolled in any CSC MOST program occurring during the same time period. This includes school year and summer.

### **E. Student Identification Number**

To more effectively measure the effectiveness of programs, the CSC collects Student Identification Numbers in SAMIS. When enrolling school-age children for CSC-funded programs, PROVIDER should request Student Identification Numbers for entry into SAMIS. If the Student Identification Number is unavailable or unknown, PROVIDER should note this on the child's registration/intake form and enter the appropriate pseudo Student Identification Number into SAMIS.

## F. Safety

No child shall be released to any person(s) other than the person(s) authorized by the parent/guardian.

## IV. Units of Service

### A. The Units of Service are defined as follows:

#### MOST – General Population/Inclusion

##### Afterschool Unit (#9220)

One (1) unit of afterschool care is defined as a minimum of two (2) hours per child per day of afterschool care on regular school days or on days of early dismissal. Attendance of each participant must be timed in by a staff member and out in writing each day by an approved parent or parent designee. General Population, partial attendance of one (1) or more hours may be billed at a single partial rate of 50%, as needed for children from schools with late dismissal times.

##### Non-School Day (School year) / Summer Unit (#9221)

One (1) unit of non-school day care is defined as six (6) or more hours per child per day on non-school days such as Teacher Planning Days and holidays, during the school year, and during the summer. Attendance of each participant must be timed in and out in writing each day by an approved parent or parent designee. Days of Non-School Day, General Population, partial attendance of three (3) or more hours may be billed at a single partial rate of 50%, as needed for children attending a School Board sanctioned summer academic program.

### B. The maximum number of units to be provided under this contract is as follows:

#### FY 16/17

2500.2770 Units of MOST Afterschool services (serving 105 children on 28 days X 85% attendance rate) [invoice type #9220 GP] at \$10.83 not to exceed \$27,078.00.

Days of Afterschool, partial attendance of one (1) or more hours may be billed at a single subunit rate of 50%, or \$5.42.

Total for all units of service for **FY 16/17** may not exceed: \$27,078.00

\*Note that extended decimal places are necessary to account for partial units and ensure accuracy of dollar calculations.

## FY 17/18

16,075.6025 Units of MOST Afterschool services (servicing 105 children on 180 days X 85% attendance rate) [invoice type #9220 GP] at \$8.93 not to exceed \$143,555.13.

Days of Afterschool, partial attendance of one (1) or more hours may be billed at a single subunit rate of 50%, or \$4.47.

17,619.8156 Units of MOST Non-School Day services (49 summer days X 400 children X 85% attendance rate + 14 non-school days X 105 children X 65%) [invoice type #9221 GP] at \$18.06 not to exceed \$318,213.87.

Days of Non-School Day, partial attendance of three (3) or more hours may be billed at a single subunit rate of 50%, or \$9.03, as needed for children attending a School Board sanctioned summer academic program

Total for all units of service for **FY 17/18** may not exceed: \$461,769.00.

\*Note that extended decimal places are necessary to account for partial units and ensure accuracy of dollar calculations.

## **V. Method of Payment**

1. **Unit Costs:** Client services provided under this contract will be paid as Units of service at the rates and maximum amounts as defined above in Section IV. A. The maximum amount to be paid under this Scope of Work for units of service shall not exceed:
  1. FY 16/17 \$27,078.00, as detailed in Section IV. B.
  2. FY 17/18 \$461,769.00, as detailed in Section IV. B.
2. **Value Added (#8020):** Value added expenditures shall be on a cost reimbursement basis. The CSC will pay the PROVIDER for allowable value added expenditures in accordance with CSC PROVIDER Guidelines and the approved value added budget and value added budget narrative, hereby incorporated by reference. Only value added expenditures incurred on or after the contract effective date and on or prior to the termination date of the contract are eligible for payment. The total maximum amount to be paid under this contract for value added expenditures shall not exceed:
  1. FY 16/17 \$2,151.00
  2. FY 17/18 \$92,200.00
3. **Start-Up Expenses (#8093):** shall be on a cost reimbursement basis and shall be limited to expenses required for start-up, i.e.: supplies and staff recruitment costs. The CSC will pay the PROVIDER for allowable costs incurred in accordance with CSC PROVIDER Guidelines and the approved start-up/capital expense budget and budget narrative, hereby incorporated by reference. **Only**



