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CLERK OF THE BOARD
OF COUNTY COMMISSIONERS
MIAMI-DADE COUNTY, FLORIDA

Memorandum

MIAMI-DADE COUNTY

Agenda Item No. 3(B)(3)

Date: December 15, 2015

To: Honorable Chairman Jean Monestime
and Members, Board of County Commissioners

From: Carlos A. Gimenez
Mayor

Subject: Resolution Retroactively Accepting Grant Award from The Children's Trust

Resolution No. R-1145-15

Recommendation

It is recommended that the Board of County Commissioners (Board) approve the attached resolution retroactively accepting a grant award from The Children's Trust, in the total amount of $1,636,921.00 for the grant period of August 1, 2015 through July 31, 2016.

Scope

The Children's Trust grant provides funding for ten Miami-Dade Parks, Recreation and Open Spaces Department (PROS) Park sites throughout the County; therefore the impact is countywide in nature.

Fiscal Impact/Funding Source

There is no incremental operating impact to the County as a result of obtaining these grants. The grants require no matching County funds and cover all costs, including snacks, supplies, transportation when provided, and the salary of the grants administrator.

Track Record/Monitor

These grants will be administered by Daniel Barcia of PROS.

Background

The Children's Trust and PROS desire to enter into a contract (Attachment A) for the first term of a possible three-year term. The programs funded from The Children's Trust grants are out-of-school programs for children from the general population and children with disabilities, programs in social skills/resilience/risk-reduction for youth with disabilities, and summer camps. PROS will serve a minimum of 550 children in out-of-school programs and 825 children in summer camps at ten County parks: Arcola Park, Camp Matacumbe, Goulds Park, Greynolds Park, Gwen Cherry Park, Live Like Bella Park, Dr. Martin Luther King, Jr. Park, Naranja Park, Tamiami Park, and Westwind Lakes Park. No fees will be required for children attending these programs. PROS received the grant agreement from The Children's Trust on October 23, 2015, therefore the approval of the grant is retroactive.

Attachment

Michael Spring, Senior Advisor
Office of the Mayor

MEMORANDUM

(Revised)

TO: Honorable Chairman Jean Monestime
and Members, Board of County Commissioners

DATE: December 15, 2015

FROM: Abigail Price-Williams
County Attorney

SUBJECT: Agenda Item No. 3(B)(3)

Please note any items checked.

_____ **"3-Day Rule" for committees applicable if raised**

_____ **6 weeks required between first reading and public hearing**

_____ **4 weeks notification to municipal officials required prior to public hearing**

_____ **Decreases revenues or increases expenditures without balancing budget**

_____ **Budget required**

_____ **Statement of fiscal impact required**

_____ **Statement of social equity required**

_____ **Ordinance creating a new board requires detailed County Mayor's report for public hearing**

✓ **No committee review**

_____ **Applicable legislation requires more than a majority vote (i.e., 2/3's ____, 3/5's ____, unanimous _____) to approve**

_____ **Current information regarding funding source, index code and available balance, and available capacity (if debt is contemplated) required**

Approved _____ Mayor
Veto _____
Override _____

Agenda Item No. 3(B)(3)
12-15-15

RESOLUTION NO. R-1145-15

RESOLUTION RETROACTIVELY APPROVING OF A GRANT AGREEMENT BETWEEN MIAMI DADE COUNTY AND THE CHILDREN'S TRUST IN THE AMOUNT OF $1,636,921.00 IN GRANT FUNDS TO THE COUNTY AND FURTHER AUTHORIZING THE COUNTY MAYOR OR COUNTY MAYOR'S DESIGNEE TO RECEIVE AND EXPEND FUNDS, AND EXECUTE AGREEMENTS AND CERTAIN OTHER DOCUMENTS AS REQUIRED BY THE CHILDREN'S TRUST UPON REVIEW AND FINAL APPROVAL OF THE COUNTY ATTORNEY'S OFFICE FOR LEGAL SUFFICIENCY

WHEREAS, this Board desires to accomplish the purposes outlined in the accompanying memorandum, a copy of which is incorporated herein by reference,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA, that this Board retroactively approves a grant agreement between The Children's Trust and Miami-Dade County in substantially the form attached hereto as Attachment A and made a part hereof, in the amount of $1,636,921.00 authorizing the County Mayor or the County Mayor's designee to execute same for and on behalf of Miami-Dade County, and authorizing the County Mayor or the County Mayor's designee to receive and expand funds and to execute contracts, agreements, amendments, and other documents.

The foregoing resolution was offered by Commissioner **Esteban L. Bovo, Jr.** , who moved its adoption. The motion was seconded by Commissioner **José "Pepe" Diaz** and upon being put to a vote, the vote was as follows:

Jean Monestime, Chairman	**aye**		
Esteban L. Bovo, Jr., Vice Chairman	**aye**		
Bruno A. Barreiro	**aye**	Daniella Levine Cava	**aye**
Jose "Pepe" Diaz	**aye**	Audrey M. Edmonson	**absent**
Sally A. Heyman	**absent**	Barbara J. Jordan	**aye**
Dennis C. Moss	**absent**	Rebeca Sosa	**absent**
Sen. Javier D. Souto	**aye**	Xavier L. Suarez	**aye**
Juan C. Zapata	**absent**		

The Chairperson thereupon declared the resolution duly passed and adopted this 15th day of December, 2015. This resolution shall become effective upon the earlier of (1) 10 days after the date of its adoption unless vetoed by the County Mayor, and if vetoed, shall become effective only upon an override by this Board, or (2) approval by the County Mayor of this Resolution and the filing of this approval with the Clerk of the Board.

MIAMI-DADE COUNTY, FLORIDA
BY ITS BOARD OF
COUNTY COMMISSIONERS

HARVEY RUVIN, CLERK

By: **Christopher Agrippa**
Deputy Clerk

Approved by County Attorney as
to form and legal sufficiency. MAG

Miguel A. Gonzalez

ATTACHMENT A

FY 2015-2016

CONTRACT NO. 1614-7600

BETWEEN THE CHILDREN'S TRUST

AND MIAMI-DADE COUNTY PARKS, RECREATION AND OPEN SPACES DEPARTMENT

FOR AFTER-SCHOOL PROGRAMS AND SUMMER CAMPS

THIS CONTRACT is between **The Children's Trust** whose address is 3150 S.W. 3rd Avenue, 8th Floor, Miami, Florida 33129 and **Miami-Dade County Parks, Recreation and Open Spaces Department** hereafter "Provider" whose address is 275 N.W. 2nd Street, Miami, Florida 33128.

In consideration of the mutual covenants herein, The Children's Trust and Provider (sometimes hereafter referred to as "**Parties**") agree as follows:

A. EFFECTIVE TERM

The effective term of this Contract shall be from **August 1, 2015** through **July 31, 2016**, subject to funding availability and Provider's performance.

B. TERMS OF RENEWAL, if applicable

In the sole discretion of The Children's Trust, this Contract may be renewed with the acknowledgement of Provider. In considering the exercise of any contract renewal, and in accordance with the Request for Proposal (RFP) and Board authorization, renewal may not exceed a term equal to the term of the initial contract for a total maximum of three (3) terms. The Children's Trust in its sole discretion will consider, but is not limited to, the following:

1. Provider meeting the performance requirements specified in this Contract.
2. Continued demonstrated and documented need for the services funded.
3. Program performance, fiscal performance, and compliance by Provider that is deemed satisfactory in The Children's Trust's sole discretion.
4. The availability of funds. The Children's Trust is prohibited from creating obligations in anticipation of budgeted revenues from one fiscal year to another without year to year extension provisions in the contract.
5. If applicable, The Children's Trust in its sole discretion will initiate re-negotiation of this Contract before the contract term expires.

C. SCOPE OF SERVICES

1. Provider agrees to render services in accordance with the Scope of Services, Attachment A, hereafter "Services", to this Contract. Provider shall implement the Services in a manner deemed satisfactory to The Children's Trust. Any modification to the Services shall not be effective until approved, in writing, by The Children's Trust and Provider.
2. The Services' activities and performance measures, as well as complete and accurate data and programming information will be used in the evaluation of Provider's overall performance.
3. Provider agrees that all funding provided by The Children's Trust, pursuant to this Contract will be used exclusively for services in and for the benefit of Miami-Dade County residents.

D. TOTAL FUNDING

Subject to the availability of funds, the maximum amount payable for Services rendered under this Contract shall not exceed **$1,636,921.00**, with a required match of **$0**. Provider agrees that should available funding to The Children's Trust be reduced, the amount payable under this Contract will be reduced at the sole option of The Children's Trust. Provider agrees to adhere to Attachment B of this Contract: Other Fiscal Requirements, Budget and Method of Payment.

E. FISCAL MANAGEMENT

1. Double Billing and Payments

Provider costs or earnings claimed under this Contract may not also be claimed under any other contract or grant from The Children's Trust or, unless such claim is denied by The Children's Trust, from any other agency. Any claim for double payment by Provider shall be a material breach of this Contract.

2. No Supplanting of Existing Public Funds

The Children's Trust funding may not be used as a substitute for existing resources or for resources that would otherwise be available for children's services, or to replace funding previously provided by, and currently available from, local and state funding sources for the same purpose. A violation of this section is a material breach of this Contract.

3. Capital Equipment

Capital equipment is included in the definition of "property" under Florida Statutes, Chapter 274, and Florida Administrative Code, Section 69I-73.002, and is defined as individual items with a value of $1,000 or greater which have a life expectancy of more than one year.

All capital equipment acquired by Provider less than $10,000, and reimbursed by The Children's Trust, shall be capitalized by the Provider and Provider shall retain all rights and possession of equipment unless this Contract is subject to termination or early cancellation. Should this Contract be terminated or not renewed, The Children's Trust may acquire rights and possession of all reimbursed capital equipment that is not fully depreciated.

All capital equipment acquired by Provider equal to or greater than $10,000, and reimbursed by The Children's Trust, shall be capitalized by The Children's Trust and The Trust shall retain all rights to equipment until the item is fully depreciated. Should this Contract be subject to termination or early cancellation, The Children's Trust may acquire possession of all reimbursed capital equipment that is not fully depreciated.

Any or all such qualifying capital equipment shall be returned to The Children's Trust, or its designee(s) upon request. Provider is to maintain proof of Property Coverage in accordance with the insurance requirements prescribed in section K of this Contract.

4. Assignments and Subcontracts

Provider shall not assign this Contract to another party. Provider shall not subcontract any Services under this Contract without prior written approval of The Children's Trust. In any subcontract, Provider shall incorporate appropriate language from this contract into each subcontract and shall require each subcontractor providing services to be governed by the terms and conditions of this contract. Provider shall submit to The Children's Trust a copy of each subcontract to this Contract within 30 days of its execution. All sub-contracts with Provider must be executed within 30 days of Provider's execution date. All subcontractors are subject to monitoring by Provider and/or The Children's Trust, in the same manner as Provider under the terms of this contract. Provider acknowledges and agrees that The Children's Trust and any subcontractor to this Contract have authority to communicate and exchange information about contract, program and/or fiscal issues. Provider waives any and all claims, demands, and/or legal action based upon any such communications.

Provider shall be responsible for all Services performed, and all expenses incurred, under this Contract, including services provided and expenses incurred by any and all subcontractors. The Children's Trust shall not be liable to any subcontractor for any expenses or liabilities incurred under any subcontract. Provider shall be solely liable for any expenses or liabilities incurred under any subcontract. Provider shall hold harmless and defend, at Provider's expense, The Children's Trust against any claims, demands or actions related to any subcontract.

The Children's Trust shall not provide funds to any subcontractor unless specifically agreed to in writing by The Children's Trust with notification to the Provider. All payments to any contracted subcontractor shall be paid directly by Provider to the subcontractor. The Children's Trust reserves the right to require verification from Provider and/or subcontractor of payment due for satisfactory work performed by the subcontractor.

Provider and any subcontractor must be currently qualified to conduct business in the State of Florida at the time that a subcontractor agreement is entered into and services are rendered.

5. **Religious Purposes**

Providers and/or their faith-based community partners shall not use any funds provided under this Contract to support any inherently religious activities, including but not limited to, any religious instruction, worship, proselytization, publicity or marketing materials. Any such use by Provider shall be a material breach of this Contract.

6. **Lobbying**

Provider shall not use any funds provided under this Contract or any other funds provided by The Children's Trust for lobbying any federal, state or local government or legislators. Any such use by Provider shall be a material breach of this Contract.

7. **Adverse Action or Proceeding**

Provider shall not use any funds under this Contract, or any other funds provided by The Children's Trust, for any legal fees, or for any action or proceeding against The Children's Trust, its agents, employees or officials. Any such use by Provider shall be a material breach of this Contract.

8. **Compliance**

Provider agrees to maintain and ensure its compliance, as applicable, with federal, state, county, and local laws. This includes, but is not limited to, adherence to IRS rules and regulations requiring timely filing of tax returns to retain tax-exempt status and payment of payroll taxes, as applicable, throughout the term of the contract.

Provider further agrees to provide agency and site(s) information to Switchboard of Miami 211, The Children's Trust 24 hour helpline.

F. INDEMNIFICATION BY PROVIDER

1. **Government Entity**

Subject to the limitations and sovereign immunity provisions of Florida Statute, Sec. 768.28, Provider shall indemnify and hold harmless The Children's Trust and its officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorneys' fees and costs of defense, which its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the performance of this Contract by Provider or its employees, agents, servants, partners, principals or subcontractors.

Subject to the limitations and sovereign immunity provisions of Florida Statutes, Sec. 768.28, Provider shall pay all claims and losses in connection therewith and shall investigate and defend all claims, suits or actions of any kind or nature in the name of The Children's Trust, where applicable, including appellate proceedings, and shall pay all costs, judgments, and reasonable attorney's fees which may issue thereon.

2. **All Other Providers**

Provider shall indemnify and hold harmless The Children's Trust and its officers, employees, agents and instrumentalities from any and all liability, losses or damages, including reasonable attorneys' fees and costs of defense, which The Children's Trust or its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of action or proceedings of any kind or nature arising out of, relating to or resulting from the performance of this Contract by Provider or its employees, agents, servants, partners, principals or sub-contractors, except to the extent arising from The Children's Trust's willful or wanton acts or omissions.

To the extent arising from a liability that is covered by the foregoing indemnification, Provider shall pay all claims and losses in connection therewith and shall investigate and defend all claims, suits or actions of any kind or nature in the name of The Children's Trust, where applicable, including appellate proceedings, and shall pay all costs, judgments, and reasonable attorney's fees which may issue thereon. Provider agrees that any insurance protection required by this Contract or otherwise provided by Provider shall in no way limit the responsibility to indemnify, keep and save harmless and defend The Children's Trust or its officers, employees, agents.

The provisions of this section on indemnification shall survive the expiration or termination of this Contract.

G. COPYRIGHTS AND RIGHT TO DATA/MATERIALS

Where activities supported by this Contract produce original writing, data, sound recordings, pictorial reproductions, drawings or other graphic representations and works of similar nature, The Children's Trust has a license to reasonably use, duplicate and disclose such materials in whole or in part in a manner consistent with the purposes and terms of this Contract, and to have others acting on behalf of The Children's Trust to do so, provided that such use does not compromise the validity of any copyright, trademark or patent. If the data/materials so developed are subject to copyright, trademark or patent, legal title and every right, interest, claim or demand of any kind in and to any patent, trademark or copyright, or application for the same, will vest in Provider or with any applicable third party who has licensed or otherwise permitted Provider to use the same. Provider agrees to allow The Children's Trust and others acting on behalf of The Children's Trust to have reasonable use of the same consistent with the purposes and terms of this Contract, at no cost to The Children's Trust, provided that such use does not compromise the validity of such copyright, trademark or patent.

H. OWNERSHIP AND LICENSING OF INTELLECTUAL PROPERTY

This Contract is subject to the provisions, limitations and exceptions of Chapter 119, Florida Statutes, regarding public records. Accordingly, to the extent permitted by Chapter 119, Florida Statutes, Provider retains sole ownership of intellectual property developed under this Contract. Provider is responsible for payment of required licensing fees if intellectual property owned by other parties is incorporated by Provider into the services required under this Contract. Such licensing should be in the exclusive name of Provider. Payment for any licensing fees or costs arising from the use of others' intellectual property shall be at the sole expense of Provider.

As applicable for The Children's Trust under Fla. Stat. Section 768.28, and to the extent permitted by and within the limitations of Fla. Stat. Section 768.28, the Parties shall indemnify and hold each other harmless from liability of any nature or kind, including costs and expenses for or on account of third party allegations that use of any intellectual property owned by the third party and provided, manufactured or used by the indemnifying Party in the performance of this Contract violates the intellectual property rights of that third party.

I. BREACH OF CONTRACT AND REMEDIES

1. Breach

A material breach by Provider shall have occurred under this Contract if Provider through action or omission causes any of the following:

a. Fails to comply with Background Screening, as required under this Contract.

b. Fails to provide the Services outlined in the scope of services (Attachment A) within the effective term of this Contract;

c. Fails to correct an imminent safety concern or take acceptable corrective action;

d. Ineffectively or improperly uses The Children's Trust funds allocated under this Contract;

e. Does not furnish and maintain the certificates of insurance required by this Contract or as determined by The Children's Trust;

f. Does not meet or satisfy the conditions of award required by this Contract;

g. Fails to submit, or submits incorrect or incomplete, proof of expenditures to support SAMIS disbursement requests or advance funding disbursements; or, fails to submit, or submits incomplete or incorrect, detailed

reports of requests for payment, expenditures or final expenditure reports; included, but not limited to budgets, invoices, and amendments In Services & Activities Management System (SAMIS).

h. Does not submit or submits incomplete or incorrect required reports pursuant to the scope of Services in this Contract;

i. Refuses to allow The Children's Trust access to records or refuses to allow The Children's Trust to monitor, evaluate and review Provider's program, including required client data;

j. Fails to comply with child abuse and incident reporting requirements;

k. Attempts to meet its obligations under this Contract through fraud, misrepresentation or material misstatement;

l. Fails to correct deficiencies found during a monitoring, evaluation or review within a specified reasonable time;

m. Fails to meet the terms and conditions of any obligation or repayment schedule to The Children's Trust or any of its agencies;

n. Fails to maintain the confidentiality of client files, pursuant to Florida and federal laws;

o. Fails to fulfill in a timely and proper manner any and all of its obligations, covenants, contracts and stipulations in this Contract.

p. Fails to submit an Annual Financial Statement Audit and a Program-Specific Audit, as applicable, in accordance with Section O and Attachment D of this contract.

q. Fails to submit an Audit Engagement Letter for either the Annual Financial Statement Audit or the Program Specific Audit within thirty (30) days after Provider's fiscal year end.

Waiver of breach of any provisions of this Contract shall not be deemed to be a waiver of any other breach and shall not be construed to be a modification of the terms of this Contract.

2. Remedies

If Provider fails to cure any breach within thirty (30) days after receiving written notice from The Children's Trust Identifying the breach, The Children's Trust may pursue any or all of the following remedies:

a. The Children's Trust may, at its sole discretion, enter into a written performance improvement plan with Provider to cure any breach of this Contract as may be permissible under state or federal law. Any such remedial plan shall be an addition to this Contract and shall not affect or render void or voidable any other provision contained in this Contract, costs, or any judgments entered by a court of appropriate jurisdiction.

b. The Children's Trust may suspend payment in whole or in part under this Contract by providing written notice of suspension to Provider of such suspension and specifying the effective date of suspension, at least five business days before the effective date of suspension. On the effective date of suspension Provider may (but shall not be obligated to) continue to perform the Services in this Contract, but Provider shall promptly cease using The Children's Trust's logo and any other reference to The Children's Trust in connection with such Services. All payments to Provider as of the date of suspension shall cease, except that The Children's Trust shall continue to review and pay verifiable requests for payment for Services that were performed and/or for deliverables that were substantially completed at the sole discretion of The Children's Trust, prior to the effective date of such suspension. The Children's Trust may also suspend any payments in whole or in part under any other contracts entered into between The Children's Trust and Provider by providing separate written notice to Provider of each such suspension and specifying the effective date of suspension, which must be at least five business days before the effective date of such suspension, in any event The Children's Trust shall continue to review and pay verifiable requests for payment as provided for in such other contracts for services that were performed and/or for deliverables that were substantially completed at the sole discretion of The Children's Trust prior to the effective date

of such suspension. Provider shall be responsible for all direct and indirect costs associated with such suspension including reasonable attorney's fees.

c. The Children's Trust may terminate this Contract by giving written notice to Provider of such termination and specifying the date of termination at least five (5) business days before the effective date of termination. In the event of such termination, The Children's Trust may (a) request Provider to deliver to The Children's Trust clear and legible copies of all finished or unfinished documents, studies, surveys, reports prepared and secured by Provider with Trust funds under this Contract subject to the rights of Provider as provided for in Paragraphs G and H above; (b) seek reimbursement of any Trust funds which have been improperly paid to Provider under this Contract; (c) terminate further payment of Trust funds to Provider under this Contract, except that The Children's Trust shall continue to review and pay verifiable requests for payment for services that were performed and/or deliverables that were substantially completed at the sole discretion of The Children's Trust prior to the effective date of such termination; and/or (d) terminate or cancel, without cause, any other contracts entered into between The Children's Trust and Provider by providing separate written notice to Provider of each such termination and specifying the effective date of termination, which must be at least five business days before the effective date of such termination, in which event The Children's Trust shall continue to review and pay verifiable requests for payment as provided for in such other contracts for services that were performed and/or for deliverables that were substantially completed at the sole discretion of The Children's Trust prior to the effective date of such termination. Provider shall be responsible for all direct and indirect costs associated with such termination, including reasonable attorney's fees.

d. The Children's Trust may seek enforcement of this Contract including but not limited to filing an action with a court of appropriate jurisdiction. Provider shall be responsible for all direct and indirect costs associated with such enforcement, including reasonable attorney's fees, costs, and any judgments entered by a court of appropriate jurisdiction, including all direct and indirect costs and reasonable attorneys' fees through conclusion of all appellate proceedings, and including any final settlement or judgment.

e. The provisions of this Paragraph I shall survive the expiration or termination of this Contract.

J. TERMINATION BY EITHER PARTY

The parties agree that this Contract may be terminated by either party by written notice to the other party of intent to terminate at least thirty (30) calendar days prior to the effective date of such termination.

K. INSURANCE REQUIREMENTS

Prior to, or on the date commencing the effective term of this Contract, Provider's insurance agent(s) shall provide to The Children's Trust the following, as applicable: 1) Certificates of Insurance naming The Children's Trust as an additional insured and the certificate holder on all applicable policies; and all applicable policies shall be maintained in full force and effect for the entire term of this Contract.

Or, 2) A letter of self-insurance indicating coverage applicable to a Florida municipal corporation required under this section or as determined by The Children's Trust, except as required by Florida law for government entities.

Failure by Provider to comply with Section K, shall be a material breach of this Contract. The Children's Trust will not disburse any funds under this contract until all required Certificates of Insurance, or letter(s) of self-insurance have been provided to and have been approved by The Children's Trust.

Provider will carry insurance policies in the amounts and with the requirements indicated below:

1. Worker's Compensation Insurance covering all employees, non-incorporated independent contractors or consultants, and incorporated independent contractors or consultants that do not have worker's compensation coverage or a valid State of Florida exemption on file with the Department of Labor, as required by Florida Statutes, Chapter 440. In the event that the Provider is no longer exempt from obtaining

Worker's Compensation insurance, the Provider must notify The Children's Trust and provide the necessary certificate of insurance upon the termination of the exemption. The employer's liability portion will be $500,000/$500,000/$500,000 as a minimum.

2. Comprehensive General Liability insurance, to include sexual molestation, in an amount not less than $500,000 combined single limit per occurrence and $1,000,000 aggregate in a policy year. Deductibles exceeding $1,000 are discouraged, unless Provider can provide financial statements to support a higher deductible. The Children's Trust must be designated and shown as an additional insured and the certificate holder with respects to this coverage. The general liability policy must contain coverage for the following:

    a. Bodily Injury;
    b. Property Damage;
    c. No exclusions for Abuse, Molestation or Corporal Punishment;
    d. No endorsement for premises only operations.

3. Automobile liability coverage for all owned and/or leased vehicles of Provider and non-owned coverage for their employees and/or sub-contractors and transportation companies **transporting program participants**. The amount of coverage is $1,000,000 combined single limit per occurrence for bodily injury and property damage. The Children's Trust must be designated and shown as an additional insured and the certificate holder with respects to this coverage. Coverage can be purchased as non-owned without hired auto coverage when the cost is prohibitive for hired automobile coverage such as the case with the Florida Automobile Joint Underwriting Association; but rental cars cannot be used in the course of Provider's regular operations. Rental cars may be used for travel to attend conferences outside the tri-county area. Transportation companies used by the Provider for the funded program must list The Children's Trust as a certificate holder and as an additional insured.

4. Automobile liability coverage for all owned and/or leased vehicles of Provider and non-owned coverage for their employees and /or sub-contractors **not transporting program participants**. The minimum amount of coverage is $300,000 combined single limit per occurrence for bodily injury and property damage. The Children's Trust must be designated and shown as an "Additional Insured as Their Interest May Appear" with respects to this coverage. Coverage can be purchased as non-owned without hired auto coverage when the cost is prohibitive for hired automobile coverage such as the case with the Florida Automobile Joint Underwriting Association; but rental cars cannot be used in the course of Provider's regular operations. Rental cars may be used for travel to attend conferences outside the tri-county area.

5. If applicable, Special Events Coverage, as determined by The Children's Trust. The liability coverage will be the same as the coverage and limits required for comprehensive general liability and The Children's Trust must be designated and shown as "Additional Insured as Their Interest May Appear." Special Events policies are for short term functions and not meant to replace annual liability policies. The coverage is for the day or days of the event and must provide coverage the day prior and the day following the event.

6. If applicable, Professional Liability insurance, as determined by The Children's Trust, with coverage amounts determined by The Children's Trust but not less than $250,000 per claim and in the aggregate. Defense costs may be inside the limits of liability and the policy can be written on claims made form. The Children's Trust is

7. not required to be named as an Additional Insured. Professional liability insurance is generally required when the scope of services uses professional services that require certification or license(s) to provide direct services to program participants.

8. Proof of Property Coverage is required for all capital equipment greater than or equal to $10,000, and when Provider has capital equipment owned by The Children's Trust and said capital equipment is under the care custody and control of Provider. The Children's Trust must be shown on the evidence of property coverage as a Loss Payee. Property coverage shall survive the expiration or termination of this Contract until such time the ownership of the capital equipment is transferred to Provider or such capital equipment is returned to The Children's Trust.