**costs incurred on or after the contract effective date and on or prior to September 30, 2017 shall be eligible for payment.** The maximum amount of start-up costs/capital expenses to be paid for under this contract for FY 16/17 shall not exceed: **\$11,453.00**.

4. **Other Cost Reimbursement (#8050)**: Other Cost Reimbursement expenditures shall be on a cost reimbursement basis. The CSC will pay the PROVIDER for allowable other cost reimbursement expenditures in accordance with CSC PROVIDER Guidelines and the approved other cost reimbursement budget and other cost reimbursement budget narrative, hereby incorporated by reference. Only other cost reimbursement expenditures incurred on or after the contract effective date and or prior to the termination date of the contract are eligible for payment. The total maximum amount to be paid under this contract for other cost reimbursement shall not exceed:
  1. FY 16/17 N/A
  2. FY 17/18 \$1,921.00
5. All payments shall be requested by the PROVIDER on a monthly basis in the format prescribed by the CSC. Approved payment will be derived from PROVIDER invoices reflecting services delivered in accordance with the contract. Agencies will not be paid for clients who do not attend sessions. Payment is contingent upon submittal of complete and accurate data in accordance with CSC requirements for the reporting of client and service data information. No invoices will be processed for payment if required backup documentation has not been provided in a complete and accurate manner. The PROVIDER is required to pursue third party, Medicaid, and client payments (where applicable). If the contract is with an agency which is subcontracting delivery of services to other PROVIDERS, the lead agency will be responsible for compiling all data necessary to submit a consolidated monthly invoice, and required reports. These funds shall not be used to supplant any other sources of funding including, Medicaid, private insurance, and/or, client fees.
6. Match: The PROVIDER agrees to match the dollar amount awarded by the CSC to the PROVIDER in an amount equal to the total approved match amount or the higher amount so specified in the Proposal. The match may be provided in the form of cash or in-kind contributions, in accordance with the approved budget, hereby incorporated by reference. In-kind contributions may only include a portion of staff salaries, volunteers, equipment, space and other in-kind contributions as agreed to in writing by the CSC. The PROVIDER shall provide proof of the match on or before the due date of the invoice(s). To the extent that the PROVIDER fails to provide such proof, then that amount shall be deducted from any amounts due and owing by the CSC to the PROVIDER under this contract or any other contracts between the parties. The total amount of Match to be applied to this Scope of Work shall be a minimum 5% of the total reimbursed contract amount through the end of the contract term in accordance with the approved line item budget, hereby incorporated by reference.

7. Sliding Fee Scale: In order to further the reach of CSC funding, PROVIDER shall utilize the CSC's approved sliding fee scale. Collected fees shall be deducted from the invoice as third party payments. No child shall be denied services due to inability to pay. Fees may be waived based on documented individual circumstances.
8. Registration Fees/Deposits: In addition to sliding scale fees, with CSC approval, PROVIDER may charge a one-time registration or membership fee to families participating in MOST afterschool and/or the summer programs. This fee shall not exceed \$25 per family per school year for the afterschool program (includes afterschool, early release, and non-school days). For MOST summer programs, this fee shall not exceed \$15 per family. MOST programs may charge a fee, not to exceed \$10 per day, for non-school days during the school year. It is recommended that the PROVIDER develop an "Attendance Contract" with families to ensure regular attendance. All registration and memberships fees must be deducted on your invoice as a Third Party Reimbursement.