Certificate Holder

Certificate holder must read:

The Children's Trust

3150 SW 3rd Avenue, 8th Floor

Miami, Florida 33129

Classification and Rating

All insurance policies required above shall be issued by companies authorized to do business under the laws of the State of Florida, with the following qualifications:

The company must be rated no less than "B" as to management, and no less than "Class V" as the financial strength, by the latest edition of Best's Insurance Guide, published by A.M. Best Company, Oldwick, New Jersey, or its equivalent, subject to the reasonable approval of The Children's Trust.

Provider and or Provider's insurance agent, as applicable, shall notify The Children's Trust, in writing, of any material changes in insurance coverage, including, but not limited, to any renewals of existing insurance policies, not later than thirty (30) days prior to the effective date of making any material changes to the insurance coverage except for ten (10) days for lack of payment changes. Provider shall be responsible for ensuring that all applicable insurances are maintained and submitted to The Children's Trust for the duration of this Contract.

In the event of any change in Provider's Scope of Services, Attachment A, The Children's Trust may increase, waive or modify, in writing any of the foregoing Insurance requirements. Any request by a Provider to decrease, waive or modify any of the foregoing insurance requirements shall be approved, in writing, by The Children's Trust prior to any such decrease, waiver or modification.

In the event that an insurance policy is canceled, lapsed or expired during the effective period of this Contract, The Children's Trust shall withhold all payments to Provider until a new Certificate of Insurance required under this section is submitted and approved by The Children's Trust. The new insurance policy shall cover the time period commencing from the date of cancellation of the prior insurance policy.

The Children's Trust may require Provider to furnish additional and different insurance coverage, or both, as may be required from time to time under applicable federal or state laws or The Children's Trust requirements. Provision of insurance by Provider, in no instance, shall be deemed to be a release, limitation, or waiver of any claim, cause of action or assessment that The Children's Trust may have against Provider for any liability of any nature related to performance under this Contract or otherwise.

All insurance required hereunder may be maintained by Provider pursuant to a master or blanket policy or policies of insurance.

L. PROOF OF TAX STATUS

Provider is required to keep on file the following documentation for review by The Children's Trust:

- The Internal Revenue Service (IRS) tax status determination letter, if applicable; and
- The most recent (two years) IRS form 990 or applicable tax return filing within six (6) months after Provider's fiscal year end or other appropriate filing period permitted by law; and
- IRS form 941: employer's quarterly federal tax return. If required by The Children's Trust, Provider agrees to submit form 941 within thirty (30) calendar days after the quarter ends and if applicable, any state and federal unemployment tax filings. If form 941 and unemployment tax filings reflect a tax liability, then proof of payment must be submitted within sixty (60) calendar days after the quarter ends.

M. NOTICES

Written notices pursuant to this Contract shall be sent to the addresses for each Party appearing on the first page of this Contract. Notices to The Children's Trust shall be marked to the attention of its President/CEO. It is each Party's responsibility to advise the other Party in writing of any changes in responsible personnel for accepting Notices under this Contract; mailing address, and/or telephone number.

N. AUTONOMY

The Parties agree that this Contract recognizes the autonomy of, and stipulates or implies no affiliation between, the contracting parties. Provider is only a recipient of funding support and is not an employee, agent or instrumentality of The Children's Trust, and Provider's agents and employees are not agents or employees of The Children's Trust.

O. RECORDS, REPORTS, AUDITS AND MONITORING

The provisions of this section shall survive the expiration or termination of this contract, consistent with Florida laws.

1. Accounting Records

Provider shall keep accounting records that conform to generally accepted accounting principles (GAAP). All such records will be retained by Provider for not less than five years beyond the last date that all applicable terms of this contract have been complied with, final payment has been received and appropriate audits have been submitted to and accepted by The Children's Trust. However, if any audit, claim, litigation, negotiation or other action involving this contract or modification hereto has commenced before the expiration of the retention period, then the records shall be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular retention period, whichever is later.

2. Financial Statement Audit

Within one-hundred eighty (180) days from the close of its fiscal year, Provider's independent certified public accounting firm (CPA) must submit all of the following documents, electronically, to The Children's Trust, which together comprise an annual financial statement audit conducted in accordance with GAAP and standards contained in *Government Auditing Standards* issued by the Comptroller General of the United States (The Yellow Book). The required items are:

a. An annual financial statement audit, performed by a CPA firm that is licensed and registered to conduct business with the Florida Department of Business and Professional Regulation;

b. An annual financial statement audit conducted in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards;

c. Written communication encompassing the requirements of AU-C section 265, "Communicating Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance With Government Auditing Standards;"

d. Written communication encompassing the requirements of AU-C section 260, "The Auditor's Communication With Those Charged With Governance;"

e. A Single Audit conducted in accordance with OMB Circular A-133, Audit of States, Local Government and Non-Profit Organizations or the Florida Single Audit Act, Florida Statutes 215.97, if applicable; and

f. A Management Letter; if no Management Letter is prepared by Provider's CPA firm, then the CPA firm must expressly confirm, in writing, that no Management Letter was issued.

If Provider's annual financial statement audit is prepared by the Florida Auditor General, then the due date for submitting the annual financial statement audit, as defined, is two-hundred seventy (270) days after the close of Provider's fiscal year.

Electronic filing of the annual financial statement audit, as defined, must be sent by Provider's CPA firm to the following e-mail address: audits@thechildrenstrust.org.

Providers that are required to have a Single Audit agree to have their CPA firm submit the schedule of expenditures pertaining to awards, summary schedule of prior audit findings, applicable auditor's reports and the corrective action plan, if applicable.

3. Program-Specific Audit

Within 180 days of the close of its fiscal year, all Providers are required to have their CPA firm submit a program-specific audit related to The Children's Trust contracts, electronically, in addition to the annual financial statement audit. The program-specific audit shall be performed by an independent CPA firm that is licensed and registered to conduct business with the Florida Department of Business and Professional Regulation, has performed audits under *Government Auditing Standards* and is either a member of the AICPA or FICPA peer review program to include government engagement reviews. This program-specific audit must encompass an audit of The Children's Trust contract(s) as specified in Attachment D: Program-Specific Audit Requirements.

4. Audit Extensions

Audit extensions may be granted by The Children's Trust upon receipt, in writing, of such request with appropriate justification by Provider and for a period of time not to exceed sixty (60) days after the initial due date. A copy of the engagement letter, along with the anticipated audit completion date and any concerns from Provider's CPA firm related to the audit must accompany the request. Approved audit extension requests allow for the continuation of payment until such time that the extension expires.
In the event that either the annual financial statement audit or the program specific audit is not received in a timely manner and in accordance with the previously stated due dates; and an audit extension has not been approved, then The Children's Trust shall withhold all payments to Provider until the documents are received and determined to be acceptable by The Children's Trust.

5. Engagement Letters

Audit Engagement Letters are due to The Children's Trust thirty (30) days after Provider's fiscal year end. Provider agrees to submit an engagement letter for both the annual financial statement audit and the program specific audit, electronically, to audits@thechildrenstrust.org Failure to submit an engagement letter may result in a breach of contract, or other remedy, as deemed appropriate by The Children's Trust.

6. List of Approved Certified Public Accounting Firms

To receive reimbursement for the preparation of the program specific audit, as defined, Provider must choose from a list of approved CPA firms, which are posted on The Children's Trust website. Inclusion in this pre-approved CPA vendor pool requires a CPA firm to meet three (3) criteria, which are enumerated in Attachment B: Other Fiscal Requirements, Budget and Method of Payment.

7. Access to Records

Provider shall permit access to all records including subcontractor records, which relate to this contract at its place of business during regular business hours. Provider agrees to deliver such assistance as may be necessary to facilitate a review or audit by The Children's Trust to ensure compliance with applicable accounting, financial and programmatic standards. This would include access by The Children's Trust, or its designee, to Provider's independent auditor's work papers for complying with federal, state and local requirements. The Children's Trust reserves the right to require Provider to submit to an audit by an auditor of The Children's Trust's choosing and at The Children's Trust's expense.

8. Monitoring

Provider agrees to permit The Children's Trust personnel or contracted agents to perform random scheduled and/or unscheduled monitorings, reviews and evaluations of the program which is the subject of this contract, including any subcontracts under this contract, using The Children's Trust approved monitoring tools. The Children's Trust or contracted agents shall monitor both fiscal/administrative and programmatic compliance with all the terms and conditions of the contract. Provider shall permit The Children's Trust or contracted agents to conduct site visits, client interviews, client assessment surveys, fiscal/administrative review and other assessments deemed reasonably necessary at The Children's Trust's sole discretion to fulfill the monitoring function. A report of monitoring findings will be delivered to Provider and Provider will remedy all deficiencies cited within the period of time specified in the report.

9. Client Records

Pursuant to Florida Statute 119.071(5), The Children's Trust collects the last four digits of social security numbers of child participants of funded programs and services for the following purposes: (a) to research, track and measure the impact of The Children's Trust funded programs and services in an effort to maintain and improve such programs and services for the future (individual identifying information will not be disclosed); and (b) to identify and match individuals and data within and among various systems and other agencies for research purposes. The Children's Trust does not collect social security numbers for adult participants.

Provider shall maintain a separate file for each participant. This file shall include all pertinent information regarding program enrollment and participation. At a minimum, the file will contain enrollment information (including parent registration consents and child demographics), service plans (as applicable), outcome measures (as set forth in Attachment A), and notes documenting referrals, special needs, or incident reports. These files shall be subject to the monitoring/review and inspection requirements under this contract, subject to applicable confidentiality requirements. All such records will be retained by Provider for not less than five calendar years after the participant is no longer enrolled. Provider agrees to comply with all applicable state and federal laws on privacy and confidentiality.

10. Internal Documentation/Records Retention

Provider agrees to maintain and provide for inspection to The Children's Trust, during regular business hours the following as may be applicable, subject to applicable confidentiality requirements: (1) personnel files of employees which include hiring records, background screening affidavits, job descriptions, verification of education and evaluation procedures; and (2) authorized time sheets, records and attendance sheets to document the staff time billed to provide Services pursuant to this contract; and (3) daily activity logs and monthly calendars of the provision of Services pursuant to this contract; and (4) training modules; and (5) pre and post session questionnaires; and (6) all participant attendance records; and (7) participant consent and information release forms; and (8) agency policies and procedures; and (9) such other information related to Service provision as described in Attachment A and as required by this contract; all upon request by The Children's Trust. Provider shall retain all records for not less than five years beyond the last date that all applicable terms of this contract have been complied with and final payment has been received, and appropriate audits have been submitted to and accepted by The Children's Trust and/or other appropriate agency.

11. Confidentiality

Provider and The Children's Trust understand that during the course of performing the Services hereunder, each party may have access to certain confidential and proprietary information and materials of the other party in order to further performance of the Services. The Parties shall protect confidential information and comply with applicable federal and state laws on confidentiality to prevent unauthorized use, dissemination or publication of confidential information as each party uses to protect its own confidential information in a like manner. The Parties shall not disclose the confidential information to any third party (except that such information may be disclosed to such Party's attorneys), or to any employee of such Party who does not have a need to know such information, which need is related to performance of a responsibility hereunder. However, this Contract imposes no obligation upon the Parties with respect to confidential information which (a) was lawfully known to the receiving party before receipt from the other, (b) is or becomes a matter of public knowledge through no fault of the receiving party, (c) is rightfully received by the receiving party from a third party without restriction on disclosure, (d) is independently developed by or for that party, (e) is disclosed under operation of law, (f) is disclosed by the receiving party with the other party's prior written approval or (g) is subject to Chapter 119 of the Florida Statutes or is otherwise required to be disclosed by law. The confidentiality provision of this Contract shall remain in full force and effect after the termination of this Contract. Provider shall specifically require all sub-contractors to comply with this paragraph.

12. Data Security Obligation

Data Security Definitions are defined and specified in Attachment G: Data Security Definitions attached to this Contract.

A. Standard of care

a. Provider acknowledges and agrees that, in the course of its Contract with The Children's Trust, Provider may, directly or indirectly, receive or have access to Highly-Sensitive Personal Information or Personal Information. Provider shall comply with the terms and conditions set forth in this Contract in its collection, receipt, transmission, storage, disposal, use and disclosure of such Highly-Sensitive Personal Information or Personal Information and shall be responsible for the unauthorized collection, receipt, transmission, access, storage, disposal, use and disclosure of Personal Information under its control or in its possession. Furthermore, Provider shall be responsible for the actions and omissions of all Authorized Persons that are not Authorized Employees concerning the treatment of such Highly-Sensitive Personal Information or Personal Information as if they were Provider's own actions and omissions.

b. Personal Information is deemed to be property of The Children's Trust and is not property of Provider. The Children's Trust will not collect Highly-Sensitive Personal Information. The Provider should not collect Client Highly-Sensitive Personal Information.

c. In recognition of the foregoing, Provider agrees and covenants that it shall:

1. keep and maintain all such Highly-Sensitive Personal Information or Personal Information strictly confidential;

2. use and disclose Personal Information solely and exclusively for the purposes for which the Personal Information, or access to it, is provided pursuant to the terms and conditions of this Contract, and shall not divulge, communicate, use, misuse, sell, rent, transfer, distribute, or otherwise disclose or make available Personal Information for Provider's own purposes or for the benefit of anyone other than The Children's Trust, in each case, without The Children's Trust's prior written consent, which may be withheld in its sole and absolute discretion; and

3. not, directly or indirectly, disclose Personal Information to any person other than Authorized Persons (an "Unauthorized Third Party"), without express written consent from The Children's Trust, which may be withheld in its sole and absolute discretion. If any person or authority makes a demand on Provider purporting to legally compel it to divulge any Personal Information, Provider shall (i) immediately notify The Children's Trust of the demand before such disclosure so that The Children's Trust may first assess whether to challenge the demand prior to Provider's divulging of such Personal Information; (ii) be responsible to The Children's Trust for the actions and omissions of such Unauthorized Third Party concerning the treatment of such Personal Information as if they were Provider's own actions and omissions; and (iii) require the Unauthorized Third Party that has access to Personal Information to execute a written Contract agreeing to comply with the terms and conditions of this Contract relating to the treatment of Personal Information. Provider shall not divulge such Personal Information until the Children's Trust either has concluded not to challenge the demand, or has exhausted its challenge, including appeals, if any.

B. Personal Information security

a. Provider shall protect and secure data in electronic form containing such Highly-Sensitive Personal Information or Personal Information.

At a minimum, Provider's safeguards for the protection of Personal Information shall include:

1. encrypting, securing, or modifying such Personal Information by any method or technology that removes elements that personally identify an individual or that otherwise renders the information unusable.
2. limiting access of Personal Information to Authorized Employees and Authorized Persons;
3. securing business facilities, data centers, paper files, servers, back-up systems and computing equipment, including, but not limited to, all mobile devices and other equipment with information storage capability;
4. implementing network, device application, database and platform security;
5. securing information transmission, storage and disposal;

6. implementing authentication and access controls within media, applications, operating systems and equipment;
7. encrypting Highly-Sensitive Personal Information stored on any mobile media;
8. encrypting Highly-Sensitive Personal Information transmitted over public or wireless networks;
9. implementing appropriate personnel security and integrity procedures and practices, including, but not limited to, conducting backgrounds checks consistent with applicable law, as required by The Children's from time to time;
10. providing appropriate privacy and information security training to Provider's employees, as required by The Children's Trust from time to time; and
11. purchasing and maintaining cyber insurance coverage, if The Children's Trust deems necessary in its sole and absolute discretion.

b. Provider shall dispose, or arrange for the disposal, of customer records containing Personal Information within its custody or control when the records are no longer to be retained. Such disposal shall involve shredding, erasing, or otherwise modifying Personal Information in its control or possession to make it unreadable or undecipherable through any means.

c. During the term of each Authorized Employee's employment by Provider, Provider shall at all times cause such Authorized Employees to abide strictly by Provider's obligations under this Contract. Provider further agrees that it shall maintain a disciplinary process to address any unauthorized access, use or disclosure of Personal Information by any of Provider's officers, directors, partners, principals, employees, agents or contractors. Upon The Children's Trust's request, Provider shall promptly identify for The Children's Trust in writing all Authorized Employees as of the date of such request.

d. Upon The Children's Trust's written request, Provider shall provide The Children's Trust with a network diagram that outlines Provider's information technology network infrastructure and all equipment used in relation to fulfilling its obligations under this Contract, including, without limitation: (i) connectivity to The Children's Trust and all third parties who may access Provider's network to the extent the network contains Personal Information; (ii) all network connections including remote access s and wireless connectivity; (iii) all access control devices (such as (solely by way of example), firewall, packet filters, intrusion detection and access-list routers); (iv) all back-up or redundant servers; and (v) permitted access through each network connection.

C. Security breach procedures

a. Provider shall:

1. provide The Children's Trust with the name and contact information for an employee of Provider who shall serve as The Children's Trust primary security contact and shall be available to assist The Children's Trust twenty-four (24) hours per day, seven (7) days per week as a contact in resolving issues associated with a Security Breach;

2. notify The Children's Trust of a Security Breach immediately, but no later than forty-eight (48) hours after Provider becomes aware of it; and

3. notify The Children's Trust of any Security Breaches by telephone at the following number: (305)571-5700/e-mailing The Children's Trust with a read receipt at datasecurity@thechildrenstrust.org and with a copy by e-mail to Provider's contract manager at The Children's Trust. The notice shall include, at a minimum: (1) the date, estimated date, or estimated date range of the Breach of security; and (2) a description of the Personal Information that was accessed or reasonably believed to have been accessed as a part of the Breach of security.

b. Immediately following Provider's notification to The Children's Trust of a Security Breach, the parties shall coordinate with each other to investigate the Security Breach. Provider shall fully cooperate with The Children's Trust in The Children's Trust's handling of the matter, including, without limitation: (i) assisting with any investigation; (ii) providing The Children's Trust with physical access to the facilities and operations affected; (iii) facilitating interviews with Provider's employees and others involved in the matter; and (iv) making available all relevant records, logs, files, data reporting and other materials required to comply with applicable law, regulation, industry standards or as otherwise required by The Children's Trust, in its sole and absolute discretion.

c. Provider shall take steps to immediately remedy any Security Breach and prevent any further Security Breach at Provider's expense in accordance with applicable privacy rights, laws, regulations and standards, or as otherwise required by The Children's Trust in its sole and absolute discretion. Provider shall reimburse The Children's Trust for reasonable costs incurred in providing individuals affected by a Security Breach with notice of the breach and complimentary access for credit monitoring services, which The Children's Trust in its sole and absolute discretion deems necessary to protect such affected individuals in light of the risks posed by the Security Breach.

d. Provider agrees that it shall not inform any third party of any Security Breach without first obtaining The Children's Trust's prior written consent, other than to inform a complainant that the matter has been forwarded to The Children's Trust's legal counsel. Further, Provider agrees that The Children's Trust shall have the sole right to determine: (i) whether notice of the Security Breach is to be provided to any individuals, regulators, law enforcement agencies, consumer reporting agencies or others as required by law or regulation, or otherwise in The Children's Trust's discretion; and (ii) the contents of such notice, whether any type of remediation may be offered to affected persons, and the nature and extent of any such remediation.

13. Withholding of Payment

At the sole discretion of The Children's Trust, payment may be withheld for non-compliance of contractual terms. The Children's Trust will provide payment upon satisfactory compliance with the contractual terms as solely determined by The Children's Trust.

P. MODIFICATIONS

Any alterations, variations, modifications, extensions or waivers of provisions of this Contract including but not limited to amount payable and effective term shall only be valid when they have been reduced to writing, duly approved and signed by both Parties.

Q. GOVERNING LAW & VENUE

This Contract shall be interpreted and construed in accordance with and governed by the laws of the State of Florida without regard to its conflicts of law provisions. Any controversies or legal problems arising out of the terms of this Contract and any action involving the enforcement or interpretation of any rights hereunder shall be submitted to the jurisdiction of the state courts of the Eleventh Judicial Circuit, in and for, Miami-Dade County, Florida.

R. STAFF AND VOLUNTEER BACKGROUND CHECK REQUIREMENTS

All employees, volunteers and subcontracted personnel who work in direct contact with children or who may come into direct contact with children at the site in question must complete a Level 2 background screening that complies with its requirements prior to commencing work pursuant to this Contract. This requirement applies to all volunteers who provide services to children, youth and their families regardless of the number of hours they provide services. Occasional or transient repair or maintenance persons who appear on the site should be escorted to their work areas and then supervised during the time they are present to conduct their work.
All providers are required to review annually, at minimum, The Dru Sjodin National Sex Offender Public Website.

Level 2 Background screenings must be completed through the Florida Department of Law Enforcement (FDLE) VECHS (Volunteer & Employee Criminal History System) Program. Satisfactory background screening documentation will be accepted from those agencies that already conduct business with either the Department of Children and Families (DCF) or the Department of Juvenile Justice (DJJ) or the Miami Dade County Public School System (MDCPS). A clearance letter from the MDCPS Office of Employment Standards indicating the person has successfully completed a Level 2 screening will be accepted.

In addition:

- The Provider shall complete Attachment E-1: Affidavit for Level 2 Background Screenings, the Affidavit shall cover employees, volunteers, and subcontractors performing services under this contract who are required to complete a Level 2 background screening as defined in this section.

- The Provider shall complete Attachment E-2: Child Care Affidavit of Good Moral Character, Attachment E-3: Child Abuse & Neglect Reporting Requirements and Attachment E-4: Background Screening & Personnel File Requirements.

- Provider shall maintain AttachmentE-1: Affidavit for Level 2 Background Screenings, Attachment E-2: Child Care Affidavit of Good Moral Character, Attachment E-3: Child Abuse & Neglect Reporting Requirements and Attachment E-4: Background Screening & Personnel File Requirements in Provider's personnel, volunteers, and sub-contractors' files.

- Provider shall re-screen each employee, volunteer and subcontractor every five years.

S. CHILDREN WITH DISABILITIES AND THEIR FAMILIES

Provider understands that The Children's Trust expects Provider to meet the federal standards under the Americans with Disabilities Act. By policy of The Children's Trust, providers must also implement reasonable programmatic accommodations to include children with disabilities and their families, whenever possible. Notwithstanding anything to the contrary, Provider shall not be required to make any alteration to any public school building or other building or structure which is not owned by Provider.

T. REGULATORY COMPLIANCE

1. Non-discrimination and Civil Rights

Provider shall not discriminate against an employee, volunteer, or client of Provider on the basis of race, color, gender, pregnancy, marital status, familial status, sexual orientation, religion, ancestry, national origin, disability, or age, except that programs may target services for specific target groups as may be defined in the competitive solicitation.

Provider shall demonstrate that it has 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.
Provider agrees to abide by Chapter 11A of the Code of Miami-Dade County ("County Code"), as amended, which prohibits discrimination in employment, housing and public accommodations; Title VII of the Civil Rights Act of 1968, as amended, which prohibits discrimination in employment and public accommodation; the Age Discrimination Act of 1975, 42 U.S.C. Section 6101, as amended, which prohibits discrimination in employment because of age; Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794, as amended, which prohibits discrimination on the basis of disability; and the Americans with Disabilities Act, 42 U.S.C. §12101 et seq., which prohibits discrimination in employment and public accommodations because of disability.

It is expressly understood that upon receipt of evidence of discrimination under any of these laws, The Children's Trust shall have the right to terminate all or any portion of this Contract. If Provider or any owner, subsidiary, or other firm affiliated with or related to Provider, is found by the responsible enforcement agency or the courts to be in violation of these laws, said violation will be a material breach of this Contract and The Children's Trust will conduct no further business with Provider.

2. Public Entities Crime Act

Provider will not violate the Public Entities Crimes Act (Section 287.133, Florida Statutes), which essentially provides that a person or affiliate who is a Provider, 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 The Children's Trust, may not submit a bid on a contract with The Children's Trust for the construction or repair of a public building or public work, may not submit bids on leases of real property to The Children's Trust, may not be awarded or perform work as a Provider supplier, sub Provider, or consultant under a contract with The Children's Trust, and may not transact any business with The

Children's Trust 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 Contract and recovery of all monies paid hereto, and may result in debarment from The Children's Trust's competitive procurement activities.

3. **Conflict of Interest**

Provider represents that the execution of this Contract does not violate Miami Dade County's Conflict of Interest and Code of Ethics Ordinance, and Florida Statutes §112 as amended, which are incorporated herein by reference as if fully set forth herein. Provider agrees to abide by and be governed by these conflict of interest provisions throughout the course of this Contract and in connection with its obligations hereunder. (Refer to http://www.miamidadeethics.com/Publications/code_of_ethics2010.pdf for the Code of Ethics Ordinance).

4. **Compliance with Sarbanes-Oxley Act of 2002**

Provider shall comply with the following applicable provisions of the Sarbanes-Oxley Act of 2002, including:

Provider agrees not to alter, cover up, falsify, or destroy any document that may be relevant to an official investigation.

Provider agrees not to punish whistleblowers or retaliate against any employee who reports suspected cases of fraud or abuse.

5. **Licensing**

Provider (and subcontractor, as applicable,) shall obtain and maintain in full force and effect during the term of this Contract any and all licenses, certifications, approvals, insurances, permits and accreditations, required by the State of Florida, Miami-Dade County, relevant municipalities, The Children's Trust or the federal government. Provider must be qualified and registered to do business in the State of Florida both prior to and during the contract term with The Children's Trust.

6. **Incident Reporting**

An incident is defined as any actual or alleged event or situation that creates a significant risk of substantial or serious harm to the physical or mental health, safety or well-being of a child participating in the program. Reportable incidents include, but are not limited to, allegations of abuse, neglect or exploitation of a child, injury of a participant, missing child or abandoned child, loss of property use for the program, or destruction of property used in the program.

Provider shall immediately report knowledge or reasonable suspicion of abuse, neglect, or abandonment of a child, aged person, or disabled adult to the Florida Abuse Hotline on the statewide toll-free telephone number (1-800-96-ABUSE). As required by Chapters 39 and 415, Florida Statutes, this is binding upon both Provider and its employees.

Provider shall notify the contract manager of any incident as defined within three (3) days after Provider is informed of such incident. Provider shall provide written notification of the incident together with a copy of the incident report. The report must contain the following:

(1) Name of reporter (person giving the notice)
(2) Name and address of victim and guardian
(3) Phone number where the reporter can be contacted
(4) Date, time, and location of incident
(5) Complete description of incident and injuries, if any

Police report and actions taken shall be submitted to The Children's Trust within fifteen (15) days of the incident. Provider shall provide written notification to The Children's Trust, within seven (7) days of any legal action related to the incident.

7. **Sexual Harassment**

Provider shall complete an incident report in the event a program participant, client or employee makes an allegation of sexual harassment, sexual misconduct or sexual assault by a Provider employee, volunteer or anyone arising out of the performance of this Contract and Provider has knowledge thereof. Provider shall provide written notification to The Children's Trust within three (3) business days after Provider is informed of such an allegation. Provider shall provide written notification to The Children's Trust, within seven (7) business days, if any legal action which is filed as a result of such an alleged incident.

8. Proof of Policies

Provider and subcontractor, as applicable, shall keep on file copies of its policies including but not limited to confidentiality, incident reporting, sexual harassment, non-discrimination, equal opportunity and/or affirmative action, Americans with Disabilities Act, and drug-free workplace.

U. CONSENT

Provider must obtain parental/legal guardian consent for all minor participants to participate and/or for adult participants in the program for services; and to share information with The Children's Trust for monitoring and evaluation purposes.

Provider will ask participants to sign a voluntary Consent to Photograph form. The form is available in English, Spanish, and Creole and can be downloaded from www.thechildrenstrust.org. The signed consent form for photography will be maintained at the program site, with a copy filed in the participant's record. The consent shall be part of the participants' registration form, and signed by parent/guardian before services commence or assessments are administered. Any refusal of consent must be properly documented and signed by the parent or legal guardian on the consent form.

V. PROGRAMMATIC DATA REPORTING

Demographic and service information on program participants will be provided to The Children's Trust as part of The Children's Trust's research mission. Provider agrees to comply and participate in any data collection reporting, including participant data as required by The Children's Trust and described in **Attachment C** to this contract, Programmatic Data and Reporting Requirements, subject to confidentiality requirements. In addition, Provider agrees to furnish The Children's Trust with complete and accurate reports in the timeframe and format to be reasonably specified by The Children's Trust, and as described in Attachment C.

Provider must participate and provide agency (agency profile) and site(s) information to Switchboard of Miami 2-1-1, The Children's Trust 24 hour helpline, as applicable and as defined in Attachment C: Programmatic Data Reporting Requirements.

W. PUBLICITY

Provider agrees that activities, services and events funded by this Contract shall recognize The Children's Trust as a funding source. Provider shall ensure that all publicity, public relations, advertisements and signs within its control recognize The Children's Trust for the support of all contracted activities. The use of the official Children's Trust logo is permissible.

Provider shall use its best efforts to ensure that all media representatives, when inquiring with Provider about the activities funded by this Contract, are informed that The Children's Trust is a funding source. Provider shall, if it possesses the appropriate technology, provide a link between the website and The Children's Trust's website.

X. PUBLICATIONS

Provider agrees to supply The Children's Trust, without charge, up to three copies of any publication developed in connection with implementation of programs addressed by this Contract. Such publications will state that the program is supported by The Children's Trust. Provider agrees that The Children's Trust will have use of copyrighted materials developed under this Contract to the extent provided in, and subject to, the provisions of Paragraphs G and H above.

To the extent permitted by the applicable journal or other publication source, Provider shall include The Children's Trust logo and the following paragraph in all materials featuring programs funded by The Children's Trust, including but not limited to newsletters, press releases, brochures, fliers, homepage of websites or any other materials for dissemination to the media or general public:

English:
Miami-Dade County Parks, Recreation and Open Spaces Department Out of School Program is funded by The Children's Trust. The Children's Trust is a dedicated source of revenue established by voter referendum to improve the lives of children and families in Miami-Dade County.

Español:
Miami-Dade County Parks, Recreation and Open Spaces Department Out of School Program está financiado por El Fidecomiso de los Niños (The Children's Trust). El Fidecomiso de los Niños es una fuente de financiación, establecida por referendum para mejorar las vidas de niños y familias en el Condado de Miami-Dade.

Kreyol:
Miami-Dade County Parks, Recreation and Open Spaces Department Out of School Program Se Children's Trust ki finanse (pwogram sa-a). Children's Trust se yon sous finansman elektè Miyami-Dade te kreye nan yon referandòm. Finansman sa a dedye pou pwogram k'ap amelyore lavi ti moun ak fanmi yo.

Note: In cases where funding by The Children's Trust represents only a percentage of Provider's overall funding, the above language can be altered to read "The (organization) is funded in part by The Children's Trust..."

Y. HEADINGS, USE OF SINGULAR AND GENDER

Paragraph headings are for convenience only and are not intended to expand or restrict the scope or substance of the provisions of this Contract. Wherever used herein, the singular shall include the plural and plural shall include the singular, and pronouns shall be read as masculine, feminine or neuter as the context requires.

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Z. TOTALITY OF CONTRACT/SEVERABILITY OF PROVISIONS

This Contract with its attachments as referenced below contains all the terms and conditions agreed upon by the parties:

Attachment A: Scope of Services
Attachment B: Other Fiscal Requirements, Budget, and Method of Payment
Attachment C: Programmatic Data and Reporting Requirements
Attachment D: Program Specific Audit Requirements
Attachment E-1: Affidavit for Level 2 Background Screenings, if applicable
Attachment E-2: Child Care Affidavit of Good Moral Character, if applicable
Attachment E-3: Child Abuse & Neglect Reporting Requirements, if applicable
Attachment E-4: Background Screening & Personnel File Requirements, if applicable
Attachment F: Performance Improvement Plan, if applicable
Attachment G: Data Security Definitions

No other contract, oral or otherwise, regarding the subject matter of this Contract shall be deemed to exist or bind the Parties. If any provision of this Contract is held invalid or void, the remainder of this Contract shall not be affected thereby if such remainder would then continue to conform to the terms and requirements of applicable law.

MIAMI-DADE COUNTY PARKS, RECREATION AND OPEN SPACES DEPARTMENT MIAMI-DADE COUNTY, FLORIDA

By: _____
(Signature of Authorized Representative)

Jack Kardys
(Type/Print Name)

Director
(Type/Print Title)

Date: 11/4/15

THE CHILDREN'S TRUST MIAMI-DADE COUNTY, FLORIDA

By: _____
(Signature)

Imran Ali

Interim President and CEO

Date: 11/10/15

Provider Federal ID# 59-6000573
Provider Vendor ID# MIAMI760

Approved as to form and legal sufficiency

_____
County Attorney

Date: 10/20/15

This contract is not valid until signed by both parties.

ATTACHMENT A
SCOPE OF SERVICE

Attachment A – Scope of Services*
AFTER-SCHOOL PROGRAMS AND SUMMER CAMPS

1. PROGRAM DESCRIPTION

Miami-Dade County Parks, Recreation and Open Spaces Department (MDCPROS) provides 550 after-school slots and 825 summer slots to participants in grades 1-8 in six (6) general population programs and in grades 1-12 in (6) children with disability locations through Miami-Dade County. The general population program and children with disabilities (CWD) program offers evidence-based literacy, reading intervention, fitness, like skills, homework assistance, educational field trips, sports, cultural arts, health education, supervised play, family events, and nutritious meals.

Program Timeframe: Year-Round

2. PARTICIPANTS

School-Year	**Slots**
Slots (number)	550
Children With Disabilities Slots (percent of actual slots)	34%
Summer	**Slots**
Slots (number)	825
Children With Disabilities Slots (percent of actual slots)	30%

3. ACTIVITIES

School-Year Activity Name & Description	**Site/Group Variance**	**Responsible Staff/Facilitators**
LITERACY A differentiated instruction approach is implemented to facilitate the delivery of literacy services using evidence-based curricula (or strategies) to improve oral reading fluency for participants through 3rd grade and comprehension for grades 4 and up. Participant assessments are used to identify literacy readiness followed by instruction that is matched to the academic needs and learning styles of each participant. Based on pre-tests, participants are grouped into three levels: mastery; instructional; or frustrational. Participants at the mastery and instructional levels take part in individualized reading enrichment activities whereas participants at the frustrational level receive individualized instructional supports. Each site will have a Certified Teacher instruct participants using the Evidence- Based "After-School KidzLit" curriculum. Program supervisor and Certified Teacher review each participant's IEP and uses it as a guide to group participants into similar reading and comprehension levels. Certified Teacher then utilizes the EBP curriculum with each group and direct other program staff to assist children as necessary. Certified Teacher administers Oral Reading Fluency (ORF) and iSTEEP Maze Pre, Mid, Post-Assessments.	NONE	Certified Teacher administers the literacy activities and Oral Fluency and iSTEEP Maze Testing assisted by Certified Therapeutic Recreational Specialists and Recreational Specialists/Leaders, Park Managers, and Park Service Aides

School-Year Activity Name & Description	Site/Group Variance	Responsible Staff/Facilitators
Activities are modified and adapted as needed to accommodate all participants. The program is prepared to provide the following accommodations as dictated by each child's disability: Braille, large print, page magnifiers, book holders, page turners, and one-on-one assistance. Frequency: 1 time a day for 5 days a week Intensity: 30 minutes per session Duration: All school year EBP (or strategies): After-School KidzLit		
PHYSICAL ACTIVITY & FITNESS Activities implemented are structured and promote fitness, fun, teamwork, cooperative play, and keep participants vigorously moving. A variety of activities are offered to encourage the involvement of participants at all skill levels and abilities. Each site instructs participants using the Evidence- Based "SPARK" curriculum. Program Supervisor evaluates participants physical fitness level during registration process. Program Supervisor coordinates "SPARK" activities to be led by program staff. Program Staff then administesr the PACER Pre, Mid, and Post-Tests. SPARK provides daily sport and recreational activities that improve the quantity and quality of physical activity. By focusing on these physical activities, the goals are to develop and improve motor skills, movement knowledge, social and personal skills. Staff encourages fitness, fun, sportsmanship, teamwork, cooperative play, playing fair, rules, consequences, and self-esteem. Activities are modified and adapted as needed to accommodate all participants. Program is prepared to provide the following accommodations as dictated by each child's disability: sports wheelchairs, Velcro straps, splints, balance supports, adapted sports equipment, aquatic buoyancy devices, and aquatic pool lift. Frequency: 1 time a day for 5 days a week Intensity: 30 minutes per session Duration: All school year EBP (or strategies): SPARK	NONE	Certified Therapeutic Recreational Specialists, Recreational Specialists/Leaders, Park Mangers, and Park Service Aides lead the physical fitness activities and administer PACER Testing.
HOMEWORK ASSISTANCE Assistance is provided in an environment conducive to completing academic tasks with materials readily available. Staff provide continuous motivation, strategies, and feedback that encourage skill-building and homework completion. In addition, staff facilitate communication to link the participant's parents, school teachers, and after-school program.	NONE	Certified Teachers, Certified Therapeutic Recreational Specialists and Recreational Specialists/Leaders, Park Managers, and Park Service Aides assist with homework.

School-Year Activity Name & Description	Site/Group Variance	Responsible Staff/Facilitators
Homework assistance is offered daily Monday through Friday when school is in session. Participants work with the Certified Teacher and the Program Staff to complete daily homework assignements. The program is prepared to provide the following accommodations as dictated by each child's disability: Braille, large print, page magnifiers, book holders, page turners, and one-on-one assistance. Frequency: 1 time a day for 5 days a week Intensity: 30 minutes per session Duration: All school year EBP (or strategies): N/A		
LIFE SKILLS Each site instructs children using the Evidence- Based "PEACEWORKS" curriculum. Certified Therapeutic Recreation Specialist utilizes the curriculum and directs other program staff to guide/assist participants as necessary. PeaceWorks focuses on conflict resolution, social competency, peer mediation, citizenship, and violence prevention. Activities include: guest speakers, drug prevention activities, bullying prevention, role playing, dance, drama, community safety skills, fair fighting, building a community, helping not hurting, various sport and recreation activities that support sportsmanship, playing fair, rules, consequences, team building, and self-esteem. Activities are modified and adapted as needed to accommodate all participants. Program is prepared to provide the following accommodations: Sign Language Interpreters, Communication Boards, and one-on-one assistance. Frequency: 1 time per week Intensity: 30 minutes per session Duration: All school year EBP (or strategies): PEACEWORKS	NONE	Certified Therapeutic Recreational Specialists and Recreational Specialists/Leaders, Park Managers, and Park Service Aides lead the social activities.
FAMILY ENGAGEMENT Multiple events, activities or workshops are held to help promote family involvement where children, family, and program staff can engage in meaningful activities: Parent Night, Parent and Family Workshop, Family Carnival, Family Day, Health Fairs, and evening sport events. Program staff determines the event to be held. Activities are modified and adapted as needed to accommodate all participants. The program is prepared to provide the following accommodations as dictated by each child's		Certified Therapeutic Recreational Specialists and Recreational Specialists/Leaders, Park Managers, and Park Service Aides plan family activities.

School-Year Activity Name & Description	Site/Group Variance	Responsible Staff/Facilitators
disability: Recreation Sport Adaptations, Communication Boards, Sign Language Interpreters, Braille, large print, page magnifiers, book holders, page turners, and one-on-one assistance Frequency: 2 times during after school year Intensity: 1-4 hours per session Duration: All school year EBP (or strategies): N/A		
FIELD TRIPS Field trips increase engagement in the program and give participants the opportunity to experience new educational, cultural, and environmental experiences. The selected field trip sites and experiences are aligned to the curriculum, activities, and outcomes of the program and may include museums, galleries, and parks. Frequency: 1 a week during seasonal breaks from school year Intensity: 1-4 hours per day Duration: All school year EBP (or strategies): N/A	NONE	Certified Therapeutic Recreational Specialists and Recreational Specialists/Leaders, Park Managers, and Park Service Aides plan field trips.
ENRICHMENT ACTIVITY Certified Therapeutic Recreation Specialist and Park Managers plan activities and direct other program staff to guide/assist children as necessary. Participants participate in various enrichment activities including: cultural arts, sports activities, drumming, fencing, golf, fine arts, drama, arts & crafts, music, dance, chorus signing, attending cultural art performances, games. Participants also participate in various health, nutrition, and well-being activities which may include: lectures on the food groups, healthy eating, exercise habits, healthy hygiene skills (importance of washing hands), various nutrition activities (worksheets, group discussions), picking up after yourself, importance of drinking water, and other activities. Activities are modified and adapted as needed to accommodate all participants. The program is prepared to provide the following accommodations as dictated by each child's disability: Recreation Sport Adaptations, Communication Boards, Sign Language Interpreters, Braille, large print, page magnifiers, book holders, page turners, and one-on-one assistance. Frequency: 1 time a day for 4 days a week Intensity: 30 minutes per session Duration: All school year EBP (if applicable): N/A	NONE	Certified Therapeutic Recreational Specialists and Recreational Specialists/Leaders, Park Managers, Park Service Aides lead the enrichment activities.

School-Year Activity Name & Description	Site/Group Variance	Responsible Staff/Facilitators
SUPERVISED FREE CHOICE Structured and supervised free play is provided. The children are able to choose which activity they would like to participate in from a variety of options (board games, reading, sport or recreational activity, etc.). Activities are modified and adapted as needed to accommodate all participants. The program is prepared to provide the following accommodations as dictated by each child's disability: Recreation Sport Adaptations, Communication Boards, Sign Language Interpreters, Braille, large print, page magnifiers, book holders, page turners, and one-on-one assistance. Frequency: 1 time a day for 5 days a week Intensity: 15-30 minutes per session Duration: All school year EBP (if applicable): N/A	NONE	Certified Therapeutic Recreational Specialists and Recreational Specialists/Leaders, Park Managers, Park Service Aides lead the enrichment activities.

Summer Activity Name & Description	Site/Group Variance	Responsible Staff/Facilitators
LITERACY A differentiated instruction approach is implemented to facilitate the delivery of literacy services using evidence-based curricula (or strategies) to improve oral reading fluency for participants through 3rd grade and comprehension for grades 4 and up. Participant assessments are used to identify literacy readiness followed by instruction that is matched to the academic needs and learning styles of each participant. Based on pre-tests, participants are grouped into three levels: mastery; instructional; or frustrational. Participants at the mastery and instructional levels take part in individualized reading enrichment activities whereas participants at the frustrational level receive individualized instructional supports. Each site has a Certified Teacher that instructs children using the Evidence- Based "After-School KidzLit" curriculum. Program supervisor and Certified Teacher review each child's IEP and uses it as a guide to group children into similar reading and comprehension levels. Certified Teacher then utilizes the EBP curriculum with each group and direct other program staff to assist children as necessary. Certified Teacher administers Oral Reading Fluency (ORF) and iSTEEP Maze Pre, Mid, Post-Assessments. Activities are modified and adapted as needed to accommodate all participants. The program is prepared to provide the following accommodations as dictated by each child's	NONE	Certified Teacher administers the literacy activities and Oral Fluency and iSTEEP Maze Testing assisted by Certified Therapeutic Recreational Specialists and Recreational Specialists/Leaders, Park Managers, Park Service Aides.

Summer Activity Name & Description	Site/Group Variance	Responsible Staff/Facilitators
disability: Braille, large print, page magnifiers, book holders, page turners, and one-on-one assistance. Frequency: 1 time a day for 5 days a week Intensity: 60 minutes per session Duration: All summer EBP (or strategies): After-School KidzLit		
PHYSICAL ACTIVITY & FITNESS Activities implemented are structured and promote fitness, fun, teamwork, cooperative play, and keep participants vigorously moving. A variety of activities are offered to encourage the involvement of participants at all skill levels and abilities. Each site instructs children using the Evidence- Based "SPARK" curriculum. Program Supervisor evaluates participants physical fitness level during registration process. Program Supervisor coordinates "SPARK" activities to be led by program staff. Program Staff then administesr the PACER Pre, Mid, and Post-Tests. SPARK provides daily sport and recreational activities that improve the quantity and quality of physical activity. By focusing on these physical activities, the goals are to develop and improve motor skills, movement knowledge, social and personal skills. Staff encourages fitness, fun, sportsmanship, teamwork, cooperative play, playing fair, rules, consequences, and self-esteem. Activities are modified and adapted as needed to accommodate all participant. Program is prepared to provide the following accommodations as dictated by each child's disability: sports wheelchairs, Velcro straps, splints, balance supports, adapted sports equipment, aquatic buoyancy devices, and aquatic pool lift. Frequency: 1 time a day for 5 days a week Intensity: 60-120minutes per session Duration: All summer EBP (or strategies): SPARK	NONE	Certified Therapeutic Recreational Specialists and Recreational Specialists/Leaders, Park Managers, Park Service Aides lead the physical fitness activities and administer PACER Testing
LIFE SKILLS Each site instructs children using the Evidence- Based "PEACEWORKS" curriculum. Certified Therapeutic Recreation Specialist utilizes the curriculum and direct other program staff to guide/assist children as necessary. Peace Works focuses on conflict resolution, social competency, peer mediation, citizenship, and violence prevention.	NONE	Certified Therapeutic Recreational Specialists and Recreational Specialists/Leaders, Park Managers, Park Service Aides lead the social activities.

Summer Activity Name & Description	Site/Group Variance	Responsible Staff/Facilitators
Activities include: guest speakers, drug prevention activities, bullying prevention, role playing, dance, drama, community safety skills, fair fighting, building a community, helping not hurting, various sport and recreation activities that support sportsmanship, playing fair, rules, consequences, team building, and self-esteem Activities are modified and adapted as needed to accommodate all participant. Program is prepared to provide the following accommodations: Sign Language Interpreters, Communication Boards, and one-on-one assistance. Frequency: 1 time per week Intensity: 60minutes per session Duration: All summer EBP (or strategies): PEACEWORKS		
FAMILY ENGAGEMENT Multiple events, activities or workshops are held to help promote family involvement where children, family, and program staff can engage in meaningful activities: Parent Night, Parent and Family Workshop, Family Carnival, Family Day, Health Fairs, and evening sport events. Program staff determines the event to be held. Activities are modified and adapted as needed to accommodate all participant. The program is prepared to provide the following accommodations as dictated by each child's disability: Recreation Sport Adaptations, Communication Boards, Sign Language Interpreters, Braille, large print, page magnifiers, book holders, page turners, and one-on-one assistance. Frequency: 1 time for Summer Camp Intensity: 1-4 hours per session Duration: All summer EBP (or strategies): N/A		Certified Therapeutic Recreational Specialists and Recreational Specialists/Leaders, Park Managers, Park Service Aides plan family activities
FIELD TRIPS Field trips increase engagement in the program and give participants the opportunity to experience new educational, cultural, and environmental experiences. The selected field trip sites and experiences are aligned to the curricula, activities, and outcomes of the program and may include museums, galleries, and parks. Frequency: 1 time a week Intensity: 1-4 hours Duration: All summer EBP (or strategies): N/A		Certified Therapeutic Recreational Specialists and Recreational Specialists/Leaders, Park Managers, and Park Service Aides plan field trips.

Summer Activity Name & Description	Site/Group Variance	Responsible Staff/Facilitators
SUPERVISED FREE CHOICE Structured and supervised free play are provided. The participants can choose which activity they would like to participate in from a variety of options (board games, reading, sport or recreational activity, etc.). Activities are modified and adapted as needed to accommodate all participants. The program is prepared to provide the following accommodations as dictated by each child's disability: Recreation Sport Adaptations, Communication Boards, Sign Language Interpreters, Braille, large print, page magnifiers, book holders, page turners, and one-on-one assistance. Frequency: Daily Intensity: 1-2.5 hours Duration: All summer EBP (if applicable): N/A		Certified Therapeutic Recreational Specialists and Recreational Specialists/Leaders, Park Managers, and Park Service Aides assist in Supervised Free Choice.
ENRICHMENT ACTIVITY Certified Therapeutic Recreation Specialist and Park Managers plan activities and direct other program staff to guide/assist children as necessary. Participants participate in various enrichment activities including: cultural arts, sports activities, drumming, fencing, golf, fine arts, drama, arts & crafts, music, dance, chorus signing, attending cultural art performances, games. Children also participate in various health, nutrition, and well-being activities which may include: lectures on the food groups, healthy eating, exercise habits, healthy hygiene skills (importance of washing hands), various nutrition activities (worksheets, group discussions), picking up after yourself, importance of drinking water, and other activities. Activities are modified and adapted as needed to accommodate all participants. The program is prepared to provide the following accommodations as dictated by each child's disability: Recreation Sport Adaptations, Communication Boards, Sign Language Interpreters, Braille, large print, page magnifiers, book holders, page turners, and one-on-one assistance. Frequency: 1 time a day for 4 days a week Intensity: 60-120 minutes per session Duration: All summer EBP (if applicable):		Certified Therapeutic Recreational Specialists and Recreational Specialists/Leaders, Park Managers, and Park Service Aides plan family activities.

4. PARTICIPANT OUTCOMES

Required School-Year Outcomes	Data Source/ Measurement Tool	Timing	Meaningful Improvement	Associated Activity
80% of participants through 3rd grade will make meaningful improvement on oral reading fluency based on their level at pre-test	1 minute Oral Reading Fluency (ORF)	Pre, Mid, and Post tests	For the ORF, meaningful improvement is defined as one of the following based on pre-test level of oral reading fluency: • Participants at the "frustrational" level improve to "instructional" or "mastery" level. • Participants at the "instructional" level improve to "mastery" level. • Participants at the "mastery" level remain at the "mastery" level.	Literacy
# and % of participants in grades 4 and above who make meaningful improvement in Reading Comprehension based on their level at pre-test (no target percentage will be set in year one; a percentage will be determined by The Children's Trust after analyzing the first year data collected with this measure)	iSTEEP Maze Assessment	Pre, Mid, and Post tests	Defined as one of the following based on pre-test level of reading comprehension: • Participants at the "frustrational" level improve to "instructional" or "mastery" level. • Participants at the "instructional" level improve to "mastery" level. • Participants at the "mastery" level remain at the "mastery" level.	Literacy
65% of children will make meaningful improvement on physical fitness performance based on their level at pre-test	PACER Multi-Stage Shuttle Run	Pre, Mid, and Post tests	Based on an increase in four laps completed from the pre-test to the post-test.	Physical Fitness
# and % of participants who make meaningful improvement in social-emotional learning based on their level at pre-test (no target percentage will be set in year one; a percentage will be determined by The Children's Trust after analyzing the first year data collected with this measure)	Measurement tool to be determined	Pre, Mid, and Post tests	Based on the results of future analyses.	Life Skills

Required Summer Outcomes	Data Source/ Measurement Tool	Timing	Meaningful Improvement	Associated Activity
80% of participants through 3rd grade will make meaningful improvement on oral reading fluency based on their level at pre-test	1 minute Oral Reading Fluency (ORF)	Pre and Post tests	Defined as one of the following based on pre-test level of oral reading fluency: • Participants at the "frustrational" level improve to "instructional" or "mastery" level. • Participants at the "instructional" level improve to "mastery" level. • Participants at the "mastery" level remain at the "mastery" level.	Literacy
# and % of participants in grades 4 and above who make meaningful improvement in Reading Comprehension based on their level at pre-test (no target percentage will be set in year one; a percentage will be determined by The Children's Trust after analyzing the first year data collected with this measure)	ISTEEP Maze Assessment	Pre and Post tests	Defined as one of the following based on pre-test level of reading comprehension: • Participants at the "frustrational" level improve to "instructional" or "mastery" level. • Participants at the "instructional" level improve to "mastery" level. • Participants at the "mastery" level remain at the "mastery" level.	Literacy
65% of children will make meaningful improvement on physical fitness performance based on their level at pre-test	PACER Multi-Stage Shuttle Run	Pre and Post tests	Based on an increase in four laps completed from the pre-test to the post-test.	Physical Fitness
# and % of participants who make meaningful improvement in social-emotional learning based on their level at pre-test (no target percentage will be set in year one; a percentage will be determined by The Children's Trust after analyzing the first year data collected with this measure)	Measurement tool to be determined.	Pre and Post tests	Based on the results of future analyses.	Life Skills

5. RATIOS and SERVICE LOCATIONS – See Appendix 1 – Program/Services Operating Site Table for full list of operation locations and specific staff/child ratios per site.

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6. STAFF QUALIFICATIONS

Provider represents that all persons delivering the Services required by this Contract 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 Services (Attachment A) and to provide and perform such Services to The Children's Trust's satisfaction. All persons delivering the services described herein must be included in the Position Management module of SAMIS.