**Refundable deposits** may be charged when used as a reservation fee for summer camp or non-school day services. This fee shall not exceed \$30 for a single child or \$50 for a family. PROVIDER may not charge other additional fees to families receiving MOST services, such as non-refundable deposits. Fees may be waived based on documented individual circumstances. No child will be denied MOST services for inability to pay any fees.

## **VI. Performance Measurements**

The PROVIDER will be required to submit client performance measure data, in the SAMIS Performance Measure (PM) Module, within the time frames specified by the CSC. The PROVIDER shall also report any barriers experienced in performance measure achievement, as required. The report should also include any noteworthy activities that have occurred during the term of this Agreement, as requested. PROVIDERS will use the CSC Data Quality Assurance Report to ensure administration points are completed and service components are attached.

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**MOST YEAR ROUND PERFORMANCE MEASURES  
Kindergarten & Above**

The CSC has established Performance Outcomes for MOST GP/Inclusion programs, as displayed on the following chart:

Key Question	Performance	Council Goal	Evaluation Tool	Admin Schedule
How Much Did We Do?	% of contracted children actually served	95%	SAMIS Data	Year-Round: Trimester Summer Only: Post
	% of funded allocation utilized	95%	SAMIS Data	Year-Round: Trimester Summer Only: Post
How Well Did We Do It?	Program Services Monitoring	Meets Expectations	Monitoring and Site Visits Reports	Annual Monitoring
	Level of Parent/Child Satisfaction	90%	Satisfaction Survey	Annual Monitoring
	Data Integrity	95%	SAMIS Quality Assurance Report	Annual Monitoring
Is Anybody Better Off?	% of children not experiencing a serious injury (requiring emergency room attention), abuse or arrest report while in care, during the contract period.	100%	Injury/Incident Reports.	Year-Round: Trimester Summer Only: Post
	% of youth who improve homework completion.	75%	Parent satisfaction surveys administered by Council staff.	School Year Survey
	% of children who improve academic performance and/or skills.	75%	BAS and/or DIBELS	Year-Round: Trimester Summer Only: Post liz
	% of improved social interactions (staff-child, child-child)	80%	To be determined by CSC Research Staff.	Year-Round: Trimester Summer Only: Post

**Important Note: Additional and/or substituted tools and data collection/entry procedures may be required by the Research and Planning Department.**

### **Year- Round Administration Points:**

The CSC Research Analysis and Planning Department will publicize the exact testing dates on the CSC Family Website. The general guidelines for the testing dates and data reporting deadlines are as follows:

- Pre-test to be administered within two weeks of program start.
- Mid-test to be administered at the end of the first semester.
- Post-test to be administered at the end of the 2<sup>nd</sup> semester.
- Post-test scores will be used for Summer Pre-test scores.
- Summer Post-test to be administered two weeks prior to the end of the summer program as indicated by CSC.

### **Summer Only Administrative Points**

The CSC Research Analysis and Planning Department will publicize the exact testing dates on the CSC Family Website. The general guidelines for the testing dates and data reporting deadlines are as follows:

- Post-test scores will be used for Summer Pre-test scores.
- Summer Post-test to be administered two weeks prior to the end of the summer program as indicated by CSC.

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**EXHIBIT B  
AFTERSCHOOL**

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2:00 - 2:30			Pick Up and Sign In		
2:30 - 3:00		Restroom/Water Break/ Supper			
3:00 - 3:40		Physical Fitness/ SPARK/ Indoor Activities			
3:40 - 4:00	PATHS	PATHS	PATHS	PATHS	
3:40 - 4:15		PATHS			
4:00 - 4:30	HOMEWORK	HOMEWORK	HOMEWORK	HOMEWORK	CLUBS
4:30 - 5:15	HOMEWORK/ ENRICHMENT	HOMEWORK/ ENRICHMENT	HOMEWORK/ ENRICHMENT	HOMEWORK/ ENRICHMENT	CLUBS
5:15 - 5:45	KIDZ LIT/ SNACK	SCIENCE/ SNACK	KIDZ LIT/ SNACK	SCIENCE/ SNACK	SNACK
5:45 - 6:00		Homework/Dismissal/ Physical Fitness			

**SUMMER**

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7:30-8:30	Arrival Breakfast	Arrival Breakfast	Arrival Breakfast	Arrival Breakfast	Arrival Breakfast
8:30-9:00	Bathroom/Water	Bathroom/Water	Bathroom/Water	Bathroom/Water	Bathroom/Water
9:00-9:30	Lesson Introduction	Lesson Introduction	Lesson Introduction	Lesson Introduction	
9:30-11:00	Centers & Activities	Centers & Activities	Centers & Activities	Centers & Activities	
11:00- 11:30	PATHS	PATHS	PATHS	PATHS	
11:30 - 12:30	LUNCH Bathroom/ Wash hands	LUNCH Bathroom/ Wash hands	LUNCH Bathroom/ Wash hands	LUNCH Bathroom/ Wash hands	FIELD TRIP
12:30-1:10	Physical Fitness SPARK	Physical Fitness SPARK	Physical Fitness SPARK	Physical Fitness SPARK	
1:10-1:25	Bathroom Break	Bathroom Break	Bathroom Break	Bathroom Break	
1:30-2:30	Cooking Matters	Cooking Matters	Cooking Matters	SPARK	
2:30-3:30				Swim Central	
3:30-4:00	SPARK	SPARK	SPARK		SPARK
4:00-5:00	Outdoor Activity	Outdoor Activity	Table Games	Outdoor Activity	
5:00-5:30	Table Games	Music & Movement	Outdoor Activity	Music & Movement	Center Choice/ Dismissal
5:30-6:00	Center Choice/ Dismissal	Center Choice/ Dismissal	Center Choice/ Dismissal	Center Choice/ Dismissal	Dismissal

**EXHIBIT C**

**MOST TARGET POPULATION - General Population/Inclusion**

<b>PRIORITY TITLE   SCHOOL LIST</b>			
<b>Broward Public Schools With Free or Reduced Lunch</b>			
<b>(Percentage of 86 or higher)</b>			
Atlantic West	87	Markham, C. Robert	98
Bennett	89	Marshall, Thurgood	97
Bethune	96	Meadowbrook	92
Broadview	91	Miramar	93
Broward Estates	95	Morrow	93
Castle Hill	97	North Fork	99
Charter School of Excellence at Riverland 2	95	North Lauderdale (PK - 8)	96
Colbert	92	North Side	99
Collins	92	Oakland Park	93
Coral Springs (PK - 8)	86	Oakridge	91
Cresthaven	92	Orange Brook	92
Croissant Park	88	Oriole	96
Cypress	93	Palmview	97
Deerfield Park	95	Park Lakes	96
Dillard	98	Park Ridge	98
Drew, Charles	97	Perry, Annabel C. (PK - 8)	92
Drew, Charles Resource Family Center	86	Plantation	94
Endeavour Primary Learning Ctr.	96	Pompano Beach	95
Fairway	89	Riverland	95
Foster, Stephen	86	Rock Island	97
Gulfstream Academy of Hallandale Beach (K - 8)	91	Royal Palm	97
Henry McNeal Turner Learning Academy (Charter)	91	Sanders Park	98
Hollywood Park	89	Sunland Park	93
Hunt, James S.	89	Sunshine	90
Imagine Elementary at N. Lauderdale (Charter)	92	Sunshine Elementary Charter	100
Innovation Charter School	89	Tedder	96
King, Martin Luther	97	Village	96
Lake Forest	96	Walker	98
Larkdale	97	Watkins	95
Lauderhill Paul Turner	96	West Hollywood	96
Lloyd Estates	96	Westwood Heights	96
<b>COMMUNITY REDEVELOPMENT AGENCY</b>		<i>*Percentages have been rounded to closest number.</i>	
Liberty – Margate CRA	CRA		