STAFFING PLAN

	After School		Summer			Justification	
	# of Staff*	**Ratio Yes or No**	**# of Staff***	**Ratio Yes or No**	**Key Position for Svcs (X)**	**Qualifications: Required Minimum Education & Experience**	**Description of the staffing pattern, including the number of staff per site if included in the ratio. Description of the responsibilities related to the program described in the Activity Tables.**
List Full-Time Employees							
Recreation Therapist (RT)	**3**	**No**	**3**	**No**		Bachelor's degree in Recreation or related field. Two years of experience in developing, planning and conducting recreational programs for persons with disabilities are required. Must possess a Driver license. Must possess a certificate as a Therapeutic Recreation Specialist certificate during the probationary period. Must obtain Water Safety Instructions, Community CPR and First Aid certifications during the probationary period.	Duties: This is advanced and supervisory work in the development and implementation of therapeutic recreational programs for people with disabilities. Employees in this class are responsible for developing and supervising therapeutic recreational programs for people with disabilities including the emotionally handicapped, mentally retarded, physically disabled, deaf, blind and senior citizens. Responsibilities include the development, organization and implementation of sports programs, social activities, specialized camps, exercise programs and other activities. Duties include preparing program schedules, requisitioning supplies and

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STAFFING PLAN

	After School		Summer			Justification	
	# of Staff*	Ratio Yes or No	# of Staff*	Ratio Yes or No	Key Position for Svcs (X)	Qualifications: Required Minimum Education & Experience	Description of the staffing pattern, including the number of staff per site if included in the ratio. Description of the responsibilities related to the program described in the Activity Tables.
							equipment, preparing and maintaining program budgets, recommending program fee levels, and evaluating program effectiveness. Considerable independent judgment is exercised in the application of the principles of recreational therapy to development programs for the disabled. Supervision is exercised over recreational and clerical employees assisting with various phases of programs. Supervision is received from an administrative superior who reviews work for effective program development and implementation. Duties: This is advanced and supervisory work in the development and implementation of therapeutic recreational programs for people with disabilities. Employees in this class are responsible for developing and supervising therapeutic recreational programs for people with disabilities including the emotionally

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STAFFING PLAN

	After School			Summer			Justification	
	# of Staff*	Ratio Yes or No		# of Staff*	Ratio Yes or No	Key Position for Svcs (X)	Qualifications: Required Minimum Education & Experience	Description of the staffing pattern, including the number of staff per site if included in the ratio. Description of the responsibilities related to the program described in the Activity Tables.
								handicapped, mentally retarded, physically disabled, deaf, blind and senior citizens. Responsibilities include the development, organization and implementation of sports programs, social activities, specialized camps, exercise programs and other activities. Duties include preparing program schedules, requisitioning supplies and equipment, preparing and maintaining program budgets, recommending program fee levels, and evaluating program effectiveness. Considerable independent judgment is exercised in the application of the principles of recreational therapy to development programs for the disabled. Supervision is exercised over recreational and clerical employees assisting with various phases of programs. Supervision is received from an administrative superior who reviews work for effective program development and implementation.

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STAFFING PLAN

	After School		Summer			Justification	
	# of Staff*	Ratio Yes or No	# of Staff*	Ratio Yes or No	Key Position for Svcs (X)	Qualifications: Required Minimum Education & Experience	Description of the staffing pattern, including the number of staff per site if included in the ratio. Description of the responsibilities related to the program described in the Activity Tables.
Recreation Specialist	3	No	3	No		Bachelor's degree. One year of experience in developing, planning and/or conducting recreational programs for persons with disabilities is required. Additional experience may substitute for required education on a year-for-year basis. Must possess a Driver license. Must obtain CPR, First Aid, HRS Child Care Training and Water Safety Instructor certifications during the probationary period. Must be able to work days, nights, holidays, and weekends on a varied work schedule.	Duties: This is supervisory work in the coordination and instruction of a specific recreation program in a limited number of neighborhood or community parks, a specific service zone, or a small special program. Employees in this class are responsible for planning, directing and instructing a specialized recreational activity in a specific service zone. Work requires initiative and originality in developing specialized methods, equipment and techniques to carry out a specific program area. Employees work within departmental policies and procedures, but exercise independent judgment in the application of specialized knowledge to the assigned recreation program. Supervision may be exercised over a small group of instructional personnel. Work is performed under the general supervision of a superior who reviews work

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STAFFING PLAN

After School		Summer			Justification	
# of Staff*	Ratio Yes or No	# of Staff*	Ratio Yes or No	Key Position for Svcs (X)	Qualifications: Required Minimum Education & Experience	Description of the staffing pattern, including the number of staff per site if included in the ratio. Description of the responsibilities related to the program described in the Activity Tables.
						through observation, personal conferences and attainment of desired program results Duties: This is supervisory work in the coordination and instruction of a specific recreation program in a limited number of neighborhood or community parks, a specific service zone, or a small special program. Employees in this class are responsible for planning, directing and instructing a specialized recreational activity in a specific service zone. Work requires initiative and originality in developing specialized methods, equipment and techniques to carry out a specific program area. Employees work within departmental policies and procedures, but exercise independent judgment in the application of specialized knowledge to the assigned recreation program. Supervision may be exercised over a small group of instructional personnel. Work is performed under the general supervision of a superior who reviews work

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STAFFING PLAN

	After School		Summer			Justification	
	# of Staff*	Ratio Yes or No	# of Staff*	Ratio Yes or No	Key Position for Svcs (X)	Qualifications: Required Minimum Education & Experience	Description of the staffing pattern, including the number of staff per site if included in the ratio. Description of the responsibilities related to the program described in the Activity Tables.
							through observation, personal conferences and attainment of desired program results.
List Part-Time / Seasonal Employees							
Recreational Specialist (pooled)	6	Yes	6	Yes	X	This is supervisory work in the coordination and instruction of a specific recreation program in a limited number of neighborhood or community parks, a specific service zone, or a small special program. Employees in this class are responsible for planning, directing and instructing a specialized recreational activity in a specific service zone. Work requires initiative and originality in developing specialized methods, equipment and techniques to carry out a specific program area. Employees work	After-school staff (6): Site Location 1: 1 Site Location 2: 1; Site Location 3: 1; Site Location 4: 1; Site Location 5: 1; Site Location 6: 1 Duties: Plans and conducts workshops and classes for specific groups or general public in a specialized recreation program, including music, drama, arts and crafts, aquatics, nature study, or related special activities requiring specific skills in that area; demonstrates and explains techniques, procedures, materials and equipment associated with the assigned specialty. Disseminates information to the general public regarding departmental activities; schedules special programs; prepares requisitions for purchase of specialized equipment and supplies;

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STAFFING PLAN

	After School		Summer			Justification	
	# of Staff*	Ratio Yes or No	# of Staff*	Ratio Yes or No	Key Position for Svcs (X)	Qualifications: Required Minimum Education & Experience	Description of the staffing pattern, including the number of staff per site if included in the ratio. Description of the responsibilities related to the program described in the Activity Tables.
						within departmental policies and procedures, but exercise independent judgment in the application of specialized knowledge to the assigned recreation program. Supervision may be exercised over a small group of instructional personnel. Work is performed under the general supervision of a superior who reviews work through observation, personal conferences and attainment of desired program results	assembles materials for use by program participants. Confers with field staff and instructional personnel in planning the effective use and future development of special activities; prepares program procedures and conducts classes for instructional personnel on program methods; gives advice and assistance on unusual or difficult problems. Prepares a draft of budget for the specialty assigned, with supporting information as requested; conducts continuing research and relating studies in area of assignments; recommends actions to be taken to meet the needs of the specific service zone. Supervises employees engaged in the instruction of specialized recreational programs; explains program instruction methods and procedures to subordinate personnel. Performs related work as required. Summer staff (6):

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STAFFING PLAN

	After School		Summer			Justification	
	# of Staff*	Ratio Yes or No	# of Staff*	Ratio Yes or No	Key Position for Svcs (X)	Qualifications: Required Minimum Education & Experience	Description of the staffing pattern, including the number of staff per site if included in the ratio. Description of the responsibilities related to the program described in the Activity Tables.
							Site Location 1: Camp Matecumbe, Greynolds, Gwen Cherry (CWD), Tamiami, Westwind Lakes, and Goulds (CWD).
Recreational Leader	19	Yes	29	Yes	X	High school diploma or GED. Three years of experience in planning, implementing and instructing activities for persons with disabilities in a recreation or school setting are required. Coursework in Therapeutic Recreation, Special Education, Park and Recreation Management or a related field may substitute for the required experience on a year-for-year basis. Must obtain a Water Safety Instructions certification within one year of appointment. Must obtain an HRS Child Care Training certification during the probationary period.	After-school staff (19): Site Location 1:3; Site Location 3:2; Site Location 6:1; Site Location 8:1; Site Location 9:4; Site Location 10:3;Site Location 4:3; Site Location 2:2; Duties: This is specialized recreation work in planning, organizing and conducting a variety of recreational activities at county playgrounds, recreation centers, parks and related facilities. Employees in this class are responsible for assisting in the promotion, organization, preparation and personal leadership of a variety of indoor and outdoor recreation activities, such as games and sports for all age groups at one or more recreation facilities. Duties also include coordinating routine maintenance tasks such as litter removal, mowing, watering, and ball

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STAFFING PLAN

	After School		Summer			Justification	
	# of Staff*	Ratio Yes or No	# of Staff*	Ratio Yes or No	Key Position for Svcs (X)	Qualifications: Required Minimum Education & Experience	Description of the staffing pattern, including the number of staff per site if included in the ratio. Description of the responsibilities related to the program described in the Activity Tables.
						Must be able to perform heavy lifting and assist individuals with disabilities with transfers. Must possess a Driver license. Must be able to work days, nights, holidays, and weekends on a varied work schedule.	field preparation. Employees work with considerable independence, conducting activities with assigned groups within the general recreation program as outlined by supervisors. Limited supervision may be exercised over subordinates assigned to the facility engaged in recreation and maintenance supervisor, who reviews work for the attainment of desired results by observation of program effectiveness and by personal inspection of facilities. Summer staff (29): Site Location 1:7; Site Location 2:5; Site Location 3:2; Site Location 4:4; Site Location 5:1; Site Location 6:1; Site Location 7:1; Site Location 9:4; Site Location 10:3 Duties: This is specialized recreation work in planning, organizing and conducting a variety of recreational activities at county playgrounds, recreation centers, parks and related facilities. Employees in this

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STAFFING PLAN

	After School		Summer			Justification	
	# of Staff*	Ratio Yes or No	# of Staff*	Ratio Yes or No	Key Position for Svcs (X)	Qualifications: Required Minimum Education & Experience	Description of the staffing pattern, including the number of staff per site if included in the ratio. Description of the responsibilities related to the program described in the Activity Tables.
							class are responsible for assisting in the promotion, organization, preparation and personal leadership of a variety of indoor and outdoor recreation activities, such as games and sports for all age groups at one or more recreation facilities. Duties also include coordinating routine maintenance tasks such as litter removal, mowing, watering, and ball field preparation. Employees work with considerable independence, conducting activities with assigned groups within the general recreation program as outlined by supervisors. Limited supervision may be exercised over subordinates assigned to the facility engaged in recreation and maintenance supervisor, who reviews work for the attainment of desired results by observation of program effectiveness and by personal inspection of facilities.

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STAFFING PLAN

	After School		Summer			Justification	
	# of Staff*	Ratio Yes or No	# of Staff*	Ratio Yes or No	Key Position for Svcs (X)	Qualifications: Required Minimum Education & Experience	Description of the staffing pattern, including the number of staff per site if included in the ratio. Description of the responsibilities related to the program described in the Activity Tables.
Pooled Driver	2	No	2	No		Eighth grade. Must possess a CDL/Class B with a passenger endorsement and a good driving record.	Duties: This is light manual work in the operation of motor vehicles used to transport the ill. Work involves responsibility for the safe operation of passenger vehicles such as vans, station wagons or automobiles in transporting ill persons. Duties: This is light manual work in the operation of motor vehicles used to transport the ill. Work involves responsibility for the safe operation of passenger vehicles such as vans, station wagons or automobiles in transporting ill persons.
Pooled PRM	6	No	5	No		Bachlor's degree in Park & Recreation Management or related field. Experience may subsitutue for degree on a year to year basis. Experience in lanning, organzining, conducting, or supervising park and recreation services.	Plans, assigns, and reviews the work subordinate recreation and maintenance personnel engaged in conducting a recreation program. Provides direct program services including, but are not limited to: fitness, literacy, social skills, supervised free play, differentiated instruction, reading comprehension,

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STAFFING PLAN

	After School		Summer			Justification	
	# of Staff*	Ratio Yes or No	# of Staff*	Ratio Yes or No	Key Position for Svcs (X)	Qualifications: Required Minimum Education & Experience	Description of the staffing pattern, including the number of staff per site if included in the ratio. Description of the responsibilities related to the program described in the Activity Tables.
						Must possess a drivers license	enrichment, and family involvement activities.
Pooled Park Service Aide	27	Yes	40	Yes	X	High School Diploma or GED. Three months of experience in customer contact, recreation, or general labor are required, Must possesss a driveer license.	After School staff (27): Site Location 2:5; Site Location 4:9; Site Location 5:3 Site Location 6:3; Site Location 7:4; Site Location 8:3; Organizes, teaches, and leads various age group in general organized recreation activities that include, but are not limited to: fitness, literacy, social skills, supervised free play, enrichment, and family involvement activities. Summer staff (40): Site Location 2:15; Site Location 4:8; Site Location 5:6; Site Location 6:6; Site Location 7:5
List Other: Certified Teachers:							
Certified Teacher	13	No	13	No	X	Current teacher certificate, pass background check	Lead literacy activities and differentiated activities using the evidence based curriculum. Administer ORF and ISTEEP MAZE testing. Assist in homework help.

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STAFFING PLAN

	After School		Summer			Justification	
List Other: Volunteers **	**# of Staff***	**Ratio Yes or No**	**# of Staff***	**Ratio Yes or No**	**Key Position for Svcs (X)**	**Qualifications: Required Minimum Education & Experience**	**Description of the staffing pattern, including the number of staff per site if included in the ratio. Description of the responsibilities related to the program described in the Activity Tables.**
Volunteers	**20**	**No**	**50**	**No**		Volunteers are required to fill out a volunteer application, pass background check, and participate in a volunteer orientation before actively volunteering.	Must adhere to applicable policies and procedures. While on duty, volunteers must be designated by either a name or volunteers will help to assist in delivering the program components to the participants.

* Provider is cautioned to review Attachment C to this contract for the terms of programmatic performance and data reporting requirements that must be followed in conjunction with the specific terms applicable to this contract in this Attachment A – Scope of Services.

**Volunteers may only be counted towards the staff: participant slot ratio if they are screened and trained and they work days and times that match what would be required for a paid staff member in the position a volunteer occupies.

APPENDIX 1:

Program Service Operating Site Table

Agency Name: Miami-Dade County Parks and Recreation Department **Program Name:** After School Programs and Summer Camps

Overall Program Summary ~ Do not fill Overall Program Summary section. Complete Site Location sections displayed in blue ONLY. Formulas are in place to summarize all sites.

After-School Days 2015-2016

Service Name	Service Start Date	Service End Date	Specific Service Dates (To be specified in Site Location Tables Below)	Maximum Number of Days			Hours of Operation	Hours per day	Slots: General Population & Inclusion (#)	Slots: Specialty CWD (#)	Slots: Total (#)	Total Units to be Served: Average # Proposed Sessions
After-School Days 2015-2016	8/24/2015	6/9/2016	Number of Days as per State Statute	180			2pm-6pm	4	435	115	550	180.00
Full Days	8/24/2015	6/10/2016	Legal Holiday: 2015: 9/7; 11/11; 11/26; 12/25 2016: 1/1; 1/18; 2/15; 5/30 Teacher Planning Day: 2015: 9/14; 9/23; 10/30; 11/25 2016: 1/25; 2/16; 4/8; 6/10 Thanksgiving: Nov 28 (1 day) Winter: 8 days; excluding the Christmas & New Year Holidays: Dec 21 - Dec 25 (4 days) Dec 28 - Jan 01 (4 days) Spring: March 21 - 25 (5 days)	30			8am-6pm	9	265	90	355	20.00
				Jun-Jul 2016	Aug 2016 **	Total						
Summer Camp 2016	6/13/2016	8/19/2016	Includes every day Mon-Fri, except July 4 Holiday	34	15	49	8am-6pm	9	690	135	825	48.39

Please do not erase formulas in the cells.

**The contract period to which the tables below relate ends July 31, 2016. However, in order for The Children's Trust Data System to calculate utilization rates for the entire Summer Camp 2016, please complete these tables through the intended completion of your entire Summer 2016 program. If your program anticipates providing summer camp services beyond the July 31st contract end, please include that information in the column labeled August 2016. Please note, however, that the direct service expenses requested in the Summer 2016 contract budget can not exceed the number of days shown for the months of June & July.. Expenses for Summer Camp days in August 2016 will be included in the 2016/2017 contract if the program is renewed.

Eligible participants in The Children's Trust funded After-School Programs and Summer Camps are school-age children grades K and above. Further, only participants enrolled in daily after-school day services are eligible to participate in Trust-funded full day or Saturday services during the school year. The Children's Trust After-School Programs and Summer Camps funding is not intended to be used to provide "drop-in" services.

Primary Food Source Key to be used below:

Provided by The Children's Trust Contracted Vendor	Snacks obtained through a contracted vendor, funded by The Children's Trust
Agency-Pay: Store Purchase	The agency purchases food from local stores (Publix, Costco, Sysco, etc.). Agency pays for food using Trust funding, other funding or donations, or agency cash and is not reimbursed by DOE/DOH/USDA
Agency Pay: Caterer	The agency purchases prepared food from local caterer. Agency pays for food using Trust funding, other funding or donations, or agency cash and is not reimbursed by DOE/DOH/USDA
DOE/DOH/USDA Reimbursed: Store Purchased	The agency purchases food from local stores (Publix, Costco, Sysco, etc.). Agency pays for food and is reimbursed by DOE/DOH/USDA
DOE/DOH/USDA Reimbursed: Catered	The agency purchases prepared food from caterer. Agency pays for food and is reimbursed by DOE/DOH/USDA
Miami-Dade County Schools	Snacks/lunches obtained through Miami-Dade County Public Schools
Other DOE/DOH/USDA Food Sponsor-Identify Below	Snacks/lunches obtained through any other DOE/DOH/USDA food sponsor. Identify the sponsor in the space provided.
Donated - Identify Source	Snacks/lunches donated to the program. Identify the donor in the space provided.
Other - Identify Source	Snacks/lunches obtained through any other source. Identify the source in the space provided.

SITE LOCATION: 1

Site Name: Camp Matecumbe
Site Address: 13841 SW 120th Street
City: Miami
Zip Code: 33186
Phone Number: 305-752-4966
Contact Person: Tania Santiago-perez
Phone Number: 305-752-4966
E-mail: xlp494@miamidade.gov
DCF Child Care License Status: Provisional
License #: C11MD2800
Expiration Date: 4-02-2016
# of Slots: 20
MDCPS MOU: No

The Children's Trust must approve a change of this site location prior to such change being executed by the provider.

After-School Program

Source of After-School Snacks: Provided by The Children's Trust Contracted Vendor
Name of After-School Snack
Vendor/Sponsor/Donor/Other: Provided by FLIPANY
After-School Food (Meals/Other): Provided by The Children's Trust Contracted Vendor
Specialty Focus: Children with Disabilities — Children with Disabilities
Age Range: 6-22 — Grade Range: K-12
GP/Inclusion Staff: 0 — GP/Inclusion Staff/Child Ratio:
Specialty CWD Staff: 4 — Specialty CWD Staff/Child Ratio: 1/5

Summer Camp Program

Source of Summer Lunches & Snacks: DOE/DOH/USDA Reimbursed: Catered
Name of Summer Snack & Lunch
Vendor/Sponsor/Donor/Other: Provided by FLIPANY
Summer Food (Meals/Other): DOE/DOH/USDA Reimbursed: Catered
Specialty Focus: Children with Disabilities — Children with Disabilities
Age Range: 6-22 — Grade Range: K-12
GP/Inclusion Staff: 0 — GP/Inclusion Staff/Child Ratio:
Specialty CWD Staff: 8 — Specialty CWD Staff/Child Ratio: 1/5

If fees are charged, a sliding fee scale is required and a copy of the scale must be submitted to The Children's Trust.

Service Name	Service Start Date	Service End Date	Specific Service Dates	Number of days			Hours of Operation	Hours per day	Slots: General Population & Inclusion (#)	Slots: Specialty CWD (#)	Slots: Total (#)	Program Fees if Applicable: Registration Fee	Fee per Child	Specify Daily, Weekly, Monthly, Session, etc.
After-School Days	8/24/2015	6/9/2016	Number of Days as per State Statute	180			2pm-6pm	4	0	20	20	$0.00	$0.00	N/A
Full Days	8/24/2015	6/10/2016	2015: Sep 14 & 22, Oct 30, Nov 13 (4 days) 2016: Jan 25, Feb 16, April 8 (3 days) Winter: 8 days excluding Christmas & New Years Holidays Dec 21-24 (2 days) Dec 28-31 (4 days) Spring: March 21-25 (5 days)	20			8am-6pm	10	0	15	15	$0.00	$0.00	N/A
				Jun-Jul 2016	Aug 2016	Total								
Summer Camp 2016	06/13/2016	08/12/2016	Includes every day Mon-Fri, except July 4 Holiday	34	10	44	8am-6pm	10	0	40	40	$0.00	$0.00	N/A

SITE LOCATION: 2

Site Name: Goulds Park
Site Address: 11350 SW 216th Street
City: Miami
Zip Code: 33170
Phone Number: 305-255-2399
Contact Person: Samuel Hernandez
Phone Number: 305-234-1673
E-mail: sh358@miamidade.gov
DCF Child Care License Status: Provisional
License #: C11MD2801
Expiration Date: 3/7/2016
# of Slots: 130
MDCPS MOU: No

The Children's Trust must approve a change of this site location prior to such change being executed by the provider.

After-School Program

Source of After-School Snacks: Provided by The Children's Trust Contracted Vendor
Name of After-School Snack
Vendor/Sponsor/Donor/Other: Provided by FLIPANY
After-School Food (Meals/Other): Provided by The Children's Trust Contracted Vendor
Specialty Focus: Select From Drop Down List — Select From Drop Down List
Age Range: 6-22 — Grade Range: K-12
GP/Inclusion Staff: 6 — GP/Inclusion Staff/Child Ratio: 1/14.2
Specialty CWD Staff: 4 — Specialty CWD Staff/Child Ratio: 1/5

Summer Camp Program

Source of Summer Lunches & Snacks: DOE/DOH/USDA Reimbursed: Catered
Name of Summer Snack & Lunch
Vendor/Sponsor/Donor/Other: Provided by FLIPANY
Summer Food (Meals/Other): DOE/DOH/USDA Reimbursed: Catered
Specialty Focus: Select From Drop Down List — Select From Drop Down List
Age Range: 6-22 — Grade Range: K-12
GP/Inclusion Staff: 17 — GP/Inclusion Staff/Child Ratio: 1/15
Specialty CWD Staff: 4 — Specialty CWD Staff/Child Ratio: 1/5

If fees are charged, a sliding fee scale is required and a copy of the scale must be submitted to The Children's Trust.

Service Name	Service Start Date	Service End Date	Specific Service Dates	Number of days			Hours of Operation	Hours per day	Slots: General Population & Inclusion (#)	Slots: Specialty CWD (#)	Slots: Total (#)	Program Fees if Applicable: Registration Fee	Fee per Child	Specify Daily, Weekly, Monthly, Session, etc.
After-School Days	8/24/2015	6/9/2016	Number of Days as per State Statute	180			2pm-6pm	4	85	20	105	$0.00	$0.00	N/A
Full Days	8/24/2015	6/10/2016	2015: Sep 14 & 22, Oct 30, Nov 13 (4 days) 2016: Jan 25, Feb 16, April 8 (3 days) Winter: 8 days excluding Christmas & New Years Holidays Dec 21-24 (2 days) Dec 28-31 (4 days) Spring: March 21-25 (5 days)	20			8am-6pm	10	45	15	60	$0.00	$0.00	N/A
				Jun-Jul 2016	Aug 2016	Total								
Summer Camp 2016	06/13/2016	08/19/2016	Includes every day Mon-Fri, except July 4 Holiday	34	15	49	8am-6pm	10	255	20	275	$0.00	$0.00	N/A

SITE LOCATION: 3
Site Name: Greynolds Park
Site Address: 18601 NE 22nd Avenue — City: Miami — Zip Code: 33160
Phone Number: 305-692-3079 — Contact Person: Thera Johnson — Phone Number: 305-692-3079 — E-mail: jthera@miamidade.gov
DCF Child Care License Status: Provisional — License #: C11MD2808 — Expiration Date: 3/16/2016 — # of Slots: 15
MDCPS MOU: No

The Children's Trust must approve a change of this site location prior to such change being executed by the provider.

After-School Program			
Source of After-School Snacks:	Provided by The Children's Trust Contracted Vendor		
Name of After-School Snack			
Vendor/Sponsor/Donor/Other:	Provided by FLIPANY		
After-School Food (Meals/Other):	Provided by The Children's Trust Contracted Vendor		
Specialty Focus:	Children with Disabilities	Children with Disabilities	
Age Range:	6-22	Grade Range:	K-12
# GP/Inclusion Staff:		GP/Inclusion Staff/Child Ratio:	
# Specialty CWD Staff:	3	Specialty CWD Staff/Child Ratio:	1/5

Summer Camp Program			
Source of Summer Lunches & Snacks:	DOE/DOH/USDA Reimbursed: Catered		
Name of Summer Snack & Lunch			
Vendor/Sponsor/Donor/Other:	Provided by FLIPANY		
Summer Food (Meals/Other):	DOE/DOH/USDA Reimbursed: Catered		
Specialty Focus:	Children with Disabilities	Children with Disabilities	
Age Range:	6-22	Grade Range:	K-12
# GP/Inclusion Staff:		GP/Inclusion Staff/Child Ratio:	
# Specialty CWD Staff:	3	Specialty CWD Staff/Child Ratio:	1/5

If fees are charged, a sliding fee scale is required and a copy of the scale must be submitted to The Children's Trust.

Service Name	Service Start Date	Service End Date	Specific Service Dates	Number of days			Hours of Operation	Hours per day	Slots: General Population & Inclusion (#)	Slots: Specialty CWD (#)	Slots: Total (#)	Program Fees if Applicable: Registration Fee	Fee per Child	Specify Daily, Weekly, Monthly, Session, etc.
After-School Days	8/24/2015	6/9/2016	Number of Days as per State Statute	180			2pm-6pm	4	0	15	15	$0.00	$0.00	N/A
Full Days	8/24/2015	6/10/2016	2015: Sep 14 & 21, Oct 30, Nov 25 (4 days) 2016: Jan 25, Feb 16, April 8, (3 days) Winter: 8 days excluding Christmas & New Years Holidays Dec 21-24 (4 days) Dec 28-31 (4 days) Spring: March 21-25 (5 days)	20			8am-6pm	10	0	10	10	$0.00	$0.00	N/A
				Jun-Jul 2016	Aug 2016	Total								
Summer Camp 2016	06/13/2016	08/12/2016	Includes every day Mon-Fri, except July 4 Holiday	34	10	44	8am-6pm	10	0	15	15	$0.00	$0.00	N/A

SITE LOCATION: 4
Site Name: Gwen Cherry Park
Site Address: 7090 NW 2nd Avenue — City: Miami — Zip Code: 33147
Phone Number: 305-694-4889 — Contact Person: TBA (GP) — Phone Number: 305-694-4889 — E-mail: TBA (GP)
DCF Child Care License Status: Provisional — License #: C11MD2797 — Expiration Date: 3/7/2016 — # of Slots: 225
MDCPS MOU: No

The Children's Trust must approve a change of this site location prior to such change being executed by the provider.

After-School Program			
Source of After-School Snacks:	Provided by The Children's Trust Contracted Vendor		
Name of After-School Snack			
Vendor/Sponsor/Donor/Other:	Provided by FLIPANY		
After-School Food (Meals/Other):	Provided by The Children's Trust Contracted Vendor		
Specialty Focus:	Children with Disabilities	Children with Disabilities	
Age Range:	6-22	Grade Range:	K-12
# GP/Inclusion Staff:	10	GP/Inclusion Staff/Child Ratio:	1/15.5
# Specialty CWD Staff:	2	Specialty CWD Staff/Child Ratio:	1/5

Summer Camp Program			
Source of Summer Lunches & Snacks:	DOE/DOH/USDA Reimbursed: Catered		
Name of Summer Snack & Lunch			
Vendor/Sponsor/Donor/Other:	Provided by FLIPANY		
Summer Food (Meals/Other):	DOE/DOH/USDA Reimbursed: Catered		
Specialty Focus:	Children with Disabilities	Children with Disabilities	
Age Range:	6-22	Grade Range:	K-112
# GP/Inclusion Staff:	9	GP/Inclusion Staff/Child Ratio:	1/15
# Specialty CWD Staff:	3	Specialty CWD Staff/Child Ratio:	1/5

If fees are charged, a sliding fee scale is required and a copy of the scale must be submitted to The Children's Trust.

Service Name	Service Start Date	Service End Date	Specific Service Dates	Number of days			Hours of Operation	Hours per day	Slots: General Population & Inclusion (#)	Slots: Specialty CWD (#)	Slots: Total (#)	Program Fees if Applicable: Registration Fee	Fee per Child	Specify Daily, Weekly, Monthly, Session, etc.
After-School Days	8/24/2015	6/9/2016	Number of Days as per State Statute	180			2pm-6pm	4	155	15	170	$0.00	$0.00	N/A
Full Days	8/24/2015	6/10/2016	2015: Sep 14 & 21, Oct 30, Nov 25 (4 days) 2016: Jan 25, Feb 16, April 8, (3 days) Winter: 8 days excluding Christmas & New Years Holidays Dec 21-24 (4 days) Dec 28-31 (4 days) Spring: March 21-25 (5 days)	20			8am-6pm	10	100	15	115	$0.00	$0.00	N/A
				Jun-Jul 2016	Aug 2016	Total								
Summer Camp 2016	06/13/2016	08/12/2016	Includes every day Mon-Fri, except July 4 Holiday	34	15	49	8am-6pm	10	135	15	150	$0.00	$0.00	N/A

SITE LOCATION: 5

Site Name: Live Like a Bella Park
Site Address: 29305 Illinois Road City: Miami Zip Code: 33033
Phone Number: 305-248-1527 Contact Person: Yami Rivas Phone Number: 305-248-1527 E-mail: Yrivas@miamidade.gov
DCF Child Care License Status: Provisional License #: C11MD2804 Expiration Date: 3/2/2016 # of Slots: 45
MDCPS MOU: No

The Children's Trust must approve a change of this site location prior to such change being executed by the provider.

After-School Program

Source of After-School Snacks: Provided by The Children's Trust Contracted Vendor
Name of After-School Snack
Vendor/Sponsor/Donor/Other: Provided by FLIPANY
After-School Food (Meals/Other): Provided by The Children's Trust Contracted Vendor
Specialty Focus: Select From Drop Down List / Select From Drop Down List
Age Range: 6-14 Grade Range: K-8
GP/Inclusion Staff: 3 GP/Inclusion Staff/Child Ratio: 1/15
Specialty CWD Staff: Specialty CWD Staff/Child Ratio:

Summer Camp Program

Source of Summer Lunches & Snacks: DOE/DOH/USDA Reimbursed-Catered
Name of Summer Snack & Lunch
Vendor/Sponsor/Donor/Other: Provided by FLIPANY
Summer Food (Meals/Other): DOE/DOH/USDA Reimbursed-Catered
Specialty Focus: Select From Drop Down List / Select From Drop Down List
Age Range: 6-14 Grade Range: K-8
GP/Inclusion Staff: 2 GP/Inclusion Staff/Child Ratio: 1/15
Specialty CWD Staff: Specialty CWD Staff/Child Ratio:

If fees are charged, a sliding fee scale is required and a copy of the scale must be submitted to The Children's Trust.

Service Name	Service Start Date	Service End Date	Specific Service Dates	Number of days			Hours of Operation	Hours per day	Slots: General Population & Inclusion (#)	Slots: Specialty CWD (#)	Slots: Total (#)	Program Fees if Applicable: Registration Fee	Fee per Child	Specify Daily, Weekly, Monthly, Session, etc.
After-School Days	8/24/2015	6/9/2016	Number of Days as per State Statute	180			2pm-6pm	4	45		45	$0.00	$0.00	N/A
Full Days	8/24/2015	6/10/2016	2015: Sep 14 & 22, Oct 26, Nov 25 (4 days) 2016: Jan 25, Feb 15, April 8 (3 days) Winter: 8 days excluding Christmas & New Years Holidays Dec 21-24 (4 days) Dec 28-31 (4 days) Spring: March 21-25 (5 days)	20			8am-5pm	10	30		30	$0.00	$0.00	N/A
				Jun-Jul 2016	Aug 2016 **	Total								
Summer Camp 2015	06/13/2016	08/19/2016	Includes every day Mon-Fri, except July 4 Holiday	34	15	49	8am-6pm	10	105		105	$0.00	$0.00	N/A

SITE LOCATION: 6

Site Name: Martin Luther King Park
Site Address: 6000 NW 32 Court City: Miami Zip Code: 33142
Phone Number: 305-633-2044 Contact Person: Jessica Daniels Phone Number: 305-633-2044 E-mail: jdaniel@miamidade.gov
DCF Child Care License Status: Provisional License #: C11MD2799 Expiration Date: 3/7/2016 # of Slots: 105
MDCPS MOU: No

The Children's Trust must approve a change of this site location prior to such change being executed by the provider.

After-School Program

Source of After-School Snacks: Provided by The Children's Trust Contracted Vendor
Name of After-School Snack
Vendor/Sponsor/Donor/Other: Provided by FLIPANY
After-School Food (Meals/Other): Provided by The Children's Trust Contracted Vendor
Specialty Focus: Select From Drop Down List / Select From Drop Down List
Age Range: 6-14 Grade Range: K-8
GP/Inclusion Staff: 4 GP/Inclusion Staff/Child Ratio: 1/15
Specialty CWD Staff: Specialty CWD Staff/Child Ratio:

Summer Camp Program

Source of Summer Lunches & Snacks: DOE/DOH/USDA Reimbursed-Catered
Name of Summer Snack & Lunch
Vendor/Sponsor/Donor/Other: Provided by FLIPANY
Summer Food (Meals/Other): Select From Drop Down List
Specialty Focus: Select From Drop Down List / Select From Drop Down List
Age Range: 6-14 Grade Range: K-8
GP/Inclusion Staff: 7 GP/Inclusion Staff/Child Ratio: 1/15
Specialty CWD Staff: Specialty CWD Staff/Child Ratio:

If fees are charged, a sliding fee scale is required and a copy of the scale must be submitted to The Children's Trust.

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Service Name	Service Start Date	Service End Date	Specific Service Dates	Number of days			Hours of Operation	Hours per day	Slots: General Population & Inclusion (#)	Slots: Specialty CWD (#)	Slots: Total (#)	Program Fees if Applicable: Registration Fee	Fee per Child	Specify Daily, Weekly, Monthly, Session, etc.
After-School Days	8/24/2015	6/9/2016	Number of Days as per State Statute	180			2pm-6pm	4	60		60	$0.00	$0.00	N/A
Full Days	8/24/2015	6/10/2016	2015: Sep 14 & 22, Oct 26, Nov 25 (4 days) 2016: Jan 25, Feb 15, April 8 (3 days) Winter: 8 days excluding Christmas & New Years Holidays Dec 21-24 (4 days) Dec 28-31 (4 days) Spring: March 21-25 (5 days)	20			8am-5pm	10	30		30	$0.00	$0.00	N/A
				Jun-Jul 2016	Aug 2016 **	Total								
Summer Camp 2016	06/13/2015	08/19/2015	Includes every day Mon-Fri, except July 4 Holiday	34	15	49	8am-6pm	10	105		105	$0.00	$0.00	N/A

SITE LOCATION: 7

Site Name: Naranja Park
Site Address: 14150 SW 264th Street
City: Miami
Zip Code: 33032
Phone Number: 305-258-1945
Contact Person: Misti Barber
Phone Number: 305-258-1945
E-mail: mb890@miamidade.gov
DCF Child Care License Status: Provisional
License #: C11MD2806
Expiration Date: 3/7/2016
# of Slots: 45
MDCPS MOU: No

The Children's Trust must approve a change of this site location prior to such change being executed by the provider.

After-School Program			
Source of After-School Snacks:	Provided by The Children's Trust Contracted Vendor		
Name of After-School Snack			
Vendor/Sponsor/Donor/Other:	Provided by FLIPANY		
After-School Food (Meals/Other):	Provided by The Children's Trust Contracted Vendor		
Specialty Focus:	Select From Drop Down List	Select From Drop Down List	
Age Range:	6-14	Grade Range:	K-8
# GP/Inclusion Staff:	4	GP/Inclusion Staff/Child Ratio:	1/11.3
# Specialty CWD Staff:		Specialty CWD Staff/Child Ratio:	

Summer Camp Program			
Source of Summer Lunches & Snacks:	DOE/DOH/USDA Reimbursed: Catered		
Name of Summer Snack & Lunch			
Vendor/Sponsor/Donor/Other:	Provided by FLIPANY		
Summer Food (Meals/Other):	DOE/DOH/USDA Reimbursed: Catered		
Specialty Focus:	Select From Drop Down List	Select From Drop Down List	
Age Range:	6-14	Grade Range:	K-8
# GP/Inclusion Staff:	6	GP/Inclusion Staff/Child Ratio:	1/15
# Specialty CWD Staff:		Specialty CWD Staff/Child Ratio:	

If fees are charged, a sliding fee scale is required and a copy of the scale must be submitted to The Children's Trust.

Service Name	Service Start Date	Service End Date	Specific Service Dates	Number of Days			Hours of Operation	Hours per day	Slots: General Population & Inclusion (#)	Slots: Specialty CWD (#)	Slots: Total (#)	Program Fees if Applicable: Registration Fee	Program Fees if Applicable: Fee per Child	Program Fees if Applicable: Specify Daily, Weekly, Monthly, Session, etc.
After-School Days	8/24/2015	6/9/2016	Number of Days as per State Statute	180			2pm-6pm	4	45		45	$0.00	$0.00	N/A
Full Days	8/24/2015	6/10/2016	2015: Sep 14 & 23, Oct 30, Nov 25 (4 days) 2016: Jan 25, Feb 16, April 8, (3 days) Winter: 8 days excluding Christmas & New Years Holidays, Dec 21-24 (4 days) Dec 28-31 (4 days) Spring: March 21-25 (5 days)	20			8am-6pm	10	30		30	$0.00	$0.00	N/A
				Jun-Jul 2016	Aug 2016	Total								
Summer Camp 2016	06/13/2016	08/19/2016	Includes every day Mon-Fri, except July 4 Holiday	34	15	49	8am-6pm	10	90		90	$0.00	$0.00	N/A

SITE LOCATION: 8

Site Name: Sidney Wynn at Arcola Park
Site Address: 1680 NW 87th Street
City: Miami
Zip Code: 33147
Phone Number: 305-835-7987
Contact Person: Pernell Sumner
Phone Number: 305-835-7987
E-mail: dd198@miamidade.gov
DCF Child Care License Status: Provisional
License #: C11MD2798
Expiration Date: 3/7/2016
# of Slots: 45
MDCPS MOU: Select From Drop Down List

The Children's Trust must approve a change of this site location prior to such change being executed by the provider.

After-School Program			
Source of After-School Snacks:	Provided by The Children's Trust Contracted Vendor		
Name of After-School Snack			
Vendor/Sponsor/Donor/Other:	Provided by FLIPANY		
After-School Food (Meals/Other):	Provided by The Children's Trust Contracted Vendor		
Specialty Focus:	Select From Drop Down List	Select From Drop Down List	
Age Range:	6-14	Grade Range:	K-8
# GP/Inclusion Staff:	4	GP/Inclusion Staff/Child Ratio:	1/11.3
# Specialty CWD Staff:		Specialty CWD Staff/Child Ratio:	

Summer Camp Program			
Source of Summer Lunches & Snacks:	Select From Drop Down List		
Name of Summer Snack & Lunch			
Vendor/Sponsor/Donor/Other:			
Summer Food (Meals/Other):	Select From Drop Down List		
Specialty Focus:	Select From Drop Down List	Select From Drop Down List	
Age Range:		Grade Range:	
# GP/Inclusion Staff:		GP/Inclusion Staff/Child Ratio:	
# Specialty CWD Staff:		Specialty CWD Staff/Child Ratio:	

If fees are charged, a sliding fee scale is required and a copy of the scale must be submitted to The Children's Trust.

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Service Name	Service Start Date	Service End Date	Specific Service Dates	Number of days			Hours of Operation	Hours per day	Slots: General Population & Inclusion (#)	Slots: Specialty CWD (#)	Slots: Total (#)	Program Fees if Applicable: Registration Fee	Program Fees if Applicable: Fee per Child	Program Fees if Applicable: Specify Daily, Weekly, Monthly, Session, etc.
After-School Days	8/24/2015	6/9/2016	Number of Days as per State Statute	180			2pm-6pm	4	45		45	$0.00	$0.00	N/A
Full Days	8/24/2015	6/10/2016	2015: Sep 14 & 23, Oct 30, Nov 25 (4 days) 2016: Jan 25, Feb 16, April 8, (3 days) Winter: 8 days excluding Christmas & New Years Holidays, Dec 21-24 (4 days) Dec 28-31 (4 days) Spring: March 21-25 (5 days)	20			8am-6pm	10	30		30	$0.00	$0.00	N/A
				Jun-Jul 2016	Aug 2016	Total								
Summer Camp 2016			Includes every day Mon-Fri, except July 4 Holiday			0			0	0	0			

SITE LOCATION: 9

Site Name: Tamiami Park
Site Address: 11201 SW 24th Street
City: Miami
Zip Code: 33165
Phone Number: 305-222-2128
Contact Person: Arlene Bouza-Jou
Phone Number: 305-222-2128
E-mail: Arlene@miamidade.gov
DCF Child Care License Status: Provisional
License #: C11MD2803
Expiration Date: 03-02-12016
# of Slots: 25
MDCPS MOU: No

The Children's Trust must approve a change of this site location prior to such change being executed by the provider.

After-School Program

Source of After-School Snacks: Provided by The Children's Trust Contracted Vendor
Name of After-School Snack
Vendor/Sponsor/Donor/Other: Provided by FLIPANY
After-School Food (Meals/Other): Provided by The Children's Trust Contracted Vendor
Specialty Focus: Children with Disabilities / Children with Disabilities
Age Range: 6-22
Grade Range: K-12
GP/Inclusion Staff:
GP/Inclusion Staff/Child Ratio:
Specialty CWD Staff: 5
Specialty CWD Staff/Child Ratio: 1/5

Summer Camp Program

Source of Summer Lunches & Snacks: DOE/DOH/USDA Reimbursed: Catered
Name of Summer Snack & Lunch
Vendor/Sponsor/Donor/Other: Provided by FLIPANY
Summer Food (Meals/Other): DOE/DOH/USDA Reimbursed: Catered
Specialty Focus: Children with Disabilities / Children with Disabilities
Age Range: 6-22
Grade Range: K-12
GP/Inclusion Staff:
GP/Inclusion Staff/Child Ratio:
Specialty CWD Staff: 5
Specialty CWD Staff/Child Ratio: 1/5

If fees are charged, a sliding fee scale is required and a copy of the scale must be submitted to The Children's Trust.

Service Name	Service Start Date	Service End Date	Specific Service Dates	Number of days			Hours of Operation	Hours per day	Slots: General Population & Inclusion (#)	Slots: Specialty CWD (#)	Slots: Total (#)	Program Fees if Applicable: Registration Fee	Program Fees if Applicable: Fee per Child	Program Fees if Applicable: Specify Daily, Weekly, Monthly, Session, etc.
After-School Days	8/24/2015	6/9/2016	Number of Days as per State Statute	180			2pm-6pm	4	0	25	25	$0.00	$0.00	N/A
Full Days	8/24/2015	6/10/2016	2015: Sep 11 & 23, Oct 30, Nov 25 (4 days) 2016: Jan 25, Feb 15, April 1, (5 days) Winter: 9 days excluding Christmas & New Years Holidays Dec 21-24 (4 days) Dec 28-31 (4 days) Spring: March 21-25 (5 days)	20			8am-6pm	10	0	20	20	$0.00	$0.00	N/A
				Jun-Jul 2016	Aug 2016 **	Total								
Summer Camp 2016	06/13/2016	08/12/2016	Includes every day Mon-Fri, except July 4 Holiday	34	10	44	8am-6pm	10	0	25	25	$0.00	$0.00	N/A

SITE LOCATION: 10

Site Name: Westwind Lakes Park
Site Address: 6805 SW 152 Avenue
City: Miami
Zip Code: 33193
Phone Number: 305-380-9106
Contact Person: Diana Bonet
Phone Number: 305-380-9106
E-mail: dbonet@miamidade.gov
DCF Child Care License Status: Provisional
License #: C11MD2802
Expiration Date: 3/2/2016
# of Slots: 20
MDCPS MOU: No

The Children's Trust must approve a change of this site location prior to such change being executed by the provider.

After-School Program

Source of After-School Snacks: Provided by The Children's Trust Contracted Vendor
Name of After-School Snack
Vendor/Sponsor/Donor/Other: Provided by FLIPANY
After-School Food (Meals/Other): Provided by The Children's Trust Contracted Vendor
Specialty Focus: Children with Disabilities / Children with Disabilities
Age Range: 6-22
Grade Range: K-12
GP/Inclusion Staff:
GP/Inclusion Staff/Child Ratio:
Specialty CWD Staff: 4
Specialty CWD Staff/Child Ratio: 1/5

Summer Camp Program

Source of Summer Lunches & Snacks: DOE/DOH/USDA Reimbursed: Catered
Name of Summer Snack & Lunch
Vendor/Sponsor/Donor/Other: Provided by FLIPANY
Summer Food (Meals/Other): DOE/DOH/USDA Reimbursed: Catered
Specialty Focus: Children with Disabilities / Children with Disabilities
Age Range: 6-22
Grade Range: K-12
GP/Inclusion Staff:
GP/Inclusion Staff/Child Ratio:
Specialty CWD Staff: 4
Specialty CWD Staff/Child Ratio: 1/5

If fees are charged, a sliding fee scale is required and a copy of the scale must be submitted to The Children's Trust.

Service Name	Service Start Date	Service End Date	Specific Service Dates	Number of days			Hours of Operation	Hours per day	Slots: General Population & Inclusion (#)	Slots: Specialty CWD (#)	Slots: Total (#)	Program Fees if Applicable: Registration Fee	Program Fees if Applicable: Fee per Child	Program Fees if Applicable: Specify Daily, Weekly, Monthly, Session, etc.
After-School Days	8/24/2015	6/9/2016	Number of Days as per State Statute	180			2pm-5pm	4	0	20	20	$0.00	$0.00	N/A
Full Days	8/24/2015	6/10/2016	2015: Sep 11 & 23, Oct 30, Nov 25 (4 days) 2016: Jan 25, Feb 15, April 1, (5 days) Winter: 9 days excluding Christmas & New Years Holidays Dec 21-24 (4 days) Dec 28-31 (4 days) Spring: March 21-25 (5 days)	20			8am-5pm	10	0	15	15	$0.00	$0.00	N/A
				Jun-Jul 2016	Aug 2016 **	Total								
Summer Camp 2016	06/13/2016	08/12/2016	Includes every day Mon-Fri, except July 4 Holiday	34	10	44	8am-5pm	10	0	20	20	$0.00	$0.00	N/A

SITE LOCATION: 11

Site Name:
Site Address:
City:
Zip Code:
Phone Number:
Contact Person:
Phone Number:
E-mail:
DCF Child Care License Status: Provisional
License #:
Expiration Date:
# of Slots:
MDCPS MOU: Select From Drop Down List

The Children's Trust must approve a change of this site location prior to such change being executed by the provider.

After-School Program			
Source of After-School Snacks:	Provided by The Children's Trust Contracted Vendor		
Name of After-School Snack			
Vendor/Sponsor/Donor/Other:	Provided by FLIPANY		
After-School Food (Meals/Other):	Provided by The Children's Trust Contracted Vendor		
Specialty Focus:	Children with Disabilities	Children with Disabilities	
Age Range:		Grade Range:	
# GP/Inclusion Staff:		GP/Inclusion Staff/Child Ratio:	
# Specialty CWD Staff:		Specialty CWD Staff/Child Ratio:	

Summer Camp Program			
Source of Summer Lunches & Snacks:	DOE/DOH/USDA Reimbursed: Catered		
Name of Summer Snack & Lunch			
Vendor/Sponsor/Donor/Other:	Provided by FLIPANY		
Summer Food (Meals/Other):	DOE/DOH/USDA Reimbursed: Catered		
Specialty Focus:	Children with Disabilities	Children with Disabilities	
Age Range:		Grade Range:	
# GP/Inclusion Staff:		GP/Inclusion Staff/Child Ratio:	
# Specialty CWD Staff:		Specialty CWD Staff/Child Ratio:	

If fees are charged, a sliding fee scale is required and a copy of the scale must be submitted to The Children's Trust.

Service Name	Service Start Date	Service End Date	Specific Service Dates	Number of days			Hours of Operation	Hours per day	Slots: General Population & Inclusion (#)	Slots: Specialty CWD (#)	Slots: Total (#)	Program Fees if Applicable: Registration Fee	Program Fees if Applicable: Fee per Child	Program Fees if Applicable: Specify Daily, Weekly, Monthly, Session, etc.
After-School Days	8/24/2015	6/9/2016	Number of Days as per State Statute	180									$0.00	N/A
Full Days	8/24/2015	6/10/2016	2015: Sep 14 & 23, Oct 30, Nov 25 (4 days) 2016: Jan 25, Feb 15, April 8, (3 days) Winter: 0 days excluding Christmas & New Years Holiday: Dec 21-24 (4 days)	20							0		$0.00	N/A
				Jun-Jul 2016	Aug 2016 **	Total								
Summer Camp 2016	06/13/2016	08/12/2016	Includes every day Mon-Fri, except July 4 Holiday	34	10	44							$0.00	N/A

SITE LOCATION: 12
Site Name:
Site Address: City: Zip Code:
Phone Number: Contact Person: Phone Number: E-mail:
DCF Child Care License Status: Provisional License #: Expiration Date: # of Slots:
MDCPS MOU: Select From Drop Down List

The Children's Trust must approve a change of this site location prior to such change being executed by the provider.

After-School Program			
Source of After-School Snacks:	Provided by The Children's Trust Contracted Vendor		
Name of After-School Snack			
Vendor/Sponsor/Donor/Other:	Provided by FLIPANY		
After-School Food (Meals/Other):	Provided by The Children's Trust Contracted Vendor		
Specialty Focus:	Children with Disabilities	Children with Disabilities	
Age Range:		Grade Range:	
# GP/Inclusion Staff:		GP/Inclusion Staff/Child Ratio:	
# Specialty CWD Staff:		Specialty CWD Staff/Child Ratio:	

Summer Camp Program			
Source of Summer Lunches & Snacks:	DOE/DOH/USDA Reimbursed: Catered		
Name of Summer Snack & Lunch			
Vendor/Sponsor/Donor/Other:	Provided by FLIPANY		
Summer Food (Meals/Other):	DOE/DOH/USDA Reimbursed: Catered		
Specialty Focus:	Children with Disabilities	Children with Disabilities	
Age Range:		Grade Range:	
# GP/Inclusion Staff:		GP/Inclusion Staff/Child Ratio:	
# Specialty CWD Staff:		Specialty CWD Staff/Child Ratio:	

If fees are charged, a sliding fee scale is required and a copy of the scale must be submitted to The Children's Trust.

Service Name	Service Start Date	Service End Date	Specific Service Dates	Number of days			Hours of Operation	Hours per day	Slots: General Population & Inclusion (#)	Slots: Specialty CWD (#)	Slots: Total (#)	Program Fees if Applicable: Registration Fee	Program Fees if Applicable: Fee per Child	Program Fees if Applicable: Specify Daily, Weekly, Monthly, Session, etc.
After-School Days	8/24/2015	6/9/2016	Number of Days as per State Statute	180							0			N/A
Full Days	8/24/2015	6/10/2016	2015: Sep 14 & 23, Oct 30, Nov 25 (4 days) 2016: Jan 25, Feb 15, April 8, (3 days) Winter: 0 days excluding Christmas & New Years Holiday: Dec 21-24 (4 days)	20							0			N/A
				Jun-Jul 2016	Aug 2016 **	Total								
Summer Camp 2016	06/13/2016	08/12/2016	Includes every day Mon-Fri, except JUIY 4 Holiday	34	10	44					0			N/A

ATTACHMENT B
OTHER FISCAL REQUIREMENTS, BUDGET AND METHOD OF PAYMENT

ATTACHMENT B

OTHER FISCAL REQUIREMENTS, BUDGET and METHOD OF PAYMENT

Advance payment requests

The Children's Trust offers advance payments equal to 15% of the total contract value. Advance requests shall be limited to governmental entities and not-for-profit corporations, in accordance with subsection 216.181 (16) (b), F.S. The advance request must include the amount requested and a justification for the request. Advance requests must be submitted using the designated form and must be approved in writing by The Children's Trust Contract Manager and Chief Financial Officer or their designee.

Advance repayment

Advance repayment is due within 60 calendar days of receipt of the advance. Provider shall report the amount of the advance repayment in SAMIS using the "advances/adjustments" button on the SAMIS reimbursement screen. If a provider does not use SAMIS, then they are required to deduct their advance repayment from each invoice, consecutively, until the advance is repaid in full.

Budget amendments/revisions

Budget amendments/revisions require written approval from the Contract Manager and The Children's Trust's Chief Financial Officer or their designee. Request for budget amendments/revisions must be submitted to a Contract Manager using SAMIS, or the appropriate form, as designated by The Children's Trust. All budget amendments/revisions are subject to final approval by The Children's Trust. Budget amendments/revisions cannot be used to increase the total contract amount or to modify the Scope of Services. No more than two budget amendments/revisions may be approved during the contract term. Budget amendments/revisions will be disallowed if they seek to revise retroactive costs not previously budgeted. All amendments/revisions must adjust for operational activity effective as of the previously billed period. Budget amendment/revision requests must be submitted sixty (60) days prior to the expiration of contract. Budget amendments/revisions will be incorporated into the contract.

Indirect Administrative Costs

In no event shall The Children's Trust fund indirect administrative costs in excess of ten (10%) percent of the total contract amount.

List of Approved Certified Public Accountants or Certified Public Accounting Firms

To receive reimbursement for the preparation of the program specific audit, as defined, provider must choose from a list of approved independent Certified Public Accounting (CPA) firms, which are posted on The Children's Trust website. Inclusion in this pre-approved vendor pool requires that a CPA firm meet the following three criteria:

(a) participation in either the American Institute of Certified Public Accountants (AICPA) or the Florida Institute of Certified Public Accountants (FICPA) peer review program as evidenced by submitting a triennial System Review Report with a passing score to The Children's Trust;

(b) providing documentation that a CPA firm, or one of its associates, has adequate experience in governmental accounting and/or nonprofit accounting with the application of *Government Auditing Standards;* and

(c) completion of an annual CPA training session sponsored by The Children's Trust finance department.

Direct Deposit of Payment

As a requirement of this Contract with The Children's Trust, Provider agrees that prior to, or on the date commencing the effective term of this Contract, Provider will enroll in The Children's Trust direct deposit program. The direct deposit program requires that all reimbursements received from The Children's Trust are directly deposited into the Provider's designated bank account held in a United States financial institution. The format, including the terms and conditions for the direct deposit of payment, can be found at http://www.thechildrenstrust.org/providers/forms/direct-deposit-enrollment.

Cost Reimbursement Method of Payment

The parties agree that this is a cost reimbursement method of payment contract; Provider shall be paid in accordance with the approved budget and/or approved budget amendments/revisions as set forth in this attachment. Provider also agrees to pay its subcontractors, vendors and employees for the fulfillment of services provided in this contract, on a timely basis.

Invoice Requirements

Provider shall submit an electronic request for payment in the SAMIS system in accordance with the approved budget or budget amendments/revisions. The request for payment is due on or before the fifteenth (15th) day of the month following the month in which expenditures were paid (exclusive of legal holidays or weekends). The Children's Trust will consider all invoices received after the fifteenth (15th) of each month as late, even if the cause of a late submission is due to the delayed approval of a budget or amendment in the SAMIS system. The Children's Trust agrees to reimburse Provider on a monthly basis. Any expense, included on a SAMIS reimbursement that is dated greater than two months prior to the invoice period will not be approved. The Children's Trust reserves the right to request any supporting documentation related to this contract.

If there are subcontractors to this contract, then the Form D: Attestation of Payment must be either uploaded to the SAMIS Document Repository no later than 30 days after payment to subcontractor. Upon the close of this contract, Provider is required to complete Form E: Close-out Attestation of Payment, which must be uploaded to the SAMIS Document Repository no later than thirty (30) days after payment to subcontractor. These forms may be downloaded from The Children's Trust's website. For the purpose of payment only, a subcontractor is defined as an independent agency that has entered into agreement with Provider to perform services pertaining to The Children's Trust funded programs identified in this contract.

A final request for payment (last monthly invoice of the contract term) from Provider will be accepted by The Children's Trust up to forty-five (45) days after the expiration of this contract. If Provider fails to comply, then all rights to payment shall be forfeited.

If The Children's Trust determines that Provider has been paid funds, which are not in accordance with this contract, and to which it is not entitled, then Provider shall return such funds to The Children's Trust or submit appropriate documentation to support the payment within thirty (30) days of notification by The Children's Trust. After thirty (30) days, The Children's Trust may recapture amounts due to The Children's Trust, from this or any contract by reducing amounts requested to be reimbursed less the amount owed to The Children's Trust. The Children's Trust shall have the sole discretion in determining if Provider is entitled to such funds in accordance with this contract, and The Children's Trust's decision on this matter shall be binding.

In the event that Provider, its independent CPA firm or The Children's Trust discovers that an overpayment has been made, Provider shall repay the overpayment within thirty (30) calendar days without prior notification from The Children's Trust.

If Provider fails to serve the number of participants and/or fails to utilize the funds in accordance with the contract, then The Children's Trust may amend the contract to reduce the amount of dollars. Any delay in amendment by The Children's Trust is not deemed a waiver of The Children's Trust's right to amend or seek reimbursement for under-serving participants in accordance with the contract.

A SAMIS request for payment will be deemed proper as defined by the Florida Prompt Payment Act, if the request complies with the requirements set forth in this contract and is submitted on the forms prescribed by The Children's Trust. Requests for payment and/or documentation returned to Provider for corrections may be cause for delay in the receipt of payment. Late submission may result in delay in the receipt of payment. The Children's Trust shall pay Provider within thirty (30) calendar days of receipt of Provider's properly submitted Request for Payment (i.e., SAMIS invoice) and/or other required documentation.

The Children's Trust may retain any payments due until all required reports, deliverables or monies owed to The Children's Trust are submitted and accepted by The Children's Trust.

Supporting Documentation Requirements

Provider shall maintain original records documenting actual expenditures and services provided according to the approved budget and scope of services. Supporting documentation shall be made available and provided to The Children's Trust upon request.

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 contract, and shall make all such records available to The Children's Trust upon request. Provider shall maintain a cost allocation methodology that is used to allocate its costs to ensure that The Children's Trust is paying only its fair share of costs for services, overhead and staffing devoted to the program funded by this contract. Such methodology shall be made available to The Children's Trust upon request.

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Budget Summary Report - Attachment B
Miami Dade County - YAS 1614-7600 Miami Dade County - Park, Rec and Open Spaces
Fiscal Year 15-16 (8/1/15 - 7/31/16)
Contract #: 1614-7600

CSC Program Allocation: $1,636,921
Budget Status: Submitted

Salary Accounts

Account #	Title	Original Program Budget	Original CSC Budget	Amended CSC Budget
511	Regular Salaries and Wages	1,093,590.00	1,093,590.00	1,093,590.00
521	FICA/MICA	83,661.00	83,661.00	83,661.00
522	Retirement Contributions	73,380.00	73,380.00	73,380.00
523	Life and Health Insurance	40,966.00	0.00	0.00
524	Workers Compensation	0.00	0.00	0.00
525	Unemployment Compensation	0.00	0.00	0.00
	Salary Totals:	**1,291,597.00**	**1,250,631.00**	**1,250,631.00**

Expense Accounts

Account #	Title	Original Program Budget	Original CSC Budget	Amended CSC Budget
531	Travel (other than participants)	0.00	0.00	0.00
532	Travel (participants)	48,240.00	48,240.00	48,240.00
533	Meals (participants)	0.00	0.00	0.00
534	Space	434,000.00	0.00	0.00
535	Utilities	0.00	0.00	0.00
536	Supplies (office)	7,400.00	7,400.00	7,400.00
537	Supplies (program)	39,000.00	39,000.00	39,000.00
540	Non-Capital Equipment	0.00	0.00	0.00
550	Capital Equipment	0.00	0.00	0.00
591	Indirect Cost	106,402.00	106,402.00	106,402.00
611	Subcontractor	0.00	0.00	0.00
711	Professional Services (instructors)	3,000.00	3,000.00	3,000.00
721	Professional Services (certified teachers)	123,940.00	123,940.00	123,940.00
731	Professional Services (tutors)	0.00	0.00	0.00
741	Professional Services (consultants)	0.00	0.00	0.00
791	Professional Services (other)	0.00	0.00	0.00
811	Other (advertising)	0.00	0.00	0.00
821	Other (background screening)	5,762.00	0.00	0.00
831	Other (admission to field trips)	46,575.00	46,575.00	46,575.00
891	Other (other)	0.00	0.00	0.00
529	Fringe Benefits (other)	0.00	0.00	0.00
841	Program Specific Audit	6,000.00	6,000.00	6,000.00
751	Professional Services (Evaluation)	0.00	0.00	0.00

Expense Accounts

Account #	Title	Original Program Budget	Original CSC Budget	Amended CSC Budget
851	Other (Volunteers)	40,608.00	0.00	0.00
852	Other (Special Events)	2,760.00	2,760.00	2,760.00
853	Other (Required Staff Training)	0.00	0.00	0.00
854	Other (Discretionary Funds)	2,973.00	2,973.00	2,973.00
855	Other (conference registration)	0.00	0.00	0.00
	Expense Totals:	**866,660.00**	**386,290.00**	**386,290.00**
	Salary and Expense Totals:	**2,158,257.00**	**1,636,921.00**	**1,636,921.00**

Program Funders
Summary Funders

Funder Type	Funder	Total	Comment
In-Kind Contributions	In-Kind Contributions (Summary)	521,336.00	In-kind Contributions Including Space/Building Rental, Background Screenings, Volunteer Hours,Percentage of FTE fringe, Life and Health Insurance.
	Summary Funder Totals:	**521,336.00**	

Comprehensive Budget/Amendment Report - Attachment B
Miami Dade County - YAS 1614-7600 Miami Dade County - Park, Rec and Open Spaces
Fiscal Year 15-16 (8/1/15 - 7/31/16)
Contract #: 1614-7600
Original Budget

Salary Data

Position	Orig Salary	Amend Salary	Orig FICA	Amend FICA	Orig Retire	Amend Retire	Orig Insur	Amend Insur	Orig WC	Amend WC	Orig Unemp	Amend Unemp
CWD-Driver Attendant (30359)												
Staff: Pooled, Driver Attendant (31351)												
Gross:	5,928.00	5,928.00	453.00	453.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Program:	5,928.00	5,928.00	454.00	454.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CSC:	5,928.00	5,928.00	454.00	454.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

				Original Distribution					
				Program Allocation		CSC Allocation		Match Allocation	
Time Period	# Of People	Rate	Wks Funded	Hrs/Week	Amt	Hrs/Week	Amt		Amt
School Year Full Day	2.00	11.40	4.00	0.00	0.00	20.00	1,824.00		
Summer	2.00	11.40	9.00	0.00	0.00	20.00	4,104.00		
School Year Full Day	2.00	11.40	4.00	20.00	1,824.00	0.00	0.00		
Summer	2.00	11.40	9.00	20.00	4,104.00	0.00	0.00		
Total Distribution to Program Salary				100%	5,928.00	100%	5,928.00	0%	0
Percentage of Distribution to Gross Salary				100%		100%		0%	

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Original Budget Narratives:

ooled Driver Attendant:
Number of Positions Represented: 2
Work Status: Part Time
Payroll Frequency: Bi-Weekly
Source/Frequency of Match: N/A

Budget Amendment Narratives:
Approved Date:

Position	Orig Salary	Amend Salary	Orig FICA	Amend FICA	Orig Retire	Amend Retire	Orig Insur	Amend Insur	Orig WC	Amend WC	Orig Unemp	Amend Unemp

CWD-Recreation Leader (Pooled) (30327)

Staff: Recreation Leader (pooled), Pooled (31343)

Gross:	273,812.00	273,812.00	20,947.00	20,947.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Program:	273,812.00	273,812.00	20,947.00	20,947.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CSC:	273,812.00	273,812.00	20,947.00	20,947.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

				Original Distribution					
				Program Allocation		CSC Allocation		Match Allocation	
Time Period	# Of People	Rate	Wks Funded	Hrs/Week	Amt	Hrs/Week	Amt		Amt
Summer	21.00	12.70	9.00	0.00	0.00	40.00	96,012.00		
School Year	17.00	12.70	36.00	0.00	0.00	20.00	155,448.00		
School Year Full Day	11.00	12.70	4.00	0.00	0.00	40.00	22,352.00		
Summer	21.00	12.70	9.00	40.00	96,012.00	0.00	0.00		
School Year	17.00	12.70	36.00	20.00	155,448.00	0.00	0.00		
School Year Full Day	11.00	12.70	4.00	40.00	22,352.00	0.00	0.00		
			Total Distribution to Program Salary	100%	273,812.00	100%	273,812.00	0%	0
			Percentage of Distribution to Gross Salary	100%		100%		0%	

Original Budget Narratives:

Pooled Recreation Leader (RL):
Work Status: Part Time
Payroll Frequency: Bi-Weekly
Source/Frequency of Match: N/A
Wage Range: $12.70/hr
Number of Positions Represented: 21

Budget Amendment Narratives:
Approved Date: -

Position	Orig Salary	Amend Salary	Orig FICA	Amend FICA	Orig Retire	Amend Retire	Orig Insur	Amend Insur	Orig WC	Amend WC	Orig Unemp	Amend Unemp
CWD-Recreational Specialist (GR) (30357)												
Staff: Johnson, Thera (31349)												
Gross:	40,935.00	40,935.00	3,132.00	3,132.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Program:	14,465.00	14,465.00	1,107.00	1,107.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CSC:	14,465.00	14,465.00	1,107.00	1,107.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

				Original Distribution					
				Program Allocation		CSC Allocation		Match Allocation	
Time Period	# Of People	Rate	Wks Funded	Hrs/Week	Amt	Hrs/Week	Amt		Amt
School Year	1.00	19.68	36.00	0.00	0.00	15.00	10,627.00		
School Year Full Day	1.00	19.68	4.00	0.00	0.00	15.00	1,181.00		
Summer	1.00	19.68	9.00	0.00	0.00	15.00	2,657.00		
School Year Full Day	1.00	19.68	4.00	15.00	1,181.00	0.00	0.00		
School Year	1.00	19.68	36.00	15.00	10,627.00	0.00	0.00		
Summer	1.00	19.68	9.00	15.00	2,657.00	0.00	0.00		
Total Distribution to Program Salary				35%	14,465.00	100%	14,465.00	0%	0
Percentage of Distribution to Gross Salary				35%		35%		0%	

Original Budget Narratives:

Work Status: Full Time
Payroll Frequency: Bi-Weekly
Source of Match: N/A
Numbers of Positions Represented: 1

Budget Amendment Narratives:
Approved Date:

Position	Orig Salary	Amend Salary	Orig FICA	Amend FICA	Orig Retire	Amend Retire	Orig Insur	Amend Insur	Orig WC	Amend WC	Orig Unemp	Amend Unemp
CWD-Recreational Specialist (Pooled) (30360)												
Staff: Pooled, Recreational Specialist (31352)												
Gross:	112,568.00	112,568.00	8,611.00	8,611.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Program:	112,568.00	112,568.00	8,611.00	8,611.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CSC:	112,568.00	112,568.00	8,611.00	8,611.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

				Original Distribution					
				Program Allocation		CSC Allocation		Match Allocation	
Time Period	# Of People	Rate	Wks Funded	Hrs/Week	Amt	Hrs/Week	Amt		Amt
School Year	6.00	15.13	36.00	20.00	65,362.00	0.00	0.00		
School Year Full Day	6.00	15.13	4.00	40.00	14,525.00	0.00	0.00		
Summer	6.00	15.13	9.00	40.00	32,681.00	0.00	0.00		
Summer	6.00	15.13	9.00	0.00	0.00	40.00	32,681.00		
School Year Full Day	6.00	15.13	4.00	0.00	0.00	40.00	14,525.00		
School Year	6.00	15.13	36.00	0.00	0.00	20.00	65,362.00		
			Total Distribution to Program Salary	100%	112,568.00	100%	112,568.00	0%	0
			Percentage of Distribution to Gross Salary	100%		100%		0%	

Original Budget Narratives:

Pooled Recreation Specialist
Work Status: Part Time
Payroll Frequency: Bi-Weekly
Source/Frequency of Match: N/A
Wage Range: $15.13/hr
Number of Positions Represented: 6

Budget Amendment Narratives:
Approved Date: -

Position	Orig Salary	Amend Salary	Orig FICA	Amend FICA	Orig Retire	Amend Retire	Orig Insur	Amend Insur	Orig WC	Amend WC	Orig Unemp	Amend Unemp
CWD-Recreational Specialist (TAM) (30358)												
Staff: Bouza-Jou, Arlene (31350)												
Gross:	51,460.00	51,460.00	3,937.00	3,937.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Program:	18,184.00	18,184.00	1,391.00	1,391.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CSC:	18,184.00	18,184.00	1,391.00	1,391.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

				Original Distribution					
				Program Allocation		CSC Allocation		Match Allocation	
Time Period	# Of People	Rate	Wks Funded	Hrs/Week	Amt	Hrs/Week	Amt		Amt
School Year	1.00	24.74	36.00	15.00	13,360.00	0.00	0.00		
School Year Full Day	1.00	24.74	4.00	15.00	1,484.00	0.00	0.00		
Summer	1.00	24.74	9.00	15.00	3,340.00	0.00	0.00		
School Year	1.00	24.74	36.00	0.00	0.00	15.00	13,360.00		
School Year Full Day	1.00	24.74	4.00	0.00	0.00	15.00	1,484.00		
Summer	1.00	24.74	9.00	0.00	0.00	15.00	3,340.00		
Total Distribution to Program Salary				35%	18,184.00	100%	18,184.00	0%	0
Percentage of Distribution to Gross Salary				35%		35%		0%	

Original Budget Narratives:

Work Status: Full Time
Payroll Frequency: Bi-Weekly
Source of Match: N/A
Numbers of Positions Represented: 1

Budget Amendment Narratives:
Approved Date: -

Position	Orig Salary	Amend Salary	Orig FICA	Amend FICA	Orig Retire	Amend Retire	Orig Insur	Amend Insur	Orig WC	Amend WC	Orig Unemp	Amend Unemp
CWD-Recreational Specialist (WWL) (30355)												
Staff: Bonet, Diana (31347)												
Gross:	46,967.00	46,967.00	3,593.00	3,593.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Program:	16,596.00	16,596.00	1,270.00	1,270.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CSC:	16,596.00	16,596.00	1,270.00	1,270.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

				Original Distribution					
				Program Allocation		CSC Allocation		Match Allocation	
Time Period	# Of People	Rate	Wks Funded	Hrs/Week	Amt	Hrs/Week	Amt		Amt
School Year	1.00	22.58	36.00	15.00	12,193.00	0.00	0.00		
School Year Full Day	1.00	22.58	4.00	15.00	1,355.00	0.00	0.00		
Summer	1.00	22.58	9.00	15.00	3,048.00	0.00	0.00		
School Year	1.00	22.58	36.00	0.00	0.00	15.00	12,193.00		
School Year Full Day	1.00	22.58	4.00	0.00	0.00	15.00	1,355.00		
Summer	1.00	22.58	9.00	0.00	0.00	15.00	3,048.00		
Total Distribution to Program Salary				35%	16,596.00	100%	16,596.00	0%	0
Percentage of Distribution to Gross Salary				35%		35%		0%	

Original Budget Narratives:

Work Status: Full Time
Payroll Frequency: Bi-Weekly
Source of Match: N/A
Numbers of Positions Represented: 1

Budget Amendment Narratives:
Approved Date:

Position	Orig Salary	Amend Salary	Orig FICA	Amend FICA	Orig Retire	Amend Retire	Orig Insur	Amend Insur	Orig WC	Amend WC	Orig Unemp	Amend Unemp
CWD-Recreational Therapist (CM) (30351)												
Staff: Santiago, Tania (31344)												
Gross:	50,565.00	50,565.00	3,868.00	3,868.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Program:	17,868.00	17,868.00	1,367.00	1,367.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CSC:	17,868.00	17,868.00	1,367.00	1,367.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

				Original Distribution					
				Program Allocation		CSC Allocation		Match Allocation	
Time Period	# Of People	Rate	Wks Funded	Hrs/Week	Amt.	Hrs/Week	Amt		Amt
School Year	1.00	24.31	36.00	0.00	0.00	15.00	13,127.00		
School Year Full Day	1.00	24.31	4.00	0.00	0.00	15.00	1,459.00		
Summer	1.00	24.31	9.00	0.00	0.00	15.00	3,282.00		
School Year	1.00	24.31	36.00	15.00	13,127.00	0.00	0.00		
School Year Full Day	1.00	24.31	4.00	15.00	1,459.00	0.00	0.00		
Summer	1.00	24.31	9.00	15.00	3,282.00	0.00	0.00		
			Total Distribution to Program Salary	35%	17,868.00	100%	17,868.00	0%	0
			Percentage of Distribution to Gross Salary	35%		35%		0%	

Original Budget Narratives:

Work Status: Full Time
Payroll Frequency: Bi-Weekly
Source of Match: N/A
Numbers of Positions Represented: 1

Budget Amendment Narratives:
Approved Date: -

Position	Orig Salary	Amend Salary	Orig FICA	Amend FICA	Orig Retire	Amend Retire	Orig Insur	Amend Insur	Orig WC	Amend WC	Orig Unemp	Amend Unemp
CWD-Recreational Therapist (GC) (30354)												
Staff: **Phillips, Belinda (31346)**												
Gross:	60,903.00	60,903.00	4,659.00	4,659.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Program:	21,521.00	21,521.00	1,646.00	1,646.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CSC:	21,521.00	21,521.00	1,646.00	1,646.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

				Original Distribution					
				Program Allocation		CSC Allocation		Match Allocation	
Time Period	# Of People	Rate	Wks Funded	Hrs/Week	Amt	Hrs/Week	Amt		Amt
School Year	1.00	29.28	36.00	0.00	0.00	15.00	15,811.00		
School Year Full Day	1.00	29.28	4.00	0.00	0.00	15.00	1,757.00		
Summer	1.00	29.28	9.00	0.00	0.00	15.00	3,953.00		
School Year	1.00	29.28	36.00	15.00	15,811.00	0.00	0.00		
School Year Full Day	1.00	29.28	4.00	15.00	1,757.00	0.00	0.00		
Summer	1.00	29.28	9.00	15.00	3,953.00	0.00	0.00		
Total Distribution to Program Salary				35%	21,521.00	100%	21,521.00	0%	0
Percentage of Distribution to Gross Salary				35%		35%		0%	

Original Budget Narratives:

Work Status: Full Time
Payroll Frequency: Bi-Weekly
Source of Match: N/A
Numbers of Positions Represented: 1

Budget Amendment Narratives:
Approved Date:

Position	Orig Salary	Amend Salary	Orig FICA	Amend FICA	Orig Retire	Amend Retire	Orig Insur	Amend Insur	Orig WC	Amend WC	Orig Unemp	Amend Unemp
CWD-Recreational Therapist (GO) (30353)												
Staff: Cox, Jody (31345)												
Gross:	77,002.00	77,002.00	5,891.00	5,891.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Program:	27,210.00	27,210.00	2,082.00	2,082.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CSC:	27,210.00	27,210.00	2,082.00	2,082.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

				Original Distribution					
				Program Allocation		CSC Allocation		Match Allocation	
Time Period	# Of People	Rate	Wks Funded	Hrs/Week	Amt	Hrs/Week	Amt		Amt
School Year	1.00	37.02	36.00	15.00	19,991.00	0.00	0.00		
School Year Full Day	1.00	37.02	4.00	15.00	2,221.00	0.00	0.00		
Summer	1.00	37.02	9.00	15.00	4,998.00	0.00	0.00		
School Year	1.00	37.02	36.00	0.00	0.00	15.00	19,991.00		
School Year Full Day	1.00	37.02	4.00	0.00	0.00	15.00	2,221.00		
Summer	1.00	37.02	9.00	0.00	0.00	15.00	4,998.00		
Total Distribution to Program Salary				35%	27,210.00	100%	27,210.00	0%	0
Percentage of Distribution to Gross Salary				35%		35%		0%	

Original Budget Narratives:

Work Status: Full Time
Payroll Frequency: Bi-Weekly
Source of Match: N/A
Numbers of Positions Represented: 1

Budget Amendment Narratives:
Approved Date:

Position	Orig Salary	Amend Salary	Orig FICA	Amend FICA	Orig Retire	Amend Retire	Orig Insur	Amend Insur	Orig WC	Amend WC	Orig Unemp	Amend Unemp
Fringe Benefits (30363)												
Staff: Benefits , Fringe (31355)												
Gross:	0.00	0.00	0.00	0.00	73,380.00	73,380.00	40,966.00	40,966.00	0.00	0.00	0.00	0.00
Program:	0.00	0.00	0.00	0.00	73,380.00	73,380.00	40,966.00	40,966.00	0.00	0.00	0.00	0.00
CSC:	0.00	0.00	0.00	0.00	73,380.00	73,380.00	0.00	0.00	0.00	0.00	0.00	0.00

Original Budget Narratives:

RETIREMENT (6.95%):
The FTE and PT Year-Round Employees are eligible for Retirement at 6.95% x $1,093,590 = $73,380

IN-KIND:

After-School & Summer: Other fringe FTE (Combination of Worker's comp, General Liability, Unemployment, Health, and Flex rate for one FTE=$12,802. Placed full amount in Life and Health Insurance line item in the In-Kind Budget
($12,802 per FTE * 3.20 FTE= $40,966.40)

Total Program Expense: 40,966.40
Total CSC request: $0
Amount of In-Kind: $40,966.40
Source of In-Kind: MDPROS
Frequency of In-Kind: Bi-Weekly pay periods of $492.39 x 3.20 FTE x 26 pay periods=$40,966.40

Budget Amendment Narratives:
Approved Date:

Position	Orig Salary	Amend Salary	Orig FICA	Amend FICA	Orig Retire	Amend Retire	Orig Insur	Amend Insur	Orig WC	Amend WC	Orig Unemp	Amend Unemp
GP-Pooled Park Service Aide (30370)												
Staff:	**Pooled, Pooled Park Service Aide (31362)**											
Gross:	428,640.00	428,640.00	32,791.00	32,791.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Program:	428,640.00	428,640.00	32,791.00	32,791.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CSC:	428,640.00	428,640.00	32,791.00	32,791.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

				Original Distribution					
				Program Allocation		CSC Allocation		Match Allocation	
Time Period	# Of People	Rate	Wks Funded	Hrs/Week	Amt	Hrs/Week	Amt		Amt
Summer	40.00	11.28	10.00	0.00	0.00	40.00	180,480.00		
School Year Full Day	16.00	11.28	4.00	0.00	0.00	40.00	28,877.00		
School Year	27.00	11.28	36.00	0.00	0.00	20.00	219,283.00		
School Year	27.00	11.28	36.00	20.00	219,283.00	0.00	0.00		
Summer	40.00	11.28	10.00	40.00	180,480.00	0.00	0.00		
School Year Full Day	16.00	11.28	4.00	40.00	28,877.00	0.00	0.00		
			Total Distribution to Program Salary	100%	428,640.00	100%	428,640.00	0%	0
			Percentage of Distribution to Gross Salary	100%		100%		0%	

Original Budget Narratives:

Pooled-Park Service Aide (PSA):
Work Status: Part Time
Payroll Frequency: Bi-Weekly
Source/Frequency of Match: N/A
Wage Range: $11.28/hr
Number of Positions Represented: 40

Budget Amendment Narratives:
Approved Date: -

Position	Orig Salary	Amend Salary	Orig FICA	Amend FICA	Orig Retire	Amend Retire	Orig Insur	Amend Insur	Orig WC	Amend WC	Orig Unemp	Amend Unemp
GP-Pooled, PRM1/P&R Wellness & Fitness (30369)												
Staff: Pooled, PRM1/P&R Wellness & Fitness (31361)												
Gross:	93,806.00	93,806.00	7,176.00	7,176.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Program:	93,806.00	93,806.00	7,176.00	7,176.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CSC:	93,806.00	93,806.00	7,176.00	7,176.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

				Original Distribution					
				Program Allocation		CSC Allocation		Match Allocation	
Time Period	# Of People	Rate	Wks Funded	Hrs/Week	Amt	Hrs/Week	Amt		Amt
Summer	5.00	15.13	10.00	40.00	30,260.00	0.00	0.00		
School Year Full Day	6.00	15.13	4.00	40.00	14,525.00	0.00	0.00		
School Year	6.00	15.13	36.00	15.00	49,021.00	0.00	0.00		
Summer	5.00	15.13	10.00	0.00	0.00	40.00	30,260.00		
School Year Full Day	6.00	15.13	4.00	0.00	0.00	40.00	14,525.00		
School Year	6.00	15.13	36.00	0.00	0.00	15.00	49,021.00		
			Total Distribution to Program Salary	100%	93,806.00	100%	93,806.00	0%	0
			Percentage of Distribution to Gross Salary	100%		100%		0%	

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Original Budget Narratives:

Pooled Park Manager 1 (PRM1):
Work Status: Part Time
Payroll Frequency: Bi-Weekly
Source of Match: N/A
Wage Range: $15.13
Numbers of Positions Represented: 6

Budget Amendment Narratives:
Approved Date: -

Position	Orig Salary	Amend Salary	Orig FICA	Amend FICA	Orig Retire	Amend Retire	Orig Insur	Amend Insur	Orig WC	Amend WC	Orig Unemp	Amend Unemp
GP-Recreation Leader (Pooled) (30371)												
Staff: Recreation Leader (pooled), Pooled (31353)												
Gross:	62,992.00	62,992.00	4,819.00	4,819.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Program:	62,992.00	62,992.00	4,819.00	4,819.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CSC:	62,992.00	62,992.00	4,819.00	4,819.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

				Original Distribution					
				Program Allocation		CSC Allocation		Match Allocation	
Time Period	# Of People	Rate	Wks Funded	Hrs/Week	Amt	Hrs/Week	Amt		Amt
School Year Full Day	2.00	12.70	4.00	40.00	4,064.00	0.00	0.00		
School Year	2.00	12.70	36.00	20.00	18,288.00	0.00	0.00		
Summer	8.00	12.70	10.00	40.00	40,640.00	0.00	0.00		
School Year Full Day	2.00	12.70	4.00	0.00	0.00	40.00	4,064.00		
School Year	2.00	12.70	36.00	0.00	0.00	20.00	18,288.00		
Summer	8.00	12.70	10.00	0.00	0.00	40.00	40,640.00		
Total Distribution to Program Salary				100%	62,992.00	100%	62,992.00	0%	0
Percentage of Distribution to Gross Salary				100%		100%		0%	

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Original Budget Narratives:

Pooled Recreation Leader (RL):
Work Status: Part Time
Payroll Frequency: Bi-Weekly
Source/Frequency of Match: N/A
Wage Range: $12.70/hr
Number of Positions Represented: 8

Budget Amendment Narratives:
Approved Date:

Salary Totals

Percentage of Program Distribution to Gross Salary: 84% **Percentage of CSC Distribution to Gross Salary: 84%**

	Orig Salary	Amend Salary	Orig FICA	Amend FICA	Orig Retire	Amend Retire	Orig Insur	Amend Insur	Orig WC	Amend WC	Orig Unemp	Amend Unemp
Gross:	1,305,578.00	1,305,578.00	99,877.00	99,877.00	73,380.00	73,380.00	40,966.00	40,966.00	0.00	0.00	0.00	0.00
Program:	1,093,590.00	1,093,590.00	83,661.00	83,661.00	73,380.00	73,380.00	40,966.00	40,966.00	0.00	0.00	0.00	0.00
CSC:	1,093,590.00	1,093,590.00	83,661.00	83,661.00	73,380.00	73,380.00	0.00	0.00	0.00	0.00	0.00	0.00

Expense Data

Account #	Account Name	Orig CSC Budget	Amend CSC Budget	Orig Prog Budget	Amend Prog Budget
529	Fringe Benefits (other)	0.00	0.00	0.00	0.00
	Original Budget Calculation:				
	=0+0				

Original Budget Narratives:

Budget Amendment Narratives:

Approved Date:

Account #	Account Name	Orig CSC Budget	Amend CSC Budget	Orig Prog Budget	Amend Prog Budget
531	Travel (other than participants)	0.00	0.00	0.00	0.00
	Original Budget Calculation:				
	=0+0				

Original Budget Narratives:

Budget Amendment Narratives:

Approved Date: -

Account #	Account Name	Orig CSC Budget	Amend CSC Budget	Orig Prog Budget	Amend Prog Budget
532	Travel (participants)	48,240.00	48,240.00	48,240.00	48,240.00

Original Budget Calculation:

=(3*10*240)+(2*12*240)+(7*21*240)

Original Budget Narratives:

Travel (participants):Buses are used to transport participants to field trips. Cost is average $240 per bus. One bus is needed to transport 45 GP children. One ADA bus is needed to transport 22 CWD children.

Cost based per child per trip
GP: $5.34
CWD: $10.91

Full Day:
GP 3 trips x 6 buses x $240 per bus= $4,320
CWD 3 trips x 4 buses x $240 per bus= $2,880

Summer 2015:
GP 2 trips x 12 buses x $240 per bus= $5,760

Summer 2016:
GP 7 trips x 15 buses x $240 per bus= $25,200
CWD 7 trips x 6 buses x $240 per bus= $10,080

Budget Amendment Narratives:

Approved Date: -

Account #	Account Name	Orig CSC Budget	Amend CSC Budget	Orig Prog Budget	Amend Prog Budget
533	Meals (participants)	0.00	0.00	0.00	0.00

Original Budget Calculation:

=0+0

Original Budget Narratives:

Meals are provided through The Children's Trust and The Village Youth agreement.

Budget Amendment Narratives:

Approved Date: -

Account #	Account Name	Orig CSC Budget	Amend CSC Budget	Orig Prog Budget	Amend Prog Budget
534	Space	0.00	0.00	434,000.00	434,000.00

Original Budget Calculation:

=434000

Original Budget Narratives:

Space(In-Kind):
Building Rental Rates for MDPROS average $35.00 per hour

After School:(AS 720 hrs + FDs 160 hrs x $35 per hour x 10 sites = $308,000.00)
Cost based per child (550 slots)= $560.00

Summer Camp 2015 & 2016: (SC 400 hrs x $35 per hour x 9 sites = $126, 000.00)
Cost based per child (880 slots)= $143.19

Total = $434,000.00
Total Program expense:$0
Total CSC request: $0
Amount of in-Kind:$ 434,000.00
Source of In-Kind: MDPROS
Frequency of in-kind: This in-kind is valued at: $35.00/hour rental rate. After School is valued at 4hrs/Day x 180 days x $35/hr x 10 sites. Full Day camps are valued at 8hrs/8day x 20 days x $35/hr x 10 sites. Summer Camp is valued at 8hrs/day x 49 days x $35.00hr x 9 sites.

Budget Amendment Narratives:

Approved Date: -

Account #	Account Name	Orig CSC Budget	Amend CSC Budget	Orig Prog Budget	Amend Prog Budget
535	Utilities	0.00	0.00	0.00	0.00

Original Budget Calculation:

=0+0

Original Budget Narratives:

Source of In-Kind: MDPROS

Budget Amendment Narratives:

Approved Date: -

Account #	Account Name	Orig CSC Budget	Amend CSC Budget	Orig Prog Budget	Amend Prog Budget

536	Supplies (office)	7,400.00	7,400.00	7,400.00	7,400.00

Original Budget Calculation:

=7400

Original Budget Narratives:

Routine Office Supplies $7,400
Cost based per child (550+825=1375 slots)= $5.39

Budget Amendment Narratives:

Approved Date: -

Account #	Account Name	Orig CSC Budget	Amend CSC Budget	Orig Prog Budget	Amend Prog Budget
537	Supplies (program)	39,000.00	39,000.00	39,000.00	39,000.00

Original Budget Calculation:

=(10*3000)+(9*1000)

Original Budget Narratives:

Supplies(program):
After school: Purchase of evidence based materials (SPARK, Kidzlit, Peaceworks).Purchase of various program supplies: books, educational materials, board games, puzzles, sport, and recreational equipment (at $3,000 per site x 10 sites = $30,000)

After School supply cost based per child: $54.55

Summer 2016: Purchase of various program supplies: books, educational materials, board games, puzzles, sport, and recreational equipment
($1,000 per site x 9 sites = $9,000)

Summer Camp supply cost based per child: $10.91

Budget Amendment Narratives:

Approved Date: -

Account #	Account Name	Orig CSC Budget	Amend CSC Budget	Orig Prog Budget	Amend Prog Budget
540	Non-Capital Equipment	0.00	0.00	0.00	0.00

Original Budget Calculation:

=0+0

Original Budget Narratives:

Budget Amendment Narratives:

Approved Date: -

Account #	Account Name	Orig CSC Budget	Amend CSC Budget	Orig Prog Budget	Amend Prog Budget
550	Capital Equipment	0.00	0.00	0.00	0.00
	Original Budget Calculation:				
	=0+0				

Original Budget Narratives:

Budget Amendment Narratives:

Approved Date: -

Account #	Account Name	Orig CSC Budget	Amend CSC Budget	Orig Prog Budget	Amend Prog Budget
591	Indirect Cost	106,402.00	106,402.00	106,402.00	106,402.00
	Original Budget Calculation:				
	=106401.87				

Original Budget Narratives:

6.5% of approved budget

Cost based per child(550+825=1,375 slots):$77.39

Budget Amendment Narratives:

Approved Date: -

Account #	Account Name	Orig CSC Budget	Amend CSC Budget	Orig Prog Budget	Amend Prog Budget
611	Subcontractor	0.00	0.00	0.00	0.00
	Original Budget Calculation:				
	=0+0				

Original Budget Narratives:

Budget Amendment Narratives:

Approved Date: -

Account #	Account Name	Orig CSC Budget	Amend CSC Budget	Orig Prog Budget	Amend Prog Budget
711	Professional Services (instructors)	3,000.00	3,000.00	3,000.00	3,000.00
	Original Budget Calculation:				
	=500*6				

Original Budget Narratives:

CWD = Provide Art, Music, and Dance classes to CWD participants during enrichment period.($500 per 6 CWD sites)
Cost based per child: (115+135=250 slots) $12.00

Budget Amendment Narratives:

Approved Date:

Account #	Account Name	Orig CSC Budget	Amend CSC Budget	Orig Prog Budget	Amend Prog Budget
721	Professional Services (certified teachers)	123,940.00	123,940.00	123,940.00	123,940.00
	Original Budget Calculation:				
	=50400+24000+5600+3000+27440+13500				

Original Budget Narratives:

Professional Services (certified teachers):

Represents 13 Certified Teacher positions (1-Arcola/GP, 1-MLK/GP, 1- Live Like Bella/GP, 1- Naranja/GP, 1-Goulds/GP, 2-Gwen Cherry/GP, 1-Camp Matecumbe/CWD, 1-Greynolds/CWD, 1-Tamiami/CWD, 1-Westwind Lakes/CWD, 1-Gwen Cherry/CWD, 1-Goulds)

Teachers will provide the delivery of the literacy evidence based curriculum After School Kidzlit, homework assistance, and literacy enhancement activities.

After School:
GP: 2hrs per day x 180 days x $20hr/rate x 7 C.T.= $50,400.00

CWD: 4hrs per week x 40 weeks x $25hr/rate x 6 teachers= $24,000.00

Full Days:

GP: $20/hr x 2hrs per day x 20 full days x 7 teachers = $5,600.00

CWD: $25/hr x 1hr per day x 20 full days x 6 teachers = $3,000.00

Summer Camp:

GP: $20/hr x 4hrs per day x 49 days x 7 teachers = $27,440.00

CWD: $25/hr x 10hrs per week x 9 weeks x 6 teachers = $13,500

Cost based per child (550+825= 1375 slots): $90.14

Budget Amendment Narratives:

Approved Date: -

Account #	Account Name	Orig CSC Budget	Amend CSC Budget	Orig Prog Budget	Amend Prog Budget
731	Professional Services (tutors)	0.00	0.00	0.00	0.00
	Original Budget Calculation:				
	=0+0				

Original Budget Narratives:

Budget Amendment Narratives:

Approved Date: -

Account #	Account Name	Orig CSC Budget	Amend CSC Budget	Orig Prog Budget	Amend Prog Budget
741	Professional Services (consultants)	0.00	0.00	0.00	0.00
	Original Budget Calculation:				
	=0+0				

Original Budget Narratives:

Budget Amendment Narratives:

Approved Date: -

Account #	Account Name	Orig CSC Budget	Amend CSC Budget	Orig Prog Budget	Amend Prog Budget
751	Professional Services (Evaluation)	0.00	0.00	0.00	0.00
	Original Budget Calculation:				
	=0+0				

Original Budget Narratives:

Budget Amendment Narratives:

Approved Date: -

Account #	Account Name	Orig CSC Budget	Amend CSC Budget	Orig Prog Budget	Amend Prog Budget
791	Professional Services (other)	0.00	0.00	0.00	0.00
	Original Budget Calculation:				
	=0+0				

Original Budget Narratives:

Budget Amendment Narratives:

Approved Date:

Account #	Account Name	Orig CSC Budget	Amend CSC Budget	Orig Prog Budget	Amend Prog Budget
811	Other (advertising)	0.00	0.00	0.00	0.00
	Original Budget Calculation:				
	=0+0				

Original Budget Narratives:

Budget Amendment Narratives:

Approved Date:

Account #	Account Name	Orig CSC Budget	Amend CSC Budget	Orig Prog Budget	Amend Prog Budget
821	Other (background screening)	0.00	0.00	5,762.00	5,762.00
	Original Budget Calculation:				
	=5762				

Original Budget Narratives:

Other (background screening)
In-kind MDPROS: Background Check (Range 43 per staff)

GP:
Summer Camp: $43 x 55 staff members = $2,365
After School: $43 x 29 staff member = $1,247

CWD:
Summer Camp: $43 x 27 staff member = $1,161
After School: $43 x 23 staff member = $989

Total: 2365+1247+1161+989= $5,762.00

Cost based per child (550+825=1375):$4.19

Budget Amendment Narratives:

Approved Date: -

Account #	Account Name	Orig CSC Budget	Amend CSC Budget	Orig Prog Budget	Amend Prog Budget
831	Other (admission to field trips)	46,575.00	46,575.00	46,575.00	46,575.00
	Original Budget Calculation:				
	=5325+41250				

Original Budget Narratives:

Other (Admission to field Trips:

Full Days:
3 trips x average cost $5 x 355 slots = $5,325

Cost based per child : $15.00

Summer:
10 trips x average cost $5 x 825 slots= $41,250.00

Cost based per child: $50.00

Budget Amendment Narratives:

Approved Date: -

Account #	Account Name	Orig CSC Budget	Amend CSC Budget	Orig Prog Budget	Amend Prog Budget
841	Program Specific Audit	6,000.00	6,000.00	6,000.00	6,000.00
	Original Budget Calculation:				
	=6000				

Original Budget Narratives:

Program Specific Audit $6,000

Cost based per child (550+825=1375 slots): $4.37

Budget Amendment Narratives:

Approved Date: -

Account #	Account Name	Orig CSC Budget	Amend CSC Budget	Orig Prog Budget	Amend Prog Budget
851	Other (Volunteers)	0.00	0.00	40,608.00	40,608.00

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Original Budget Calculation:

=40608

Original Budget Narratives:

In Kind Volunteer Hours:
After School Program/Full Days:
An average of 24 volunteers assist throughout the after school year for a total of 1600 hours with direct program services. Valued at $11.28/hr based on dollar value of the hourly rate equivalent (1600 x $11.28= $18,048)

Summer Camp:
An average of 50 volunteers assist throughout the after school year for a total of 2000 hours with direct program services. Valued at $11.28/hr based on dollar value of the hourly rate equivalent (2000 x $11.28= $22,560)

Cost based per child (550+825=1375): $29.54

Total Program Expense : $0
Total CSC request: $0
Amount of In-Kind: $40,608
Source of In-Kind: MDPROS
Frequency of in-Kind: This in-kind is valued at $11.28/hr. Hours valued at $11.28/hr x 3600 = $40,608.

Budget Amendment Narratives:

Approved Date: -

Account #	Account Name	Orig CSC Budget	Amend CSC Budget	Orig Prog Budget	Amend Prog Budget
852	Other (Special Events)	2,760.00	2,760.00	2,760.00	2,760.00

Original Budget Calculation:

=1380+1380

Original Budget Narratives:

Other (Special Events)

Utilized for Family Engagement events

GP: $230 per site x 6 sites = $1,380
CWD: $230 per site x 6 sites = $1,380

Cost based per child (550+825=1375 slots): $2.01

Budget Amendment Narratives:

Approved Date: -

Account #	Account Name	Orig CSC Budget	Amend CSC Budget	Orig Prog Budget	Amend Prog Budget
853	Other (Required Staff Training)	0.00	0.00	0.00	0.00

Original Budget Calculation:

=0+0

Original Budget Narratives:

Budget Amendment Narratives:

Approved Date: -

Account #	Account Name	Orig CSC Budget	Amend CSC Budget	Orig Prog Budget	Amend Prog Budget
854	Other (Discretionary Funds)	2,973.00	2,973.00	2,973.00	2,973.00

Original Budget Calculation:

=2973

Original Budget Narratives:

New

Budget Amendment Narratives:

Approved Date: -

Account #	Account Name	Orig CSC Budget	Amend CSC Budget	Orig Prog Budget	Amend Prog Budget
855	Other (conference registration)	0.00	0.00	0.00	0.00

Original Budget Calculation:

=0+0

Original Budget Narratives:

Budget Amendment Narratives:

Approved Date: -

Account #	Account Name	Orig CSC Budget	Amend CSC Budget	Orig Prog Budget	Amend Prog Budget
891	Other (other)	0.00	0.00	0.00	0.00

Original Budget Calculation:

=0+0

Original Budget Narratives:

Budget Amendment Narratives:

Approved Date: -

Expense Totals	Orig CSC Budget	Amend CSC Budget	Orig Prog Budget	Amend Prog Budget
	386,290.00	386,290.00	866,660.00	866,660.00

Salary and Expense Totals	Orig CSC Budget	Amend CSC Budget	Orig Prog Budget	Amend Prog Budget
	1,636,921.00	1,636,921.00	2,158,257.00	2,158,257.00

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ATTACHMENT C
PROGRAMMATIC/INITIATIVE PERFORMANCE AND DATA REPORTING REQUIREMENTS

Attachment C: Data Requirements and Program Progress Metrics

AFTER-SCHOOL PROGRAMS AND SUMMER CAMPS

The Children's Trust requires collecting ongoing measures of progress on the quantity, quality and effects of service efforts. The purpose of data collection, reporting and analysis is to promote continuous improvements in program quality and outcome achievement. Successful programs regularly monitor the quality of their own implementation at the site level, offer staff training and coaching on program components, and incorporate feedback from participants and staff. Program progress metrics may be revised throughout the funding cycle depending on the initiative needs and additional program data.

PARTICIPANT DEMOGRAPHICS	
DATA REQUIREMENT	**PROGRAM PROGRESS METRICS**
Participant Demographics: Providers are expected to collect and report the participant identifiable information specified in the Child Information Forms and in the demographics screens in our data reporting system. Providers will update participant demographics regularly when new information is collected (e.g., new address, grade level).	After-school programs and summer camps are expected to serve Miami-Dade County school-age participants attending elementary and middle school, including children with disabilities. The following are exceptions to the elementary and middle school grade requirements: • Participants with disabilities may include youth who are enrolled in high school, through the age of 22; and • Participants in summer camp who will turn age five (5) by September 1st of that school year. Programs are expected to serve the percentage of Children with Disabilities specified in Attachment A.

PARTICIPANT ATTENDANCE	
DATA REQUIREMENT	**CONTRACT PROGRESS METRICS**
Attendance-based Data: Attendance-based activities are ongoing intensive services that represent the core program activities and are attended by participants regularly (typically more than two times).	Program Participation: Programs are expected to ensure that services offered are being utilized by participants. Participant Retention: The contracted number of participants are receiving the contracted number of sessions (i.e., the expected and appropriate dosage)

PARTICIPANT OUTCOMES	
DATA REQUIREMENT	**CONTRACT PROGRESS METRICS**
Performance Measures (PM) Data: Measures of participant outcomes should be used both for the purposes of understanding and tailoring to meet individual needs at program entry (pre-tests) and for tracking changes or benefits realized over the course of the program (through comparing pre/post-tests). The specific outcomes for each contract are described in detail in Attachment A. All children with attendance during a test administration timeframe should receive an assessment. Additionally, children leaving the program before its completion should be post-tested, if prior notice is given. • School Year Pre-test: Administer within 30 calendar days of child's first day of attendance. • School Year Mid-test: Administer between December 1st and January 15th. • School year Post-test: Administer between May 1st and end of school year. • Summer Camp Pre-test: Administer within 14 calendar days of each child's first day of attendance. Providers may also opt to use school year post-test results as summer pre-tests for returning children. This is permissible only if the school year post-test was administered within two weeks of the child's start date in summer camp. If provider chooses this option re-entering testing information for each participant is required. • Summer Camp Post-test: Administer during the final 14 calendar days of summer camp. If the original formats of the required measures are not appropriate for some participants, providers may utilize approved adaptations or alternate assessments, in consultation with The Trust and its program and professional development providers. Screening Data: In line with The Trust's whole-child approach, providers are expected to screen all children enrolled in their programs using the child screening (TBD).	Participant Testing/Timely Screenings: Providers are expected to collect and report on the outcome assessment and screening tools identified in Attachment A on a timely and accurate manner. Actual Outcome Achievement: Refers to the number and percentage of participants who meet each required outcome in relation to the number of participants that were expected to meet it. Timely Referral and Referral Completion: Based on the results of the child screening providers are expected to connect families with identified services needed.

PROGRAM QUALITY MEASURES	
DATA REQUIREMENT	**CONTRACT PROGRESS METRICS**
Satisfaction Survey: Providers are expected to administer child/youth and parent satisfaction surveys during the school year and summer. Satisfaction surveys can be found at The Children's Trust website. Providers are required to submit a summary of their school year and summer camp survey results through our data reporting system.	Participant Satisfaction: Satisfaction surveys help gauge various dimensions of participants' and caregivers' overall satisfaction with programming (including safety, program elements most liked and those in need of change, and whether the programming help children, or other participants). Providers should be able to describe how they use participant feedback to continuously learn about ways to improve their programs.
Personnel Records: Providers shall maintain a personnel file for each staff involved in the program, including in-kind staff and volunteers. Each file should contain, at a minimum, background screening results, proof of required education, professional development credits/non-credits hours, and any required certifications or licensures.	Staff Qualifications and Retention: Providers are expected to hire and retain staff and subcontractors with the necessary qualifications/credentials. Providers are expected to produce proof of required experience, education, and certifications/licensures as specified in Attachment A, staffing table. Professional Development: Providers are expected to create and implement a program and professional development plan that meets all training and certification requirements of the selected EBP(s) and tools as applicable. All staff and subcontractors must be trained by the developer or a certified trainer in the EBP model and tools implemented. Trust-sponsored/facilitated Trainings: Providers must ensure appropriate staff and subcontractors attend various trainings provided by The Trust's program and professional development providers annually. At a minimum, staff will be required to attend the following annually: • New and renewal contract development; • Contract management trainings; • The Children's Trust provider meetings; • SAMIS training for budgets, amendments, invoices, SAMIS programmatic and reports trainings. • Content specific trainings related to program quality and performance measures.
Program Service Delivery: Providers are expected to deliver contracted services with fidelity to Attachment A.	Activities Observation: Supervisors must regularly monitor staff as well as subcontractors using the appropriate fidelity tool as well as hold regular reflective supervision meetings to ensure high quality service delivery. The Trust will complete various program observations and monitoring site visits throughout the contract year. Program observation visits may be announced or unannounced. In addition, providers are expected to participate in technical assistance and quality improvement activities provided by professional development providers.

ADDITIONAL REQUIREMENTS

Compliance Items: Provider shall comply with all applicable compliance items specified in the core contract, related contract attachments, and the "Required Documentation Checklist" posted on The Children's Trust website.

Schedule of Activities: An approved Schedule of Activities is to be posted in a visible location at each service site. The schedule shall reflect the activities, frequency, and intensity as outlined in Attachment A. Provider may modify the schedule(s), however, any changes that alter the type, frequency, intensity, and/or duration of the activities will require a contract amendment. Provider must ensure that approximately 75% of the program's operating hours are accounted for in planned program activities described in Attachment A.

Nutritious Food/Beverage: Providers are expected to ensure that all children have a nutritious lunch and snack, at a minimum, during summer and full-day program days and a snack during after-school and partial day program days. Provider may also participate in the Afterschool Meal (supper) program facilitated by The Children's Trust. Weekly menus are to be posted in a visible location at each service site.

Accommodations for Children with Disabilities: The Children's Trust expects all programs to serve children with disabilities, regardless of disability type or level, provided they can be safely and reasonably accommodated in accordance with the Americans with Disabilities Act (ADA). Providers who may need assistance in determining whether they can safely and reasonably accommodate children with disabilities must contact their assigned Inclusion Specialist from the resources available through The Children's Trust. All children must be admitted into programs unless the assigned Inclusion Specialist determines that reasonable accommodations cannot be made.

Program Narrative Report: The Program Narrative Report captures a brief report of the program's successes, challenges, and support needed. The report will be submitted to The Trust via the web-based reporting system and following the guidelines provided in the Data Reporting Timeline below.

Accurate Timely Data Entry: Providers are expected to enter demographic, attendance, screening, and assessment data in a timely manner, contributing to data accuracy and real time use of data. Providers are expected to have processes in place to ensure data quality and integrity. Providers are expected to collect and report outcome and screening data on all participants in our data reporting system.

Data Reporting Timeline: Provider shall comply with the web-based reporting requirements set forth in the tables below. With each submission, Provider shall attest, based on his/her best knowledge, information and belief, that all data submitted in conjunction with the reports are accurate, truthful and complete. Providers will report individual participant attendance for each month by the 15th of the following month at the latest.

	Due Date*	What to Report in the Web-Based Reporting System
School Year	15th Day Each Month	- Prior month's new participant demographics, attendance data, screening data, and any testing data
	October 15th	- Program Narrative Report
	January 31st	- Program Narrative Report
	April 15th	- Aggregated satisfaction survey responses
	June 15th	- Program Narrative Report - School year attendance data

	Due Date*	What to Report in the Web-Based Reporting System
Summer Camp	15th Day Each Month	- Prior month's new participant demographics, attendance data, screening data, and any testing data
	September 15th	- Program Narrative Report - Aggregated satisfaction survey responses

*NOTE: If a reporting due date falls on a weekend or holiday, the document shall be due on the following business day.

ATTACHMENT D
PROGRAM SPECIFIC AUDIT REQUIREMENTS

Attachment D

Program Specific Audit Requirements

The Program Specific Audit must encompass an audit of The Children's Trust contracts in accordance with section O3: Program Specific Audit of this contract. The comprehensive nature of auditing performed in accordance with the standards set forth below places on the independent certified public accounting firm (CPA) the responsibility for ensuring that (1) the audit is conducted by personnel who have the necessary skills; (2) independence is maintained; (3) applicable standards are followed in planning and conducting audits and reporting the results; (4) the organization has an appropriate internal quality control system in place; and (5) the organization undergoes an external quality control review.

Program Specific Audits must be conducted in compliance with AU-C 935 and are required to include performing tests of controls over compliance.

An auditor's risk assessment must include an expectation of the operating effectiveness of controls over compliance; and in doing so; the assessed control risk must be assessed at low during the planning stage. If the auditor determines a lack of controls and identifies risk of material noncompliance that demonstrates internal controls do not exist or are not effective regarding the compliance requirement, a response to such risks should be developed, and a finding (significant deficiency or material weakness) should be reported.

The auditor's test work and sample size of each compliance requirement should be the result of the assessed level of inherent risk and control risk as it relates to each compliance requirement as stated in The Children's Trust contracts.

The Program Specific Audit requires the following components (a sample format may be found on The Children's Trust website):

a. Independent Auditor's Report on the Schedule of Expenditures of The Children's Trust Contracts;
b. Schedule of Expenditures of The Children's Trust Contracts;
c. Notes to Schedule;
d. Independent Auditor's Report on Compliance for each of The Children's Trust Contracts and Report on Internal Control over Compliance; and
e. Schedule of Findings and Questioned Costs.

At a minimum, the auditor must include the following tests in their audit program to ensure that the compliance requirements set forth in The Children's Trust compliance supplement are met. They are:

<u>The Children's Trust Compliance Supplement to the Program Specific Audit:</u>

Compliance Requirement	Program Specific Audit Implication	Example
a). Internal Controls	1). An auditor's risk assessment must include an expectation of the operating effectiveness of controls over compliance; and in doing so; the assessed control risk must be assessed at low during the planning stage. If the auditor determines a lack of controls and identifies risk of material noncompliance that demonstrates internal controls do not exist or are not effective regarding the compliance requirement, a response to such risks should be developed, and a finding (significant deficiency or	A). Controls tested during the financial statement audit may not consider compliance as it relates to the Children's Trust contracts. Overall control risk must consider each compliance requirement tested during the program specific audit. Separate risk assessment procedures and materiality should be performed and generated for a program specific audit.

Compliance Requirement	Program Specific Audit Implication	Example
	material weakness) should be reported. The auditor's test work and sample size of each compliance requirement should be the result of the assessed level of inherent risk and control risk as it relates to each compliance requirement as stated in The Children's Trust contracts.	
b). Budget vs. Actual Expenditures	1). The approved budget is to include the original approved contract as well as any approved budget amendments/revisions.	A). Testwork should include a schedule identifying each contract and its original/amended budget, monthly billings, contract utilization and any analytical expectations that may identify any overbillings. i. SAMIS does not allow providers to overbill any budgeted line item or contract allocation, however, if contract utilization is greater or less than expected, this could indicate that a budgeted salary rate is not the employee's actual rate. Provider must compensate employees at the rate stated on the budget. Any difference in rate would warrant a finding in the Program Specific Audit Report.
c). Allowable/Unallowable Activities and Costs <u>Common unallowable costs:</u> 1. Salary rates, payroll methods and hours billed do not match original or amended budgets. 2. The amount of fringe benefits billed to the Trust is actually for employees not included in contract budget and unrelated to the program.	1). Requires that the nature of services and type of costs paid are in agreement with the contractual budget and/or budget amendment/revision's scope of services and budget guidelines. AND/OR Requires that activities performed or costs paid with The Children's Trust funds are listed in the contractual budget narrative or a contractual	A). If Provider asks to be reimbursed for 6 field trips to teach children social skills, then were those field trips enumerated in either the contractual budget narrative or the contractual Scope of Services? B). If the contractual budget, lists a Program Coordinator position at $25.00/hour, then does the provider actually pay and charge The Children's Trust $25.00/hour?

Compliance Requirement	Program Specific Audit Implication	Example
3. Professional services are billed within regular salaries and wages. 4. Capital purchases disguised as repairs. 5. Sales taxes and tips. 6. Fuel 7. Food and beverage costs for parties, celebrations, end-of-program events, and conferences or conventions, unless while attending an out-of-town conference or convention. 8. Monetary gift cards as incentives. (A detailed listing of all costs and activities considered allowed and un-allowed can be viewed in the *Budget Guidelines* form on the Children's Trust website, www.thechildrenstrust.org/providers/forms.)	budget amendment/revision narrative. 2). Any cost or service billed that is not approved in the contract budget is a finding and reported as a questioned cost on the Program Specific Audit Report. 3). If any cost or service is billed in more than one contract, and the billings are in excess of the total disbursement, or approved allocation, the expense has been overbilled or doubled billed and should be considered a finding. 4). Children's Trust funds must supplement a program, supplanting is unallowable. A provider may not use contract funds to defray any costs that the recipient already is obligated to pay. (See example F)	C). If the contractual budget, lists a Program Coordinator's position, with dedicated time charged to The Children's Trust program of 25%, then does the provider keep records of an employee's time to substantiate that 25% of time was in fact earned and charged to The Children's Trust program? D). If 3 contracts list a Program Coordinator's total budgeted salary as $100,000 and each contract will reimburse $35,000 (35%), then a possible overbilling of $5,000 may have occurred ($35,000*3=$105,000 or 35%*3=105% Children's Trust salary allocation). E). If an invoice is submitted to The Children's Trust that includes food charges for end of the year parties and celebrations, is that cost allowable per The Children's Trust budget guidelines? Food costs for end of year celebrations are NOT allowable per The Children's Trust budget guidelines. F). If a provider, prior to applying to participate in the contracted program, had committed to purchase 10 new computers for another program, then the provider must purchase those 10 computers in addition to any computers requested for the Children's Trust program.
d). Cash Management	1). With the exception of the last month of the contract period, do monthly invoices represent cost actually paid during the contract period (cash basis), rather than costs incurred or accrued.	A). If payroll is paid on 3/31, is it included in March's reimbursement? B). If payroll is paid on 4/1, but represents time charged in March, is it included in April's reimbursement?

Compliance Requirement	Program Specific Audit Implication	Example
e). Period of Availability	1). Requires Provider to charge The Children's Trust grant with only allowable costs resulting from obligations incurred during the funding period.	A). If the active contract period extends from 8/1/15 through 7/31/16, and Provider expenses $250.00 for office supplies on 9/30/15, does that expenditure apply to the active contract period? B). The following items warrant the most attention at the beginning and end of contract periods: i. Payroll from expired contract is billed in the first month of renewed contract is unallowable if it was paid during the invoiced month but was incurred in prior contract. Reporting requirements for final invoice allow this payroll to be expensed and reimbursed in prior contract. Only the portion of payroll incurred during the contract period may be billed. ii. Utilities iii. Insurances
f). Special Provisions	1). Eligibility requirements related to contract expectations such as type of participants served, number of participants served and background checks should NOT be tested as part of The Children's Trust program specific audit. The program specific audit is meant to test the fiscal viability of the provider. Therefore, certain core contract provisions that support the fiscal viability of the provider should be tested.	Each of the following special provisions must be tested: A). Insurance requirements (further description in Section K of Core Contract) i. Auditor should determine if all applicable insurance policies were carried during the fiscal year. B). Proof of tax status (further description in Section L) ii. Auditor should vouch to applicable documents verifying that all incurred payroll and unemployment taxes have been paid. C). Data security obligation (further description in Section 0.12 of the Core Contract)

Compliance Requirement	Program Specific Audit Implication	Example
		i. Auditor should obtain and/or understand the Provider's data security policy. D). Subcontractor agreements (if applicable) i. Auditor should obtain and understand any agreements made with subcontracted parties. Additionally, the auditor should obtain an understanding of any Provider monitoring procedures. E). Matching Funds i. In some cases, a required match is contracted. This will be indicated in Section D of the base contract. Verify the applied method the provider uses to satisfy match requirements. Also, verify that provider maintains documentation to backup match requirements.

The independent auditor's report shall state that the audit was conducted in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and the Program Specific Audit requirements listed in The Children's Trust contract.

ATTACHMENT E-1
AFFIDAVIT UNDER PENALTY OF PERJURY FOR LEVEL 2 BACKGROUND SCREENINGS

ATTACHMENT E-1

Affidavit under Penalty of Perjury for Level 2 Background Screenings

Affidavit under Penalty of Perjury Affirming Compliance with Background Screening for Provider Personnel, Volunteers, and Subcontracted Personnel, as applicable.

In accordance with Sections 943.0542, 984.01, Chapter 430, 435, 402, 39.001, and 1012.465 Florida Statutes, and pursuant to the requirements of Paragraph R. Background Screening of this Contract, the undersigned affiant makes the following statement under oath and under penalty of perjury, which is a first degree misdemeanor, punishable by a definite term of imprisonment not to exceed one year and/or a fine not to exceed $1,000, pursuant to Sections 837.012 and 775.082, Florida Statutes.

All full-time, part-time, contracted staff and volunteers, along with the staff and volunteers provided to the program by a subcontractor have been checked against The Dru Sjodin National Sex Offender Public Website http://www.nsopw.gov/eng (Check must have taken place within 30 calendar days prior to the signing of this document.)

STATE OF FLORIDA

COUNTY OF MIAMI-DADE

Before me, the undersigned authority, personally appeared *(CEO/Executive Director)* Authorized Provider Representative of *Miami-Dade County Parks, Recreation and Open Spaces Department,* who being by me first duly sworn, deposes and says:

I swear and affirm that the above-named contracted Provider is compliant with the requirements for personnel background screening detailed in Sections 943.0542, 984.01, Chapter 435, 402, 39.001, and 1012.465 Florida Statutes, as applicable, for all personnel having direct contact with children.

_____ _____

(Signature of CEO/Executive Director/HR Director) Date

Sworn to and subscribed before me at Miami-Dade County, Florida this __ day of _____, 20_ by _____.

___ Who is personally known to me

___ Who produced identification: _____

Type of identification

_____

Signature of Notary Public
State of Florida at Large

_____

Print, type or stamp name of notary public

My Commission Expires:

ATTACHMENT E-2
CHILD CARE
AFFIDAVIT OF GOOD MORAL CHARACTER

ATTACHMENT E-2

CHILD CARE
AFFIDAVIT OF GOOD MORAL CHARACTER

State of Florida County of _____

Before me this day personally appeared _____ who, being duly sworn, deposes and says:
(Applicant's/Employee's Name)

As an applicant for employment with, an employee of, a volunteer for, or an applicant to volunteer with_____, I affirm and attest under penalty of perjury that I meet the moral character requirements for employment, as required by Chapter 435 Florida Statutes in that:

I have not been arrested with disposition pending or found guilty of, regardless of adjudication, or entered a plea of nolo contendere or guilty to, or have been adjudicated delinquent and the record has not been sealed or expunged for, any offense prohibited under any of the following provisions of the Florida Statutes or under any similar statute of another jurisdiction for any of the offenses listed below:

	Relating to:
Section 393.135	sexual misconduct with certain developmentally disabled clients and reporting of such sexual misconduct
Section 394.4593	sexual misconduct with certain mental health patients and reporting of such sexual misconduct
Section 415.111	adult abuse, neglect, or exploitation of aged persons or disabled adults or failure to report of such abuse
Section 741.28	criminal offenses that constitute domestic violence, whether committed in Florida or another jurisdiction
Section 777.04	attempts, solicitation, and conspiracy
Section 782.04	murder
Section 782.07	manslaughter, aggravated manslaughter of an elderly person or disabled adult, or aggravated manslaughter of a child
Section 782.071	vehicular homicide
Section 782.09	killing an unborn child by injury to the mother
Chapter 784	assault, battery, and culpable negligence, if the offense was a felony
Section 784.011	assault, if the victim of offense was a minor
Section 784.03	battery, if the victim of offense was a minor
Section 787.01	kidnapping
Section 787.02	false imprisonment
Section 787.025	luring or enticing a child
Section 787.04(2)	taking, enticing, or removing a child beyond the state limits with criminal intent pending custody proceeding
Section 787.04(3)	carrying a child beyond the state lines with criminal intent to avoid producing a child at a custody hearing or delivering the child to the designated person
Section 790.115(1)	exhibiting firearms or weapons within 1,000 feet of a school
Section 790.115(2) (b)	possessing an electric weapon or device, destructive device, or other weapon on school property
Section 794.011	sexual battery
Former Section 794.041	prohibited acts of persons in familial or custodial authority
Section 794.05	unlawful sexual activity with certain minors
Chapter 796	prostitution
Section 798.02	lewd and lascivious behavior
Chapter 800	lewdness and indecent exposure
Section 806.01	arson
Section 810.02	burglary
Section 810.14	voyeurism, if the offense is a felony
Section 810.145	video voyeurism, if the offense is a felony
Chapter 812	theft and/or robbery and related crimes, if a felony offense
Section 817.563	fraudulent sale of controlled substances, if the offense was a felony
Section 825.102	abuse, aggravated abuse, or neglect of an elderly person or disabled adult
Section 825.1025	lewd or lascivious offenses committed upon or in the presence of an elderly person or disabled adult
Section 825.103	exploitation of disabled adults or elderly persons, if the offense was a felony
Section 826.04	incest
Section 827.03	child abuse, aggravated child abuse, or neglect of a child
Section 827.04	contributing to the delinquency or dependency of a child
Former Section 827.05	negligent treatment of children
Section 827.071	sexual performance by a child
Section 843.01	resisting arrest with violence
Section 843.025	depriving a law enforcement, correctional, or correctional probation officer means of protection or communication
Section 843.12	aiding in an escape
Section 843.13	aiding in the escape of juvenile inmates in correctional institution

Chapter 847	obscene literature
Section 874.05(1)	encouraging or recruiting another to join a criminal gang
Chapter 893	drug abuse prevention and control only if the offense was a felony or if any other person involved in the offense was a minor
Section 916.1075	sexual misconduct with certain forensic clients and reporting of such sexual conduct
Section 944.35(3)	inflicting cruel or inhuman treatment on an inmate resulting in great bodily harm
Section 944.40	escape
Section 944.46	harboring, concealing, or aiding an escaped prisoner
Section 944.47	introduction of contraband into a correctional facility
Section 985.701	sexual misconduct in juvenile justice programs
Section 985.711	contraband introduced into detention facilities

I understand that I must acknowledge the existence of any applicable criminal record relating to the above lists of offenses including those under any similar statute of another jurisdiction, regardless of whether or not those records have been sealed or expunged. Further, I understand that, while employed or volunteering at in any position that requires background screening as a condition of employment, I must immediately notify my supervisor/employer of any arrest and any changes in my criminal record involving any of the above listed provisions of Florida Statutes or similar statutes of another jurisdiction whether a misdemeanor or felony. This notice must be made within one business day of such arrest or charge. Failure to do so could be grounds for termination.

I attest that I have read the above carefully and state that my attestation here is true and correct that my record does not contain any of the above listed offenses. I understand, under penalty of perjury, all employees in such positions of trust or responsibility shall attest to meeting the requirements for qualifying for employment and agreeing to inform the employer immediately if arrested for any of the disqualifying offenses. I also understand that it is my responsibility to obtain clarification on anything contained in this affidavit which I do not understand prior to signing. I am aware that any omissions, falsifications, misstatements or misrepresentations may disqualify me from employment consideration and, if I am hired, may be grounds for termination or denial of an exemption at a later date.

SIGNATURE OF AFFIANT:_____

Sign Above OR Below, DO NOT Sign Both Lines

To the best of my knowledge and belief, my record contains one or more of the applicable disqualifying acts or offenses listed above. I have placed a check mark by the offense(s) contained in my record. (If you have previously been granted an exemption for this disqualifying offense, please attach a copy of the letter granting such exemption.) (Please circle the number which corresponds to the offense(s) contained in your record.)

SIGNATURE OF AFFIANT: _____

Sworn to and subscribed before me this _____day of _____, 20___.

_____

SIGNATURE OF NOTARY PUBLIC, STATE OF FLORIDA

_____

(Print, Type, or Stamp Commissioned Name of Notary Public)

(Check one)

Affiant personally known to notary

OR

Affiant produced identification

Type of identification produced: _____

ATTACHMENT E-3
CHILD ABUSE & NEGLECT REPORTING REQUIREMENTS

ATTACHMENT E-3

Child Abuse & Neglect Reporting Requirements

All child care personnel are mandated by law to report their suspicions of child abuse, neglect, or abandonment to the Florida Abuse Hotline in accordance with s. 39.201 of the Florida Statutes (F.S.).

* Child care personnel must be alert to the physical and behavioral indicators of child abuse and neglect. "Child Abuse or Neglect" is defined in s. 39.201, F.S., as "harm or threatened harm" to a child's health (mental or physical) or welfare by the acts or omissions by a parent, adult household member, other person responsible for the child's welfare, or for purposes of reporting requirements by any person.

  Categories Include:
  - Physical Abuse or Neglect (i.e. unexplained bruises, hunger, lack of supervision...)
  - Emotional Abuse or Neglect (i.e. impairment in the ability to function, depression...)
  - Sexual Abuse (i.e. withdrawal, excessive crying, physical symptoms...)

* Reports must be made immediately to the Florida Abuse Hotline Information System by

  - Telephone at 1-800-96-ABUSE (1-800-962-2873), or
  - Fax at 1-800-914-0004, or
  - Online at http://www.dcf.state.fl.us/abuse/report/.

* Failure to perform duties of a mandatory reporter pursuant to s. 39.201, F.S. constitutes a violation of the standards in ss. 402.301-319, F.S. and is a felony of the third degree. **Remember**, it is each child care personnel's responsibility to report suspected abuse and/or neglect.

* All reports are confidential. However, persons who are mandated reporters (child care personnel) are required to give their name when making a report.

* It is important to give as much identifying and factual information as possible when making a report.

* Any person, when acting in good faith, is immune from liability in accordance with s. 39.203(1)(a), F.S.

* For more information about child abuse and neglect, visit the Department's website at www.myflorida.com/childcare and select "Training Requirements." The Department offers a 4-hour *Identifying and Reporting Child Abuse and Neglect* course for child care providers. This course is an overview of the various types of abuse and neglect, indicators that may be observed, the legal responsibility of mandatory reporters, and the proper procedure for reporting abuse and neglect, as required by ss. 402.305(2) and 402.313(1), F.S. The course is offered both online and instructor-based throughout Florida.

This statement is to verify that on _____, 20___, I, _____
Date Print Name of Employee

Read and understood the information and my mandated reporting requirements.

Signature of Employee (for facility or large family child care home) Signature of Operator

ATTACHMENT E-4
BACKGROUND SCREENING
& PERSONNEL FILE REQUIREMENTS

ATTACHMENT E-4

BACKGROUND SCREENING & PERSONNEL FILE REQUIREMENTS

Place in employee file and attach all background screening documentation.
Authority: s. 402.301-319, F.S., and s. 435, F.S.

Name of Employee:_____
Name of Facility: _____

*Social Security #: _____ Date of Birth: _____ Employment Date: _____

*Pursuant to Chapter 435.05, F.S., the Department's license/registration application requires personnel to give their Social Security number for the purposes of background screening. Social security numbers are used by the Department for identity verification only.

Position Classification (check one)	Position Type (check all that apply)	Age Group Assigned (check one)	Education Level (check one)
Child Care Personnel Intermittent Volunteer Other Personnel	Owner Director Lead Teacher (must select age group) VPK Instructor Assistant Teacher Substitute	0 – 12 Months 1 Year 2 Years 3 Years 4 Years 4 Years VPK 5+ Years Mixed Not Applicable	No High School/GED High School Student High School/GED National Early Childhood Credential Birth Through Five Child Care Credential School-Age Child Care Credential Associates Degree Bachelor's Degree Master's Degree or Higher

SCREENING DOCUMENTATION

All child care personnel are required by law to be screened pursuant to Chapter 435, F.S., as a condition of employment and continued employment.

Initial Screen

	Date Livescanned FDLE/ FBI	Date completed FDLE/ FBI
FINGERPRINT		
Affidavit of Good Moral Character **(due on or before employment, following a 90 day break, or when changing employers)**		N/A

5 Year Re-screen

	Date Livescanned	Date completed
FINGERPRINT		
FINGERPRINT		
FINGERPRINT		

OTHER REQUIREMENTS

Date Employment References Checked:_____
Names of References (attach additional documentation if necessary):

Leave of Absence Documentation from Employer (if applicable)

ATTACHMENT G
DATA SECURITY DEFINITIONS

ATTACHMENT G

Data Security Definitions

"Authorized Employees" means Provider's employees who have a need to know or otherwise access Personal Information to enable Provider to perform its obligations under this Agreement.

"Authorized Persons" means (i) Authorized Employees; or (ii) Provider's subcontractors approved by The Children's Trust who have a need to know or otherwise access Personal Information to enable Provider to perform its obligations under this Agreement, and who are bound in writing by confidentiality obligations sufficient to protect Personal Information in accordance with the terms and conditions of this Agreement.

"Unauthorized Third Party" means any person other than Authorized Employee or Authorized Person(s).

"Highly-Sensitive Personal Information" means an individual's (i) government-issued identification number (including, without limitation, social security number, driver's license number or state-issued identified number); (ii) financial account number, credit card number, debit card number, credit report information, with or without any required security code, access code, personal identification number or password, that would permit access to an individual's financial account; or (iii) biometric or health data.

"Personal Information" includes Highly-Sensitive Personal Information or any of the following:

(i) An individual's first name or first initial and last name in combination with any one or more of the following data elements for that individual:

(1) A social security number;
(2) A driver license or identification card number, passport number, military identification number, or other similar number issued on a government document used to verify identity;
(3) A financial account number or credit or debit card number, in combination with any required security code, access code, or password that is necessary to permit access to an individual's financial account;
(4) Any information regarding an individual's medical history, mental or physical condition, or medical treatment or diagnosis by a health care professional; or
(5) An individual's health insurance policy number or subscriber identification number and any unique identifier used by a health insurer to identify the individual.

(II) User name or e-mail address, in combination with a password or security question and answer that would permit access to an online account.

Notwithstanding the foregoing, the term "Personal Information" shall not include information (1) about an individual that has been made publicly available by a federal, state, or local governmental entity; or (2) that is encrypted, secured, or modified by any other method or technology that removes elements that personally identify an individual or that otherwise renders the information unusable.

"Security breach" or **"breach"** means unauthorized access of data in electronic form containing personal information, or a breach or alleged breach of this Agreement relating to such privacy practices. Good faith access of Personal Information by an employee or agent of the covered entity shall not constitute a breach of security under this Agreement, so long as the information is not used for a purpose unrelated to the business of The Children's Trust, or as a result of any other unauthorized use.

The Children's Trust

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Imran Ali
Interim President & CEO

County Attorney's Office
Legal Counsel

October 23, 2015

Renae Nottage
Superintendent for Health & Fitness
Miami Dade County- Parks, Recreation & Open Spaces Department
275 NW 2nd Street
Miami, FL 33128

Re: Youth Afterschool and Summer Programs
Contract No. 1614-7600

Dear Ms. Nottage:

Enclosed is the contract that must be signed by personnel within your organization authorized to enter into contracts. Please sign and return the enclosed contract to the following address as soon as possible:

The Children's Trust
ATTN: Blanch Johnson, Contract Manager
3150 SW 3rd Avenue, 8th Floor
Miami, Florida 33129

Upon final execution by the President and CEO of The Children's Trust, an original for your records will be delivered to your agency.

If you have any questions please feel free to contact me at 305-571-5700.

Sincerely,

Blanch Johnson
Contract Manager